



**United Nations – MOST Joint Capacity Building Workshop on  
Science, Technology and Innovation for Sustainable  
Development Goals**

**Participation Logistical Guidance  
Note**

**Organized by UN DESA, MOST China  
and UNESCAP**

**December 9 – 17, 2019, Guilin, Guangxi Province, China**

## **Information for Participants**

### **I. General**

1. The Joint Capacity Building Workshop on Science, Technology and Innovation for the Sustainable Development Goals is scheduled to be held from 9 to 17 December 2019 in Guilin, China.
2. The event is jointly sponsored and organized by the United Nations Department of Economic and Social Affairs (UN DESA), the Ministry of Science and Technology of the People's Republic of China (MOST), and the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP). The Administrative Center for China's Agenda 21 (ACCA21) of MOST is the focal point in China providing logistical supports to the Workshop.
3. The venue location will be the Conference Room, Four Points by Sheraton Guilin, No. 1 Xicheng South Road, Lingui District, Guilin, P.R. China

(桂林临桂福朋喜來登酒店, 西城南路 1 号, 临桂区, 桂林, 中国)

Please print a copy of the hotel name/address in Chinese to bring with you for showing to the taxi driver.

### **II. Meeting Schedule**

4. Please refer to the attached meeting agenda.

### **III. Dress Code During the Meeting**

5. Formal or business casual is advised for all participants

### **IV. Registration**

6. Upon arrival in China, all meeting participants are requested to register and obtain their badges at the Registration Desk located in the Four Points by Sheraton Guilin Hotel. The registration desk will be open from 8:00am to 5:00pm on 8 Dec. 2019 (Sunday) and from 9:00am to 12:00pm on 9 Dec. 2019 (Monday).
7. Participants are advised that only those holding valid meeting badges will have access to the meeting venue.

## **V. Visa, Immigration, and Health Requirements**

8. Visas are issued by the Government of China through its Embassy or Consulates. All participants are requested to obtain their entry visa into China if they need one, as well as any transit visa, prior to the start of their travel.
9. Detailed information on visa application procedures and related application forms can be obtained from the Chinese Embassy, Consulate or other consular authority in the country of residence.
10. To facilitate the issuance of a visa, a copy of the invitation of the co-organizers should be attached to the visa request. All participants are advised to initiate their visa application at their earliest convenience to allow sufficient time for the processing of visa requests.
11. The organizers shall not be responsible for health insurance coverage and participants must have adequate insurance to cover any medical services required.
12. All international participants are also requested to obtain their entry visa into China if they need one, as well as any transit visa, prior to the start of their travel. For those that need support in applying for a Chinese visa, please contact Dr. He Zheng (email: hezheng@acca21.org.cn) and Dr. Guo Jia (email: guojia@ncste.org) with the below information so that they can assist with your visa application by issuing an official letter from the Chinese Government:

Name:

Title/Position:

Organization:

Address:

Email:

Nationality:

and

Scanned copy of the Biopage from Passport

Please allow the host to have sufficient time for processing the request. They need to receive the above-mentioned information and document soonest possible but no later than **November 12th, 2019**.

## **VI. Travel Arrangements**

13. The United Nations will provide sponsorship (flights and per diem) for a limited number of participants. **Kindly note that prior authorization from the UN will be required to obtain United Nations sponsorship for travel to participate in the conference.** UN administration will provide flight tickets for UN-funded participants. In the meantime, participants are encouraged to make their own hotel arrangements (see details at the Hotel Accommodation section).
14. Participants could also choose the following means of public transportation from airport to the hotel. The cost for taking a taxi from Guilin International Airport to Four Points by Sheraton Guilin Hotel (桂林临桂福朋喜來登酒店) is about RMB70 (Distance is 20 kilometers). Participants should exchange RMB at the airport/or bank, before taking a taxi.

#### **VII. Daily Subsistence Allowance and Terminal Expense**

12. For those participants receiving UN sponsorship, the current UN DSA (per diem) rate for Guilin is USD157 (subject to changes based on the UN travel rules) which would cover all the costs including accommodation and other miscellaneous expenditures per day.
13. During the training period, the working lunch will be arranged by the conference secretariat, and the meal voucher is used for meal. The meal voucher is issued before class every day.

#### **VIII. Hotel Accommodations**

15. All participants are recommended to stay in **the Four Points by Sheraton Guilin**

**桂林临桂福朋喜來登酒店.**

16. Address: No. 1 Xicheng South Road, Lingui District, Guilin, P.R. China.

**西城南路1号, 临桂区, 桂林, 中国**

17. Website:

<https://www.marriott.com/hotels/fact-sheet/travel/kwlfp-four-points-guilin-lingui/>



18. Except otherwise specifically indicated, participants are supposed to cover the cost of their own accommodation. The Host has offered kind assistance to the participants by negotiating a conference rate at the Four Points by Sheraton Guilin. The conference rate for the Workshop participants is:

- Double Room @ 330RMB/one night (inclusive of all taxes + breakfast + free Internet in rooms)
- Executive Room @ 660 RMB/one night (inclusive of all taxes + breakfast + free Internet in rooms)

19. If participants choose to stay at Four Points by Sheraton Guilin Hotel during the Meeting, please contact Mr. Jiang Simin (e-mail: [njujiangsimin@163.com](mailto:njujiangsimin@163.com)) and Mr. He Zheng (e-mail: [16200191@qq.com](mailto:16200191@qq.com)) before **Nov. 25<sup>th</sup>, 2019** for booking a room at the conference rate above. For the booking, it will require a scanned copy of the bio-page of your passport along with check-in and check-out dates.

20. Hotel bills can be settled in RMB or with credit cards (Master & Visa accepted).

21. Before departure from Guilin, **participants should settle directly with the hotel all accounts**, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

## **IX. Language**

18. The working language is English and the interpretation services between English and Chinese will be provided by the Host.

## **VII. Currency**

19. The local currency is the Chinese RMB. The prevailing exchange rate is US\$1.00 = RMB7.07. Please note that this rate is subject to change.
20. Participants are encouraged to exchange local currency at the airport on arrival

### **VIII. Weather**

21. The daily temperature in Guilin during December is above 7.4°C (45.3 °F) at night and under 15.1 °C (59.2 °F) during the day.

### **IX. Electricity and Water Supply**

22. The standard electricity supply in China is 220 Volts, 50 Hz, AC. Most plugs are two pin and three-pin with flat pins.



23. Drinking tap water or un-boiled water is not recommended.

### **VII. Logistical Contacts in the Government of China**

24. Should you require any further assistance or in case of urgent support in China, please contact:
  - a. Jiang Simin
    - i. Phone : +86 15901991937
    - ii. E-mail : [njujiangsimin@163.com](mailto:njujiangsimin@163.com)
  - b. He Zheng:
    - i. Phone : +86 18810869918
    - ii. E-mail : [16200191@qq.com](mailto:16200191@qq.com)
  - c. Guo Jia
    - i. Phone: +86 10 58881322
    - ii. E-mail: [guojia@ncste.org](mailto:guojia@ncste.org)

### **VIII. Contacts in the UN**

Arthur De la Cruz

*(for matters concerning your Daily Subsistence Allowance (per diem) and travel itinerary provided by the United Nations)*

Division for Sustainable Development Goals/DESA

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Charlie Chen

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And

Tengfei WANG (Mr.)

Economic Affairs Officer

Trade, Investment and Innovation Division

United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)

Office: +66 2 288 1658 | wangt@un.org

## **Training Instructions**

1. Two teaching assistants will provide necessary supports for participants during their stay in Guilin.
2. During the training, participants are not allowed to be absent, late or leave early. In necessary cases, participants should ask for leave in advance.
3. During the training, each participant is required to wear the training badge.
4. During the lectures and field visits, please turn your mobile phone off or switch to vibration mode. Do not answer your phone during the class.
5. The lectures will be conducted in English.
6. Participants can have breakfast by room card and lunch and supper by meal vouchers. The meal voucher will be issued before class every day.
7. Please inform the teaching assistants in advance when you are going out of class. Going out with companies is recommended. Please contact the assistants in a timely fashion when necessary.
8. In case of any problem with room facilities, please inform teaching assistants if you are unable to resolve the issue.
9. Please abide by Chinese laws and respect local cultural, traditions, and customs.
10. Police dial: 110; Ambulance dial: 120.

11. Teaching assistants:

Jiang Simin: +86 15901991937 | e-mail: [njujiangsimin@163.com](mailto:njujiangsimin@163.com)

He Zheng: +86 18810869918 | e-mail: [16200191@qq.com](mailto:16200191@qq.com)