

COURSE BULLETIN

1. Dates and Venue

1.1 The PBN Procedure Design Course will be conducted by APAC FPP at the ICAO Asia & Pacific Regional Sub-Office (ICAO APAC RSO) from 7 to 25 September 2026. 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 course will start at **9:00** a.m. (UTC+8) each day at ICAO APAC RSO.

2. Hotel Reservations

Participants are required to make hotel reservations directly with the hotel. To book at the special rate, please email the contact person provided on the list. Recommended hotels are listed below:

Hotel	Room Type	Special Rate	
<p>Hilton Beijing Capital Airport</p> <p><i>Address:</i> Terminal 3, 1 SanJing Road, Capital International Airport, Beijing, China <i>Tel:</i> +86 10 6458 8888/+86 156 1197 9160 <i>Website:</i> https://www.hilton.com/en/hotels/bjscahi-hilton-beijing-capital-airport/</p> <p>Transportation:</p> <ul style="list-style-type: none"> ● COMPLIMENTARY SHUTTLE TO T3: <ul style="list-style-type: none"> - The shuttle bus to Terminal 3 departs at 15, 35, and 55 minutes past each hour. - The hotel shuttle bus parking area is at Gate 5 on 1st floor of Terminal 3. ● COMPLIMENTARY SHUTTLE TO T2: <ul style="list-style-type: none"> - The shuttle departs every 30 minutes from both the hotel and Terminal 2, on the hour and half hour. - The shuttle bus parking stop is located outside Gate 3 on the 1st floor of Terminal 2. <p>Additional Value-added Services (applicable only to long-stay guests)</p> <ul style="list-style-type: none"> ● 15% discount on F&B venue consumption during the accommodation period (excluding alcohol and in-room dining) ● 15% discount on laundry service; 2 complimentary laundry items per day <p>For reservation at a special rate, please email Ms.Kelly Gan (Kelly.gan@Hilton.com)</p>	Standard Room (Double/Twin beds)	RMB 800.00 inclusive of 1 buffet breakfast	
		RMB 920.00 inclusive of 2 buffet breakfast	
		Long-Stay Discount Value (for stays of 10 days or more)	RMB 700.00 inclusive of 1 buffet breakfast
			RMB 820.00 inclusive of 2 buffet breakfast

<p>Cordis Beijing Capital Airport</p> <p>Address: No.1 Yi Jing Road, Terminal 3, Capital International Airport, Shunyi District, Beijing, China Tel: +86 10 6457 5555 Website: www.cordishotels.com/en/beijing/</p> <p>Transportation: Complimentary shuttle buses between hotel and the Beijing Capital Airport T3</p> <ul style="list-style-type: none"> • Depart from Terminal 3(T3) <ul style="list-style-type: none"> - Route: T3 -> Cordis Beijing Capital Airport ->Hilton Beijing Capital Airport - Pick-up Point (at T3): Terminal 3, First Floor, the second lane outside of Gate No. 5, Boarding Area 5. Look for the white shuttle bus marked with both “Cordis” and “Hilton” logos. - Schedule (fromT3): Departs every 20 minutes (at: 00, 20, and 40 of each hour). 24-hour service • Depart from Hotel <ul style="list-style-type: none"> - Route: Cordis Beijing Capital Airport-> Hilton Beijing Capital Airport ->T3 - Schedule (from Hotel): Departs at 07, 27, and 47 of each hour. 24-hour service. <p>For reservation at a special rate, please email: cdbca.resv@cordishotels.com</p>	<p style="text-align: center;">Superior Room (45 sqm, King/Twin beds)</p>	<p>RMB 600 without breakfast</p>	
<p>Crowne Plaza Beijing International Airport</p> <p>Address: 60, Fuqian 1 St., Tianzhu, Shunyi District, 101312 Beijing, China Tel: +86 10 5810 8805 +86 189 1026 1763 Website: https://www.ihg.com.cn/crowneplaza/hotels/cn/zh/beijing/pegap/hoteldetail</p> <p>Transportation: Offers free shuttle buses between hotel and the Beijing Capital Airport T2/T3</p> <p><i>Please contact the following number:86 10 58108114 & 156 0101 7615 or email at con@cpairportbj.com to arrange airport pick-up service in advance.</i></p> <p>For reservation at a special rate, please email Ms. Tina Wu: ados@cpairportbj.com</p>		<p style="text-align: center;">Standard Room (Double/Twin Beds)</p>	<p>RMB 650 inclusive of 1 buffet breakfast</p>
<p>Jinglin Hotel</p> <p>Address: Second-No.1 Nanping Dongli Capital International Airport, Beijing, China Tel: +86 13522954320 Website: www.jinglinhotel.com</p> <p>Transportation: (Please contact the following number:86 13522954320 or email at 13522954320@163.com to arrange airport pick-up service in advance)</p> <ul style="list-style-type: none"> ➤ Offers free vehicles between hotel and the Beijing Capital Airport (T1/T2/T3). 			<p style="text-align: center;">Standard Room (Double/Twin Beds)</p>
		<p>RMB 800 inclusive of 1 buffet breakfast</p>	
		<p>RMB 900 inclusive of 2 buffet breakfast</p>	
		<p>RMB 450.00 inclusive of 2 buffet breakfast</p>	

<p>➤ Offers free vehicles between hotel and FPP office.</p> <p>For room reservation at a special rate, please email Ms. Liu (13522954320@163.com)</p>		
<p>CITIC Hotel Beijing Airport</p> <p>Address: No.9 Xiaotianzhu Street, Capital International Airport, Beijing, China Website: www.citichotelbeijing.com</p> <p>Transportation : 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>For reservation at a special rate, please email Ms. Linling Huo: hlinling@icao.int</p>	<p>Standard Room (23 sqm, Double/Twin Beds)</p>	<p>RMB 450.00 inclusive of 2 buffet breakfast</p>
	<p>Deluxe Room (33 sqm, King/Twin beds)</p>	<p>RMB 600.00 inclusive of 2 buffet breakfast</p>

3. Transportation

Participants are requested to make their own transportation arrangements, except for those staying at Jinglin Hotel. For guests of Jinglin Hotel, in addition to airport pick-up, the hotel will provide free shuttle bus services for participants between Jinglin hotel and the RSO during the training.

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. Contact person

Ms. Huo Linling

Administrative Assistant, ICAO Asia and Pacific FPP Office

E-mail: 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 three passenger terminals. Beijing Capital International Airport is located in Chaoyang District, Beijing, about 25 km northeast of the city center and very close to the ICAO APAC RSO.

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 76 km 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: [Ministry of Foreign Affairs of the People's Republic of China](http://www.mfa.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 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. The current exchange rate is USD 1 equivalent to CNY 7.20. 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 Electric Plug and Socket

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



8.4 Emergency call

- Police: 110
- Ambulance: 120
- Fire: 119
- Traffic Accident: 122