

Meeting of ITU-T SG3 Regional Group for Asia and Oceania (SG3 RG-AO)

Xi'an, China, 28-31 August 2018



Practical information

MEETING VENUE



Howard Johnson Ginwa Plaza Hotel

18 West Section, Huancheng South Road, Xi'an, Shaanxi, China, 710068



+86 29 8818 1111



<http://plazaginwaxian.hojochina.com/plazaginwa-xa-home.html>

Transportation to/from:

Xi'an Xianyang International Airport:

Hotel direction: 90 minutes by car

❖ Airport shuttle service, scheduled, fee:

<https://www.travelchinaguide.com/cityguides/xian/getting-there.htm>

There are many Airport Shuttle Bus Lines with different frequency and a flat fare of CNY 25/person. The most convenient lines to the meeting hotel are as follows:

1. **Xian Railway Station (Longhai Hotel) Line** (every 10-20 mins); Then take **Subway Line 1 and Line 2 to Yongningmen station.**
2. **Xian Hotel Lin/Nanshaomen Line** (every 20-30 mins); Then take **Subway Line 2 to Yongningmen station** (or take Bus No. 31/701 to Nanmen station).
3. **North Railway Station Line** (every 20-30 mins); Then take **Subway Line 2 to Yongningmen station.**

NOTE: There will be our volunteers at the airport to help delegates get to the Airport Shuttle Bus. Delegates could also choose to take a taxi to the hotel after getting off the Airport Shuttle Bus.

If delegates could provide their flight information **before 18 August 2018** and don't mind waiting for a couple of hours at the airport, we may check the possibility of arranging pick-up service for groups of delegates.

❖ Estimated taxi fare from Airport to Hotel: CNY 100

Nearest Bus Station: Nanmen Station (南门站)

Nearest Subway Station: Yongningmen Station (永宁门站) of Line 2

Parking: Free parking for guests



REGISTRATION

Please register online no later **than 28 July 2018** at:

 <https://www.itu.int/online/edrs/REGISTRATION/edrs.registration.form?eventid=3001077>

Badge collection: Please collect your badge at the registration desk on the day of your arrival.

IMPORTANT: Please note that all badges must be collected personally for access control security. Badges are therefore strictly non-transferable.

VISA INFORMATION

When delegates apply for visa to China, apart from the documents required by the Chinese Embassy, they must also provide a **certificate issued by MIIT, China to the Embassy**. To be specific, we have some steps to take:

1. Meeting organizers get delegates' information (see on next slide the form of information required).
2. Meeting organizers report delegates' information to MIIT to obtain the certificate. (This step may take as long as two weeks).
3. Meeting organizers send the certificate to delegates.
4. Delegates apply for visa to China. They need to present the certificate then. (This step also takes some time).

IMPORTANT : All the forms and other invitation requests have to be sent to the following contacts via email no later than **28 July 2018** :

Ms. CHU Jing chujing@caict.ac.cn

Ms. ZHANG Hui zhanghui@caict.ac.cn

VISA INFORMATION (cont.)

Attachment: required information for visa certificate

Surname *	
Given name *	
Gender *	
Birth date (dd/mm/yyyy) *	
Nationality *	
Passport number *	
Occupation (and Title) *	
Employer name *	
Where to apply visa (country) *	
The first time to China or not *	
Passport Issuing Country	
Issuing date	
Expiry date	
Contact information (email)	
Special dietary requirements (such as Muslim or vegetarian)	
Flight information (this could be provided later)	

NOTE: Items with asterisk must be filled. You must also provide a photo copy of your passport.

Please send the completed form above to chujing@caict.ac.cn and zhanghui@caict.ac.cn no later **than 28 July 2018**. The sooner the better.

LOCATION AND ACCESS

Xi'an is the capital of Shaanxi Province, People's Republic of China. It is a sub-provincial city located in the center of the Guanzhong Plain in Northwestern China. One of the oldest cities in China, Xi'an is the oldest of the Four Great Ancient Capitals, having held the position under several of the most important dynasties in Chinese history, including Western Zhou, Qin, Western Han, Sui, and Tang. Xi'an is the starting point of the Silk Road and home to the Terracotta Army of Emperor Qin Shi Huang.

Airport: **Xi'an Xianyang International Airport (IATA: XIY, ICAO: ZLXY)** is the main airport serving Xi'an, the capital of China's Shaanxi Province, as well as the whole Guanzhong area. Covering an area of 5 square kilometers (1.9 sq. mi), it is the largest airport in Northwest China, and the second largest airport in Northern China.



HOTELS

The following list indicates recommended hotels as well as their websites:

Howard Johnson Ginwa Plaza Hotel	http://plazaginwaxian.hojochina.com/plazaginwa-xa-home.html	All the delegates are advised to book the meeting hotel directly by quoting ITU SG3RG-AO meeting hosted by CAICT for availing special rates (breakfast and tax included): King Bed Business Room: CNY 500/night Twin Bed Business Room: CNY 550/night King Bed Room With City View: CNY 700/night Deluxe Room With City View: CNY 850/night
Grand Park Hotel Xian	https://www.parkhotelgroup.com/en	
Meisha Hotel	https://www.agoda.com/meisha-hotel/hotel/xian-cn.html?cid=-38	

IMPORTANT : Before checking out of hotel, the participants are expected to settle all dues directly with hotel, including room charges and other expenses such as local and long-distance telephone calls, business centre, laundry, room and hotel transportation services, mini-bar items, as well as for restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

HEALTH REQUIREMENTS

The following vaccines are recommended while traveling to China:

- ❖ Hepatitis A
- ❖ Typhoid

For more information on vaccinations necessary before traveling to China, please follow the link : <https://wwwnc.cdc.gov/travel/destinations/traveler/none/china>

IMPORTANT: ITU advises all the participants to take medical and travel insurance covering the whole period of the meeting and overseas travel. Neither ITU nor CAICT will be able to meet any expenses relating to injury, accident or medical treatment of the participant during their stay in China.

BANKS & CURRENCY

Currency: Yuan (CNY); 1 USD ~ 6,34553CNY

It is advised to arrive in China with US dollars or Euros in cash, which can be exchanged either at the airport or at any FOREX bureau or bank. Because retailers in China generally do not accept other currencies, it is necessary for visitors to change foreign currency into RMB in order to make cash payments. E-payment apps such as Alipay and WeChat Pay are widely used.

Banks: Typical opening hours 8:30-17:30 (weekdays) and 9:00-16:00 (weekends)

ATMs: Available and work on international networks. Foreign travelers can use their credit cards to obtain cash through the cash advance or use debit cards to withdraw cash from their bank account.

Credit cards: Acceptable (VISA and MasterCard) at most supermarkets, restaurants and accommodations but it is advised to confirm prior to ordering.

IMPORTANT: Travelers are encouraged to carry petty cash to cater for small transactions.

SERVICES AVAILABLE FOR PARTICIPANTS DURING MEETINGS

Information display: It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication center: Internet Access free of charge will be available at the event meeting room. Participants will also be provided with fax service.

Security: For security reasons, all participants should be permanently using their badges during the meeting and in all social activities.

Medical Assistance: Emergency and urgency medical assistance will be available. Nevertheless, it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

ADDITIONAL INFORMATION

Climate: August is still considered to be in the rainy season. Heavy rains cool down the atmosphere, but are shorter than those in July. The temperature occasionally exceeds 38 °C (100 °F). The average humidity is 75 percent. It rains about 9 days each August and cools down after the rains.

For further weather related information, please check <http://en.weather.com.cn/>.

Time zone: Beijing time zone, UTC (+08:00)

International access code to call in China: +86

Language: Standard Chinese

ADDITIONAL INFORMATION (cont.)

Electricity: 220V

The electrical sockets used are the “Type I”:



Other useful information can be obtained from:

- 🌐 <https://www.travelchinaguide.com/cityguides/xian.htm>
- 🌐 <http://www.caict.ac.cn/english/>
- 🌐 <http://english.xupt.edu.cn/>

CONTACTS

Focal persons:

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Ms. CHU Jing

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