

# Information Notes

- **Venue and Dates**

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 meeting room and the two Sub-plenary are located at Grand Ball Room on the third floor. And the Mini Expo will be made available at Plaza Suite 1 on the third floor during the conference time.

- **Registration**

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. If you need other service or support, please contact with conference secretariat at room 0818 or other conference service person with red name tags.

- **Conference Documents**

Each Participant will have a set of conference documents and your name tag/conference certificate when registered.

- **Name Tag/Meeting Certificate**

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. No one will be allowed into the conference without one.

- **Rules of the Conference**

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 during the conference time.

- **Working Languages and Simultaneous Interpretation**

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

- **Arrival Service**

The conference secretariat won't provide arrival and see off service at the airport and railway stations. Please arrange the transportation with the business center of the hotel yourself. If you need any support on this, please kindly contact with conference secretariat.

- **Accommodation**

All attendees are expected to stay at the Plaza Royale Oriental Shanghai during the meeting period at your own expense. Those who want to check in in advance or postpone the lodging, they may contact the Hotel personally or entrust the conference secretariat to do so.

- **Food Service**

The food service is provided during the conference time.

	6:30-10:30	Breakfast	Cafe Royale on the 1 <sup>st</sup> floor
Sept. 8th	12:30-14:00	Lunch	Grand Palace on the 5 <sup>th</sup> floor
	17:00-18:30	Free Space Discussion	Grand Palace on the 5 <sup>th</sup> floor
	18:30	Dinner Reception	Grand Royale Ballroom on the 3 <sup>rd</sup> floor
Sept. 9th	12:00-13:30	Lunch	Grand Palace on the 5 <sup>th</sup> floor

- **Voltage, Phone, Email and Internet Access**

The civil voltage in China is 220V, 50Hz. If you will need to check your email, free internet access is available in individual rooms. You should contact with the Front Desk to apply for the phone or other service if you need it. All hotel services are at your own expense.

- **Currency**

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 etc.) are also accepted at the hotel.

- **Medical and Emergency Treatment**

If any attendees need emergency and/or medical service during the conference, you can directly contact the Meeting Secretariat for help. You may also dial 120 or 999 at your own expense.

- **Personal Items and Cash**

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.

- **Arrangement of Return Ticket**

Attendees who need to arrange return tickets may contact the hotel personally or may also contact conference secretariat for the arrangement.

- **Climate of Shanghai**

Shanghai is in the Subtropical monsoon climate zone. In September, the average temperature is between 28.4~30.1°C. September is the Shanghai's autumn pluvial age, heavy rain but short time. The annual average rainfall is 1200mm. Please plan accordingly.

- **Contact Information of Meeting Service**

Meeting Place: 0086-21-58526666

Meeting Secretariat: Room 0818

Tel: 0086-21-58526666-0818 (only available from September 6th to September 10th)

Coordinators:

Meeting Service: Ms. Angela Cell: 13811276071

Ms. Xiaoli Liu Cell: 13811438189

Mr. Xu Bin Cell: 13801040618

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