

INFORMATION FOR PARTICIPANTS

VENUE:

DoubleTree by Hilton Chengdu Xinglong Lake

Address: Xinglong Lake No.388, Jingrong Road, Shuangliu District, Chengdu, Sichuan, China

Tel: +86-28-6195 6666

Fax: +86-28-8119 8666

URL: www.doubletree.com/chengduxinglonglake

HOTEL RESERVATION:

1. DoubleTree by Hilton Chengdu Xinglong Lake

DoubleTree by Hilton Chengdu Xinglong Lake is the venue for ITU Regional Radio Seminar 2025 for Asia and the Pacific (RRS-25-Asia & Pacific) and ITU Regional Workshop on Modern Spectrum Management and Monitoring for Region 3 (MSM-WS-25-R3). To get the **special rates** given below, please make your reservation as soon as possible and no later than **10 Sep., 2025**.

Please make your reservation through the method below:

Send the Hotel Reservation form (Annex II) directly to the hotel via email

CTUXL_RES@hilton.com and cc Winnie.Liu3@hilton.com.

< DoubleTree by Hilton Chengdu Xinglong Lake Rates >

No	Room Type	Special Room Rate Chinese Yuan (CNY)	Remarks
1	Standard Room- King	CNY 550	Includes breakfasts for two and Wi-Fi.
2	Standard Room- Twin	CNY 550	Includes breakfasts for two and Wi-Fi.

Accommodation rates quoted are:

- Tax included
- Please see the hotel reservation form (Annex II) for more detailed information.

* Please note that the local secretariat is NOT responsible for the hotel reservation. Participants are encouraged to make the reservation as early as possible.

2. Hampton by Hilton Chengdu WCIEC

Address: Building 6, No.55, Jingrong Road, Tianfu New District, Chengdu, Sichuan Province, China

To get the **special rates** given below, please make your reservation as soon as possible and no later than **10 Oct., 2025**.

Please make your reservation through the method below:

Send the Hotel Reservation form (Annex III) directly to the hotel via email

< Hampton by Hilton Chengdu WCIEC Rates >

No	Room Type	Special Rate	Remarks
1	Deluxe Guest Room (King/Twin)	CNY 370.00	Includes breakfast for two and WiFi.
2	Superior Room Lake View (King/Twin)	CNY 400.00	Includes breakfast for two and WiFi.

Accommodation rates quoted are:

- Tax included
- Please see the hotel reservation form (Annex II) for more detailed information.

* Please note that the local secretariat is NOT responsible for the hotel reservation. Participants are encouraged to make the reservation as early as possible.

* The hotel is located within a 10-minute walk from the venue.

TRANSPORTATION FROM THE AIRPORTS TO THE MEETING VENUE:

Chengdu has two international airports: Tianfu International Airport and Shuangliu International Airport. Detailed transportation guidance from these airports to the meeting venue is provided below.

● **From Tianfu International Airport**

1. By Metro (about 60 mins)

Transfer to Line 18 of the Chengdu Metro and travel for 4 stops until reaching Xinglong Stop. Then take Exit C from the station and proceed to take a taxi approximately 1.3 kilometers to reach DoubleTree by Hilton Chengdu Xinglong Lake.

Note: The taxi fare is around CNY 15 .

2. By Taxi (45 mins)

The fare from Chengdu Tianfu International Airport to the meeting venue is around CNY 150 and varies depending on traffic conditions.

● **From Shuangliu International Airport**

1. By Metro (about 60 mins)

Take Line 19 of the Chengdu Metro from Shuangliu International Airport Terminal 2 Station and travel for 7 stops to Tianfu Commercial District Station then transfer to line 6 for 1 stop to West Expo Station, then transfer line 1 for 2 stops to Xinglong Lake.

Then take Exit C from the station and proceed to walk approximately 1.3 kilometers to the meeting venue.

Note: It is also recommended to take a taxi from West Expo Station to the meeting venue. The taxi fare is around CNY 15.

2. By Taxi (45 mins)

The fare from Chengdu Shuangliu International Airport to the meeting venue is around CNY 100 and varies depending on traffic conditions.

VISA AND IMMIGRATION INFORMATION:

Participants from certain countries may require a VISA to enter China. To verify the VISA requirements, please consult the Chinese Embassy in your respective country.

Participants requiring VISA supporting documents for entering China are highly recommended to fill in VISA Supporting Application and submit it correctly. The web page is <https://app.jx-events.com/registration/#/?tenantId=651258777391173>.

The alternative method to ask for VISA support is to fill in the VISA Support Letter Form detailed in ANNEX I and submit it along with a scanned copy of the photograph page of your passport.

Please provide all necessary information for VISA support at your earliest convenience and no later than **22 Sep., 2025**. Please ensure you have the most current VISA requirements by contacting the nearest Chinese Embassy prior to departure.

Any questions about VISA support, please contact

<p>Ms. Li WANG, Mr. Weiping SUN Ministry of Industry and Information Technology No.13 West Chang'an Road, Xicheng District, Beijing, China Phone: +86-10-68206247, +86-15901568001 Email: wangli3@caict.ac.cn, sunweiping@caict.ac.cn</p>
--

INFORMATION ABOUT THE HOST CITY:

Chengdu, the capital city of Sichuan Province in southwestern China, is a metropolis with a profound historical legacy and dynamic modern development. In recent years, Chengdu has emerged as one of the key hubs for China's radiocommunication industry. It has developed an industrial ecosystem characterized by in-depth integration of industry, academia, research and application, which comprises research institutions, universities, equipment manufacturers, monitoring and testing organizations, among others. This ecosystem provides effective support for the development of China's radio communication industry.

Climate: The average temperature in Chengdu in October ranges from 15 to 30 degrees Celsius.

Time Zone: UTC/GMT+08:00

Banks & Currency: The official currency accepted in China is the Chinese Yuan (CNY). Major foreign currencies can be exchanged to CNY at banks. Official banking hours may vary slightly, but generally run from 9 a.m. to 5 p.m. for the whole week. Some branches may be closed on Saturday or Sunday.

The currency exchange rate is approximately CNY 7.2 to USD 1. Cash can be easily withdrawn 24/7 from the numerous ATMs located throughout the city.

Electricity: In China, the standard power supply is 220 volts with a frequency of 50Hz. The power outlets are shown below.



Two-Hole Outlet & Three-Hole Outlet



Wiring Board

Emergencies: Police 110, Fire Department 119, Medical Emergencies 120

ANNEX I

Required Information Form for VISA Application

October, 2025, Chengdu, China

Family Name:	<i>[The same as your passport]</i>
Given Name:	<i>[The same as your passport]</i>
Gender:	
Date of Birth:	
Nationality:	
Present Position (Job Title and Department/ Division):	
Organization:	<i>[Full name of your organization]</i>
Passport Number:	
E-mail Address:	
Telephone Number:	
Arrival Date in Chengdu:	
Departure Date from Chengdu:	
Cities to Stay in during the Trip (including transit city):	
Have you visited in China before this trip? [Yes/No]	
Apply forth with for VISA at the xxx (Embassy /Consulate General/Consulate /Office) of P.R.China in xxx. <i>e.g.: Apply for a VISA at the [Embassy] of P.R.China in [Thailand].</i>	

* **FOR VISA AND IMMIGRATION INFORMATION:** Participants must be in possession of a valid passport or travel document with a minimum validity of six months beyond the period of stay and need to check VISA requirements before entering the country.

ANNEX II

Hotel Application Form_ DoubleTree by Hilton Chengdu Xinglong Lake

To secure a room at DoubleTree by Hilton Chengdu Xinglong Lake, please complete the form and send to Reservation department.

Reservation	
Tel	+86-28-6195 6666
Fax	+86-28-8119 8666
Email	CTUXL RES@hilton.com
CC	Winnie.Liu3@hilton.com

No	Room Type	Special Rate	Remarks
1	Standard King Room	CNY 550.00	Includes breakfast for two and Wi-Fi.
2	Standard Twin Room	CNY 550.00	Includes breakfast for two and Wi-Fi.

- All rates are tax-inclusive.

GUEST INFORMATION			
Last Name		First Name	
Telephone		Email	
Nationality		Fax	
ROOM REQUIREMENT			
Arrival Date		Departure Date	
Preferences	<input type="checkbox"/> Standard Room-King <input type="checkbox"/> Standard Room-Twin		
Special request for Room			
CREDIT CARD GUARANTEE			
Credit Card Type	<input type="checkbox"/> American Express <input type="checkbox"/> Master Card <input type="checkbox"/> Visa Card <input type="checkbox"/> Others		
Credit Card Number		Expiry Date	/

***All Reservations must be accompanied by prepayment either by credit card or bank transfer to “DoubleTree by Hilton Chengdu Xinglong Lake” as guaranteed booking. Please also fill in the attachment for “Authorization Form” and ensure all information is correct.**

CUT OFF DATE

Reservations from attendees must be received before 10th of Sep, 2025. At the cut-off date, Hotel will review the reservation pick-up for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations on a space available basis after this date.

Note: after the cut-off date, reserved prices will no longer benefit from special rates and may be subject to market fluctuations.

CANCELLATION POLICY

All reservations require a full deposit and guaranteed with a credit card.

Canceling your reservation more than 72 hours before check-in will not incur any charge. Canceling your reservation within 72 hours before check-in will result in a charge for the first night's deposit. Canceling your reservation within 24 hours before check-in or no show will result in a charge equal to the entire stay per room being applied to your credit card. Failing to call or show before check-out, the remainder of your reservation will be canceled.

I acknowledge that I am responsible for all relevant room expenses, taxes, and service charges, which will be imposed in the event of no show or cancellation.

SIGNED FOR AND ON BEHALF OF

SIGNATURE **DATE** _____

Authorization Form _ DoubleTree by Hilton Chengdu Xinglong Lake

I hereby authorize DoubleTree by Hilton Chengdu Xinglong Lake to charge from my below credit card as Third-Party Payment in settlement for:

(_____) on (_____) Hotel's
Accommodation.
GUEST NAME DATE

Credit Card Information (please attach a copy of both sides of credit card and your passport)

Credit Card Number :

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

Cardholder's Name : _____

Expiry Date :

--	--	--	--

 (MM /YY)

Type of Card : American Express / Master card / Visa card / Others
Issuing Bank :

Amount Authorized : _____ CNY

Authorized Signature : _____
(Same as the signature planet of the card)

Date : _____

Remarks : _____

I acknowledge that I am responsible for all relevant room expenses, taxes, and service charges, which will be imposed in the event of no show or cancellation.

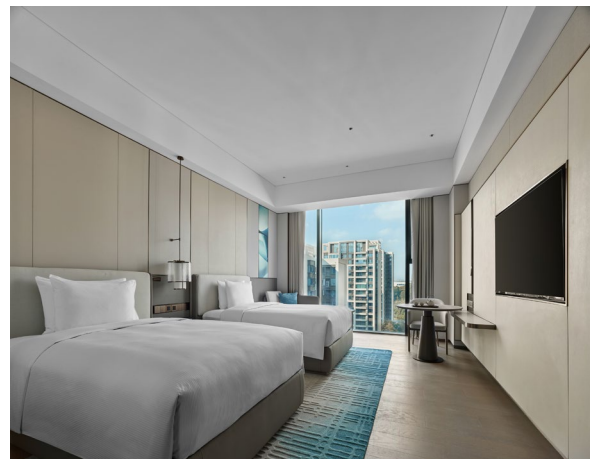
*** Please sign and return via email to: CTUXL_RES@hilton.com, CC: Winnie.Liu3@hilton.com.**

DoubleTree by Hilton Chengdu Xinglong Lake

1. Standard Room - King 37m²



2. Standard Room - Twin 37m²



***The hotel room type may vary slightly.**

ANNEX III

Hotel Application Form_ Hampton by Hilton Chengdu WCICE

To secure a room , please complete the form and send to Reservation department.

No	Room Type	Special Rate	Remarks
1	Deluxe Guest Room (King/Twin)	CNY 370.00	Includes breakfast for two and WiFi.
2	Superior Room Lake View (King/Twin)	CNY 400.00	Includes breakfast for two and WiFi.

Reservation	
Tel	+86-28-85856668
Fax	+86-28-85856668
Email	sales.cdylh@hamptonhotels.com.cn
CC	1401582164@qq.com

< Hampton by Hilton Chengdu WCIEC Rates >

- All rates are tax-inclusive.

GUEST INFORMATION			
Last Name		First Name	
Telephone		Email	
Nationality		Fax	
ROOM REQUIREMENT			
Arrival Date		Departure Date	
Preferences	<input type="checkbox"/> Deluxe Guest Rom <input type="checkbox"/> Superior Room Lake View		
Special request for Room			
CREDIT CARD GUARANTEE			
Credit Card Type	<input type="checkbox"/> American Express <input type="checkbox"/> Master Card <input type="checkbox"/> Visa Card <input type="checkbox"/> Others		
Credit Card Number		Expiry Date	/

***All Reservations must be accompanied by prepayment either by credit card or bank transfer to “The Longemont Shanghai” as guaranteed booking. Please also fill in the attachment for “Authorization Form” and ensure all information is correct.**

CUT OFF DATE

Reservations from attendees must be received before 10th of October , 2025. At the cut-off date, Hotel will review the reservation pick-up for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations on a space available basis after this date.

Note: after the cut-off date, reserved prices may no longer benefit from special rates and may be subject to market fluctuations.

CANCELLATION POLICY

All reservations require a full deposit and guaranteed with a credit card.

Canceling your reservation more than 72 hours before check-in will not incur any charge. Canceling your reservation within 72 hours before check-in will result in a charge for the first night’s deposit. Canceling your reservation within 24 hours before check-in or no show will result in a charge equal to the entire stay per room being applied to your credit card. Failing to call or show before check-out, the remainder of your reservation will be canceled.

I acknowledge that I am responsible for all relevant room expenses, taxes, and service charges, which will be imposed in the event of no show or cancellation.

SIGNED FOR AND ON BEHALF OF

SIGNATURE

DATE _____

Authorization Form _ Hampton by Hilton Chengdu WCIEC

I hereby authorize Hampton by Hilton Chengdu WCIEC to charge from my below credit card as Third-Party Payment in settlement for:

(_____) on (_____) Hotel's
Accommodation.
GUEST NAME DATE

Credit Card Information *(please attach a copy of both sides of credit card and your passport)*

Credit Card Number :

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

Cardholder's Name : _____

Expiry Date :

--	--	--	--	--

 (MM /YY)

Type of Card : American Express / Master card / Visa card / Others
:

Issuing Bank

Amount Authorized : _____ CNY

Authorized Signature : _____
(Same as the signature planet of the card)

Date : _____

Remarks : _____

I acknowledge that I am responsible for all relevant room expenses, taxes, and service charges, which will be imposed in the event of no show or cancellation.

Hampton by Hilton Chengdu WCIEC

**1. Deluxe Guest Room - King/Twin 30m²
(8F-19F)**



**2. Superior Room Lake View - King/Twin 30m²
(20F-25F)**

