



Asian Employment Forum: Growth, Employment and Decent Work Beijing, China, 13-15 August 2007

Forum Guide

Welcome to Beijing, China

Getting to the Hotel

Airport pickup is arranged for participants only on **12 August 2007**. Upon arrival at the Beijing Capital International Airport, participants should look for the Ministry of Labour and Social Security's officials holding Forum Banner in the arrival hall, where they will be met and transferred by MOLSS shuttle bus to the Hotel. In case you miss the shuttle bus, and for those who arrive before 12 August 2007, there is a "Taxi Station" (just outside the waiting hall) which would cost around 90-100 Yuan (around US\$13) to the hotel.

VIP Treatment at the airport has been arranged by the Ministry of Labour and Social Security for Ministers coming to attend the Forum.

Venue and Hotel Accommodation

Venue

The Venue of the Forum is the **China World Hotel**, No.1 Jianguomenwai Avenue, Beijing 100004, Tel: (86-10) 6505 2266, Fax: (86-10) 6505 0828, E-mail: cwh@shangri-la.com Website: www.shangri-la.com.



中国大饭店

China World Hotel

BEIJING

AT CHINA WORLD TRADE CENTER

A SHANGRI-LA HOTEL

Accommodation arrangement for event official dates

Single room accommodation has been booked for each participant for the nights of 12 to 14 August 2007. An extra night on 15 August 2007 will also be booked for those who are attending the field trip. **The hotel bill for room only will be settled with the hotel by the ILO for the participants.** However, all other expenditure incurred at the hotel (including mini-bar and other consumption in the room) are at the participants' own account. The rooms reserved will be made available for occupancy after 1400 hours on the day of arrival (unless otherwise specified).

The official check out time is 12:00 noon. Late check out can be arranged till 16:00 chargeable at 50% of the rate quoted. Check out after 16:00 is subject to a one-night charge. All late check out requests are subject to availability.

If participants would like to upgrade or extend their room, any addition cost for the upgrade / extension and any other personal expenses incurred at the hotel should be settled by participants upon check-out.

Express check-in

To speed up the check-in formalities, express check-in service is arranged for participants who have provided their complete personal information, i.e. guest's company and title, passport number and expiry date, date of birth, arrival/departure date, and flight information, prior to their arrival in China. Participants are strongly recommended to take the express check-in service by providing the required information. Please note that credit card information is required by the hotel upon check-in according to the normal hotel check-in procedure.

Registration counter

A registration counter is placed in the lobby of the Hotel on 12 August 2007 from 10:00 a.m to 20:00 p.m. Participants are expected to register at the counter and be provided with badges and Forum materials.

Badges

Five types of badges will be available during the Forum for: VIP delegates, official participants, observers, media, and secretariat.

Photograph service

The photograph service is available at the registration counter for photo taking and badge preparation on the spot of registration. However, for the purpose of expediting the registration process, name badges are prepared for participants who have provided their e-version photographs prior to their arrival in China. Participants are strongly recommended to provide e-version photographs before arrival so as to avoid queuing up at the registration spot.

Meeting rooms: Meeting rooms are on the Level 1 of the China World Hotel

1. The opening session, and Roundtable on 13 August: at the Conference Hall A & B;
2. Parallel working sessions:
 - 1) Theme 1A: at Conference Hall A;
 - 2) Theme 1B: at Conference Hall B;
 - 3) Theme 2A: at Conference Hall A;
 - 4) Theme 2B: at Conference Hall B;
3. Plenary on 13 August: at Conference Hall A;
4. Plenary, Roundtable and Closing on 14 August: at Conference Hall A & B

Secretariat office

- ILO Secretariat Office is located in Function Room 2A on the Arcade Level of the Hotel to provide administrative support to the Forum, including typing, printing, copying, fax sending, ticket confirmation and Forum-related information inquiry.
- The Secretariat Office of the Ministry of Labour and Social Security is located next to Conference Hall A on Level 1 of the Hotel to provide administrative support to the Forum.

Constituents' Rooms

Two function rooms on the Arcade Level of the Hotel, namely Function Room 2B and Function Room 2C, are reserved for constituents to serve as meeting rooms and working area. For occupation of the constituents' rooms, please contact ILO Secretariat Office for information and confirmation.

Information Desk

An Information Desk is located outside the Conference Hall B on Level 1 to receive information inquiry and provide required assistance to participants.

Exhibition Area

An exhibition area is located in conference hall foyer of Level 1 to display ILO publications and promotional materials. Participants are highly welcomed to take the opportunity to visit the exhibition area.

Internet Area

An Internet area is located outside the Conference Hall A on Level 1 to enable participants to access to the Internet. It is free service.

Meal arrangement

- **Breakfast** is included in the room reservation, and is served at the coffee shop located in the hotel lobby from 6:00am to 10:30am.

- **Lunches** are provided for the participants on 13 and 14 August at the Conference Hall C on Level 1.
- **ILO Director-General will host a reception at 7:00p.m. on 13 August at the Grand Ballroom A & B on Level 1, China World Hotel.**
- **China Minister of Labour and Social Security will host a dinner at 7:00p.m. on 14 August at the State Guest House. Please assemble in the Lobby of the China World Hotel at 6:00p.m.** Ministry of Labour and Social Security will provide transportation to the dinner venue.

Other meetings:

- **ILO secretariat** meeting Sunday, 12 August, from 15:00-16:00 in Room 2B.
- **ALL Panel Session speakers, preparatory teams, organisers and note takers** meeting Sunday, 12 August, from 18:00 to 19:00 in Room 2B.
- **Forum Resource persons** gathering Sunday, 12 August, from 19:00 to 20:00 in Room 2C.
- **Workers Group** meeting: Sunday 12 August from 16:00 – 18:00 in Room 2B and Tuesday 8:30 to 9:30 in Room 2B
- **Employers Group** meeting: Sunday 12 August from 16:00 – 18:00 in Room 2C and Tuesday 8:30 to 9:30 in Room 2C.

Field Visit

A one-day Field Visit to Tianjin is arranged on 15 August 2007. The buses will leave from the Hotel for Tianjin at 8:00 a.m. Participants who have registered for the Field Visit are requested to assemble in the Hotel lobby at 7:30 am.

Morning visit: Participants will visit Tianjin Handicraft Center and Human Resources Development Center.

Lunch: Tianjin Mayor will host lunch for participants.

Afternoon visit: Participants will visit Tianjin Business Start-up Training Center.

One bus has been arranged for participants who need to return to Beijing earlier after lunch without visiting to the Business Start-up Training Center.

Other buses will return to Beijing around 4:30 p.m.

Departure after the Forum

- Participants will arrange their own transportation to the airport.
- The Ministry of Labour and Social Security has arranged the transportation for Ministers to the airport.

Currency

The Chinese currency is the “Yuan Renminbi”: 1 US Dollar was equivalent to approximately 7.64 Yuan Renminbi in June 2007 (however, this value is subject to frequent fluctuations).

Climate

The weather in Beijing from 6 to 17 August will be hot, humid and raining with an average temperature of 30°C.

2-page Floor plan of the Hotel meeting rooms is attached