

International Civil Aviation Organization

**THIRD MEETING OF THE APAC ANSP COMMITTEE**

*Chengdu, China 8-10 July 2024*

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**MEETING BULLETIN**

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**1. Dates and Venue**

1.1. The Meeting will be held at the JinJiang Hotel from Monday 8 July to Wednesday 10 July, in conjunction with the CANSO Asia Pacific Conference 2024 at the same venue. Please see the table below for the time of the meetings.

Venue: **JinJiang Hotel**

Address: No. 80, Section 2, Renmin South Road, Jinjiang District, Chengdu, Sichuan, China.

Website: [http://www.jjhotel.com/en\\_US/](http://www.jjhotel.com/en_US/)

The meeting venue and programme are as shown below.

Time (UTC+8)	Programme	Involvement	Meeting Room
8 July, Monday			
1330-1730	AAC Work Stream (WS) meetings	WS 1	Chamber of Mist (馨雨阁)
		WS 2	Chamber of Dialogue (相语堂)
		WS 3	Chamber of Dew (浣花轩)
		WS 4	Chamber of West Ridge (西岭苑)
9 July, Tuesday			
1300-1530	AAC meeting	AAC	Chengdu B Hall (成都 B 厅)
10 July, Wednesday			
0900-1700	CANSO Asia Pacific Conference 2024	CANSO & AAC	Jinjiang Hall (锦江厅)

1.2. Participants are requested to register at the Registration Desk outside the respective meeting rooms above before the start of the meetings and obtain a meeting identification badge/label. Participants shall always put on their identification when inside the meeting room.

1.3. For people who are not members of CANSO and wish to participate in the CANSO Asia Pacific Conference on 10 July 2024, please coordinate with CANSO at [apac@CANSO.org](mailto:apac@CANSO.org).

**2. Secretariat and Officers**

*Secretariats of ICAO*

Mr. Raphael GUILLET, Chief of the ICAO Asia Pacific Regional Sub-Office

Email: [rguillet@icao.int](mailto:rguillet@icao.int)

Mr. Xu Zhi Feng, ATM Officer of the ICAO Asia Pacific Regional Sub-Office

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*Officers from ATMB*

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### **3. Meeting Documents, Papers for Distribution etc.**

3.1. Participants are requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. Meeting documents will be available on the ICAO APAC website [icao.int/APAC/Meetings/Pages/2024-AAC-3.aspx](http://icao.int/APAC/Meetings/Pages/2024-AAC-3.aspx) prior to the meeting. Paper documents on hardcopy will not be available.

3.2. Wi-Fi connection to the Internet is available on the premise of the JinJiang Hotel. Access information to Wi-Fi will be available at the Registration Desk.

### **4. Visa and Customs**

4.1. For entry into China, all visitors must hold a passport valid for at least 6 months or other valid travel documents.

4.2. We advise that you apply for your visa as soon as possible. Please check the visa requirements via: <https://visaforchina.cn/globe/>

4.3. If you need an invitation letter and other accompanying documents from the host, ATMB, please email [visasupport@atmb.net.cn](mailto:visasupport@atmb.net.cn) specifying your request for an invitation letter and if you need any other accompanying documents from the host for your visa application. In the email, please specify what information is required on the invitation letter, for example:

- Title
- Names(s)
- Job Title
- Organisations
- Passport Details – Passport Number, Date of Issue, Date of expiry, Passport Issuing Authority (Country/Place of Issue), Date of entrance, Photos of front and back pages)
- Nationality

### **5. Hotel Reservations and Transportation**

5.1. If you wish to book your stay at the JinJiang Hotel with the AAC delegate rate, please visit [http://www.jjhotel.com/en\\_US/](http://www.jjhotel.com/en_US/), enter your check-in and check-out dates, enter the promotion code “ICAO0708”, and click “search”. Then select the room type and complete your reservation.

5.2. You can choose either a one or two breakfast room. The deadline to book your stay is Friday 21 June, after this rooms and rate will be subject to availability. Please read the full terms and conditions.

5.3. If you need to change or cancel your reservation, please contact the hotel reservation department at [reservation@jjhotel.com](mailto:reservation@jjhotel.com).

#### ***Other Recommended Hotels***

5.4. We have also secured a special rate at the Shangri-La Chengdu, [to book your stay please click here](#). Credit card information is collected for guarantee purposes; payment can be made upon arrival at the hotel.

5.5. Please note that free cancellation is only available before 18:00 local time on 15 June 2024. After this, charges will be incurred.

#### ***Transportation***

5.6. From the Chengdu Tianfu International Airport (TFU), it takes approximately one hour and thirty minutes by taxi to the JinJiang Hotel. The subway takes approximately 70 minutes: Line 18 from Tianfu International Airport to South Railway Station, then transfer to Line 1 inside the station to Jinjiang Hotel Station, Exit B.

5.7. From the Chengdu Shuangliu International Airport (CTU), it takes approximately 40 minutes by taxi to the Jinjiang Hotel. The subway takes approximately 50 minutes: Line 10 from Shuangliu Airport to Tai Ping Yuan Station, then transfer to Line 3 to Sichuan Gymnasium, then transfer to Line 1 to Jinjiang Hotel Station, Exit B.

5.8. ATMB is kindly organising complimentary airport transfers, from and to both airports in Chengdu (Chengdu Tianfu International Airport and Chengdu Shuangliu International Airport) to and from JinJiang Hotel only, on the peak arrival dates (7 and 8 July). To make use of this service, please leave your full flight arrival and departure details to officers from ATMB at [haolong@atmb.net.cn](mailto:haolong@atmb.net.cn) and copy [zxuu@icao.int](mailto:zxuu@icao.int).

### **6. Food and Catering Arrangements**

6.1. Tea, Coffee, and light food will be provided for the break during the whole meeting.

6.2. On 8 and 9 July, participants should manage themselves for lunch. For the CANSO conference on 10 July, lunch will be provided.

6.3. Participants are encouraged to bring their own reusable water bottles, which may be replenished from the water dispensers available onsite.

### **7. Further Information**

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

7.1. 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 WeChat Pay and Alipay.

7.2. 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. You could buy a sim card at the airport with your passport.
- (3) Add bank cards. Visa, Mastercard, JCB, Diners Club, and Discover cards can all be added to Alipay/ WeChat 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).

7.3. If you need cash, you can withdraw RMB cash with your bank card at an ATM with the logos of the corresponding bank card organisations. There are money exchange companies at the Chengdu Shuangliu International Airport and Chengdu Tianfu International Airport, where you can exchange your money.

#### ***Time Difference***

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

#### ***Weather***

7.5. The weather in Chengdu will be warm and humid in July. The average daytime temperatures can reach 35°C and fall to 25°C at night.

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

7.6. 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.

