



International Civil Aviation Organization
Asia and Pacific Regional Sub-Office
Beijing, China

Workshop Bulletin

1. Location & Schedule of Workshop

- 1.1. The PBN Airspace Design Workshop will be held from 9th to 13th May 2016 at the ICAO Asia and Pacific Regional Sub-office (APAC RSO) in Beijing, China.
- 1.2. The detailed venue information is provided later in this Bulletin.

2. Registration of Participants

- 2.1. Participants are requested to register at the Registration Desk in the lobby of the APAC RSO on Monday, 9th May 2016 between 0830 – 0900 hrs. Participants are also requested to put on the identification badge while attending all activities during the workshop.

3. Workshop Facilitators

- 3.1. Regional Officers from APAC RSO, Mr. Pehrinba Renganathan (PRenganathan@icao.int / +86-13681095002) and Mr Ha Huho (HHa@icao.int / +86-13240981583), will facilitate the workshop.

4. Workshop Material and relevant documents for distribution

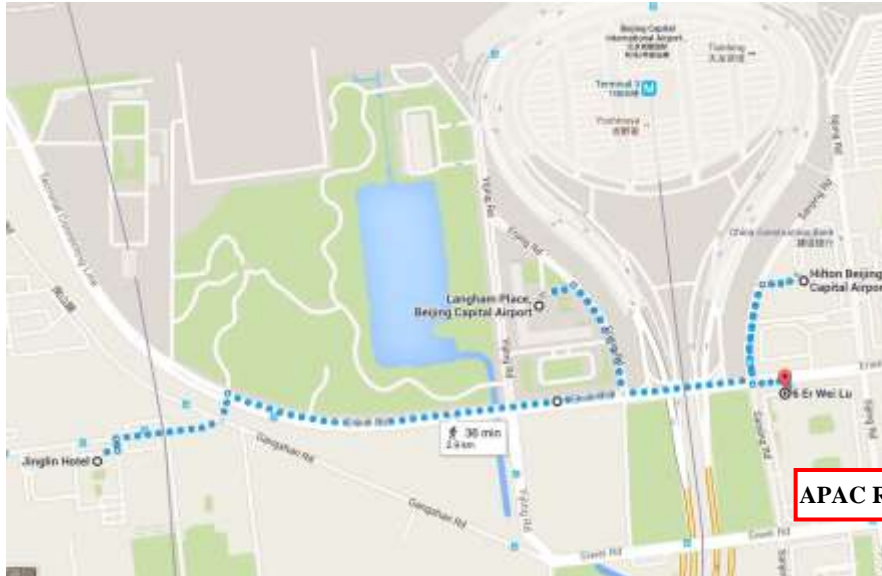
- 4.1. All relevant workshop presentations and material will be available on the ICAO APAC RSO web site one week before the workshop. A link will be sent to registered participants in due course.

Information Bulletin for Visitors

1 Location of the ICAO Regional Sub-Office (RSO)

1st Floor, C Section, China Service Mansion, No. 9 Erwei Rd, Shunyi District, Beijing, China
北京顺义区首都机场二纬路9号, 中国服务大厦一层 C座, 邮编: 100621
Telephone: +86 (10) 64557169





Location information in relation to nearby hotels



Entrance leading to APAC RSO

2 Passport, visa and customs

2.1 All foreign nationals entering China must possess valid passports. Participants from certain countries are not required to obtain visas for a temporary visit. It is suggested that all participants consider obtaining official visas from the Chinese Embassy or Consulate prior to their arrival in China. Information is provided by the [China Visa Application Service Center](#), see a list of [visa FAQs](#).

2.2 Contact Point for Visa

Correspondence pertaining to visa facilitation letters should be directed to the following, Officers of ICAO Regional Sub-Office in Beijing, China.

Mr. Wang Xiaoyin (Ian) - Programme Assistant

Tel: +86 (10) 6455 7171

Fax: +86 (10) 6455 7164

E-mails: xwang@icao.int; APAC-RSO@icao.int

Please also cc: to **Mr. Hou Zhenhao** at Zhou@icao.int who will support Mr. Wang Xiaoyin on visa facilitation.

- 2.3 When a letter of invitation for visa application is required at a Chinese Embassy or Consulate, nominated participants are requested to provide scanned copy of their passport page with photo ID and name, passport number and expiry date, etc. to the contact point mentioned above before for a specific invitation letter and ICAO RSO Certification from the ICAO Regional Sub-Office in Beijing, China. The letter of invitation and attached document needs to be submitted to the Chinese Embassy or Consulate for visa application.
- 2.4 The following items can be brought in duty free:
- Personal effects such as clothing etc.
 - 400 cigarettes;
 - 2 bottles of alcoholic beverages; and Perfume for personal use

3 Climate and Weather

- 3.1 Beijing enjoys a typical continental, yet affable monsoon climate. It has distinctive four seasons, the brief blooming spring, the long hot summer, the golden fruitful autumn and the brisk harsh winter.
- 3.2 Between March and May, the spring weather in Beijing is generally dry, and quite warm, However, participants are advised to pack a light sweater or windbreaker for the cooler evenings. Lightweight layered clothing should be adequate for the day

4 Electricity

- 4.4 The electric current in China is 220V, 50hz. Most hotels have built-in converters in bathrooms for shavers and hair dryers. Please note that a variety of plug types are used in China, and adaptors may be necessary. Two types of sockets are used in China: three-pin socket (a grounding pin and two flat prongs forming a V-shape) and two-pin socket (two flat parallel prongs without grounding). A limited number of adapter will be made available by the APAC RSO.

5 Currency Exchange

- 5.1 In China, only RMB is used. However, exchange centres can be found at airports, most hotels and large shopping centres. When exchanging money, please keep your receipt which will be required to reconvert any remaining RMB back to foreign currency when leaving China.
- 5.2 All major credit cards are accepted in many department stores and hotels. Cash withdrawals at ATMs is possible if you card is pre-authorized for overseas withdrawals. It may be difficult to draw cash with credit cards.
- 5.3 There are no restrictions on the import of foreign currency. However, when leaving China, you are not allowed to take money which exceeds the amounts you declared when entering. (Current exchange rate is USD1.00 = 6.50 Chinese Yuan.)

6 Hotel information

A list of hotels is appended below. Up-to-date hotel information near the RSO can also be found at: http://www.fpp-icao.org/cn/Venue/index.asp?Basic_Class_ID=53