

As of 19 August 2013

ARTNeT Seminar on Future Research Agenda for Trade Facilitation  
and Inclusive Growth

12 September 2013

Asia Pacific Trade Facilitation Forum (APTFF) 2013

*"Towards more efficient and inclusive supply chains: public and private sector perspectives"*

10 – 11 September 2013

Beijing, China

### **INFORMATION NOTE FOR ARTNeT PARTICIPANTS**

#### **Venue and dates**

1. The ARTNeT Seminar on Future Research Agenda for Trade Facilitation and Inclusive Growth will be convened at CEICE Conference Centre, Room (to be informed), Beijing, China, on 12 September 2013.

**Opening:** The ARTNeT seminar will be opened at 0930 hours.

**Registration:** Participants are requested to register and obtain meeting badges at the registration desk located in front of the meeting room. Those who can not register on the opening day are requested to do so on later, to ensure that their names are included in the list of participants.

2. The Asia Pacific Trade Facilitation Forum (APTFF) 2013 will be convened at Multipurpose Hall, First Floor, Beijing Jin Jiang Fu Yuan Hotel (<http://en.jjfyhotel.com.cn/>), Beijing, China on 10-11 September 2013.

**Registration:** Participants who will attend the APTFF are requested to register and obtain meeting badges at the registration desk located at the foyer of the Multipurpose Hall between 0800 to 0930 hours on 10 September 2013. Those who can not register on the opening day are requested to do so on the subsequent day, to ensure that their names are included in the list of participants.

**Opening:** The Forum will be opened at 0930 hours.

The Multimedia Exhibition will take place in Ballroom near the Multipurpose Hall. It will be inaugurated by the dignitaries at the end of the opening session, just before the coffee break.

## **Meeting documents**

The ARTNeT Seminar and Forum aims to be 'paperless'. All the relevant meeting documents and presentations will be available in soft copies only. Final version of all the presentations will be uploaded at the TID webpages (<http://www.unescap.org/tid/>).

## **Visa requirements**

All foreign visitors traveling to China must have a valid passport and obtain a visa before travelling. The participants need to check information on visa requirement with the Chinese embassy or consular in your country as soon as possible.

Should the Chinese Embassy in your country explicitly asks for an invitation letter issued by the organizer from the host country, please send your request to the local organizer CIECC [xumeng@ec.com.cn] and cc [aptff@un.org].

## **Hotel accommodation**

A special room rates have been arranged at Beijing Jin Jiang Fu Yuen Hotel and Fengda International Hotel (see address and map in Annex I). All participants are requested to fill in the hotel reservation form and follow the instructions listed in annex II. Participants also have the option to reserve the room using online booking service.

Participants are advised to remind the hotel front desk assistant and cashier of their participation in the Forum when checking in and out, in order to enjoy special rates.

**All Participants will be individually responsible for settling their own bills for personal expenses such as the use of telephone, internet cards, business center, etc.**

## **Travel between Airport to the hotel**

**All participants are advised to arrange their transport at their own expenses from and to the airport.**

Taking taxi from the airport to the hotel is recommended. The distance from airport to the hotel is approximately 45 kilometers. A single trip to the hotel by taxi will cost approximately US\$ 35 (or 200 Chinese Yuan). **Please note that taxi driver normally only accept Chinese currency therefore you are advised to exchange adequate Chinese currency before you take taxi (please refer to 'Foreign exchange' section).**

Please note that very few taxi drivers can speak English. You need to print the hotel address in Chinese to show the taxi driver (see Annex I).

If you have concerns on taking normal airport taxi to hotel, you may also choose to use the special airport pickup service negotiated by the meeting organizer. In this case, a person (often the driver) holding a sign with your name will meet you at the airport and send you to the hotel. Such service is more expensive but it could be hassle free. In order to use the service, please contact Ms. Yanyan

GAO, Sales Director, Beijing Tianbaojiari International Travel Service, Mobile : +86-13811330087, Email : 13811330087@163.com. The rates are shown in Table 1.

**Table 1. Rates for airport pickup**  
(please mention “To attend APTFF 2013” to enjoy the rate)

Type	Numbers of Seats(Driver included)	Price (One-way from Airport to Hotel)
Hongqi/ Hyundai	5Seats	RMB350
Audi	5 Seats	RMB 450
GL8	7 Seats	RMB 450
Mercedes-Benz	14 Seats	RMB 550
Toyota Coaster	19 Seats /22 Seats	RMB 600
Coach	33 Seats /35 Seats	RMB 650

*Note:* 1. Additional cost of RMB80 needs to be charged between 01:00am-05:00am  
2. Price is per car. Guests can share the car to reduce costs.

Travel from the hotel to airport is relatively easier as hotel staff and meeting organizer can help arrange taxi or transport.

### **Foreign exchange**

Participants can exchange convertible currency to Chinese Yuan at the airport or the hotel. The average exchange rate is USD 1 = 6 CNY (approx.). Currency of the Chinese Yuan are in 1 Jiao, 5 Jiao, 1 Yuan, 5 Yuan, 10 Yuan, 20 Yuan, 50 Yuan, and 100 Yuan, whereas 1Yuan = 10 Jiao = 100 Fen.

### **Financial responsibilities**

The organizers are not responsible for any financial costs of self-financed participants.

For the participants whose participation costs are borne by ESCAP, the financial responsibilities will be limited to air tickets, per diem and accommodation expenses as indicated in the acceptance letter. Any other expenses will be the sole responsibilities of the participants themselves, for example:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the Forum;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the Forum;
- (iv) Compensation in the event of death or disability of participants in connection with attending the Forum;
- (v) Any loss of or damage to personal property of participants while attending the Forum or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and

- (vi) Any other expenses of a personal nature, not directly related to the purpose of the Forum.

To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, inbound boarding passes and passports to the ESCAP secretariat staff on duty in the conference room before the opening of the Forum.

Sponsored participants are expected to stay for the full duration of the event, including the side event of the week covered by the sponsors, and they are requested to sign the attendance sheet. However, if for any unexpected reason, they are unable to stay for the full duration of the event, they are requested to inform the secretariat as soon as possible so that their per diem can be adjusted accordingly.

## **Contact**

The ARTNeT event is organized by ESCAP. For issues related to your participant, you may contact the following persons.

### **ESCAP**

Mr. Rajan S. Ratna  
Economic Affairs Officer  
Trade Policy and Analysis Section  
Trade and Investment Division, UNESCAP  
Email: ratna@un.org.

Mr. Yaan Duval  
Chief  
Trade Facilitation Unit  
Trade and Investment Division, UNESCAP  
Email: duvaly@un.org  
Telephone: +66 2288 2252

Ms. Tavitra Ruyaphorn  
Research Assistant  
Trade Policy and Analysis Section  
Trade and Investment Division, UNESCAP  
Tel: (66) 2288 1422  
Fax: (66) 2288 1027, 288 3066  
E-mail: ruyaphorn@un.org

Ms. Juraporn Sinlapharajanapanich  
Program Coordinator  
Trade Facilitation Unit  
Trade and Investment Division, UNESCAP  
Tel: (66) 2288 2026  
Fax: (66) 2288 1027, 288 3066  
E-mail: aptff@un.org

ANNEX I



预览已结束，完整报告链接和二维码如下：

[https://www.yunbaogao.cn/report/index/report?reportId=5\\_6732](https://www.yunbaogao.cn/report/index/report?reportId=5_6732)

