

# Logistic Information

## I. Meeting Notice

1. Meeting documents and security badges will be distributed to delegates at registration.
2. Please wear your badge at all times when attending meetings, taking meals, and at the gate of Diaoyutai State Guest House during the meeting period.
3. Each participant is kindly required to take part in each activity on time in accordance with the Meeting Agenda.
- 4. For the safety of the opening ceremony in the afternoon of Dec.12, all participants should go through security check and be seated before 14:30. Late comers will not be admitted until the coffee/tea break.**
5. Please turn off your cell phone or set it to the vibrate mode when you are in the meeting room.
6. The final hotel checkout time is 14:00 pm, Dec.15.
7. The meeting will provide transportation services from the hotel to the airport for Council Members and Task Force Co-chairs, if needed. In the event of changes to flight times or carriers for your return trip, please inform the Secretariat well in advance.
8. The costs of mini-bar, laundry, telephone and other services incurred in the hotel, if any, should be borne by the room occupants.

## II. The Secretariat of the Meeting

<b>Location:</b>	Room No. 5, 2 <sup>nd</sup> FL, Fangfei Garden	
<b>Contacts:</b>	Ms. Zhu Yun	13910850033
	Ms. Zhang Mengheng	82268659
	Mr. Li Yonghong	13701012918

## III. Arrangement of Meeting Rooms

1. Council Bureau Meeting: Dec.12, Four Season Hall, 1<sup>st</sup> FL, Villa 10
2. Task Force Coordination Meeting: Dec.12, Conference Room, 2<sup>nd</sup> FL, Fangfei Garden
3. The Annual General Meeting: Dec.12-14, Grand Hall, 1<sup>st</sup> FL, Fangfei Garden
4. Open Forum 1: Regional Coordination and Green Development  
Dec.13, Four Season Hall, 1<sup>st</sup> FL, Villa 10  
Open Forum 2: Strategic Transformation and Green Development

Dec.13, Conference Room, 2<sup>nd</sup> FL, Fangfei Garden

5. Chief Advisors Working Room: Dec.11-14, Room No.9, 2<sup>nd</sup> FL, Fangfei Garden

#### IV. Meals

The meeting organizer will arrange meals for all delegates during the AGM. For any special requirements for meals, please notify the Secretariat.

Breakfast: 07:00, Hall of each Villa, please bring your room card;

Lunch: Multi-Function Room, 1<sup>st</sup> FL, Fangfei Garden, Dec.12-14;

Dinner: Multi-Function Room, 1<sup>st</sup> FL, Fangfei Garden, Dec.13;

Reception: 18:30, Dec.12, 1<sup>st</sup> FL, Lobby of Fangfei Garden.

**Note: The lunch on Dec. 12 will be closed by 1:00 PM for the security check.**

#### V. Working Languages

The working languages of the meeting are Chinese and English. Simultaneous interpretation is provided for the meetings. Earphones are available in meeting rooms; please do not remove them from meeting rooms.