

COM CO-ORDINATION MEETING
PEOPLE’S REPUBLIC OF CHINA
LAOS PDR, MYANMAR, NEPAL AND THAILAND

(Chengdu, China, 18 – 19 February 2014)

MEETING BULLETIN

1. Schedule of Meeting

1.1 The COM Coordination Meeting will be held at Mo-Ting meeting room, Hejiangting Hanwen Hotel, Chengdu, China located at No.138 Binjiang East Road, Chengdu, Sichuan Province, China. The telephone number of the venue is +86(28) 8882-2222 Fax No.+86 (28) 8671-7777 and website of the hotel <http://www.hjt-hotel.com>

1.2 The meeting will commence at 1000 hours on Tuesday, 18 February 2014. The programme for the remainder of the meeting will be announced during the meeting.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the front of the Meeting Room from 0930 hrs. on the first day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them at the Registration Desk.

3. Passport and Visa and Customs

3.1 All foreign nationals entering China must possess valid passports. It is suggested that all participants consider obtaining official visas from the Chinese Embassy or Consulate prior to their arrival in China.

3.2 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

3.3 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. (Current exchange rate US\$ 1 = 6.0 Chinese Yuan approx.)

4. Hotel Reservations, Arrival and Departure

4.1 Information giving the details of recommended hotel is given below. It is strongly recommended to stay in the hotel where the meeting will be held. Please contact directly Mr. Wang Tianyu, Assistant of CNS Division of ATMB at telephone number +86 (10)8778-6968 and E-mail address at: wangtianyu@atmb.net.cn with a copy to PLi@icao.int . The detailed contact information and name of focal contact at the Southwest Regional ATMB is Ms. Zhang Ruiping, at telephone number +86 (28)8570-4895. Hotel reservation can be made with assistance of local focal contact point.

Hotel Name	Room Category	Rates In CNY
Hejiangting Hanwen Hotel Tel: +86(28)8882-2222 Address: No.138 Binjiang East Road, Chengdu, Sichuan Province, China	Standard Room , +Breakfast, +15% service	649
	Deluxe Single Room, +Breakfast, +15% service	649
	Deluxe Suite Room, +Breakfast, +15% service	1099
7 days inn Tel: +86(28) 8544-0077 Address: No.83 Xinnan Road, Chengdu, Sichuan Province, China	Standard Room	207
	Single Room	187
Home Inns Tel: +86(28) 6677-1777 Address: No.8 Nantai Road, Chengdu, Sichuan Province, China	Standard Room	218
	Single Room	208
Oak Hotel Tel: +86(28) 8545-5333 Address: No.20 Longjiang Road, Chengdu, Sichuan Province, China	Standard Room +Breakfast,	288
	Single Room +Breakfast,	268

4.2 Participants are requested to make their own arrangement for transportation from the airport and hotel.

5. Meeting Documents, Papers for distribution

5.1 Participants wishing to present papers are requested to submit them as early as possible to the ICAO Secretariat via e-mail **by 12 February 2014**. The e-mail address is: APAC@icao.int and PLi@icao.int so that they can be distributed in a timely manner. The meeting document received so far for the meeting is posted at : <http://www.icao.int/APAC/Meetings/Pages/2014-CCM.aspx>

6. Other Useful Information

6.1 Day temperature in February in Chengdu is around 2-11 Degrees Centigrade.

6.2 Time in Chengdu is 8 hours ahead of Coordinated Universal Time (UTC +8).

6.3 International credit cards such as Visa, American Express etc. are normally accepted at the recommended hotel.

6.4 All commercial banks, such as the Bank of China, exchange foreign currencies such as Euro, US Dollar and are open from 0900 to 1600 hrs. from Monday to Friday. Foreign exchange counters are also operated by all major hotels. To change travellers' cheques you will be required to show your passport.
