

Taking Action for the World's Poor and Hungry People

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Agir en faveur de ceux qui souffrent de la pauvreté et de la faim dans le monde

Pasando a la acción en favor de los que sufren de pobreza y hambre en el mundo

Beijing, China • October 17-19, 2007

Logistics Note

(as of September 25 2007)

Conference Venue

The conference will be held at the Beijing Friendship Hotel.

Beijing Friendship Hotel – FRIENDSHIP PALACE
#1 Zhong Guan Cun Nan Da Jie
Beijing 100081 China
Tel: 86-10-6849-8888
Fax: 86-10-68498866

Conference Packets

All conference participants must pick up their conference packet and name badge prior to attending the conference. You may pick-up your conference packet and name badge on October 15-16 at the registration desk in your hotel lobby from 8:00a.m. to 6:00p.m.; and on October 17-19 at the registration desk in the lobby of Friendship Palace starting at 8:00a.m.

Travel

If you still haven't provided your itinerary, please email it to Simone Hill-Lee at s.hill-lee@cgiar.org by **October 3** in order to confirm your hotel room booking and airport transfers. **If we don't hear from you by October 3, we assume that you will make your own hotel and airport transfer arrangements.**

VISA

A visa is required for entry to China. If you still haven't provided us with the necessary information, please email it to Vickie Lee at y.lee@cgiar.org as soon as possible.

Airport Transfers

Airport pick-up and drop off have been arranged for you if you have provided us with your itinerary. Upon arrival at the airport, you will be met by China Dynasty Tours or conference staff at the arrival lobby just outside of the luggage claim section, who will be holding a placard with "Taking Action for the Poor Conference". In the unlikely event that you are not met at the airport, please call Ms. An Rong (China Dynasty Tours) at (86) 13801164672 or Ms. Wang Yan (CAAS) at (86) 13521160728.

If you choose to arrange your own transport to the hotel, please come to Building No. 4 of the Beijing Friendship Hotel and one of the organizers will be there to assist you with check-in.

Hotel

Accommodation has been arranged at Beijing Friendship Hotel (details below in English and Chinese). For those of you being met at the airport, China Dynasty Tours will drive you to the hotel building and help you check in. Note that room charges include breakfast. For participants whose room charges are being covered by the conference organizers, you will be responsible for any incidental expenses such as phone, fax, and laundry. Kindly settle any incidental charges with the hotel upon checkout.

Beijing Friendship Hotel - Building No. 4
#1 Zhong Guan Cun Nan Da Jie
Beijing 100081 China
Tel: 86-10-6849-8888
Fax: 86-10-68498866

友谊宾馆联系地址:

北京市海淀区中关村南大街1号

邮政编码: 100873

友谊宾馆联系电话:

总机: 86-10-68498888

For participants covering their own costs, please find below the hotel rates. If you have a strong preference in which room to be booked, please let us know by **October 3** and we will try to accommodate your request.

Hotel Rates

- Grand Building (Bldg No. 1)(single room; king size bed); rate: 1280 Yuan per night; \$170 US dollars
- Building No. 4, (single room; king size bed or two beds); rate: 688 Yuan per night; \$91 US dollars

If you have not provided us with your itinerary by October 3, we assume that you will make your own hotel arrangements.

Meals

Breakfast will be served at the Cafe Shop from 7:00 to 9:00.

Lunch buffets and dinner buffets will be provided at Cafe Shop from 12:00 to 14:00 and from 18:00 to 21:00 respectively for those arriving prior to the conference.

During the conference between October 17 and 19, lunch buffets and dinner buffets will be provided at Jufuyuan Restaurant and Juheyuan Restaurant as scheduled.

Conference Advisory Committee

For committee members, please note that there will be a meeting on October 16 from 2:00pm-5:00pm. Documentations and meeting agenda will be provided separately.

Conference Website

For conference updates please visit: <http://www.ifpri.org/2020ChinaConference/index.htm> or www.iprcc.org.cn/globalconference.

Conference Language

The conference will be conducted in English and Chinese.

Speakers

Please email your summary notes and power point presentation (if applicable) to Rajul Pandya-Lorch at r.pandya-lorch@cgiar.org before **October 10**.

Group Reception/Dinner

October 16: Advisory Committee Members, Speakers, Session Chairs and Rapporteurs are cordially invited to a reception hosted by the organizers at 18:30 at Multifunctional Hall of Building No. 1 of the hotel.

October 17: Conference participants are cordially invited to attend the welcome dinner hosted by the organizers following the first day meetings at 19:30 at the Ballroom of the Friendship Palace.

Guided Tours

A booth will be set beside the registration desk on October 15 and 16, for participants who are interested for guided tours. Please note that these are optional tours. They are not covered by the conference organizers; you must pay for them on your own.

Communications

The conference facility has a small business center for your use. Modest fees are charged for internet usage, photocopying and faxing. Please note that rooms are equipped with internet connection (at the rate of 10 yuan RMB per hour or 50 yuan RMB per day).

Weather

During the conference, the average temperatures range from 15-21°C degrees Celsius (59-69 degrees Fahrenheit).

Travel-related expenses

For participants whose travel are being covered by the conference organizers, you will be reimbursed for other miscellaneous travel-related expenses such as visas, airport taxes, and your air ticket if you purchased it yourself. Reimbursement will be made at the completion of your trip and upon submission of an expense report form with your used airticket stub and original receipts. A copy of the expense report will be available in your welcome packets in Beijing. Please mail all receipts together with your expense report to Djoanna Cruz at:

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2033 K Street, NW
Washington, DC 20006 USA
Tel: +1-202-862-8191
Fax: +1-202-467-4439
Email: d.cruz@cgjar.org

Please note that we do not have the capacity to make reimbursements in Beijing.

Questions

If you have any questions or concerns on logistical matters, you can contact: (1) Abbie Perez at email: a.m.perez@cgjar.org; phone: +1-202-862-6491 until October 5 and via the Friendship Hotel reception desk Tel: 86-10-6849-8888 from October 7-22 or (2) Simone Hill-Lee at email: s.hill-lee@cgjar.org; phone: +1-202-862-8107 until October 8 and via the Friendship Hotel reception desk Tel: 86-10-6849-8888 from October 10-20. or (3) Ms. Wang Yan at email: wangy@caas.net.cn; phone: +86-10-6891-9793.