

As of 16 August 2017



**ASEM Seminar on
All-Dimensional Support to the Financing of SMEs**

Administrative Circular

1. Date

11 October 2017

2. Venue

Garden Hotel Guangzhou

Address: 368 Huanshi Dong Road, Yuexiu District, Guangzhou 510064, China

Tel: +86-20- 8333 8989

Fax: +86-20- 8335 0467

Website: <http://www.gardenhotel.com/>

3. Registration

Participants are invited to register by sending a completed Registration Form to the following Contact Person by **15 September 2017**.

Ms. Zheng

Email: zhengbj@gdsme.org

Fax: +86 -20-83484400

Tel: +86-20-83484098

Mobile: +86-139 2957 9881

4. Cost

The organizers bear the costs of the venue, facilities, conference meals as scheduled in the programme. Participants are responsible for their own travel and accommodation costs and any other expenses incurred during their stay.

For Speakers and Moderators, the organizer will provide for their accommodation and transportation in Guangzhou (including one assistant). They will be responsible for their own travel costs and other expenses incurred during the stay.

5. Accommodation

Please book your hotel by email or by telephone. When booking, please identify ASEM GUEST to get special room rates.

1.Garden Hotel

Address: 368 Huanshi Dong Road, Yuexiu District, Guangzhou

Tel: +86-20- 8333 8989

Website: <http://www.gardenhotel.com/>

Reservation Email: anny.zhu@thegardenhotel.com.cn

Room Type	Price
Premier Room	CNY700, with breakfast for 1
Executive Suite	CNY1,700, with breakfast for 1
Garden Suite	CNY2,200, with breakfast for 1

Hotel Service: Free Parking, Lobby Lounge, Concierge Service, Public Voice System, Pick-up Service, Currency Exchange, Travel Ticketing Service, Postal Service, Infirmary, Car Rental Service, Full-time Bellman, Laundry Service, ATM /

Cash Machine, WiFi connection, Umbrella, Sewing kit, Elevator, Electronic scales, Wake up service, Ironing facilities, General split air conditioning, Heating, Bicycle rental service, Luggage storage, 24 hour front desk service, express check-in / check-out, One-time billing services, Public Areas monitoring, 24 Hours Lobby Manager, Gift Shop, Dry Cleaning, Shoeshine service, Wedding Service, Multilingual Staff, Ironing Service, Butler Service, Full-time Doorman, Child Care, Translation Service, Valuables storage, Airport shuttle bus.

2. Bai Yun Hotel

Address: 367 Huanshi Dong Road, Guangzhou, Guangdong, China

Tel: +86-20- 8333 3998

Fax: +86-20- 8333 6498

Website: www.baiyun-hotel.com

Reservation Email: 13802962225@163.com

Room Type	Price
Superior Room	CNY480, without breakfast
Business Room	CNY580, with breakfast for 2
Executive Room	CNY750, with breakfast for 2
Deluxe Room	CNY930, with breakfast for 2
Cloud Suite	CNY1,380, with breakfast for 2

Hotel Service: Free daily newspaper, Free gym center, Free swimming pool, Free WiFi etc.

6. Language at the Forum

The working languages are English and Chinese.

7. Dress Code

Business attire is appropriate for meetings and other social functions.

8. Liability

The organizers shall not be liable for personal accidents, losses, or damages to personal property of the participants.

Participants should make arrangements for their own travel insurance.

9. Useful Information

Visa applications

Participants are required to ensure their passports have at least 6 months' validity on the day they are departing for China (if applicable). Participants who require a visa to enter China need to apply for the visa from the nearest Chinese Diplomatic Mission before they depart for China. It is advisable to enclose the invitation letter of the event, the tentative programme and your registration form as part of your visa application documents.

Climate

Average temperature for October in Guangzhou: 21-29 degrees Celsius (69.8-84.2 °F).

Time

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

Electricity

Residential Voltage: 220 V

Frequency: 50 Hz, AC

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 0.1501USD \approx 0.1271EUR (subject to change).

Credit Cards

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

Emergency Free Telephone Numbers

Police: 110

Medical Care: 120

Fire Service: 119