7th North-East Asia Multistakeholder Forum on Sustainable Development Goals
Center for International Knowledge on Development (CIKD)
20-22 November 2023 (Monday-Wednesday)

INFORMATION NOTE FOR PARTICIPANTS

General Information

A. Venue

World Harmony Hall, Center for International Knowledge on Development Office in Beijing, China

- **English Address:** Center for International Knowledge on Development, Boxinger Road, Beijing, China
- **Chinese Address:** 北京经济技术开发区博兴二路世和园
- **Map Location:** [https://maps.app.goo.gl/dViKs5R4EF8XoyyJ9](https://maps.app.goo.gl/dViKs5R4EF8XoyyJ9)


B. Registration

Registration opens at 9:00 a.m. on 20th November 2023. Participants will be requested to affix their signatures on the attendance sheet and collect their name badge for registration.

Transportation

All participants are required to arrange their own transportation, including transfers between the airport and their accommodations. Taxis are accessible for transportation between Daxing International Airport or Beijing Shoudu Airport and hotel/venue. The estimated taxi fare from the airport to the hotel/venue is approximately CNY 140 to CNY 200. The travel time is approximately 35 minutes from Daxing Airport and 50 minutes from Beijing Capital International Airport to the forum venue.
Accommodation

Meeting participants are kindly requested to make their own accommodation arrangements. Provided below is a list of hotels in the vicinity of the meeting venue (click on the hotel’s name to access the homepage):

- Fengda International Hotel Beijing (map: https://maps.app.goo.gl/aj1616UfoKUmG55b8)
- Holiday Express Beijing Yizhuang (map: https://maps.app.goo.gl/4CzUbiqw2wQ94yHA7)
- Pullman Beijing South (map: https://maps.app.goo.gl/GLHS1AWaytdbXEJv6)
- Grand Skylight International Hotel Beijing (map: https://maps.app.goo.gl/niZR4NTxkvWU8v67)

NOTE: Please settle payment DIRECTLY with the hotel on all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, business center use, laundry, room service and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given. Organizers do not have any responsibility for any expenses incurred.

Meal Arrangements

Buffet style lunch will be provided in the dining hall (B1) of CIKD building.

Visa Requirements

Participants must secure the necessary entry visa prior to their arrival in China. For visa application details and guidance, please refer to the Chinese Visa Application Service Center (https://www.visaforchina.cn/globle/) or visit the China Online Visa Application website (https://cova.mfa.gov.cn/qzCoCommonController.do?show&pageId=index&locale=en_US).
Insurance

Participants are advised to arrange at their own expense insurance against sickness, accident, permanent or temporary disability, death and third-party risk for the period of the meeting. The organizers will not assume responsibility for any other expenditure, including the following:

- 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;
- Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- Compensation in the event of death or disability of participants in connection with attending the meeting; and
- Any loss or damage to individual property of participants while attending the meeting or losses or damages claimed by third parties because of any negligence on the part of the participants.

Others

A. Weather
Forecasted weather in Beijing, China (20-22 November 2023) ranges between 2°C and 8°C.

B. Foreign exchange rate
Official currency of China is Chinese Yuan (CNY). As of 1 November 2023, the exchange rate for USD 1 is approximately CNY 7.30.

C. Banking/Foreign Exchange Services
The currency exchange service is available at major hotels in Beijing.

Contacts

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