



Asia-Europe Meeting

**ASEM Seminar on Sustainable Management of Water Resources in
the Context of Urbanization**

22-23 May 2014, Changsha City, Hunan Province, China

Administrative Circular

1. Date

The Seminar will be held on 22-23 May 2014 in Changsha City, Hunan Province, People's Republic of China.

2. Venue

The details of the venue for the Seminar are as follows:

Vaya International Hotel

Address: No. 81, Section 2, Wanjiali Middle Road, Yuhua District, Changsha, Hunan, China.

Tel.: (+) 86 731 8532 2222

Website: <http://www.trip185.com/hotel-theme.php?id=3421>

3. Registration

Participants are requested to register by sending a completed Registration Form as attached to the following Contact Persons by **31 March 2014**:

Mr Peng Qinghui or Dr. Zhang Canming

ASEM Water Resource Research and Development Centre

Tel: 86-731-88988706

Fax: 86-731-88988865

E-mail: [asemwater@ asemwater.org](mailto: asemwater@ asemwater.org)

4. Cost

The organisers will bear the costs of the venue, facilities and conference meals, and the arrangements for the field trip as scheduled in the programme. Participants will be responsible for their own travel and accommodation costs and any other expenses incurred during their stay.

5. Accommodation

Participants are recommended to stay at Vaya International Hotel, the venue of the Seminar. Upon request, the organisers will assist to reserve the room at the following rate:

Room Type	Price (RMB)
Standard Room(King-size)	360
Standard Room(Twin)	360
Superior Room(King-size)	480
Superior Rom(Twin)	480
Deluxe Room(King-size)	768
Deluxe Room(Twin)	768
Executive Superior Room	1380
<p>Note: 1USD is about 6.04 RMB Yuan, 1EUR is about 8.27 RMB yuan.</p> <p><u>Benefits</u> The above rates are inclusive of daily buffet breakfast. Complimentary internet access in room.</p> <p><u>Terms & Conditions</u> The above rates are only available for participants of the Seminar. Check-out time: before 14:00</p>	

6. Local Transportation

The organisers provide a shuttle service from the airport to the Seminar venue. Please clearly indicate your flight details in the registration form for this purpose.

7. Language at the Seminar

The working language for the Seminar is English.

8. Dress Code

Business attire is appropriate for meetings and other social functions.

Smart casual is recommended for the field trip.

9. Field Trip

The ASEM Water Resources Research and Development Center invites participants to join a field trip in the afternoon of 23 May 2014. Please confirm your participation in the registration form.

10. Liability

The Seminar organisers shall not be liable for personal accidents and losses, or damages to personal property of the registrant participants/delegates. Delegates/participants should make their own arrangements for their travel insurance.

11. Useful Information

Visa applications

Participants are required to obtain at least a 6 month valid passport with a visa before arriving in China (if applicable). Participants who do require a visa to enter China will need to apply for a visa from the nearest Chinese Embassy/Consulate before they travel to China. It is advisable to enclose the invitation letter of the Seminar, tentative program and your registration form as part of your visa application documents.

Climate

Average temperature: 18 degrees Celsius.

Time

The time in China is 8 hours ahead of Greenwich Mean Solar Time (GMST +8).

Electricity

Voltage: 220 volts.

Please bring a proper voltage converter and adapter in order to operate your electrical appliances.

Currency

Chinese RMB Yuan is the official currency of China and the following bank Notes are currently in circulation: 1,5, 10, 20, 50 and 100 Yuan.

Exchange rate: 1 CNY \approx 0.16USD \approx 0.12 EUR (subject to change).

Credit Cards

Visa, Master Card and American Express are accepted at most banks, shopping malls, big hotels and restaurants in Changsha.

Emergency Free Telephone Numbers

Police:110

Medical:120

Fire:119