

## WORKSHOP BULLETIN

### 1. Dates and Venue

1.1 The FPP Quality Assurance Workshop will be held by the APAC FPP at the ICAO Asia & Pacific Regional Sub-Office (ICAO APAC RSO) from 24 to 28 February 2025. The ICAO APAC RSO Office is located at:

**ICAO Asia & Pacific Regional Sub-Office (ICAO APAC RSO)**  
1st Floor, Section C, China Service Mansion,  
No.9, Erwei Road, Shunyi District,  
Beijing, China

1.2 The workshop will start at **9:00** a.m. (UTC+8) each day at ICAO APAC RSO.

### 2. Hotel Reservations

Participants need to make hotel reservations directly with the hotel. For reservation under special rate, please email the focal point on the list. The list of recommended hotels is as follows:

Hotel	Room Type	Special Rate
<p><b>Hilton Beijing Capital Airport</b></p> <p><i>Address:</i> Terminal 3, 1 SanJing Road, Capital International Airport, Beijing, China <i>Tel:</i> +86 10 6450 4739 +86 156 1197 9160 <i>Website:</i> <a href="https://www.hilton.com/en/hotels/bjscahi-hilton-beijing-capital-airport/">https://www.hilton.com/en/hotels/bjscahi-hilton-beijing-capital-airport/</a></p> <p><b>Transportation:</b> Offers free shuttle buses between hotel and the Beijing Capital Airport T3 every 20 minutes for 24 hours Depart from hotel: 0:10, 0:30, 0:50... Depart from T3: 0:00, 0:20, 0:40...</p> <p>Parking position: at Gate 5 on the first floor of Terminal 3</p> <p>If you need any help with shuttle bus, please call: +86 10 64504828</p> <p><b>For reservation under special rate, please email Ms.Kelly Gan (<a href="mailto:Kelly.gan@Hilton.com">Kelly.gan@Hilton.com</a>)</b></p>	Guest Room (Single bed)	RMB 800.00 inclusive 1 buffet breakfast
	Guest Room (Double/Twin beds)	RMB 920.00 inclusive 2 buffet breakfast
	Executive Room (Single bed)	RMB 1,250.00 inclusive 1 buffet breakfast
	Executive Room (Double/Twin beds)	RMB 1,370.00 inclusive 2 buffet breakfast
<p><b>Cordis Beijing Capital Airport</b></p> <p><i>Address:</i> No.1 Yi Jing Road, Terminal 3, Capital International Airport, Shunyi District, Beijing, China <i>Tel:</i> +86 10 6457 5555 <i>Website:</i> <a href="http://www.cordishotels.com/en/beijing/">www.cordishotels.com/en/beijing/</a></p> <p><b>Transportation:</b></p>	Superior Room (45 sqm, King/Twin beds)	RMB 700 inclusive 1 buffet breakfast
		RMB 800 inclusive

<p>Offers free shuttle buses between hotel and the Beijing Capital Airport T3 every 30 minutes for 24 hours  Depart from hotel: 0:00, 0:30...  Depart from T3: 0:10, 0:40...</p> <p>Parking position: Area 5 of temporary pick-up area between Gate 5 and Gate 7 on the first floor of Terminal 3</p> <p>If you need any help with shuttle bus, please call: +86 10 64575555</p> <p><b>For reservation under special rate, please email</b>  (<a href="mailto:cdbca.resv@cordishotels.com">cdbca.resv@cordishotels.com</a>)</p>		2 buffet breakfast
	Deluxe Room (45 sqm, King/Twin beds)	RMB 900 inclusive 1 buffet breakfast
		RMB 1000 inclusive 2 buffet breakfast
	One Bedroom Suite (85 sqm, King bed)	RMB 1300 inclusive 1 buffet breakfast
RMB 1400 inclusive 2 buffet breakfast		
<p><b>Crowne Plaza Beijing International Airport</b></p> <p><b>Address:</b> 60, Fuqian 1 St., Tianzhu, Shunyi District, 101312 Beijing, China  <b>Tel:</b> +86 10 5810 8805  +86 189 1026 1763  <b>Website:</b>  <a href="https://www.ihg.com.cn/crowneplaza/hotels/cn/zh/beijing/pegap/hotel/detail">https://www.ihg.com.cn/crowneplaza/hotels/cn/zh/beijing/pegap/hotel/detail</a></p> <p><b>Transportation:</b>  Offers free shuttle buses between hotel and the Beijing Capital Airport T2/T3</p> <p><i>Please contact the following number: 86 10 58108114 &amp; 156 0101 7615 or email at <a href="mailto:con@cpairportbj.com">con@cpairportbj.com</a> to arrange airport pick-up service in advance.</i></p> <p><b>For reservation under special rate, please email Ms. Tina Wu</b>  (<a href="mailto:ados@cpairportbj.com">ados@cpairportbj.com</a>)</p>	Standard Room (Double/Twin Beds)	RMB 800 inclusive 1 buffet breakfast
RMB 900 inclusive 2 buffet breakfast		
<p><b>Jinglin Hotel</b></p> <p><b>Address:</b> Second-No.1 Nanping Dongli Capital International Airport, Beijing, China  <b>Tel:</b> +86 13522954320  <b>Website:</b> <a href="http://www.jinglinhotel.com">www.jinglinhotel.com</a></p> <p><b>Transportation:</b> (Please contact the following number: 86 13522954320 or email at <a href="mailto:13522954320@163.com">13522954320@163.com</a> to arrange airport pick-up service in advance)</p> <ul style="list-style-type: none"> <li>➤ Offers free vehicle between hotel and the Beijing Capital Airport (T1/T2/T3).</li> </ul>	Standard Room (Double/Twin Beds)	RMB 450.00 inclusive 2 buffet breakfast

<p>➤ Offers free vehicle between hotel and FPP office.</p> <p><b>For room reservation under special rate, please email Ms. Liu (<a href="mailto:13522954320@163.com">13522954320@163.com</a>)</b></p>		
<p><b>CITIC Hotel Beijing Airport</b></p> <p><b>Address:</b> No.9 Xiaotianzhu Street, Capital International Airport, Beijing, China  <b>Website:</b> <a href="http://www.citichotelbeijing.com">www.citichotelbeijing.com</a></p> <p><b>Transportation :</b>  Offers free vehicle between hotel and the Beijing Capital Airport (T1/T2/T3) from 6:00 to 23:00. (After picking up your luggage, please call the following number 86 10 64565588 to arrange airport pick-up service.)</p> <p><b>For reservation under special rate, please email Ms. Linling Huo (<a href="mailto:hlinling@icao.int">hlinling@icao.int</a>)</b></p>	<p>Standard Room  (23 sqm,  Double/Twin  Beds)</p>	<p>RMB  450.00  inclusive  2 buffet  breakfast</p>
	<p>Deluxe Room  (33 sqm,  King/Twin  beds)</p>	<p>RMB  600.00  inclusive  2 buffet  breakfast</p>

### 3. Transportation

Participants are requested to make their own arrangements for transportation except for those staying at the Jinglin Hotel. If you choose to stay at the Jinglin Hotel, the shuttle bus can be provided to the participants from Beijing Capital International Airport to Jinglin Hotel and vice versa, and from Jinglin Hotel to RSO and vice versa during the training period.

### 4. Meals during your stay

APAC FPP will provide complimentary lunch per day to all participants during the training. All other meals are on your own.

### 5. Focal Point of Contact for the Meeting

**Ms. Huo Linling**

Administrative Assistant, ICAO Asia and Pacific FPP Office

E-mail: [hlinling@icao.int](mailto:hlinling@icao.int)

Mobile / WeChat No.: +86 13671009270

### 6. General Information of the Airports

6.1 Beijing Capital International Airport (IATA: PEK, ICAO: ZBAA), is the main international gateway to China consisting of 3 passenger terminals. Beijing Capital International Airport is located at Chaoyang District, Beijing, about 1.5km to the ICAO APAC RSO and about 20km to central Beijing.

6.2 Beijing Daxing International Airport (IATA: PKX, ICAO: ZBAD), is another main international gateway to China consisting of one passenger terminal located along the border between Daxing District, Beijing and Langfang City, Hebei Province, about 53 km south of the downtown Beijing and 76km southwest of Beijing Capital International Airport.

### 7. Passport, visa and customs formalities

- 7.1 For entry into China, all visitors must hold a passport valid for at least 6 months or other valid travel documents.
- 7.2 To check whether you are required to obtain a visa as well as the customs formalities, please visit the website: [Chinese Embassies \(fmprc.gov.cn\)](http://fmprc.gov.cn) to find the official website address/email address/phone number of Chinese Embassy in your country.
- 7.3 According to the information we have so far, some countries request the invitation letter with bar code. If participants need the above files, please feel free to reach out to FPP, we will be willing to provide assistance.

## **8. Other Useful Information**

### **8.1 Payment services and exchange in China**

The RMB(CNY) is the local currency used in China. Cash or bank cards such as UnionPay, Visa, American Express, and Mastercard are acceptable by the hotels and all the stores in the shopping malls, but the most commonly used payment methods are mobile payment such as Weixin pay and Alipay.

Please follow the steps below for mobile payment.

- (1) Search for Alipay or WeChat in the app store or its official website, and download the app.
- (2) Open the app and register with your phone number or just sign in if you have already registered.
- (3) Add bank cards. Visa, Mastercard, JCB, Diners Club, and Discover cards can all be added to Alipay/Weixin Pay.
- (4) Pay by scanning QR code. You can pay by scanning a merchant's QR code (method 1) or by having a merchant scan yours (method 2).

If you need cash, you can withdraw RMB cash with your bank card at an ATM with logos of the corresponding bank card organizations. There are money exchange companies at the Beijing Capital International Airport and Beijing Daxing International Airport and commercial banks next to RSO office, where you can exchange your money.

### **8.2 Time Difference**

China is 8 hours ahead of Coordinated Universal Time (UTC +8).

### **8.3 Weather**

In Beijing, the weather is extremely cold in February. The average maximum temperature during the daytime is around 5°C, while the average minimum temperature at night is approximately -6°C.

### **8.4 Electric Plug and Socket**

Electric voltage is 220V, 50 Hz, AC in China. Two-pin plug and three-flat-pin plug are commonly used. We suggest you bring a universal travel adapter plug to charge your laptop and mobile electronic devices.

