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| **ITU Centres of Excellence Network for [Asia]****China Academy of Information and Communications Technology****Training on Conformity and Interoperability****Shanghai, China** **October 30 to November 3, 2017****INFORMATION NOTE** |

1. **Introduction**

Conformity with international standards such as ITU Recommendations is one of the core principles underlying the global interoperability of ICT networks, devices and services. The ITU Conformity and Interoperability (C&I) programme was initiated at the request of ITU’s membership to enhance the conformity and interoperability of ICT products implementing ITU Recommendations or part thereof, solicit feedback to improve the quality of ITU Recommendations, and reduce the digital divide and the Standardization Gap by assisting developing countries with human resource and infrastructure capacity building.

Under the new ITU Centre of Excellence for Asia-Pacific on C&I, CAICT is committed to expanding the application of Conformity and Interoperability and building human and institutional capability in the region. The training course aims to cover the following:

* Global and ITU C&I standard system
* New Tech. of Communication Networks of C&Is
* The general development trends of IoT, IoT standardization activities and progress
* Hot technologies of IoT, such as NB IoT, WiFi, Bluetooth
* Security related issues about IoT
* IoT-related applicable areas, such as Industrial Internet, Smart City, Smart Home, etc.
* Lab-tour
* Hand-in operation in the lab

The training course is designed to enhance strategic understanding of ITU Conformity and Interoperability Programme, implementation mechanism, Conformity Assessment Principles. In addition, the training offers opportunity to develop greater understanding of typical global certification system, Country Case Studies for C&I implementation and assessment.  The training will enable participants to undertake and analyse of the test specification, test items of IoT.

1. **Venue of the TRAINING**

Shanghai Ocean Hotel

Add: 1171 #, East Daming Road, Hongkou District, Shanghai, China

Tel: +86-21-51801133

1. **COORDINATORS**

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| **INSTITUTE COORDINATOR**Name: Ms. Shi Xiaoning Email: shixiaoning@caict.ac.cnMob: +86 18500984723 | **ITU COORDINATOR**Name: Mr. Ashish NarayanEmail: ashish.narayan@itu.int | **Local Secretariat**Name: Ms. Yan XinleiEmail: yanxinlei@caict.ac.cnMob: +86 13636425357 |

1. **ON-SITE REGISTRATION AND Working Hours**

Venue: Shanghai Ocean Hotel，

Dates: October 30, 2017

Time: 08:30-9:00

1. **Visa Formalities**

It is the responsibility of each traveller to have a valid passport and the appropriate visa to China. Passports must be valid for at least 6months beyond the date of departure from China and must have sufficient pages for visa stamps. Please contact your local Chinese embassy or consulate or refer to http://www.fmprc.gov.cn/eng/for more information regarding Chinese visas.

1. **ACCOMMODATION and diet**

The organizer could help participants to book the hotel, however, participants are requested to send the accommodation form (Annex 4) **before 10 August, 2017** via E-mail if participants need organizer to book the hotel.

The organizer will provide lunch for participants during the training, however, participants are requested to send the relative information via E-mai**l if they have special diet requirement**, such as Muslim, Vegetarian, etc. together with Annex 4

1. **LIST OF PROPOSED HOTELS**

Shanghai Ocean Hotel

Web: http://www.oceans-hotel.com

Tel: +86-21-51801133

Add: 1171 #, East Daming Road, Hongkou District, Shanghai, China

1. **DETAILS OF ARRIVAL AND TRANSPORT**

Participants will arrive at Shanghai Pudong International Airport with international flights, and shall go to the hotel by themselves.

**Taxi:** The fare is about RMB130 (43KM, 1 Hour)

**Subway:** Take Metro Line 2 at Terminal 2 to Century Avenue Station, transfer to Metro Line 4 get off at Yangshupu Road exit from Gate 4, head to south to the hotel (800m).

**Shuttle Bus:** Take the Shuttle Bus Line 4 heading for Hongkou football stadium and get off at Deping Road Station, then take taxi to the hotel (9KM, RMB30).

**Economical Taxi Option:** Take Metro Line 2 at Terminal 2 Station to East Nanjing Road Station (No.3 Exit Gate),then take taxi to Ocean Hotel (RMB 22).

1. **CURRENCY**

The official currency of China is RENMINBI (RMB). Because retailers generally do not accept other currencies, it is necessary for visitors to change foreign currency into RMB in order to make cash payments.

ATMs are widely available in Shanghai and can only be used to withdraw RMB.

Foreign currency can be exchanged at the airport or banks in the city. Although some hotels do offer currency exchange services for guests, they often lack favorable rates and only deal with select currencies.

The exchange rate as of June 23,2017 is USD1 = RMB6.8.

The normal banking hours in China is between 9:00 am to 17:00 pm, from Monday to Friday.

Major credit cards such as MasterCard, Visa, American Express and JBC are generally accepted in China.

1. **ELECTRICAL APPLIANCES**

The standard electricity supply in China is 220 volts AC, 50Hz. Delegates are advised to bring along converters or adaptor for compatibility with the standard socket in China as shown below.



1. **LANGUAGES**

English will be used as the working language for all events.

1. **SECURITY**

It’s quite safe living in Shanghai even walking out in late night. However, you are requested to take care of yourself from the thief and make sure you will have the receipt when taking a taxi in case leaving stuff in the car.

1. **MEDICAL AND HEALTH**

Participants are requested to have their medical insurance valid during the stay in China. The medical emergency call is 120/999.

Please contact the local secretariat if you need go to hospital.

Generally, the water in hotels is not drinkable.

1. **WEATHER**

October in Shanghai is influenced by Humid Subtropical climate. When you travel to Shanghai China in October you can expect usually rain, almost every day fog, occasionally thunderstorm and expect cooler weather. The range of mean daytime temperatures are around 15℃ and 25℃. Typically temperature fluctuates around 18℃ and wind is light air.

1. **INTERNET**

Internet can be accessed in the hotel and event venue.