



Partners in Population and Development (PPD)
(An Inter-Governmental Organization Promoting South-South Cooperation)

26th Executive Committee Meeting
Beijing, China, 26-27 March 2015

LOGISTIC INFORMATION

Excellencies and Colleagues,

Thank you very much for confirming your availability for attending the “**26th Executive Committee Meeting of PPD**” being graciously hosted by the Chair of PPD Board, Dr. Li Bin, Honorable Minister, National Health and Family Planning Commission (NHFPC), Government of the People’s Republic of China. The preparations for organization of the meeting are progressing well with remarkable support and assistance of the NHFPC Officials under the overall supervision of the PCC of China Mr. Hu Hongtao and we are looking forward to a very successful meeting in Beijing.

We are pleased to provide below a few necessary administrative and logistic information to facilitate your convenient attendance in the event and comfortable stay in Beijing.

VENUE OF THE EVENT

Nikko New Century Hotel
No.6 Southern Capital Gymnasium Road, Haidian District, Beijing-100044, China
Tel : 86-10-6849 2001
86-10-6849 1107, 6849 1108 (Room Reservations)
86-10-6849 2001-80, 6849 1998 (Banquet Reservations)
Fax : 86-10-6849 1103
E-mail: bc@newcenturyhotel.com.cn
Website <http://www.newcenturyhotel.com.cn/en/Contact.html>

MEETING ROOM

The 26th Executive Committee Meeting will be held at:
The Shanghai Hall, 3rd Floor, Office Tower
Nikko New Century Hotel

LOCATION & TRANSPORTATION

The Nikko New Century Hotel is located inside West Third Ring Road in the Haidian District, Beijing. It is close to the Zhong Guan Cun high-tech shopping area, the Beijing Zoo and Beijing Exhibition Center.

- 2 km to Beijing Exhibition Center;
- 12 km to Tiananmen Square;
- 15 km to Beijing Railway Station;
- 32 km to Capital International Airport.

ACCOMMODATION

Accommodations for all the dignitaries are available at the Nikko New Century Hotel and the dignitaries are requested to stay in the same hotel. The office of the Honorable Chair of PPD has negotiated special room tariffs for the distinguished participants, which are, Standard Room @ RMB 650 per night and Junior Suites (for Ministers) @ RMB 980 per night. The

Room Tariffs are inclusive of complimentary continental breakfast served at Century Café at the First Floor from 06:00 to 10:00 AM.

MEETING SECRETARIAT

The Meeting Secretariat will be located at Shandong Hall at the 3rd Floor of the Office Tower, adjacent to the Executive Committee Meeting Room.

WORKING LANGUAGES

The official languages of the Meeting will be English and French.

AIRPORT RECEPTION AND TRANSFER TO THE HOTEL

The office of the Chair of PPD, NHFPC will provide the airport reception and transfer services to and from the Hotel. The distinguished participants are requested to kindly provide the exact flight information to Ms. Jenny Mao [jenny@ctc-health.org] and Ms. Ma Wei [mawei49@163.com] of China with copy to PPD Secretariat as early as possible.

In case the flight itineraries could not be provided to China well in advance, the distinguished participants are requested to avail of the private taxi services and the taxi fare from the Airport to the Hotel is about USD30.

Kindly note that VIP Reception will be arranged for the Honorable Ministers on receipt of the flight itineraries well in advance.

TEMPERATURE

The temperature during the meeting time is expected to remain between 3C and 20C with clear sky. The weather and temperature is likely to change in the Spring Season in Beijing. The distinguished participants are requested to bring adequate warm clothes.

DRESS CODES

The formal dresses are recommended during the meeting.

CURRENCY CONVERSION FACILITIES AND RATES IN CHINA

A branch of the Bank of China is available in the Nikko New Century Hotel, where currencies could be exchanged during the working hours, Monday-Friday, 9:00-17:00 Hours. The Nikko New Century Hotel accepts VISA, Mastercard, American Express and JCB.

The exchange rate between RMB (Chinese currency) to USD is approximately 1 USD to 6.2 RMB, which is subject to change over time.

FIELD VISIT

A field visit on Community Reproductive Health and Family Care will be arranged in Beijing Suburbs on 27 March 2015. The Field Visit convoy is expected to depart from the hotel at 9:00am and return to the Hotel at 3:30pm.

NHFPC-PPD RECEPTION DINNER:

Date/Time: 26 March 2015; 19:00 p.m-20:30 p.m
Venue: Shanghai Hall, Nikko New Century Hotel Beijing, (Third Floor of the Main Building, the same hall with the conference)

CONTACT PERSONS FOR THE LOGISTICS

CHINA

Ms. Jenny Mao [jenny@ctc-health.org] and Ms. Ma Wei [mawei49@163.com]

PPD Secretariat:

Dr. Joe Thomas, Cell: (880-1711) 593362, Email: jthomas@ppdsec.org

Dr. Nazrul Islam, Cell: (880-171) 6671068, Email: nislam@ppdsec.org

Mr. Zayedul Hoque, Cell: +880-19-16604660, Email: zayed@ppdsec.org

INSURANCE

Participants are responsible for their own insurance coverage for sickness, accident (including the cost of medical attention), temporary or permanent disability, death, injury and third-party risks, covering the entire duration of the meeting including travel time. PPD would not be responsible for any such costs nor would it have any liability whatsoever.

VISA

Participants are required to obtain Chinese Visa prior to travelling to the Country. Government of China issued and transmitted Invitation Letters and Visa Authorizations to most of the participants to facilitate the Chinese visa. If you have not received the Visa Authorization and Invitation, kindly provide your scanned passport copy to Ms. Jenny Mao [jenny@ctc-health.org] and Ms. Ma Wei [mawei49@163.com] at the earliest convenience.

MEETING BADGE/MEETING BOOKLET

The host of the meeting, NHFPC will issue Meeting Badge and print a Meeting Booklet. Distinguished participants are requested to kindly provide a high-resolution colored photograph for inclusion in the Meeting Booklet and making Meeting Badges to Ms. Jenny Mao [jenny@ctc-health.org] and Ms. Ma Wei [mawei49@163.com] at the earliest. The Conference Badge is important on security reasons.

REGISTRATION

Time: 08:00-24:00, 25 March 2015

Place: Reception Area, Nikko New Century Hotel

Meeting documents (Participant Handbook, Participant Badge, Stationery, etc.) will be provided to the distinguished dignitaries during registration.

DOCUMENTS OF THE MEETING

The draft documents of the 26th Executive Committee Meeting of PPD will be transmitted by email to the distinguished participants ahead of the meeting, which will be made available at PPD Website [www.partners-popdev.org] shortly. The Hard copy of the document will also be made available to the delegations in during the Registration at Nikko New Century Hotel on 25 March 2015.

COMMUNICATION SERVICES

Paid local and international calls are available in guest rooms. For long-distance calls, please contact the front desk for assistance.

INTERNET SERVICES

Broadband Internet service and WIFI service are available in all rooms in the Nikko New Century Hotel free of charge. Participants can use the Internet with their own laptops in the

hotel room free of charge. Kindly note that the voltage of electricity supply in China is 220V, 50 Hertz. Power sockets are with three flat prongs or two parallel prongs. Power converters/adaptors are available at the hotel front desk.

TIME DIFFERENCE

China is 8 hours ahead of Greenwich Mean Time (GMT)

OTHERS

We will be pleased and honored to provide additional information on request.

Dr. Joe Thomas
Executive Director
Partners in Population and Development (PPD)