

UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION

FOR ASIA AND THE PACIFIC (UNESCAP)

CHINA COUNCIL FOR THE PROMOTION OF INTERNATIONAL TRADE (CCPIT)

WORLD BANK

ASIA-PACIFIC RESEARCH AND TRAINING NETWORK ON TRADE (ARTNeT)

Regional Policy Forum on Trade Facilitation and SMEs in Times of Crisis

20-22 May 2009

Beijing, China

INFORMATION NOTE FOR PARTICIPANTS

Venue and dates

1. The Regional Policy Forum on Trade Facilitation and SMEs in Times of Crisis will be held on 20-22 May 2009 in Beijing. The meeting will be held at the Ritz-Carlton Hotel on 20-21 May 2009, and the Session of “WTO Trade Facilitation Negotiations and Related Aid for Trade Initiatives” will be held at the World Bank’s Office in Beijing on 22 May 2009. Following are the addresses of the venue:

a) Ritz-Carlton Beijing Hotel, Financial Street, 1 Jin Cheng Fang Street East, Financial Street, Beijing 100032 China, Phone: (86) 10 6601 6666, Fax: (86 10) 6601 6029

b) World Bank’s Office in Beijing, China World Tower 2, 16th floor, No. Jianguomenwai Avenue, Beijing, Telephone: (86) 10 5861 7600

Attached please see the list of participants who will attend the Session at the World Bank’s Office in Beijing.

The opening session will commence at 9:00 hrs. on 20 May 2009 at Ballroom 1, Ritz-Carlton Beijing, Financial Street. Registration desk will be open from 8:00 hrs. in front of the meeting room.

Flight Arrangement and Daily Subsistence Allowance (DSA) [only applicable for sponsored participants]

2. For participants whose travel is sponsored by ESCAP/WB, UNDP offices in their respective countries will be authorized to issue them most direct economy round-trip air ticket (home country/Beijing/home country) **to arrive at Beijing on 19 May and to depart on 23 May** (subject to flight availability). Kindly contact UNDP office in advance for flight booking. The list of UNDP in each country can be found in <http://www.undp.org/countries/>

For participants whose countries do not have UNDP offices, ESCAP will send travel advice to respective airlines in their countries for ticket collection.

Sponsored participants are expected to stay for the full duration of all events. However, if for any sudden reason, they are unable to stay for the full duration of the seminar, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

For those participants whose participation is sponsored by the World Bank, the World Bank will provide DSA to the participants at the time of registration.

For those participants whose participation is sponsored by ESCAP, ESCAP will provide DSA to the participants, who are required to provide boarding passes, copy of air ticket, copy of passport, and duly filled arrival/departure form (attached).

Hotel Accommodation

3. Hotel accommodation at preferential rate has been reserved for participants at Ritz-Carlton Hotel, Beijing, China. The contact persons is:

Name: Sundy Wang

Position: Senior Group Sales Manager

Hotel name: The Ritz-Carlton Beijing, Financial Street

Full Address: 1 Jin Cheng Fang Street East, Financial Street

Xicheng District, Beijing 100032

CHINA

Tel: (86 10) 6629 6673

Mobile: (86) 13911070012

Fax: (86 10) 6629 6666

Email: sundy.wang@ritzcarlton.com

4. Room rate: Single CNY800 (approximately US\$ 118). The rate is inclusive of breakfast.

For those participants who are sponsored by the World Bank, the World Bank will settle the accommodation bill for them. However you are required to provide a credit card on check-in to cover the cost of any other hotel charges.

IMPORTANT: Participants who are not sponsored by the World Bank, including those sponsored by ESCAP, should pay the accommodation when they check out. They are also required to provide a credit card (VISA, MasterCard, and American Express) on check-in or a cash deposit

when checking in.

5. All participants should settle hotel charges other than accommodation including telecommunication, laundry, minibar, etc., when checking out.

6. Participants are requested to send well in advance but **no later than 30 April 2009**, by e-mail or fax, the completed hotel reservation form (attached) to Ms. Tavitra Ruyaphorn at e-mail: ruyaphorn@un.org, with a copy to Ms. Chujit Thongprapai at e-mail: thongprapai.unescap@un.org or fax: (66-2) 288-1027, 288-3066.

Visa requirements

7. Participants should obtain an entry visa to China from the Embassy of China or Consulate located in their respective countries before departure for Beijing, China.

8. **For visa authorization, participants are requested to send well in advance but no later than 30 April 2009, by e-mail or fax**, the completed visa request form (attached), flight details (optional), copy of their passport to Ms. Tavitra Ruyaphorn at e-mail: limchupong@un.org, ruyaphorn@un.org, with a copy to Ms. Chujit Thongprapai at e-mail: thongprapai.unescap@un.org or fax: (66-2) 288-1027, 288-3066, then the information will be forwarded to the China Council for the Promotion of International Trade, which will assist the participants to get the visa from the Chinese Embassies or Consulates located in participants' respective countries.

Health requirements

9. No vaccinations are required for participants.

Airport Transfers

10. All participants are advised to take taxi or Airport Bus from and to the Airport.

Return flight bookings

11. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Beijing. For this purpose, please contact the officers at the registration desk.

Local transport for relevant meeting activities

12. The China Council for the Promotion of International Trade will arrange a bus for the participants (the list of participants for this session is attached) to attend the session at the World Bank Office. The bus will pick up the participants at 8:00 am in front of the hotel.

13. The China Council for the Promotion of International Trade will arrange a study tour to the Economic Development Zone of Beijing in the afternoon, 22 May 2009. The bus will pick up the participants at the World Bank Office in Beijing at 14:00.

Registration and Identification badges

14. Participants are requested to register and obtain badges at the registration desk, located at the entrance of the meeting room on the first day of the meeting to ensure that their names appear on the list of participants.

Working languages of the meeting

15. The meeting will be conducted in English only. Documentation will be in English.

Weather

16. Beijing's climate has a forecasted average day time temperature of approximately 17-27°C.

Foreign Exchange

17. Participants can convert convertible currency to Chinese Yuan at banks at the Airport or at the hotel. The exchange rate is approximately US\$ 1 = CNY 6.8 (rate of March 2009)

For further information concerning the arrangements for the meetings, please contact:

UNESCAP Secretariat	World Bank	Host Country
<p>Mr. Yann Duval Economic Affairs Officer Trade Facilitation Section Trade and Investment Division Tel: (66-2) 2882252 Fax: (66-2) 2881027 E-mail: duvaly@un.org</p> <p>Mr. Bin PENG Economic Affairs Officer Trade Facilitation Section Trade and Investment Division Tel: (66-2) 2882456 Fax: (66-2) 2881027 E-mail: pengb@un.org</p> <p>Ms. Chujit THONGPRAPAI Team Assistant Trade Facilitation Section Trade and Investment Division Tel: (66-2) 2881400 Fax: (66-2) 2881027 E-mail: thongprapai.unescap@un.org</p> <p>Ms. Tavitra Ruyaphorn Research Assistant Trade Policy Section Tel: (66-2) 2881422 Fax: (66-2) 2881027 E-mail: ruyaphorn@un.org</p>	<p>Mr. John S. Wilson Lead Economist Development Economics Research Group International Trade The World Bank 1818 H Street, N.W. Washington, D.C. 20433 Tel: (202) 473-2065 Fax: (202) 522-1159 E-mail: JSWilson@Worldbank.org</p> <p>Ms. Yue Li East Asia and Pacific Region Unit The World Bank 1818 H St, NW Washington, DC 20433 Tel: 202-473-7471 Email: yli7@worldbank.org</p> <p>Ms. Michelle Chester International Trade Team, DECRG The World Bank 1818 H Street NW, MSN MC3-303 Washington, DC 20433 Tel: (202) 458-2010 Fax: (202) 522-1159 Email: mchester@worldbank.org</p> <p>Ms. Lidan Shen World Bank Office – Beijing 16th Floor, China World Tower 2, No. Jianguomenwai Avenue, Beijing, Tel: 86-10-5861-7880 Mobile: 86-139-1063-2157 Fax: 86-10-5861-7800 E-mail: LShen@worldbank.org</p>	<p>Mr. Xia Bing Program Manager Department for International Relations, China Council for the Promotion of International Trade 1 Fuxingmenwai Street, Beijing 100860 Tel: (86 10) 88075666 Fax: (86 10) 88075406 Mobile: (86 10) 13581796320 E-mail: xiabing@ccpit.org</p>

VISA REQUEST FORM

[For visa authorization, if required, participants are requested to complete and send this form to the host country with copy to UNESCAP for follow up.]

Please contact your local UNDP office to obtain the booking.

To attend the Regional Policy Forum on Trade Facilitation and SMEs in Times of Crisis, 20-22 May 2009, Beijing, China

Mr. [] Ms. [] Name: _____	
First	Middle
Last	
Functional title and full street address:	
Tel:	Fax:
Email:	
Passport Details:	
Nationality:	
Date and place of birth:	
Passport number:	
Date and place of issue:	
Expiry date:	
Optional	
Arrival date at Beijing: _____ Flight No: _____ Time: _____	
Departure date from Beijing: _____ Flight No: _____ Time: _____	

Please e-mail or fax this completed form at the earliest or **latest by 30 April 2009** to:

Ms. Tavitra Ruyaphorn at e-mail: limchupong@un.org, ruyaphorn@un.org, with a copy to Ms. Chujit Thongprapai at e-mail: thongprapai.unescap@un.org or fax: (66-2) 288-1027, 288-3066.

HOTEL ROOM RESERVATION FORM.

**THE FORM NEEDED TO BE FILLED AND SEND TO HOTEL DIRECTLY
THE HOTEL WILL NOT ACCEPTED THE RESERVATION BY PHONE**

Regional Policy Forum on Trade Facilitation and SMEs in Times of Crisis
20-22 May 2009, Beijing, China

1. **Name of the Hotel:** **The Ritz-Carlton Beijing, Financial Street**
1 Jin Cheng Fang Street East
Financial Street
Xicheng District, Beijing 100032
CHINA
Tel (86 10) 6601 6666 (Please do not call for reservation)
Fax (86 10) 6629 6666
sundy.wang@ritzcarlton.com

2. **Room Rate:** (a) Single Room CNY800 (approximately US\$ 118)

3. **Arrival and departure (tentative arrival 19 May and departure 23 May)**

Arrival date in Beijing:Flight No..... Time

Departure date from Beijing:Flight No..... Time

4. **Details of the Participant/s:**

() Mr. () Mrs. () Ms.

First Name: Last Name:

Address:

Tel No.: Fax No. : E-mail:

5. **Please fill this Form and send to the following addresses by Fax or E-mail by 7 May 2009:**

To hotel at : sundy.wang@ritzcarlton.com

and to Ms. Tavitra Ruyaphorn at e-mail: ruyaphorn@un.org, with a copy to Ms. Chujit Thongprapai at e-mail: thongprapai.unescap@un.org or fax: (66-2) 288-1027, 288-3066.

ARRIVAL/DEPARTURE FORM

NAME: _____

COUNTRY: _____

AIR TICKET NUMBER: _____

ARRIVAL AT BEIJING: DATE: _____

FLIGHT NUMBER: _____

TIME: _____

DEPARTURE FROM BEIJING: DATE: _____

FLIGHT NUMBER: _____

TIME: _____

HOTEL ADDRESS IN BEIJING:

The Ritz-Carlton Beijing, Financial Street

1 Jin Cheng Fang Street East

Financial Street

Xicheng District, Beijing 100032

CHINA

Tel (86 10) 6601 6666

Fax (86 10) 6629 6666

sundy.wang@ritzcarlton.com

ROOM NUMBER: _____

SIGNATURE: _____

DATE: _____

Please e-mail or fax this completed form at the earliest or **latest by 30 April 2009** to Ms. Tavitra Ruyaphorn at e-mail: ruyaphorn@un.org, with a copy to Ms. Chujit Thongprapai at e-mail: thongprapai.unescap@un.org or fax: (66-2) 288-1027, 288-3066.