



China Council for International Cooperation on Environment and Development (CCICED) Logistics Information

I. Time and Venues for Annual General Meeting (AGM)

Most of the AGM sessions and Open Forums will be held inside the Diaoyutai State Guesthouse compound. However, registration for the event and most of the meals will be provided in the Diaoyutai Hotel, which is located immediately outside the South Gate of the State Guesthouse.

Venue: Diaoyutai State Guesthouse

1. Executive Members Meeting (for CCICED Executive Vice Chairpersons and Vice Chairpersons only): Dec.9, 11:00-12:00,

Villa 10, 1st Floor, Four Seasons Hall

2. Working Plenary Meeting, AGM Opening and Concluding Session:

Dec.10 (am) and Dec.11

Fanghua Villa (Villa 14), 1st Floor, Fanghua Hall

3. Environment and Development Open Forums:

Dec.9, 14:30 - 17:30:

- Forum I: Green Urbanization and Environmental Quality Improvement

Fanghua Villa, 3rd Floor, Peony Hall A

- Forum II: Global Ocean Governance and Eco-Civilization

Tangla Hotel Beijing, 3rd Floor, Grand Ballroom (Please see Transport section below for information on the shuttle service).

- Forum III: Yangtze River Protection and Innovative River Basin Governance

Fanghua Villa, 3rd Floor, Peony Hall C

- Forum IV: Business Roundtable on Innovation and Green Development

Fangfei Villa (Villa 17), 1st Floor, Multi-Function Hall

Dec. 10, 14:30 - 17:30:

- Forum V: Green Development Transformation in China and the World

Fanghua Villa, 3rd Floor, Peony Hall A

- Forum VI: Clean Energy Strategy and Climate Change
Fanghua Villa, 3rd Floor, Peony Hall C
 - Forum VII: Green Belt and Road Initiative and the United Nations 2030 Agenda for Sustainable Development
Fangfei Villa (Villa 17), 1st Floor, Multi-Function Hall
4. Secretariat Working Rooms:
Dec. 8-11: Fanghua Villa, 2nd Floor, Meeting Rooms A+B

II. Working Languages

The working languages of the meeting are Chinese and English. Simultaneous interpretation is provided for all sessions. Earphones are provided in the meeting rooms; please do not remove them from the location.

III. Registration

Meeting badges and/or car passes must be shown when entering the Diaoyutai State Guesthouse. Therefore, you will need to register before you can enter the compound of the Diaoyutai State Guesthouse. From Dec. 5-7, you can contact the Secretariat to arrange for pick up. From Dec. 8 to 11, you are asked to register and pick up badges and passes at the registration desk in the lobby of Diaoyutai Hotel during the following hours:

Dec. 8: 10:00 – 20:00

Dec. 9: 8:00 – 14:00

Dec. 10: 8:00 – 14:00

Dec. 11: 7:00 – 8:00

If the registration desk is closed when you check in, please register later.

IV. Hotel Check-in and Check-out

The hotels' check-in time is 14:00.

Check-out time is before 14:00, Dec. 11.

Please note that the cost of telephone calls, mini-bar, laundry, and other personal services incurred during your stay should be paid by you when you check out.

V. Meals

Meals will be provided for all delegates and guests during the AGM, starting with dinner on Dec. 8 and ending with dinner on Dec. 11. You will need to show your hotel room card or meal coupon for the breakfasts, and your badge for lunches and dinners. For special dietary needs, please notify the Secretariat upon registration.

1. Breakfast:

- If your room is in the Diaoyutai State Guesthouse: breakfast is available 6:30-9:30 a.m., in the Banquet Room 2, 2nd Floor, Fangfei Villa (meal coupon required)
- If your room is in the Diaoyutai Hotel: breakfast is available 7:00-9:30 a.m. in the Banquet Room, 1st Floor of Diaoyutai Hotel (room card required)

2. Lunch:

12:00-14:00, Banquet Room on the 1st Floor, and Multi-functional Hall on the 2nd Floor, Diaoyutai Hotel (Please note that lunch on Dec. 9 is arranged only at the Banquet Room. Meeting badges required.)

3. Dinner:

18:30-20:00, Banquet Room on the 1st Floor, and Multi-functional Hall on the 2nd Floor, Diaoyutai Hotel (Please note that dinner on Dec. 8 is arranged only at the Banquet Room. Meeting badges required.)

VI. Transport

Airport transfers will be provided to Members and Special Advisors who request it. If you would like this to be arranged for you, please notify the Secretariat in advance and provide your arrival time and flight information.

If you arrive to the venue by taxi, please ask the driver to take you to the Diaoyutai Hotel, which is located at the South Gate of the Diaoyutai State Guesthouse (No. 49, Sanlihe Road, Haidian District, Beijing). Taxis are not allowed to enter the Diaoyutai State Guesthouse. Upon arrival, please first register at the Diaoyutai Hotel. Those who live at the Diaoyutai Hotel can walk into the Geusthouse from the South Gate.

As noted above, the Environment and Development Open Forum II, “Global Ocean Governance and Eco-Civilization”, will be held at the Tangla Hotel Beijing (19 Fuxingmengwai Street, Chang’an Avenue West). A shuttle service will be available for registered attendees of Forum II. The shuttle bus will leave at 14:00 from the Diaoyutai Hotel, and return at 18:00 and at 20:30.

Please notify the Secretariat upon registration should you require this shuttle service.

VII. Meeting Instructions

1. **Meeting badges must be worn** at all times when attending meetings, taking meals and entering the Diaoyutai State Guesthouse; other documents and proof of identity will not be accepted. If you lose your meeting badge, please contact the CCICED Secretariat immediately.

2. Each participant is kindly requested to arrive on time for the sessions, in accordance with the meeting agenda.

3. **On the morning of Dec. 11, all participants must go through security and be seated for the AGM Opening before 8:30 am. Late-comers will not be admitted into the hall until the coffee/tea break.**

4. Please turn off your cell phone or put it on vibrate mode when you are in the meeting rooms.

To ensure this is an environmentally-friendly meeting, hard copies of the CCICED documents will not be provided. Please log onto the CCICED website, at www.cciced.net, to download AGM documents. A CCICED Website User Guide has been distributed separately.

VIII. Contact Persons for Urgent Matters:

Ms. Zhao Haishan 18515683035

(For Registration)

Mr. Huang Zhiyuan 15001069889

Ms. Wang Ran 18515919160

(For Meals and Accommodation)

Mr. Li Kongzheng 18801090006

Ms. Yao Ying 15210626119

(For Meeting Arrangements)

Location map of the Diaoyutai State Guesthouse

