



International Civil Aviation Organization

**THE NINTH MEETING OF THE SOUTHEAST ASIA AND BAY OF BENGAL
SUB-REGIONAL ADS-B IMPLEMENTATION WORKING GROUP
(SEA/BOB ADS-B WG/9)**

Beijing, China, 30 October - 1 November 2013

GENERAL INFORMATION FOR MEETING BULLETIN

1. Location & Schedule of Meeting

1.1. The Ninth Meeting of the South East Asia & Bay of Bengal Sub-regional ADS-B Implementation Working Group (SEA/BOB ADS-B WG/9) will be held from 30 October to 1 November 2013 in the ICAO Regional Sub-office in Beijing, China.

1.2. The detailed venue information is provided in section 8 of this Bulletin.

2. Registration of participants

2.1. Participants are requested to register at the Registration Desk outside the conference room on Wednesday, 30 October 2013 between 0830 – 0900 hrs. Participants are also requested to put on the identification badge while attending all activities during the meeting. Daily programme will be announced at the first day of the meeting.

3. Secretariat concerned with the Meeting

3.1 Mr. Li Peng, Regional Officer CNS and Mr. Shane Sumner, Regional Officer ATM of the ICAO Asia and Pacific Office will act as Secretaries of the meeting. Their contact addresses are as follows:

Mr. Li Peng, Regional Officer CNS

Tel: +66 (2) 537 8189 to 97 Ext. 158

Fax: +66 (2) 537 8199

E-mail: PLi@icao.int

Mr. Shane Sumner, Regional Officer ATM

Tel: +66 (2) 537 8189 to 97 Ext. 159

Fax: +66 (2) 537 8199

E-mail: SSumner@icao.int

4. Meeting documents for distribution

4.1 All Working/Information Papers for the Meeting should be submitted in Microsoft Word or Power Point format **before 15 October 2013** for publishing on the ICAO APAC web site. Participants are requested to download meeting documents at following webpage and bring the papers with them: <http://www.icao.int/APAC/Meetings/Pages/default.aspx> No hard copy of papers will be distributed. E-mail address for submitting documents is: APAC@icao.int

5. Hotel Accommodation

5.1. The list of hotels near the venue of the meeting and their tariff is provided at **Annex 1** to this Bulletin. Taxi services are normally available through the hotel reception counters.

5.2. Additional hotel information near the RSO in Beijing can also be founded at http://www.fpp-icao.org/cn/Venue/index.asp?Basic_Class_ID=53

6. Miscellaneous Information

6.1. **Climate:** The end of October is late autumn in Beijing, during which period the temperature is cool and pleasant of the year, best suited to visit the city. The average maximum daily temperature is expected to be around 15° C and will be much colder at evening and during night.

6.2. **Time:** Beijing time is 8 hours ahead of Universal Coordinated Time (UTC+0800 hours).

6.3. **Electric System:** The electrical system in China operates on 220 Volt 50 cycles, with two flat parallel pin is more common. In the conference room, extension power cord will be made available to the users.

7. Contact Point for Visa

7.1. Correspondence pertaining to travel arrangement such as information of participants' arrival details, request for individual letter for visa and hotel accommodation and other relevant matters should be directed to the following, Officer of ICAO Regional Sub-Office in Beijing, China.

Mr. Wang Xiaoyin, Programme Assistant

Tel: +86 (10) 6455 7171

Fax: +86 (10) 6455 7164

E-mails: xwang@icao.int; APAC-RSO@icao.int

7.2. When a letter of invitation for visa application is required at a Chinese Embassy or Consulate, nominated participants are requested to provide scanned copy of their passport page with photo ID and name, passport number and expire date, etc. to the contact point mentioned above before **08 October 2013** for a specific invitation letter and ICAO RSO Certification from the ICAO Regional Sub-Office in Beijing, China. The letter of invitation and attached document are required to be submitted to the the Chinese Embassy or Consulate for visa application.

7.3. All foreign nationals entering China must possess valid passports. Participants from certain countries are not required to obtain visas for a temporary visit.

7.3.1 It is suggested that all participants consider obtaining official visas from the Chinese Embassy or Consulate prior to their arrival in China

ADDITIONAL INFORMATION

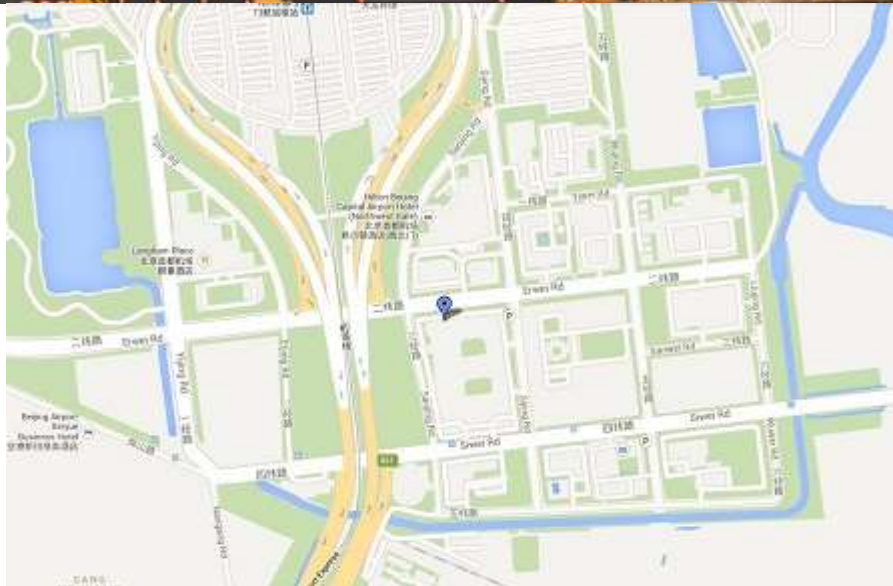
8. Location of the ICAO Regional Sub-office (RSO)

8.1 Information for visitor to ICAO Regional Sub-office is available at following webpage: <http://www.icao.int/APAC/RSO-Beijing/Pages/default.aspx>

8.2 The ICAO Asia and Pacific Regional Sub-Office (RSO) is located on the 1st Floor, C Section, China Service Mansion, No. 9 Erwei Road, Shunyi District, Beijing, China 100621

北京顺义区首都机场二纬路9号
中国服务大厦一层 C座
邮编：100621

Telephone: +86 (10) 64557169





9. Customs

9.1 The following items can be brought in duty free:

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

9.2 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.

10. Bank Information

10.1 International credit cards such as Visa, American Express etc. are normally accepted at the recommended hotel. (Current exchange rate US\$ 1 = 6.1 Chinese Yuan approx.)

10.2 All commercial banks, such as the Bank of China, exchange foreign currencies such as Euro, US Dollar and are open from 09:00 to 16:00 hours from Monday to Saturday. All major hotels also have foreign exchange counters. To change travellers' cheques, customers are requested to show their passport. Bank at Airports also provided the currency exchange service.

11. Facilities near the RSO

11.1 The Capital International Airport Pharmacy

Address: 5, Yan Xiang Dong Li, The Capital International Airport, Chao Yang, Beijing (北京市朝阳区首都国际机场燕翔东里 5 号) Tel: (+86) 10 6456 4134

11.2 Beijing Tianzhu Golf & Country Club

Address: 14, Lou Tai Duan, Li Tian Road, Shun Yi, Beijing (北京市顺义区李天路楼台段14号) Tel: (+86) 10 64565226

11.3 Jing Ke Long Supermarket

Address: Ji Chang South Road, Capital International Airport, Beijing, China (北京市朝阳区首都机场机场南路) Tel: (+86) 10 6468 8233

12. Transportation from the ICAO Beijing Regional Sub-Office (China Service Mansion) to Town/ Tourist Attractions

12.1 Subways and Light Railways:

Please take Airport Express from Terminal 3 to SANYUANQIAO Station (Transfer Line10 and get off BEITUCHENG Station, then Transfer Line8 and get off Olympic Sports Centre Station) for National Stadium /Bird's Nest.

12.2 Or until to DONG ZHI MEN station (Transfer Line2, then Transfer Line1 and get off WANGFUJING Station or TIAN'ANMEN WEST/ EAST Station) for:

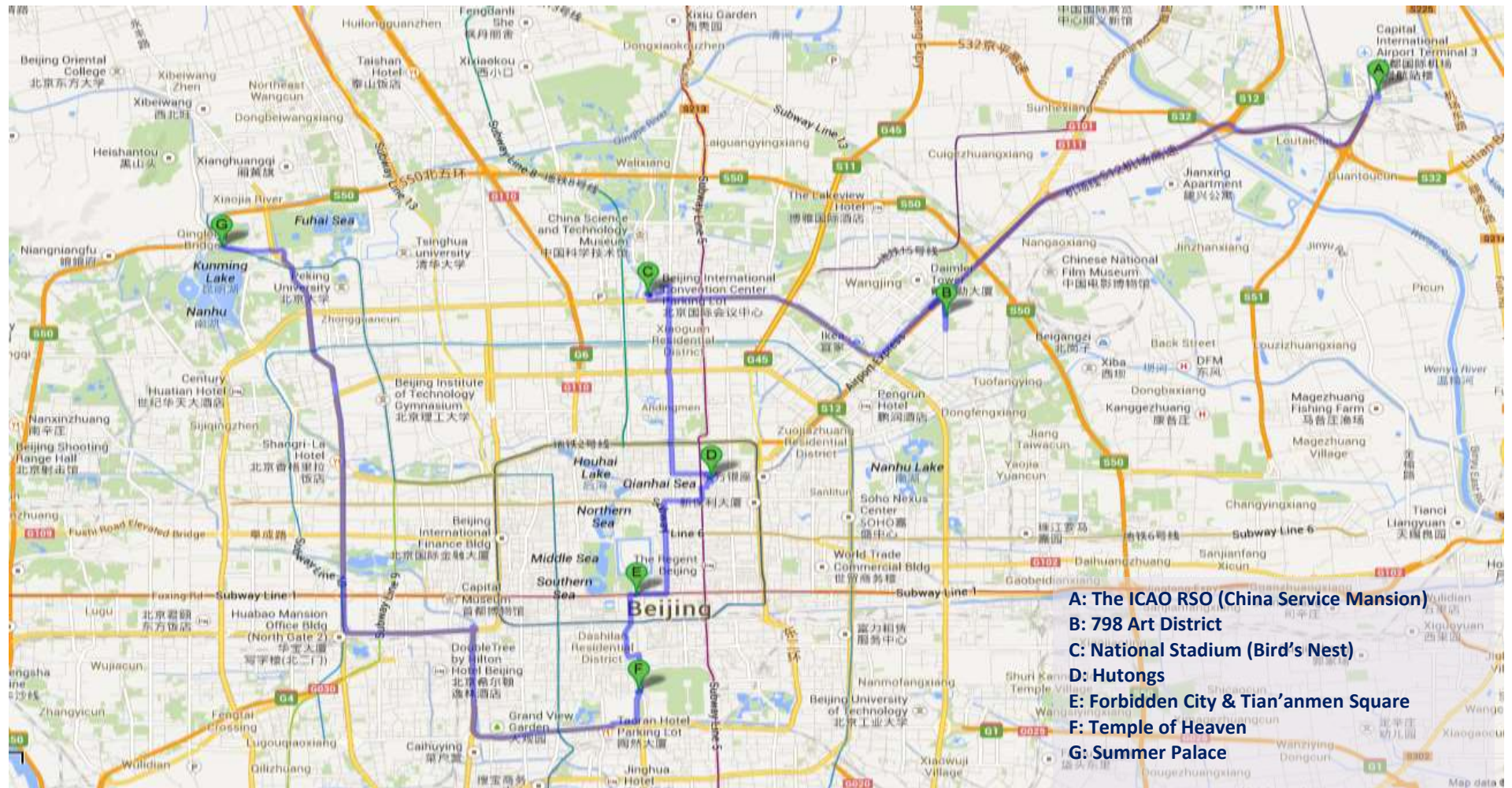
- Hutongs (Take subway Line2 and get off at GULOUDAJIE Station)
- Forbidden City & Tian'anmen Square
- Temple of Heaven (Take subway Line2 and get off at CHONGWENMEN Station, then take a taxi for 10 yuan)
- Summer Palace (Take subway Line2 and get off XIZHIMEN Station, then take a taxi for about 40 yuan)

12.3 Taxi:

Taxis are a great and inexpensive way to get about town. Taxi “flag-falls” begin at 13 Yuan during the day for the first 3 km and 14.40 Yuan from 11 p.m. until 5 a.m. The cost of a ride is 2.30 Yuan per kilometre after the first 3 km , 3.45 Yuan after 15 kilometres. There is also a flat 1 Yuan fuel surcharge for each ride. Highway Tolls are charged to the passenger. Receipts are available on demand. For booking Taxi: Please call 96103 or 96106. (Additional service fee of 5 Yuan)

12.4 Transportation Web sites and numbers for information:

- Beijing Transport Information: <http://www.1039.com.cn>
- Beijing maps: <http://www.go2map.com>
- Beijing bus information: <http://www.bjbus.com>
- Beijing bus hotline centre: 96166
- Booking Taxi: 96103, 96106



ANNEX 1 TO THE MEETING BULETIN

HOTEL RESERVATION INSTRUCTION

Hotel General Information	Service	Transportation	Location	Rate
<p>1-Name: Hilton Beijing Capital Airport</p> <p>Address: Terminal 3, 1 SanJing Road, Capital International Airport, Beijing, China</p> <p>酒店地址: 北京首都机场希尔顿酒店 北京首都机场三号航站楼 (四经路与三经路交汇处)</p> <p>Tel: (+86) 10 400-699-8818</p> <p>Fax: (+86) 10 6458-8889</p> <p>Website: http://www3.hilton.com/en/hotels/china/hilton-beijing-capital-airport-BJSCAH/index.html</p>	<ul style="list-style-type: none"> ➤ Complimentary buffet breakfast up to 2 persons per room per night. ➤ Complimentary local Chinese or English newspaper. ➤ Complimentary usage of our Fitness Centre. ➤ In-room Coffee/tea making facilities. ➤ Personal in-room safe deposit box. ➤ Complimentary High-speed broadband internet access. ➤ Two pieces laundry per day 	<ul style="list-style-type: none"> ➤ Hilton Beijing Capital Airport offers transportation to/from the airport <i>Free</i> of charge. 	<ul style="list-style-type: none"> ➤ Around 5-minute walk from Hilton to ICAO-RSO ➤ Around 25 minutes from the City Centre by Express Train or 30 minutes by car. ➤ Around 45 minutes by car to famous historical sites, including Tian'anmen Square and the Forbidden City 	<ul style="list-style-type: none"> ➤ RMB930 net (Approx150USD) inclusive 1 buffet breakfast (King or Twin bed) Benefits :free access to Executive Lounge ➤ RMB730 net (Approx118USD) inclusive 1 buffet breakfast (King or Twin bed) <i>Minimum length of stay 7 nights</i>
<p>2-Name: Langham Place Beijing Capital Airport</p> <p>Address: No. 1 Er Jing Road Terminal 3, Capital International Airport, Beijing, China</p> <p>酒店地址: 北京首都机场朗豪酒店 北京首都国际机场三号航站楼二经路1号</p> <p>Tel: (+86) 10 6457 5555 (+86) 10 400 133 8338</p> <p>Fax: (+86) 10 6457 5555</p> <p>Website: http://beijingairport.langhamplacehotels.com/</p>	<ul style="list-style-type: none"> ➤ Complimentary buffet breakfast up to 2 persons per room per night. ➤ Complimentary local Chinese or English newspaper. ➤ Complimentary usage of our Fitness Centre. ➤ In-room Coffee/tea making facilities. ➤ Personal in-room safe deposit box. ➤ Complimentary broadband internet and WIFI access. ➤ Free computer usage in Business Center. ➤ Free laundry 1 piece per day ➤ 15% discount on F&B 	<ul style="list-style-type: none"> ➤ Offers transportation to/from the airport <i>Free</i> of charge. ➤ Free shuttle bus between hotel and RSO one round trip per day. 	<ul style="list-style-type: none"> ➤ Around 15-minute walk from Langham to ICAO-RSO ➤ One minute from Terminal 3 at Beijing Capital International Airport by complimentary shuttle bus which also runs between the hotel and Terminals 1 and 2. ➤ Around 25 minutes from the City Centre by Express Train or 30 minutes by car. ➤ Around 45 	<ul style="list-style-type: none"> ➤ RMB600 net (Approx97USD) inclusive 1 buffet breakfast ➤ RMB700 net (Approx97USD) inclusive 2 buffet breakfast for Essential Place (King or Twin bed) ➤ RMB800 net (Approx129USD) upgrade to club Place and enjoy all Club benefits.

	consumption and not applied to Banquet and conference.		minutes by taxi to famous historical sites, including Tian'anmen Square and the Forbidden City	
<p>3-Name: Greenport International Business Center Address: No. 2 Si Jing Road Terminal 3, Capital International Airport, Beijing, China 酒店地址: 绿港国际商务中心 首都机场四纬路 2 号 Tel: (+86) 10 8416 9600 Fax: (+86) 10 8416 9633</p>	<ul style="list-style-type: none"> ➤ Complimentary local Chinese or English newspaper. ➤ Complimentary usage of our chess room and billiard. ➤ In-room Coffee/tea making facilities. ➤ Personal in-room safe deposit box. ➤ Complimentary broadband internet. 	<ul style="list-style-type: none"> ➤ Offers Chauffeured Limousine to/from the airport Free of charge. 	<ul style="list-style-type: none"> ➤ Only 10-minute walk from Greenport to ICAO-RSO ➤ Only 25 minutes from the City Centre by Express Train or a 30-minute drive. ➤ Around 45 minutes by taxi to famous historical sites, including Tian'anmen Square and the Forbidden City 	<ul style="list-style-type: none"> ➤ RMB400 net (Approx65USD) exclusive breakfast (King or Twin bed)
<p>4-Name: JingLin Hotel Address: Second-No. 1 Nanping Dongli Capital International Airport, Beijing, China 酒店地址: 首都机场南平东里乙 1 号 Tel: (+86) 10 64572626 Fax: (+86) 10 64583723</p>	<ul style="list-style-type: none"> ➤ Complimentary local Chinese or English newspaper. ➤ In-room Coffee/tea making facilities. ➤ Complimentary broadband internet. 	<ul style="list-style-type: none"> ➤ Offers transportation to/from the airport Free of charge. ➤ Free shuttle bus between hotel and RSO one round trip per day. 	<ul style="list-style-type: none"> ➤ Located in the airport residential area where you can find super market and restaurants and mails easily. ➤ About 10-minute drive to the ICAO-RSO ➤ Only 25 minutes from the City Centre by Airport Express or a 30-minute drive. 	<p>RMB380 net (Approx61USD) inclusive 2 buffet breakfast (King or Twin bed)</p>

<p>5-Name: Beijing Ping An Jing Yi Hotel</p> <p>Address: No.34 North Guangximen,Chaoyang District,Beijing</p> <p>酒店地址: 北京市朝阳区光熙门北里34号平安京忆栈酒店</p> <p>Tel: (+86) 10 64228181</p> <p>Fax: (+86) 10 64229090</p> <p>Website: http://en.pinganjing.com</p>	<ul style="list-style-type: none"> ➤ Complimentary local Chinese newspaper. ➤ Personal in-room safe deposit box. ➤ Complimentary broadband internet. 	<ul style="list-style-type: none"> ➤ Airport shuttle bus between hotel and terminals1\2\3 is charged for RMB16net one way ticket. Around 50 minutes by airport shuttle bus from hotel to RSO. ➤ Around 45 minutes from the City Centre by Airport Express to RSO. 	<ul style="list-style-type: none"> ➤ Located in the Beijing downtown which is full of traditional restaurants plus cinemas and shopping malls. 	<p>RMB228 net (Approx37USD) exclusive breakfast (King or Twin bed) Breakfast is served with RMB10 net surcharge.</p>
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