



UNITED NATIONS  
Office for Outer Space Affairs

# INFORMATION FOR PARTICIPANTS

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## **United Nations/China Workshop on Human Space Technology**

Beijing, China  
16-20 September 2013

Organized jointly by  
United Nations Office for Outer Space Affairs (UNOOSA)  
China Manned Space Agency (CMSA)

Co-organized by  
International Academy of Astronautics (IAA)

Hosted by  
China Manned Space Agency (CMSA)

**<http://unoosa.org/oosa/en/SAP/act2013/China/index.html>**



# Information For Participants

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## 1. Information of the Workshop

### Venue and Work Period

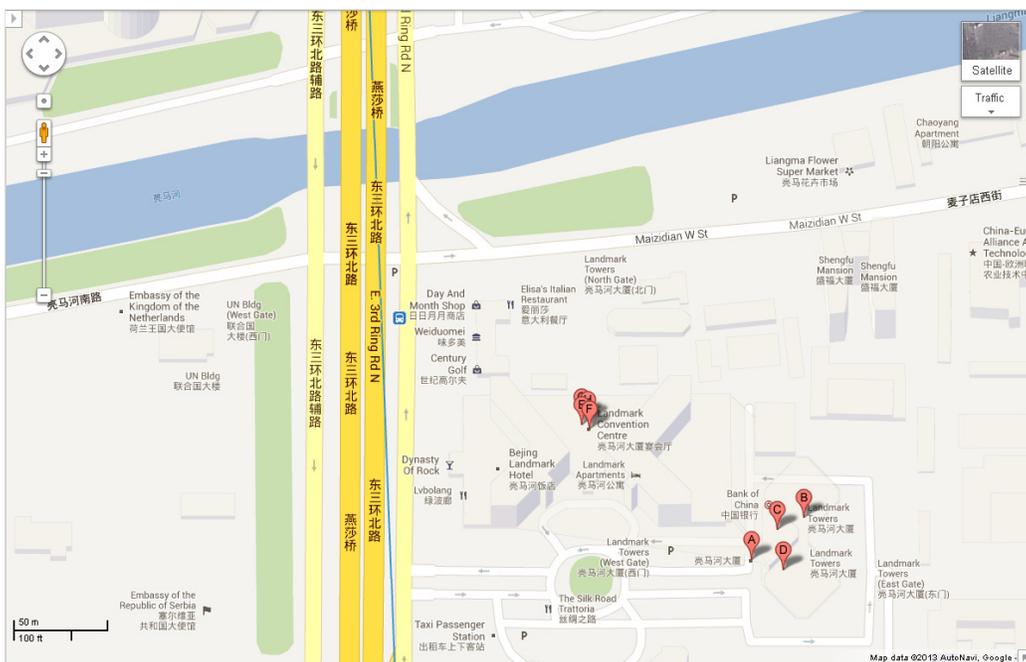
The workshop will be held at:

#### **BEIJING LANDMARK CONVENTION CENTER**

No.8, North Dongsanhuan Road, Chaoyang District, 100004 Beijing, China

Tel : +86-10-6590 6688, Fax : +86-10-6590 6513,

<http://www.beijinglandmark.com/en/index.html>



The workshop will commence **at 10:00 on Monday 16 September** in the **Bauhinia Grand Hall B (紫金B厅)** in Chinese) at the Landmark Convention Center, where all the plenary sessions take place. The workshop will close in the afternoon on Friday 20 September 2013.

### Programme and Presentations

The programme outline and the up-to-date programme will be published timely at:

<http://www.oosa.unvienna.org/oosa/en/SAP/act2013/China/index.html> , and

<http://en.cmse.gov.cn/ChinaWS>.

Please frequently check the websites for further details.

All speakers who have been scheduled to make oral presentations or posters will be contacted before the workshop by the Programme Committee for preparation and confirmation.

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We advise you to use PowerPoint for your presentation. Please bring a copy of your presentation on USB memory stick.

All presentations will be published electronically after the workshop upon agreement with presenters.

#### Working Language

The working language of the workshop is English.

#### Facilities, Materials, and Equipment

The workshop rooms will be equipped with a PC and projector. The LOC will provide photocopying, printing, fax and office supplies for the workshop. The workshop room provides free Wi-Fi access.

## **2. Registration**

Registration will open on Monday 16 September 2013 from 09:00-10:00 at the Workshop venue. Each participant will receive a badge which should be worn visibly throughout the entire period of the workshop.

## **3. Accommodation**

#### Hotel for funded participants

Participants who are provided with living funding will stay at the **Beijing Landmark Hotel** in the same complex of the Venue of the workshop. The Local Organization Committee (LOC) has made your room reservation and will cover your hotel room (breakfast included) for the duration of the workshop, normally from Sunday 15 September (arriving day) to 21 September (leaving day). If you arrive earlier or leave later due to an arrangement made with the UN, your extended stay will be covered. Please note though that all incidental expenses (such as bar, room service, laundry, all local and international phone calls, business centre, hotel car park and an additional person in the room etc.) are to be borne by participants. Check-In: 07:00; Check-Out: 14:00.

#### **Beijing Landmark Hotel**

No.8, North Dongsanhuan Road, Chaoyang District, 100004 Beijing, China

Tel: +86-10-6590 6688, Fax: +86-10-6590 6513

E-mail : [rsvn@beijinglandmark.com](mailto:rsvn@beijinglandmark.com)

<http://www.beijinglandmark.com/en/index.html>

Sales Executive: HONG Liang

Tel: +86-10-6590 6688 ext. 5239, Fax: +86-10-6590 0537

E-mail: [hongliang@beijinglandmark.com](mailto:hongliang@beijinglandmark.com)



### Hotel for Self-Funded participants

Participants who are self-funded are responsible for making their own hotel arrangements. Please find attached the list of hotels near the Venue of the workshop for your convenience. However, the LOC recommends you to stay at the same hotel, **Beijing Landmark Hotel**, for your stay during the workshop. If you wish to stay at this hotel or apartments, please contact the following address (<**HONG Liang**>, <**hongliang@beijinglandmark.com**>) for booking and tell him the name of the meeting **“United Nations/China Workshop on Human Space Technology Organized by China Manned Space Agency”** so that the hotel management will make the suitable arrangement, and the cooperate rate, approx. 680 RMB (about 110 USD or 85 EUR, breakfast included) for standard room, will be available.

### Meals for Participants

The LOC will cover all the meals for living funded participants during their official stay. All the workshop participants will be provided by the LOC with buffet lunch from Monday to Friday, and dinner on Monday, Tuesday, Thursday.

Welcome Dinner will take place on Monday 16 September 2013 from 19:00 to 21:30 at Bauhinia Hall A of the Landmark Convention Center. Light meal for dinner will be provided on the bus to the venue of the International Astronaut Forum in the evening on Tuesday. Cultural Dinner will take place on Thursday 19 September 2013 from 18:00 to 19:30 at Bauhinia Hall A of the Landmark Convention Center.

If you need any help regarding hotel reservation and meals arrangement from the LOC, please contact Ms. Lijun WANG (Mobile: +86-15201642913, wanglijun@castcc.com).

### **4. Flight Arrangements**

Participants who are being provided with funding support for their travels will be contacted on an individual basis, and will receive an economy round-trip air ticket from their home international airport to Beijing and back arranged by the United Nations Office for Outer Space Affairs as per the UN rules and regulations. Please note that any changes to the original air travel arrangements will be at the participant’s expense.

Participants coming to the workshop on a self-funded basis are entirely responsible for all their travels.

### **5. Medical Services**

The emergency number for ambulance and rescue in Beijing is **120** or **199** from every landline telephone on the premises.

At the Venue of the Workshop, the LOC arranges a place for emergency health supports. If participants have any healthy problem, they can contact any member of the LOC for help. The LOC provides service of first aid in emergence.



## **6. Travel Services**

The Beijing Landmark Hotel is at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions.

## **7. Visa Application**

You are advised to check with the respective Consulate(s) and/or Embassy(ies) for obtaining required visa, including any transit visa, as soon as possible. Please note that it is the sole responsibility of the traveller to obtain required visa(s). The visa should be issued to you free of charge. Please also ensure the validity of your passport.

Please note that there is no possibility of obtaining a Chinese visa on arrival at the airport.

## **8. Currency**

Exchange rate as of 22 July 2013:

1 EUR = approx. 8.07 CNY\*

1 USD = approx. 6.13 CNY\*

(\*CNY: Chinese Yuan)

## **9. Health Insurance**

Adequate insurance (i.e. health; travel; life) is the personal responsibility of each individual. The United Nations and co-organizers will not assume any responsibility for life and major health insurance, nor for expenses related to medical treatment or accidental events.

## **10. Transportation**

All the international participants will be landing at the Beijing Capital International Airport (BCIA), Beijing, China. Tel: +86 10 6465 1100, <http://en.bcia.com.cn/>

The BCIA has three terminals, 1, 2 and 3. Please note which terminal applies to you.

The LOC will make plans for picking up all the arriving international participants in the BCIA and transferring them from the hotel to BCIA for departure. Please inform the LOC of your air flight information before the workshop by contacting Ms. Lijun WANG (wanglijun@castcc.com, Mobile: +86-15201642913).

In case your arrival and/or departure time could not match the service plan made by the LOC, you are advised to take a taxi. The distance between the venue of the workshop and T3 Terminal of BCIA is approximately 23km, on average 30 minutes duration by Taxi.

## **11. City of Beijing Information**

**Beijing**, also known as **Peking**, is the capital of the People's Republic of China and one of the most populous cities in the world. The city is the country's political, cultural, educational and military centre, and home to the headquarters for most of China's largest state-owned companies.

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For more information on the city, its surrounding area and upcoming events, please visit the official website at <http://www.ebeijing.gov.cn/>

## **12. Country, Weather and Practical Information**

### **General Information about China**

The Chinese Government has prepared a website that provides an array of information, from geographic facts and figures to historical milestones, economic status and current developments in politics, education, culture and sports, as well as much more. Please visit <http://english.gov.cn/>.

### **Weather in September in Beijing**

September, praised as a golden month in Beijing, is cool, clear and brisk. Everywhere presents a harvest scene. The rainy season and summer heat have gone. September is a good time to visit Beijing. The weather's comfortable and the fall scenery is very beautiful. The Traditional Chinese Mid-autumn Festival usually falls during the month, which adds a festive atmosphere to the city. The day of 19 September will be the Mid-autumn Festival this year. It's a good time for climbing the mountains and the Great Wall surrounding Beijing ([http://www.travelchinaguide.com/china\\_great\\_wall/scene/beijing/](http://www.travelchinaguide.com/china_great_wall/scene/beijing/)). You are advised to bring both short and long-sleeved clothes, and prepare a light coat for the morning and evening coolness as well.

Data of Beijing Weather in September:

Average Temperature: 20°C / 68°F

Average High Temperature: 26°C / 79°F

Average Low Temperature: 15°C / 59°F

Average Humidity: 68%

Average Rainfall: 46 mm / 8 days

Time of Sunrise: 05:42 ~ 06:09

Time of Sunset: 18:00 ~ 18:47

### **Time Zone**

GMT +8 .

### **Voltage, Plugs, and Socket-Outlets**

220V-240V, 50Hz





### **13. Contacts**

#### **United Nations Office for Outer Space Affairs**

##### For Programme

Mr. Aimin Niu

[aimin.niu@unoosa.org](mailto:aimin.niu@unoosa.org)

Phone: +43 1 26060 8717

##### For matters related to travel

Mr. Ahmed OSMAN

[ahmed.osman@unoosa.org](mailto:ahmed.osman@unoosa.org)

Phone: +43 1 26060 4977

#### **Local Organising Committee (LOC)**

##### For meeting rooms and facilities

Mr. Shaohua WANG

Mobile: +86-15910632266

E-mail: [wangshaohua@castcc.com](mailto:wangshaohua@castcc.com)

##### For accommodation (hotel and meals)

Ms. Lijun WANG

Mobile: +86-15201642913

E-mail: [wanglijun@castcc.com](mailto:wanglijun@castcc.com)

##### For transportation (making pick-up schedule and departure schedule and implementing them)

Ms. Lijun WANG

Mobile: +86-15201642913

E-mail: [wanglijun@castcc.com](mailto:wanglijun@castcc.com)

##### For documentation (printing, registration desk, collecting notes from rapporteurs)

Ms. Tian XIN

Mobile: +86-13811693761

E-mail: [xintian@castcc.com](mailto:xintian@castcc.com)

##### For publicity (media)

Mr. Xihai YAN

Mobile: +86-13911290111

E-mail: [yan\\_xh@cmse.gov.cn](mailto:yan_xh@cmse.gov.cn)

##### For visa

Mr. Ye ZONG

Mobile: +86-13581777931

E-mail: [zong\\_ye@cmse.gov.cn](mailto:zong_ye@cmse.gov.cn)

##### For technical support

Mr. Shaohua WANG



Mobile: +86-15910632266

E-mail: wangshaohua@castcc.com

For first aid

Ms. Tian XIN

Mobile: +86-13811693761

E-mail: xintian@castcc.com

For other matters

Mr. Yaofeng LU

Mobile: +86-13910539968

E-mail: [Yaofeng.lu@cmse.gov.cn](mailto:Yaofeng.lu@cmse.gov.cn)

The address of the LOC:

No. 88 Nancai Yuan Street, Xicheng District, 100054 Beijing, China.



Annex:

### **List of Hotels near the Venue of the Workshop**

#### **1. Beijing Landmark Hotel (recommended to self-funded participants)**

No.8, North Dong Sanhuan Road, Chaoyang District, 100004, Beijing

<http://www.beijinglandmark.com/en/index.html>

Email: [hongliang@beijinglandmark.com](mailto:hongliang@beijinglandmark.com)

Tel: +86-10-6590 6688 ext. 5239

Fax: +86-10-6590 0537

#### **Cooperate room rates:**

Standard room: ¥ 680 (about 85 EUR or 111 USD)

Superior room ¥ 750

Deluxe room ¥ 850

Junior suite ¥ 1280

Deluxe suite ¥ 1580

No service charge

#### **2. Beijing Great Wall Sheraton Hotel**

No.10, North Dong San Huan Road, Chaoyang District, 100125 Beijing

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=175>

Email: [teddy.li@sheraton.com](mailto:teddy.li@sheraton.com)

Tel: +86-10-65905566

Fax: +86-10-65905938

#### **Cooperate room rates:**

Deluxe room: ¥ 700 (about 87 EUR or 115 USD)

Executive king bed room: ¥ 1000

Deluxe king bed room, elite floor: ¥ 1300

Business suite: ¥ 2150

Deluxe suite, elite floor: ¥ 2350

15% service charge for all the rates

#### **3. Beijing Hilton Hotel**

No.1, Dong Fang Road, North Dong Sanhuan Road, Chaoyang District, 100027 Beijing

[www.hilton.com](http://www.hilton.com)



Email: [sc.beijing@hilton.com](mailto:sc.beijing@hilton.com), [Charlene.Zhang@hilton.com](mailto:Charlene.Zhang@hilton.com)

Tel: +86-10-58655000

Fax: +86-10-58655800

**Room rates:**

Deluxe room: ¥950 (about 118 EUR or 155 USD))

Executive deluxe room: ¥1450

Executive junior suite: ¥1750

Deluxe suite: ¥1950

Premier suite: ¥2350

No service charge.

**4. Hotel Kunlun**

No. 2, Xin Yuan Nan Lu, Chaoyang District, 100004 Beijing

<http://hotelkunlun.com/>

Email: [res@hotelkunlun.com](mailto:res@hotelkunlun.com)

Tel: +86-10-65903388

Fax: +86-10-65903214

**Room rates:**

Deluxe room: ¥1646 (about 204 EUR or 267 USD)

Premier deluxe room: ¥1846

Executive deluxe room: ¥1980

Club deluxe room: ¥2180

15% service charge for all the rates.

**5. Kempinski Hotel Beijing Lufthansa Center**

No. 50 Liangmaqiao Road, Chaoyang District, 100125 Beijing

<http://www.kempinski.com/en/beijing/hotel-lufthansa-center/welcome/>

Email: [reservations.beijing@kempinski.com](mailto:reservations.beijing@kempinski.com)

Tel: +86-10-6465 3388-4064

Fax: +86-10-6410 4080

**Room rates:**

Superior room: ¥1500 (about 186 EUR or 245 USD))

Deluxe room: ¥1600

Executive room: ¥1750



Executive deluxe room: ¥1950

Junior suite: ¥2050

15% service charge for all the rates.

**Notes:**

1. When you make booking for hotels with cooperate room rates by yourself, please mention the meeting name “United Nations/China Workshop on Human Space Technology Organized by China Manned Space Agency”.

2. If you need the LOC to help you make booking, please contact Ms. Lijun WANG (Mobile: +86-15201642913, wanglijun@castcc.com).

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Have a nice travel to Beijing!

We are looking forward to working with you towards a productive and enjoyable workshop!