



Legal & Certified Forests & Forest Products in Asia Pacific: Harmonizing Policy and Practice

An International Conference and Business Roundtable
September 8-9, 2009 • Shanghai, China

Participants Guide

1. Venue and Dates

- a. The conference will be held at: Plaza Royale Oriental Shanghai located at 2288 Pudong Avenue, Shanghai 200136, P.R China on 8-9 September, 2009. the hotel's website is <http://www.plazaroyalehotels.com/home.html>. The meeting room and the two sub-plenary are located at Grand Royale Ballroom on the third floor.
- b. The Exhibition of Legal /Certified Programs and Products will be made available at Plaza Suite 1 on the third floor during the conference time.

2. Registration

- a. You can register for the conference through our website http://www.cfcn.cn/cm2/reg_en.asp.
- b. You may also email or fax your registration information before August 20, 2009 to the conference secretariat. On-site registration will be available at 12:00-20:00 on September 7th and 08:00-12:00 on September 8th in the lobby of Plaza Royale Oriental Shanghai.

3. Logistical support

- a. All attendees should register as soon as possible for the conference at http://www.cfcn.cn/cm2/reg_en.asp or contact with conference secretariat.

4. Visa Application - Invitation Letter

- a. If you need a Formal Invitation Letter sent by the China State Forestry Administration to apply for a visa, please provide the following information to huxinyan@caf.ac.cn (Cell: 86-(0) 13811276071, 86-10-62889754) as soon as possible:
Passport Name, Passport number, Nationality, Passport Expiration Date, Organization and Position, Visa Application City/Country, Itinerary in China
- b. If you need a formal "event" invitation letter from Rainforest Alliance please contact Jeff Cao at jcao@ra.org

5. Accommodation

- a. All attendees are expected to stay at the Plaza Royale Oriental Shanghai in Shanghai,

China. We have negotiated a group rate for our event: 650 RMB/Standard Room, 900 RMB/Executive Room, 1,200 RMB/Suite (Inclusive of Double-Breakfast, Free Internet Access). NOTE: all rooms have internet available without additional costs. Of course, you could select other hotels around.

- b. Conference Hotel reservation can be made directly with the hotel via telephone: (021) 58526666, 13916601277. You should note the conference's name to them when you get the favorite room rate.
- c. If you need any help arranging hotel accommodations, please contact (in China) Angela (huxinyan@caf.ac.cn, cfcn@cfcn.cn, tel: 86 -10 – 62889754 or 62888948, Cell: 86-(0)13811276071) for assistance. You will need to provide the following details to request a room: name, date of arrival, date of departure, and type of room desired.
- d. Unless otherwise arranged, all attendees are responsible for their own visa, hotel and travel details.

6. Arrival Service at the Airport

- a. The conference secretariat won't provide arrival and see off service at the airport or railway station. You could select to take a taxi to go to the conference hotel. Normally any taxi company (with the taxi brand) is OK.
- b. The reference price for one way taxi from airport to the hotel is:
From Shanghai-Pudong International Airport to Plaza Royale Oriental Shanghai: 100RMB, 40 Minutes;
From Shanghai-Hongqiao International airport to Plaza Royale Oriental Shanghai: 50RMB, 40 Minutes.

The following note showed to any taxi driver should easily get you to the venue.

出租车司机，您好！请将该客人送至：

上海浦东新区浦东大道 2288 号 • 上海兴荣豪廷大酒店

参加“亚太地区合法及认证林产品国际研讨会”

如有不明事项，请联系胡新艳 13811276071

上海兴荣豪廷大酒店电话：021-58526666

谢谢！

Dear taxi driver, please take the passenger to Plaza Royale Oriental Shanghai at
2288 Pudong Avenue, Shanghai,

Please contact Hu Xinyan at 13811276071, if anything isn't clear.

The telephone of reception at the Plaza Royale Oriental Shanghai is 58526666. Thanks!

7. Food Service

- a. The food service is provided during the conference time.

	6:30-10:30	Breakfast	Café Royale on the 1 st floor
Sept. 8th	12:30-14:00	Lunch	Grand Palace on the 5th floor
	18:30	Dinner Reception	Grand Royale Ballroom on the 3 rd floor
Sept. 9 th	12:00-13:30	Lunch	Grand Palace on the 5 th floor

8. Name Tag/Meeting Certificate

- a. During the conference, all attendees and service staff are kindly requested to wear your name tag (meeting certificate). You will need this to inside and outside the meeting hall, as well as for meals.

9. Rules of the Conference

- a. In order to have the meeting start on time, attendees are asked to arrive at the meeting hall 15 minutes early. Please remember to switch off your mobile telephones!

10. Working Languages and Simultaneous Interpretation

- a. Working languages are English and Chinese. During the conference, simultaneous interpretation and earphones are available.
- b. Attendees may borrow earphones with a valid certificate (passport or identity card). Please handle the earphones with care.

11. Voltage, Email, and Internet Access

- a. The civil voltage in China is 220V, 50Hz. If you will need to check your email, internet access is available in individual rooms for free.

12. Phone Service

- a. You should contact with the Front Desk to apply for phone service if you need it. All hotel services are at your own expense.

13. Currency

- a. The official currency of China is the RMB. The current exchange rate is approximately 6.83 RMB = 1 USD and it is easy to exchange cash at airports, banks and hotels in the city. Major credit cards (Visa, MasterCard, American Express) are also accepted at the hotel.

14. Medical and Emergency Treatment

- a. If any attendees need emergency and/or medical service during the conference, you can directly contact the Meeting Secretariat for help (huxinyan@caf.ac.cn, Cell: 86-(0)13811276071). You may also dial 120 or 999 at your own expense.

15. Personal Items and Cash

- a. The organizer for the conference is not responsible for the loss or damage of any personal items or cash during this event. Attendees should arrange for personal travel insurance if needed and contact the hotel for safe keeping of cash and valuable items.

16. Arrangement of Return Ticket

- a. Delegates who need to arrange return tickets may contact the hotel personally or may also contact conference secretariat (huxinyan@caf.ac.cn, Cell: 86-(0)13811276071) for the arrangement.

17. Climate of Shanghai

- a. Shanghai is in the Subtropical monsoon climate zone. In September, the average temperature is between 28.4~30.1°C (80~85°F). September is the Shanghai's autumn

pluvial age, heavy rain but short time. The annual average rainfall is 1200mm. Please plan accordingly.

18. Contact Information of Meeting Service

Meeting Place: 0086-21-58526666

Meeting Secretariat: Room 0818, Tel: 0086-21-58526666-0818 (Only available on Sept. 7th-9th)

Meeting Service: Ms. Angela +86-10-62889754, Cell: 13811276071, huxinyan@caf.ac.cn

Ms. Liu Xiaoli +86-10-62888948, Cell: 13811438189

Mr. Xu Bin +86-10-62889754, Cell: 13801040618, xubin@caf.ac.cn

Mr. Jeff Cao jcao@ra.org (international)

Logistic support: Ms. Qu Weiqin +86-10-8235-8779/7166-809, Cell: 1331128605,

woodsales@chinawood.org

Conference Website: <http://www.cfcn.cn/cm2/index.asp>

19. The map of Plaza Royale Oriental Shanghai

