



International
Civil Aviation
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Международная
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авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Tel.: +1 (514) 954-8226

Ref.: LM 1/16.1-10/57

18 June 2010

Subject: Diplomatic Conference on Aviation Security
(Beijing, China, 30 August to 10 September 2010)

Action required: To note and take action as necessary on
administrative arrangements presented in the Attachment
hereto

Sir/Madam,

Further to my State letter LM 1/16-10/10 dated 5 February 2010, I have the honour of transmitting information on the site of the Conference, opening Plenary, registration arrangements, documentation, entry and health requirements, hotel reservations, transportation from the airport and other general information for delegates.

Delegates are encouraged to take action as necessary on administrative arrangements presented in the Attachment hereto.

Accept, Sir/Madam, the assurances of my highest consideration.

Raymond Benjamin
Secretary General

Enclosure:

Administrative Arrangements

ADMINISTRATIVE ARRANGEMENTS

1. Site of the Conference

1.1 The Government of China has graciously offered to host the Diplomatic Conference, which will be held at the Asia Hotel.

1.2 The Asia Hotel is situated at 8 XinZhong West Street, GongTi North Road, Beijing, People's Republic of China, Postal Code: 100027; telephone number: 86-10-65007788; facsimile number: 86-10-650080001.

2. Opening Plenary

2.1 The opening Plenary will convene on Monday, 30 August 2010 at 1000 hours in the Asia Conference Hall, preceded by an informal meeting of Heads of Delegations at 0930 hours at the same location.

3. Registration

3.1 All delegates are encouraged to pre-register using the online registration form available at the <http://www.icao.int/DCAS2010/>; the username and password are as follows:

Username: DCAS-China
Password: LEB-DC2010

3.2 After registering on-line, delegates should print their confirmation page and present it at the registration desk at the Conference site, along with their original credentials and full powers.

3.3 The registration centre located in the Lobby of the Asia Hotel will be in operation on Saturday, 28 August 2010 from 1200 to 1700 hours, Sunday, 29 August 2010 from 1000 to 1700 hours and daily from 30 August to 10 September 2010, inclusive, from 0830 to 1700 hours. Delegates will be issued an identification badge at registration in order to gain access to the Conference.

3.4 This information supersedes the information in the paragraph entitled "Registration and other arrangements" in Attachment B to State letter LM 1/16.1-10/10.

4. Documentation

4.1 Documentation that your Government may wish to submit for discussion at the Conference should be forwarded electronically, in Microsoft Word format, to ICAO Headquarters, Montréal via icaohq@icao.int, and a copy to LEB@icao.int.

4.2 Documentation received after 19 July 2010 will not be translated, and will be issued only in its original language of submission.

4.3 Documentation received from international organizations will not be translated, and will be issued only in the language(s) in which it was submitted. Such documentation must reach ICAO no later than 16 August 2010.

4.4 During the registration process, States requiring documentation in hard copy should provide ICAO with the names of a maximum of four delegates who should receive such documentation; these delegates will receive a full set of documentation after the registration process. It should be noted

that distribution of documentation in hard copy will consist of a maximum of four copies per Delegation of each Member State and a maximum of two copies for each Observer Delegation.

4.5 If the names of delegates are not provided during the registration process referred to in paragraph 11.4 above, then the Chief Delegate as well as the first registered Alternate Chief Delegate of each delegation will receive hard copies in the language of their choice. Additional delegates (a maximum of two per State) will receive hard copies of documentation in the language of their choice on a first-registered, first-served basis, unless other criteria for distribution are given by the Chief Delegate.

5. **Entry requirements**

5.1 Delegates should ascertain the entry requirements for China and, where necessary, obtain a visa from the nearest embassy/consulate maintained by the Government of China. No visas will be issued upon arrival in China.

6. **Health requirements**

6.1 Delegates may wish to ascertain the health requirements in effect for China at the time of the Diplomatic Conference.

7. **Health services**

7.1 Arrangements will be made to provide any needed medical services to delegates at the site of the Diplomatic Conference.

8. **Hotel reservations**

8.1 For the benefit of delegates, discount rates with several hotels have been arranged; the map of hotel locations and the list of these hotels are available on the website mentioned in paragraph 3.1 above. When making reservations, delegates should inform the hotel that they are delegates to the Diplomatic Conference.

8.2 It is recommended that delegates make their hotel reservations as soon as possible to obtain optimal accommodations.

9. **Transportation from the airport**

9.1 Public transportation services will be available at the airport. Delegates may obtain information from the designated Welcome Desk at the airport. Most hotels may provide the required transportation, if advised in advance.

10. **Climate and clothing**

10.1 August and September are usually sunny with temperatures ranging between a minimum of 20 C and a maximum of 35 C.

10.2 Formal attire is required at all official events.

11. **Electrical current**

11.1 The voltage in China is 220V.