



UNITED NATIONS
Office for Outer Space Affairs



**United Nations/China Forum on Space Solutions:
Realizing the Sustainable Development Goals**

Useful Information for Participants

24 – 27 April 2019, Changsha, China

Organized by

United Nations Office for Outer Space Affairs (UNOOSA)

China National Space Administration (CNSA)

In Cooperation with

Industry and Information Technology Department of Hunan Province

Supported by

Asia-Pacific Space Cooperation Organization (APSCO)

Regional Centre for Space Science and Technology Education in Asia and the Pacific (China),
Affiliated to the United Nations

Municipal People's Government of Changsha

Hunan University

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I. Venue

The Forum will be held at Wanda Vista Changsha (长沙万达文华酒店).

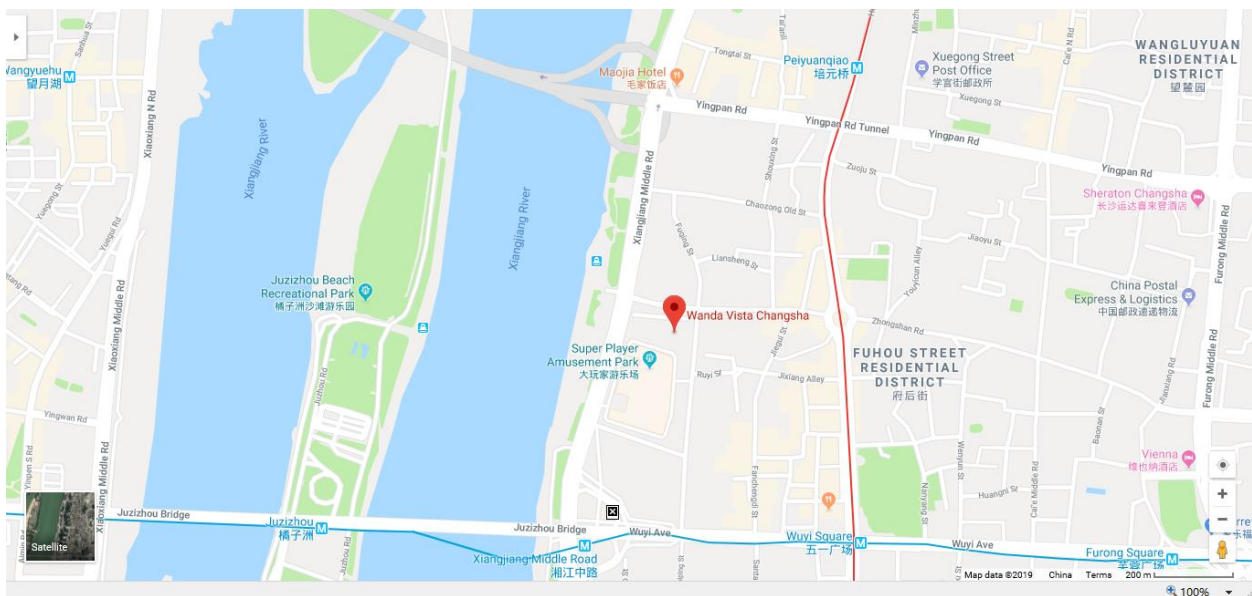
All plenary sessions will take place at the Grand Ballroom, Wanda Vista Changsha (长沙万达文华酒店大宴会厅) on the third floor.

Wanda Vista Changsha is a great choice for accommodation when visiting Changsha. It is only 31.1 km to Changsha Huanghua Airport and 14.4 km to Changsha South Railway Station. With its convenient location, the hotel offers easy access to neighboring key destinations, like business centers. In order to provide the best living experience for you, all rooms are equipped with air conditioning, free toiletries, electric kettles, slippers, televisions, hair dryers, various kinds of sockets, etc. Delicately decorated, the hotel also offers many facilities to enrich your stay here, including swimming pool, fitness center, business center, meeting room, Chinese restaurant, western restaurant and so on.

Add: 308 Xiangjiang Middle Road, Section 1, Kaifu District, Changsha, Hunan Province, P.R. China

Tel: +86 (731) 8800 8888

<http://wandavistachangsha.com/>



II. Presentations

You are advised to use PowerPoint for your presentation.

Before the Forum starts (24 April), please send a copy of your presentation in advance to Hui Du (hui.du@un.org) if it is ready.

Otherwise, after the Forum starts, please give your presentation in electronic form on site to technical support personnel.

III. Poster

For those who have the opportunities to present posters during the match-making session or the poster session, the size of the poster should be 90 centimeters maximum in width and 120 centimeters maximum in length.

Please note that participants are fully responsible for preparing their own posters.

IV. Working Language

The working language of the Forum is English.

Several sessions will be supported with Chinese-English interpretation.

V. WIFI and other technical support

Free WIFI will be provided during the Forum.

The Forum rooms will be equipped with a PC and projector.

The Local Organization Committee (LOC) will provide photocopying, printing and faxing support for the Forum.

VI. Registration

Registration will be open on **Tuesday 23 April 2019** from **09:00-18:00** at the Forum venue. Each participant will receive a badge which should be worn visibly throughout the entire period of the Forum.

VII. Accommodation

Hotel for Funded Participants

Participants who are provided with funding support will stay at the **Wanda Vista Changsha** in the same complex of the Venue of the Forum. The LOC will reserve your room and cover the costs of your hotel rooms and meals for the duration of the Forum. 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: after 12:00 local time; Check-Out: before 12:00 local time.

Hotel for Self-Funded Participants

Participants at their own expenses are advised to stay at the **Wanda Vista Changsha**. Please contact the hotel reservation telephone +86 (731) 8800 8888 or send a reservation email to res.changsha@wandahotels.com or lily.hu1@wandahotels.com. Please inform the Forum discount code “**UN China SDG**” when booking, and you will book the hotel at the agreed price for the Forum. If your reservation is successful, the reservation center will send confirmation mail to your mailbox.

Check-In: after 12:00 local time; Check-Out: before 12:00 local time.

Necessary information for making reservation:

- Name;
- Check-In and Check-Out date;
- Room type;
- Smoking or non-smoking room;
- Expected arrival time;
- Payment methods;
- Contact information.

VIII. 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 Changsha Huanghua Airport 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 Forum on a self-funded basis are entirely responsible for all their travels.

IX. Medical Services

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

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

X. 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). 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.

The Chinese Government have already notified all the Chinese embassies/consulates of the Forum and your participation. The invitation letter sent to you is authorised by the Chinese Government.

XI. Currency

Exchange rate as of 28 Jan 2019:

1 EUR = approx. 7.7CNY*

1 USD = approx. 6.7CNY*

(*CNY: Chinese Yuan)

There are currency exchange places at different terminals of the Changsha Huanghua International Airport (HHA).

XII. 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.

XIII. Transportation

1. Getting to Hotel

From Changsha Huanghua Airport

Getting there by Shuttle bus: (it takes about 50 minutes and for free)

Shuttle buses between Changsha Huanghua Airport and Wanda Vista Hotel have been arranged for participants of the Forum.

Getting there by Taxi: (it takes about 50 minutes and cost about 80 RMB)

Take a taxi to Wanda Vista Changsha.

Getting there by public transportation: (it takes about 90 minutes and cost about 25 RMB)

Take Maglev Express Line from Changsha Huanghua Airport to Changsha South Railway Station

Take Metro Line 2 and get off at Xiangjiang Middle Road

From Changsha South Railway Station

Getting there by Shuttle bus: (it takes about 40 minutes and for free)

Shuttle buses between Changsha South Railway Station and Wanda Vista Changsha have been arranged for participants of the Forum.

Getting there by Taxi: (it takes about 40 minutes and cost about 45 RMB)

Take a taxi to Wanda Vista Changsha.

Getting there by public transportation: (it takes about 60 minutes and cost about 4 RMB)

Take Metro Line 2 and get off at Xiangjiang Middle Road.

Please print and show the following address to the taxi driver:

湘江中路 308 号

万达文华酒店

2. Getting to the Changsha Huanghua International Airport (HHA):

Getting there by Shuttle bus: (it takes about 50 minutes and for free)

Shuttle buses between Changsha Huanghua Airport and Wanda Vista Changsha have been arranged for participants of the Venue.

Getting there by Taxi: (it takes about 50 minutes and cost about 80 RMB)

Take a taxi to Changsha Huanghua International Airport.

Getting there by public transportation: (it takes about 90 minutes and cost about 25 RMB)

Take Metro Line 2 and transfer at Changsha South Railway Station

Take Maglev Express Line from Changsha South Railway Station to Changsha Huanghua Airport.

Please print and show the following address to the taxi driver:

长沙黄花机场

3. Contact

The LOC will arrange shuttle service between Wanda Vista Changsha, Huanghua Airport and Railway Station on **23 April** and **27 April**.

In case you need to use this service, please book it in advance through the following contact:

Ms. Yang Yiling

Phone: +86-156 0748 6462

E-mail: yangyiling@rzmice.com

XIV. City of Changsha

Changsha, capital city of Hunan province in China, covers an area of 11,819 km (with urban area of 1910km), and has a jurisdiction of six urban districts, one county and two county-level cities with a total population of over 7.6 million. In 2017, its gross regional production reached RMB10535.51 billion, while its economic aggregate ranking the 6 among provincial capital cities in China.

Changsha is a famous cultural city with a long-standing history of more than 3,000 years. It boasts in abundant famous historical and cultural sites and relics, such as Mawangdui Han Tomb, Bamboo Slips of the Three Kingdoms Period and millennium Yuelu Academy, etc. Changsha is a landscape city that enjoys unique beauty of harmonious integration of Yuelu Mountain, Xiang River Orange Island and the city from west to east. It is rated as the "Excellent Chinese Tourist City and National Garden City", with its good air quality rate kept above 90% and greenery coverage rate reached 53.3%.

Changsha enjoys favorable location advantage and convenient transportation. The airport has nonstop flights to over 90 cities at home and abroad. Changsha is also the high-speed railway hub city in China and 20 provincial capital cities and municipalities can be reachable by nonstop high-speed railways. There are 5 national development zones and 9 provincial industrial parks here, while many industries such as construction machinery, automobile and parts, new material biological medicine, cultural creativity and modern logistics booming. It has been honored as Chinese City with the Most Soft Power, one of the "Top 10 Chinese Cities with Innovative Flair", "Chinese City (Mainland) with the Best International Image" and "National Model City for Civilization" etc.

XV. 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 April in Changsha

The average temperature in Changsha in April is 14°C ~ 21°C.

The average temperature during the day is 21°C. It is recommended to wear comfortable clothes such as short suits, T-shirts, thin jeans, casual clothes and professional suits with single-layer cotton and linen fabrics.

Average night temperature is 14°C. Suits, jackets, windbreakers, casual clothes, jackets, suits, thin sweaters and other warm clothes are recommended.

Time Zone

GMT +8.

Voltage, Plugs, and Socket-Outlets

220V-240V, 50Hz



XVI. Contacts

United Nations Office for Outer Space Affairs

Mr. Du Hui

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Local Organizing Committee (LOC)

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Have a nice travel to Changsha!

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