



International Civil Aviation Organization

COM CO-ORDINATION MEETING

People's Republic of China, Japan, Mongolia and Russian Federation



Shanghai, People's Republic of China, 18 – 20 October 2011

MEETING BULLETIN

1. Schedule of Meeting

1.1 The COM Coordination Meeting will be held at Paradise Hotel Shanghai located at No.: 2558 Changyang Road, Yangpu District 200090, Shanghai, China. The telephone number of the hotel is +86 (21) 3512-9898 and fax number is +86 (21) 3530-3060.

1.2 The meeting will commence at 1000 hours on Tuesday, 18 October. The remainder of the meeting will be conducted between 1000 and 1530 daily with breaks for coffee/tea and lunch.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the front of the Meeting Room between 0930 hrs. and 0950 hrs. on the first day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them at the Registration Desk.

3. Passport and Visa and Customs

3.1 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.

3.2 The following items can be brought in duty free:

- a) Personal effects such as clothing etc.
- b) 400 cigarettes;
- c) 2 bottles of alcoholic beverages; and
- d) Perfume for personal use

3.3 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 US\$ 1 = 6.3 Chinese Yuan approx.)

4. Hotel Reservations, Arrival and Departure

4.1 Information giving the details of recommended hotel is given below. It is strongly recommended to stay in the hotel where the meeting will be held. Please contact directly Mr. Wang Tianyu, Assistant of CNS Division of ATMB at Telephone number +86 (10) 8778-6968 and E-mail address at: wangtianyu@atmb.net.cn with a copy to pli@bangkok.icao.int. The local contact point is Ms. Peng Yao who is Assistant of CNS Department of the Eastern Regional ATMB in Shanghai whose telephone number: +86 (21) 2232-5110, mobile number +86 13816263186 and her E-mail address: pengy@atmb.cn. Participants are requested to make their own arrangement for hotel reservation as soon as possible. The detailed information for the hotel booking is provided below:

Hotel Name	Room Category	Rates in CNY	Others
Name of the hotel: Paradise Hotel Shanghai (Meeting venue) Tel: +86 (21) 3512-9898 Fax: +86 (21) 3530-3060 Address: No.: 2558 Changyang Road Yangpu District Shanghai China	Deluxe Suite Room +Breakfast +15% service	1588	Not including transportation between hotel and the airport
	Superior Suite Room Breakfast +15% service	1288	
	Deluxe Room +Breakfast +15% service	1188	
	Superior Room + Breakfast +15% service	1088	

4.2 Participants are requested to make their own arrangement for transportation from the airport and hotel.

5. Meeting Documents, Papers for distribution

5.1 Participants wishing to present papers are requested to submit them as early as possible to the ICAO Secretariat via e-mail **by 12 October 2011**. The e-mail address is: icao_apac@bangkok.icao.int and pli@bangkok.icao.int so that they can be distributed in a timely manner.

6. Other Useful Information

6.1 Weather in October in Shanghai is comfortable. Day temperature is around 15- 20 Degrees Centigrade.

6.2 Time in Shanghai is 8 hours ahead of Coordinated Universal Time (UTC +8).

6.3 International credit cards such as Visa, American Express etc. are normally accepted at the recommended hotel.

6.4 All commercial banks, such as the Bank of China, exchange foreign currencies such as Euro, US Dollar and are open from 0900 to 1600 hours from Monday to Saturday. Foreign exchange counters are also operated by all major hotels. To change travellers' cheques you will be required to show your passport.
