

26th Meeting of the Subregional Transport Forum (STF-26)

Strengthening Supply Chain and Logistics by Enhancing the Collaboration with Private Sector in Promoting a Sustainable GMS Transport System

(Hybrid: In-person. Address: No. 8 Building, No. 8 Courtyard, Xitucheng Road, Haidian District, Beijing and Virtual: via Zoom app)

Information Note

1. Duration and Venue of the Meeting

VENUE

The meeting for the STF-26 will be held on Thursday, 26 September 2024 and Friday, September 27th at 0900H Manila/Beijing, 08:00 H Phnom Penh/Bangkok/Ha Noi/Vientiane time, 0730H Nay Pyi Taw time at:

Research Institute of Highway, Ministry of Transport

No. 8 Building, No. 8 Courtyard, Xitucheng Road, Haidian District, Beijing, PRC

REGISTRATION

Program starts sharply at 9am and registration will start at 8:30am. We encourage participants to arrive early to register in the registration tables. ADB funded participants are especially advised to arrive early to collect their DSAs and present the required documents.

HOSPITALITY ARRANGEMENTS

Coffee/tea service and light snacks will be served in the morning and afternoon during the meeting. Lunch buffet will be provided both days in the same venue of the meeting.

2. Hotel Accommodation

Accommodation has been arranged for participants at the Shangri-la, Beijing (address: 29 Zizhuyuan Road, Haidian District, Beijing, PRC) courtesy rates of:

De Luxe Room (Single Occupancy) - CNY 1200, including complimentary buffet breakfast. Complimentary buffet breakfast is at Cafe Cha (location: Garden Wing, Level 1). Breakfast time is from 6:30 am to 10 am.

These rates are only available through the Meeting Secretariat and not directly from the hotel. Kindly note that the hotel bill will be settled individually except for ADB-financed delegates. For ADB-financed delegates, ADB will only pay for the room charges. Any incidental charges (i.e. laundry, mini bar, telephone, etc.) will be charged to the personal account of the guest/occupant upon check-out. Please note that check-out time is 12:00 noon.

** Hotel room accommodation for non-ADB sponsored guests and Development Partners will not be provided by ADB. However, kindly inform us as soon as possible if there are self-funded participants who want their accommodation to be arranged by ADB.*

Check in/out: Check in time is at 2 pm and check out time is at 12 noon.

3. Transfer Service

Transportation between the airport and the hotel upon your arrival and departure is not included in the hotel booking. However, for ADB-sponsored participants we will arrange for this to be included under ADB account. For other participants, if you wish to have your airport/hotel transfers to be arranged by ADB, please inform us as soon as possible. We will send request to Shangri-la. Below is the rate to be settled in the hotel individually:

For those participants that are not ADB-sponsored, you can arrange your transfer service with the hotel with the following details:

From Beijing Capital International Airport:

- Benz E350el: CNY 600 net per trip
- Benz S350L: CNY 950 net per trip
- Benz Vito (7 seats): CNY 700 net per trip

From Beijing Daxing International Airport:

- Benz E350el: CNY 980 net per trip
- Benz S350L: CNY 1,780 net per trip
- Benz Vito (7 seats): CNY 1,200 net per trip

Cancellation policy: Cancellation is required at least 4 hours in advance
Cancel within less than 4 hours: full payment

Beijing International Airport (PEK) is 34 Km or 45 minute drive to the hotel.
Beijing Daxing International Airport (PKX) is 56 KM or 65-minute drive to the hotel.

Transportation between the hotel and the meeting venue, as well as to the gala dinner, will be provided by the host.

4. Air Tickets, Subsistence Allowance and Reimbursement of Expenses for ADB-financed delegates

Daily subsistence allowance (DSA) and allowance for miscellaneous travel expenses (MTE) for ADB financed delegates will be given by meeting coordinators at the meeting site, ideally during registration.

5. Currency

The currency in the country is CNY notes. The current exchange rate is 7.0547 CNY/USD.

6. Onsite Registration

Participants are requested to obtain meeting badges/IDs at the Registration Desk located outside the Meeting Room. The IDs are to be worn by participants at all times for the duration of the meeting. Visit the **STF-26 webpage** for up-to-date information on the meeting including Provisional

Agenda and available presentation materials. Contact STF-26 Host or Ms. Zhou Lihong (e-mail: 473892938@qq.com) for queries.

7. Hospitals / Emergency Care

Peking University Third Hospital, Northern Courtyard, is located 7 mins away.

8. Nearby Food/Shopping Complexes or Malls/Pharmacies

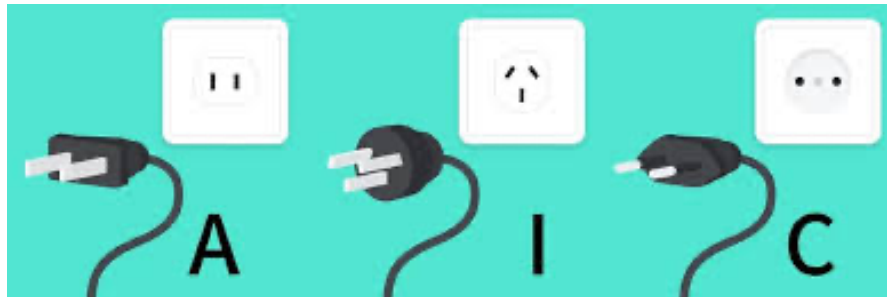
Gaoji Drugstore is located opposite the hotel, just across the road.

9. Wifi Access

Free wifi access will be provided in the hotel and in the venue.

10. Electric current

In China, power plugs and sockets (outlets) of type A, type C and type I are used. The standard voltage is 220 V at a frequency of 50 Hz.



11. ADB Meeting Coordinators

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Screenshot of Map from Shangri-la Beijing to the Research Institute of Highway, Ministry of Transport

