



Partners in Population and Development (PPD)

An Inter-Governmental Organization
Promoting South-South Cooperation

High Level Consultation Meeting on Finalization of 5-Year Strategic Plan of PPD
CTC Century Hotel, Taicang, Suzhou, China
2-3 March 2015

INFORMATION FOR THE PARTICIPANTS

Dear Distinguished Participant,

Thank you very much for confirming your participation in the *“High Level Consultation Meeting on Finalization of 5-Year Strategic Plan of PPD”* being graciously hosted by the Chair of PPD Board, Dr. Li Bin, Honorable Minister, National Health and Family Planning Commission, Government of the People’s Republic of China. The logistic support to the organization of the Meeting is provided by China Training Center of Reproductive Health and Family Care (CTC). The preparations for organization of the event with remarkable support and assistance of the competent CTC Officials are progressing well and we are looking forward to a successful meeting. We are also looking forward to your visionary contribution to the deliberation of the event, which will substantially enrich the 5-year Strategic Plan of PPD and help finalization of the document.

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 Taicang.

VENUE OF THE EVENT

China Training Center of Reproductive Health and Family Care (CTC)

No. 30 Rd. Dong Xianfu Taicang, Jiangsu, P.R.C. 215400, China

Tel: +86-512-53719127 Fax: +86-512-53719126

Email: ctc@ctc-health.org

ACCOMMODATION

Accommodation for participants will be available at:

Taicang Century Hotel:

Address: No. 30 East XianFu Road, Taicang, Jiangsu Province, China, 215400

Tel: +86-512-5358 7778 (operator); **Fax:** +86-512-5358 7779

Website: <http://www.jdydb.com/hotel/home-28553>

The hotel can accept both Chinese Yuan and US dollars, but it is recommended that the distinguished participants exchange some Chinese currency in advance since shops will only accept Chinese.

WORKING LANGUAGES

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

AIRPORT RECEPTION AND TRANSFER TO THE HOTEL

Kindly note that your port of arrival and departure in China will be the Shanghai City, from where you will be transferred by road to CTC and Century Hotel in Taicang. Participants purchasing your own tickets, kindly provide your flight schedules for arrival in and departure from Shanghai to enable the distinguished Chinese hosts to arrange airport reception and transportation between Shanghai Airport and the Hotel. The CTC officials will be waiting with vehicles at the exit point of the airports to receive and transfer you to the hotel.

In case you are not received on arrival for any reason, kindly take a taxi from Shanghai airport to Taicang Century Hotel, the address of which is provided above.

TEMPERATURE

The temperature during the meeting period will be around 0-10 centigrade and it is highly recommended that the distinguished participants bring sweaters and coats since the host will arrange a short tour to Shanghai on the second day of the meeting. The hotel will have 24 hour heating in every corner, so it is advised that participants wear enough warm cloths to keep themselves warm outdoors.

DRESS CODES

The formal dresses are recommended during the meeting. There will be welcome dinner for all the participants in Buffet style, so either suits or any traditional costume would be fine. There is no special recommendation or requirements for dressing, but suits are preferable.

CURRENCY CONVERSION FACILITIES AND RATES IN CHINA

Foreign Currency Exchange Booths are available at the Shanghai Airports in China. You may also exchange your foreign currency with different banks in Taicang.

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

CONTACT PERSONS FOR THE EVENT

CTC, Taicang, China:

Ms. Jenny Mao

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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 the participants to facilitate the Chinese visa.

CONFERENCE IDENTITY CARD

Most of the participants have provided the passport copy and some of you provided the photos. Participants who have not provided the passport and the photos, are requested send urgently to [\[jenny@ctc-health.org\]](mailto:jenny@ctc-health.org) to enable the host making the Conference Identify Card. The Conference Badge is important on security reasons.

REGISTRATION

Time: 08:00-24:00, 1st March 2015
Place: Reception Hall, Taicang Century Hotel
Seminar materials (Participant Handbook, Participant Badge, Stationery, etc.) will be provided to participants during registration.

DOCUMENTS OF THE MEETING

The draft Strategic Plan in English and French has already been circulated to the participants and to other stakeholders through email, which, including the Draft Agenda, is available at PPD Website [www.partners-popdev.org] and attached to this note. The Hard copy of the document will also be made available to the participants in Taicang.

COMMUNICATION SERVICES

Paid local calls are available in guest rooms. For long-distance calls, please contact the front desk, additional charges will apply.

INTERNET SERVICES

Broadband Internet service and free WIFI service are available in all rooms in the Taicang Century Hotel. 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)