

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

Europe – Asia Trans-regional Special Coordination Meeting

(Beijing, China, 23 – 25 September 2013)

1. Venue and Schedule of the Meeting

The Special Coordination Meeting of the ICAO Asia/Pacific Special Coordination Meeting – North Asia will be held at the International Air Transport Association (IATA) People's Republic of China – Main office Beijing, China located at 3F East Tower, World Financial Center No 1. Dongsanhuan Zhong Road Chaoyang District, Beijing 100020 China. The contact telephone number of IATA office is Tel: (86) 10 8571 9999 Fax: (86) 10 8571 9900

The meeting will commence at 0900 hours on Monday 23 September 2013. The program for the remainder of the meeting will be announced during the meeting.

2. Registration of Delegates

Delegates are requested to register at the Registration Desk located at the entrance of the Office between 0830 and 0900 hours on the opening day of the Meeting.

Designated badges will be issued to delegates after registration. Delegates are required to wear the badges throughout the period of the Meeting for easy identification.

3. Visa and Entry Requirements for China

Visas Participants from most of the countries are required to obtain visas for a temporary visit not exceeding 30 days. Chinese visa should be applied from the Embassy or Consulate-general of Peoples' Republic of China in participant's resident country.

Passport All foreigner nationals entering China (The People's Republic of China) must possess valid passports or other valid document for travel, valid for six months beyond the expected time of departure from China.

If needed, we can provide Invitation Letter to facility the visa application.

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

There are no restrictions on the import of foreign currency. However, when leaving China, you are not allowed to take money, which exceeds the amount you declared when entering. (Current exchange rate US\$ 1 = 6.2 Chinese Yuan approx.)

4. Transportation:

Beijing has an extensive public transportation network of buses, trolleybuses, suburban rail and a rapidly expanding subway system.

Beijing Subway

The Beijing Subway now has 16 lines, 442 km (275 mi) of tracks and 261 stations in operation. Subway travel is generally fast, clean, economical and during peak periods congested. On average currently around five million people ride the subway daily. A flat fare of ¥2 with unlimited transfers applies to all lines, except the express link to the airport, which costs ¥25.

The IATA Office is nearest to the Exit A, Jintaixizhao subway station, subway line 10.

City bus & trolleybus

The Beijing Public Transport Holdings, Ltd. ("BPT") is the main bus and trolleybus operator in the city.

Taxi

Taxi fares depend on the vehicle type: these start at CNY 10 for the first 3 kilometers, and go up by CNY2.00 per extra kilometer; the per-kilometer charge is based upon the make and model of the vehicle. After 10pm the base fare goes up to CNY 11. All legal cabs will be part golden yellow in color, and display their permits and paperwork on the dash board and windshield.

5. Hotel Information

The participants are requested to make their own arrangement for Hotel accommodation and transportation from airport to hotel. The recommended hotel are below;

- Grand Millennium Hotel (Opposite the meeting venue)
Address: Fortune plaza, 7 DongSanHuan Middle Road, Chaoyang District, Beijing

- Kerry Hotel
Address: 1 Guanhua Road, Dongcheng District, Beijing

6. Contact us:

If you have any questions of the administrative nature, please contact:

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IATA Beijing Office Map

