



**INTERNATIONAL CIVIL AVIATION ORGANIZATION**

**PBN AIRSPACE DESIGN WORKSHOP  
APAC RSO, BEIJING, CHINA, 21 – 25 JANUARY 2019**

**WORKSHOP BULLETIN**

**1. Opening Session**

- 1.1. The opening session of the Workshop will be held at the Conference Room of the ICAO Asia and Pacific (APAC) Regional Sub-Office (RSO) in Beijing, China at 0900 hours on Monday, 21 January 2019.

**2. Registration of Participants**

- 2.1. Participants are requested to register at the Registration Desk in front of the ICAO APAC RSO Conference Room between 0800 and 0900 hours on the opening day of the Workshop. Participants are also requested to wear the identification badge, which will be issued to them, when they are attending the Workshop.

**3. Officers Concerned with the Workshop**

- 3.1. Mr. Mior Adli Bin Mior Sallehuddin, Regional Officer from ICAO APAC RSO will manage the Workshop.

Mr. Mior Adli Bin Mior Sallehuddin  
Regional Officer Air Traffic Management (AOM-ASM)  
Tel: +86 10 6455 7167  
Email: [msallehuddin@icao.int](mailto:msallehuddin@icao.int)

**4. Workshop Material and Relevant Documents for Distribution**

- 4.1. Workshop materials will be available on the ICAO APAC Regional Office website (<https://www.icao.int/APAC/Meetings/Pages/default.aspx>) and ICAO APAC RSO website (<https://www.icao.int/APAC/APAC-RSO>) prior to the Workshop. Hotspots for Wi-Fi connection to the internet will be provided to allow viewing of the materials on-line.

**5. Location of the ICAO APAC RSO and Hotel Accommodation**

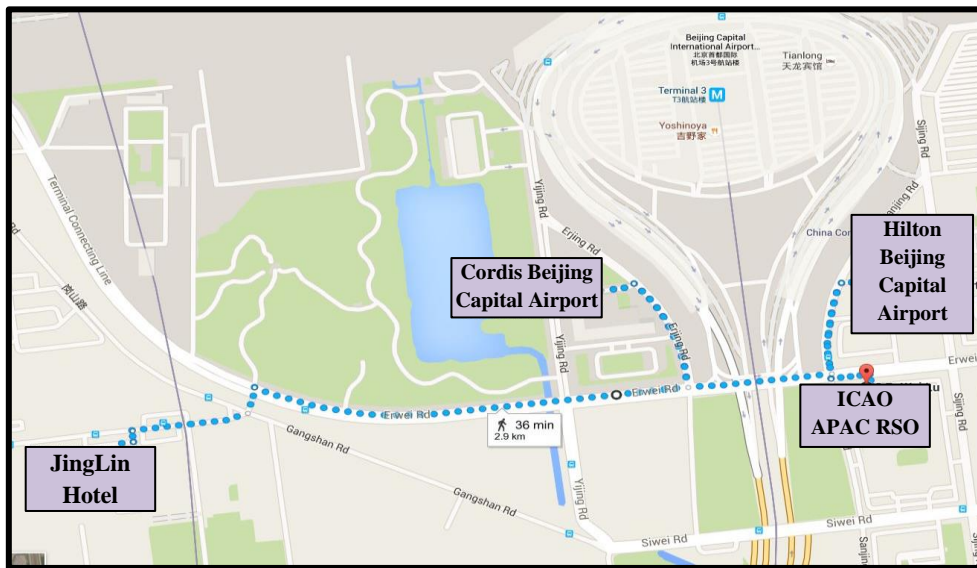
- 5.1. The ICAO APAC RSO is located at:

1<sup>st</sup> Floor, Section C, China Service Mansion,  
No. 9 Erwei Road, Shunyi District,  
Beijing, China 100621  
Telephone: +86 10 6455 7169

If you come by taxi, please show the Chinese address to the driver:  
北京顺义区首都机场二纬路9号,中国服务大厦一层 C座

Note: It is about 1.5 km from the Beijing Capital International Airport (PEK) Terminal 3.

- 5.2. Participants are requested to make their own hotel arrangement. The list of hotels is appended to this bulletin. The ICAO APAC RSO would be pleased to assist participants in making hotel reservation, if required.



**Hotels Near ICAO APAC RSO**

**6. Passport and Visa**

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

6.2. Contact Point for Visa Facilitation Letter

Correspondence pertaining to visa facilitation letter should be directed to:

Mr. Huo Da  
Programme Assistant, ICAO APAC RSO  
Tel: +86 10 6455 7171  
Fax: +86 10 6455 7164  
Email: [Huod@icao.int](mailto:Huod@icao.int) and [apac-rso@icao.int](mailto:apac-rso@icao.int)

- 6.3. 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 identification page (photo, name, passport number and expiry date, etc.) to the contact point mentioned above and ICAO APAC RSO should then issue a specific invitation letter to the nominated participants. The letter of invitation should be attached as part of the documents required when submitting visa application at a Chinese Embassy or Consulate.

**7. Climate and Weather**

- 7.1. 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.
- 7.2. December to February is winter; it will be dry and chilly, with an average temperature between -5°C and 5°C. It is highly recommended that you wear thermal underwear, woollen sweater and a down coat to protect you from the chilly Beijing climate during this period. Warm gloves, scarf, hat and mask are indispensable. More weather information on Beijing can be obtained from the internet.

**8. Electricity**

- 8.1. The electric current in China is 220V, 50 Hz. 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).

**9. Currency Exchange**

- 9.1. In China, the unit of the currency is CNY (also called as RMB). Money exchange counters can be found at airports, most hotels and large shopping centres. When exchanging foreign currency, please keep the receipt, which will be required when reconvertng any remaining CNY back to foreign currency when leaving China.
- 9.2. All major credit cards are accepted in many department stores and hotels. Cash withdrawals at ATM is possible if your card is pre-authorized for overseas withdrawals. It may be difficult to draw cash using credit cards.
- 9.3. There is no restriction 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 approximately US\$1.00 = CNY6.900).

**10. List of Hotels**

- 10.1. A list of suggested hotels is appended to this bulletin.

List of Hotels

Hotel General Information	Service	Transportation	Location	Price
<p><b>1-Name:</b> Hilton Beijing Capital Airport ★★★★★</p> <p><b>Address:</b> Terminal 3, 1 SanJing Road Capital International Airport Beijing, China</p> <p><b>酒店地址:</b> 北京首都机场希尔顿酒店 北京首都机场三号航站楼 (四经路与三经路交汇处)</p> <p><b>Tel:</b> (+86) 10 400 699 8818</p> <p><b>Fax:</b> (+86) 10 6450 4721</p> <p><b>Website:</b> <a href="http://www3.hilton.com/en/hotels/china/hilton-beijing-capital-airport-BJSCAHI/index.html">http://www3.hilton.com/en/hotels/china/hilton-beijing-capital-airport-BJSCAHI/index.html</a></p> <p><i>For reservation under special rate, please email Kelly Gan (<a href="mailto:Kelly.gan@Hilton.com">Kelly.gan@Hilton.com</a>) with group code <b>RSO001</b></i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary buffet breakfast.</li> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ In-room coffee/tea making facilities.</li> <li>➤ Personal in-room safe deposit box.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Offers transportation to/from the airport <i>free</i> of charge.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Approximately 5 minute walk to ICAO APAC RSO.</li> <li>➤ Approximately 25 minutes from the city center by Airport Express Train or 30 minutes by car.</li> <li>➤ Approximately 45 minutes by car to famous historical sites, including Tian'anmen Square and the Forbidden City.</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB1438 net (approximately USD217) inclusive of one buffet breakfast (King or Twin bed). Benefits: free access to Executive Lounge.</li> <li>➤ RMB988 net (approximately USD149) inclusive of one buffet breakfast (King or Twin bed).</li> </ul>

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<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>2-Name:</b> Cordis Beijing Capital Airport ★★★★★</p> <p><b>Address:</b> No. 1 Er Jing Road Terminal 3 Capital International Airport Beijing, China</p> <p><b>酒店地址:</b> 北京首都机场康得思酒店 北京首都国际机场三号航站楼二经 路 1 号</p> <p><b>Tel:</b> (+86) 10 6457 5555 (+86) 10 400 133 8338</p> <p><b>Fax:</b> (+86) 10 6457 5555</p> <p><b>Website:</b> <a href="http://www.cordishotels.com/en/beijing/">http://www.cordishotels.com/en/beijing/</a></p> <p><i>For reservation under special rate, please email Peter.Gao (<a href="mailto:peter.gao@cordishotels.com">peter.gao@cordishotels.com</a>) with group code <b>RSO002</b></i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary buffet breakfast up to two persons per room per night.</li> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ Complimentary usage of Fitness Centre.</li> <li>➤ In-room coffee/tea making facilities.</li> <li>➤ Personal in-room safe deposit box.</li> <li>➤ Complimentary broadband internet and WIFI access.</li> <li>➤ Free computer usage in Business Center.</li> <li>➤ Free laundry 1 piece per day.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Offers transportation to/from the airport <i>free</i> of charge.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Approximately 15 minute walk to ICAO APAC RSO.</li> <li>➤ Approximately 25 minutes from the city center by Airport Express Train or 30 minutes by car.</li> <li>➤ Approximately 45 minutes by car to famous historical sites, including Tian'anmen Square and the Forbidden City.</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB800 (approximately USD120) inclusive of one buffet breakfast (King or Twin bed).</li> </ul>

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<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>3-Name:</b> JingLin Hotel ★★★</p> <p><b>Address:</b> Second-No. 1 Nanping Dongli Capital International Airport Beijing, China</p> <p><b>酒店地址:</b> 北京京林酒店 首都机场南平东里乙 1 号</p> <p><b>Tel:</b> (+86) 10 6457 2626</p> <p><b>Fax:</b> (+86) 10 6458 3723</p> <p><i>For reservation under special rate, please email Yi (<a href="mailto:liushuyi188@163.com">liushuyi188@163.com</a>) with group code <b>RSO003</b></i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ In-room coffee/tea making facilities.</li> <li>➤ Complimentary broadband internet.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Offers transportation to/from the airport <b>free</b> of charge.</li> <li>➤ Free shuttle bus between hotel and ICAO APAC RSO (one round trip per day).</li> </ul>	<ul style="list-style-type: none"> <li>➤ Located at the airport residential area (supermarket and restaurants nearby).</li> <li>➤ Approximately 10 minute drive to ICAO APAC RSO.</li> <li>➤ Approximately 25 minutes from the city center by Airport Express Train or 30 minutes by car.</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB400 (approximately USD62) inclusive of two buffet breakfast (King or Twin bed).</li> </ul>

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Hotel General Information	Service	Transportation	Location	Price
<p><b>4-Name:</b> Ease Cloud Hotel (云逸酒店) ★★</p> <p><b>Address:</b> No.11 South-Phuse Litian Road, Shunyi District Beijing, China</p> <p><b>酒店地址:</b> 北京云逸酒店 北京市顺义区李天路南半壁店段 11 号</p> <p><b>Tel:</b> (+86) 10 8069 8080</p> <p><b>Fax:</b> (+86) 10 8069 9152</p> <p><i>For reservation under special rate, please email Tom Tian (<a href="mailto:Tiangang09@sina.com">Tiangang09@sina.com</a>) with group code <b>RSO004</b></i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ In-room coffee/tea making facilities.</li> <li>➤ Complimentary broadband internet.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Offers transportation to/from the airport <i>free</i> of charge.</li> <li>➤ Free shuttle bus between hotel and ICAO APAC RSO (one round trip per day).</li> </ul>	<ul style="list-style-type: none"> <li>➤ Located at the airport residential area.</li> <li>➤ Approximately 10 minute drive to ICAO APAC RSO.</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB300 (approximately USD45) inclusive of two buffet breakfast (King or Twin bed).</li> </ul>

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<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>5-Name:</b> Ibis Beijing Sanyuanqiao Hotel ★★★★</p> <p><b>Address:</b> Tower B, Suanyuanqiao Phoenix Chaoyang District Beijing, China</p> <p><b>酒店地址:</b> 北京三元桥宜必思酒店 朝阳区三元桥凤凰城酒店 B 座 100028 北京</p> <p><b>Tel:</b> (+86) 10 5829 6999</p> <p><b>Fax:</b> (+86) 10 5866 8800</p> <p><b>Website:</b> <a href="http://www.ibis.com/gb/hotel-6281-ibis-beijing-sanyuan/index.shtml">http://www.ibis.com/gb/hotel-6281-ibis-beijing-sanyuan/index.shtml</a></p>			<ul style="list-style-type: none"><li>➤ Located near the 3rd Ring Road and Yansha Business Center.</li><li>➤ Approximately 25 minutes from hotel to PEK Terminal 3 by Airport Express Train or 30 minutes by taxi.</li><li>➤ Approximately 20 minutes by car to famous historical sites, including Tian'anmen Square and the Forbidden City.</li></ul>	



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<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>6-Name:</b> Yu Yang Hotel ★★★</p> <p><b>Address:</b> No.18 Xinyuanxili Middle Street, Chaoyang District, Beijing, China</p> <p><b>酒店地址:</b> 中国北京朝阳区新源西里中街 18 号 100027</p> <p><b>Tel:</b> (+86) 10 6466 9988</p> <p><b>Fax:</b> (+86) 10 6466 6638</p> <p><b>Website:</b> <a href="http://www.yuyanghotel.net">www.yuyanghotel.net</a></p> <p><i>For reservation under special rate, please email Ms.Su Min (<a href="mailto:su.min@yuyanghotel.net">su.min@yuyanghotel.net</a>) with group code <b>RSO005</b></i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ In-room coffee/tea making facilities.</li> <li>➤ Complimentary broadband internet.</li> </ul>		<ul style="list-style-type: none"> <li>➤ Located near the 3rd Ring Road and Yansha Business Center.</li> <li>➤ Approximately 25 minutes from hotel to PEK Terminal 3 by Airport Express Train or 30 minutes by taxi.</li> <li>➤ Approximately 20 minutes by car to famous historical sites, including Tian'anmen Square and the Forbidden City.</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB690 (approximately USD103) inclusive of two buffet breakfast (King or Twin bed).</li> </ul>

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<b>Hotel General Information</b>	<b>Service</b>	<b>Transportation</b>	<b>Location</b>	<b>Price</b>
<p><b>7-Name:</b> Landmark Hotel ★★★</p> <p><b>Address:</b> 8 North Dongsanhuan Road Chaoyang District Beijing China</p> <p><b>酒店地址:</b> 中国北京朝阳区东三环北路 8 号</p> <p><b>Tel:</b> (+86) 10 6590 6688</p> <p><b>Fax:</b> (+86) 10 6590 6688</p> <p><b>Website:</b> <a href="http://www.beijinglandmark.com">www.beijinglandmark.com</a></p> <p><i>For reservation under special rate, please email Mr.Hu Bo (<a href="mailto:hubo@beijinglandmark.com">hubo@beijinglandmark.com</a>) with group code <b>RS0006</b></i></p>	<ul style="list-style-type: none"> <li>➤ Complimentary local Chinese or English newspaper.</li> <li>➤ In-room coffee/tea making facilities.</li> <li>➤ Complimentary broadband internet.</li> </ul>		<ul style="list-style-type: none"> <li>➤ Located near the 3rd Ring Road and Yansha Business Center.</li> <li>➤ Approximately 40 minutes from hotel to PEK Terminal 3 by train or 50 minutes by taxi.</li> <li>➤ Approximately 20 minutes by car to famous historical sites, including Tian'anmen Square and the Forbidden City.</li> </ul>	<ul style="list-style-type: none"> <li>➤ RMB620 (approximately USD93) inclusive of two buffet breakfast (King or Twin bed).</li> </ul>