INFORMATION FOR PARTICIPANTS

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)

# Information For Participants

## Table of Contents

1. Information of the Workshop ................................................................. 3  
2. Registration ................................................................. 4  
3. Accommodation ................................................................. 4  
4. Flight arrangements ......................................................... 5  
5. Medical Services ................................................................. 5  
6. Travel Services ................................................................. 6  
7. Visa Application ................................................................. 6  
8. Currency ................................................................. 6  
9. Health Insurance ................................................................. 6  
10. Transportation ................................................................. 6  
11. City of Beijing Information ................................................................. 6  
12. Country, Weather and Practical Information ................................................................. 7  
13. Contacts ................................................................. 8  

Annex:  
List of Hotels near the Venue of the Workshop ................................................................. 10
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,

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://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.
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

Sales Executive: HONG Liang
Tel: +86-10-6590 6688 ext. 5239, Fax: +86-10-6590 0537
E-mail: 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.
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/). 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
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For matters related to travel
Mr. Ahmed OSMAN
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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

For accommodation (hotel and meals)
Ms. Lijun WANG
Mobile: +86-15201642913
E-mail: 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

For documentation (printing, registration desk, collecting notes from rapporteurs)
Ms. Tian XIN
Mobile: +86-13811693761
E-mail: xintian@castcc.com

For publicity (media)
Mr. Xihai YAN
Mobile: +86-13911290111
E-mail: yan_xh@cmse.gov.cn

For visa
Mr. Ye ZONG
Mobile: +86-13581777931
E-mail: 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. Yao Feng LU  
Mobile: +86-13910539968  
E-mail: Yaofeng.lu@cmse.gov.cn

The address of the LOC:

No. 88 Nancai 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

Email: 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
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
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, Xing Yuan Nan Lu, Chaoyang District, 100004 Beijing
http://hotelkunlun.com/

Email: 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

Email: 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!