

9th CGIAR System Council Meeting Logistics Information

Hosted by CAAS in Chengdu, People's Republic of China
13-14 November 2019



Jinjiang Hotel

No. 80, Section 2, Renmin South Road,
Jinjiang District, Chengdu, Sichuan, China
+ 86 028-85506666
<http://www.jjhotel.com/>

Document version: 5 November 2019 – Updated from previous versions: overview of events (page 1) and airport transfers (page 3).

If you have any questions or require assistance whilst attending the meeting or the side events,
please contact Ms. Victoria Pezzi: +33 6 30 83 73 37 - v.pezzi@cgiar.org

9th CGIAR System Council Meeting

Logistics Information

Dear System Council Members, Alternates, Delegated Attendees, Active Observers and Invited Guests,

We are pleased to invite you to the forthcoming ninth meeting of the CGIAR System Council.

The information in this document is designed to support your attendance at the meeting and your visit to Chengdu.

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1. Overview of events taking place during the week at Jinjiang hotel

Date	Time	Event	Participants	Meeting room/space
Tuesday 12 November	8:30 – 19:00	GLAST (see full agenda here)	Open invitation to all SC9 participants*	Jinjiang Hall
	19:00 – 21:00	GLAST Banquet	Open invitation to all SC9 participants*	Louvre Garden
	8:00 – 13:00	EIARD meeting	EIARD members	Chamber of Mist
	12:30 – 13:30	Developing Country Constituencies meeting	SC Developing Country Constituencies	Yuzhu room
Wednesday 13 November	Tbc	SC9 – Day 1	All SC9 participants*	Hong Bin Hall
Thursday 14 November	Tbc	SC9 – Day 2	All SC9 participants*	Hong Bin Hall
Friday 15 November	9:00 – 12:00	Connecting the dots for CGIAR independent advice	Separate invitation	Chamber of Osmanthus
	9:30 – 16:30	Field trip	Open invitation to all SC9 participants*	Meet up at East Hall

*System Council Members, Alternates, Delegated Attendees, Active Observers, Invited guests, technical and logistics support.

2. Pre-Meeting Support and Arrangements

2.1. Meeting materials and pre-meeting calls

Meeting materials are now available on the [CGIAR website](https://www.cgiar.org/meeting-document/9th-cgiar-system-council-meeting/) at the following dedicated page for the meeting: <https://www.cgiar.org/meeting-document/9th-cgiar-system-council-meeting/>

If interested in pre-meeting calls to assist with discussion of the meeting documents and key issues, Council members are invited to contact systemcouncil@cgiar.org

2.2. Pre-registration

If you haven't already, we kindly ask you to register to SC9 as soon as possible via: https://cgisystemorganization.formstack.com/forms/registration_9th_system_council_meeting

2.3. Visa arrangements

As already indicated in the preliminary logistics message sent on 12 September 2019, a Chinese Conference Visa is mandatory to attend this meeting.

Kindly complete the form in Annex 1 and send it to Ms. Dandan Huang as soon as possible, so that she can provide the official authorization necessary for your application: huangdandan@caas.cn, copying: sunshitao@caas.cn and v.pezzi@cgiar.org. Once you have received the official authorization from CAAS colleagues, please get in touch with the Chinese Embassy and the Chinese Visa Center closest to your residence and follow their instructions.

Important note: travelers are responsible for obtaining the correct visa and permit requirements (e.g.: do not travel with a tourist visa). Any discrepancy regarding paperwork can result in serious consequences, including detention. Travelers should not overstay their visas in the country for any reason. Note that visa application can take some time. Please make yours on a time-sensitive basis.

2.4. Accommodation

A block booking has been arranged at Jinjiang hotel, where SC9 and GLAST will take place. See information on how to book a room as part of the block booking along with the rooms' rates and description in Annex 2. Please note that the cut-off date is on Friday 18 October. After this date we won't be able to guarantee availability.

If you missed the deadline to book your hotel as part of the block booking and need help with your accommodation arrangements, please contact Ms. Dandan Huang: huangdandan@caas.cn, copying: sunshitao@caas.cn and v.pezzi@cgiar.org

If your participation is being supported by the System Organization, accommodation arrangements will be made by the System Management Office directly.

3. Arrival and Airport transfers

3.1. Arrival

We strongly recommend that you travel with a printed copy of your support documentation. You may be requested to show these to Chinese authorities.

3.2. Loss/delay of luggage

Make sure you confirm the final destination of your luggage when checking in.

In case of any baggage loss or delay, please complete the required formalities at the airport and upon arrival send the documentation to Victoria: v.pezzi@cgiar.org. You are, however, advised to travel with a change of clothing in your hand luggage which will be useful should you lose or experience delays in obtaining your luggage.

3.3. Airport transfers

At arrival

On Sunday 10 and Monday 11 and Tuesday 12 November 2019, a person with a CGIAR 9th SC meeting pick-up sign (see image below) will be waiting for you right outside the arrival gate at Chengdu Shuangliu airport (inside the airport). Volunteers wearing a GLAST Staff Uniform will guide SC9 participants to take the shuttles those days, even if they are not attending GLAST.



At departure

For your departure on 14 or 15 November 2019, you will be picked up from the East Lobby of Jinjiang hotel entrance, 3 hours before the departure of your flight.

For departure on other dates, please ask the hotel reception to book a taxi for you. We suggest that you consider leaving the hotel at least 2:30 hours before the departure of your flight and that you have RMB (local currency) cash to pay for the taxi (estimated cost is 100 RMB). Please note that taxis do not accept credit cards, only cash.

Important note: If you haven't already, please send your flight details to Ms. Dandan Huang huangdandan@caas.cn, copying: sunshitao@caas.cn and v.pezzi@cgiar.org as soon as possible, so that airport pick-ups can be arranged accordingly.

In case any issues with airport transfers please contact Victoria: +33 6 30 83 73 37

3.4. Taxi services

If you travel by taxi and you are not fluent in Mandarin we recommend that you have the name of your destination written down in Mandarin by hotel staff or local contacts.

While taxis are the safest and easiest way to get around, unlicensed taxis have been known to overcharge their customers. We suggest that you only use a reputable taxi operator or book taxis through the hotel. All taxis are metered, and travelers should ensure that the meter is on before commencing the journey. Alternatively, negotiate fares before entering the taxi and ask the taxi driver to provide a receipt. Please note that Chinese taxis do not accept credit cards (cash only).

4. Meeting Venue

The 9th System Council meeting and side events will take place at JinJiang Hotel in Chengdu, People's Republic of China. See schedule on page 3 for information on meeting rooms' names. Signage and persons to show the way will both be available.

JinJiang Hotel

No. 80, Section 2, Renmin South Road,
Jinjiang District, Chengdu, Sichuan, China
http://www.ijhotel.com/en_US/

4.1. Registration

In order to collect your badge and confirm your arrival, a staff member of the System Management Office will be ready to welcome you on Tuesday 12 November from 19:00 to 20:00 at East Lobby of Jinjiang Hotel.

Please carry your passport or other official national ID with photo identification for registration purposes.

4.2. Attire

Dress code is business.

5. Additional dining options

To note: Breakfast, lunch and dinner from Tuesday 12 to Thursday 14 November and lunch on Friday 15 November for those joining the field trip, will be covered by CAAS. Vouchers will be given to you at your check-in.

For any other dining needs, please see some options below:

Inside the hotel

Bamboo Restaurant will provide self-service halal food and vegetarian food.

Outside the hotel

Chunxi Road and *Kuanzhai Alley* offer some good options of local food. At Chunxi Road you can also find large shopping malls, department stores, supermarkets, street stalls, and boutiques, as well as modern cafes.

6. Printing Boarding Pass or other transport documentation

As you prepare for your departure, if you need to print your boarding pass, please send it to Victoria at v.pezzi@cgiar.org

7. General Information

7.1. Emergency numbers

China emergency numbers	
Fire	119
Police	110
Ambulance	120

7.2. Money

Exchange

The renminbi (RMB) is the official currency of China; it is also known as the yuan. The use of foreign currency is not possible. Travelers are advised to carry small cash to pay taxi fares and other minor expenses. Most taxis do not accept credit cards. 1 USD = 7.10 RMB (as of 16 October 2019)

Credit cards

Major credit cards such as Visa, MasterCard and American Express can be used in business-class hotels, restaurants and larger department stores in Chengdu, but are not widely accepted in smaller shops.

Foreign currency exchange

Foreign currency can be exchanged at the airport, the JinJiang hotel reception and at Chinese banks. Travelers should not change money with individuals in the street or illegally on the black market.

Withdraw

ATMs are available at the airport. If you need to withdraw cash when at the hotel, we recommend that you use Dalian Bank which is located 219m away from the hotel. From the hotel south exit, turn right and walk 180m.

7.3. Tipping

Tipping is not very common as service charges are often already included in the bill. Restaurants and hotels may include a service charge of 10-15%. However, customers can leave a tip regardless, if they are happy with the service. Taxi drivers do not expect to be tipped.

7.4. Communications

In case you are familiar with the app “Whatsapp” and that you use it for your communications, please note that you won’t be able to use it while in China. Other suggested options are Skype and/or Teams. Please check with your IT team for further details.

7.5. Electricity

In China the standard voltage is 220 V and the frequency is 50 Hz. The sockets used in China are for three kinds of plugs, including two flat pins, three flat pins and two rounded pins (see image below). Make sure you travel with a converter/adaptor as needed.



7.6. Weather

Chengdu has a subtropical monsoon humid climate. In November temperatures in Chengdu range between 10°C (61°F) and 16°C (49°F). November is the time when autumn turns into winter in Chengdu, so the average high temperature may differ greatly from early November to late November. You may find the weather a little chilly during this month. Also, it is dry season, so you don't have to worry about rain.

7.7. Health

See your doctor before you travel. It is recommended that you obtain insurance covering health care expenses as well as medical evacuation or repatriation before you leave home.

Also, please check the vaccinations and medicines list indicated in the [Centers for Disease Control and Prevention website](#) for travelers to China, and visit your doctor (ideally, 4-6 weeks) before your trip to get what you may need.

Proof of yellow fever vaccination is required only if you are arriving from a country with risk of yellow fever.

Air pollution: Chengdu can experience high levels of air pollution. Some groups are especially vulnerable to problems caused by polluted air. These include children, the elderly and anyone with underlying chronic health problems such as heart disease, emphysema, bronchitis or asthma. Please make sure you visit your doctor before travelling if you find yourself within this group. Limiting exposure to polluted air is the best way to prevent health problems. When air quality is poor, it may be advisable to avoid outdoor physical activities. While indoors, keep doors and windows closed, and use an air conditioner on 'recirculate' if possible.

7.8. Water

Tap water in Jinjiang hotel is not potable. We recommend that you drink bottled or boiled water (a kettle will be available in your room).

7.9. Basic words and phrases in Mandarin

English	Mandarin	Pronunciation
Yes	Shì	Sheh
No	Bù shì	Bu-sheh
Hello	Nǐ hǎo	Nee how
Thank you	Xièxiè	Shieh-shieh
You're welcome	Bù kèqì	Boo kuh-chi
My name is	Wǒ jiào	Wuh jeow
Where is?	zài nǎlǐ?	dzeye naa-lee?
I want to go to...	Wǒ xiǎng qù...	Wor ssyang chyoo
How much?	Duō shǎo?	Dwuh shauw?
I don't understand	Wǒ bù dǒng	Wuh boo dong
Rest-room	Cèsuǒ	tser-swor
Goodbye	Zàijiàn	Zhai-jian

8. Contacts

All queries relating to the information in this document, or any other aspect of your trip, should be addressed to systemcouncil@cgiar.org

The logistics focal point on site will be Ms. Victoria Pezzi. In case any questions arise please contact her at: v.pezzi@cgiar.org or by phone: +33 (0)6 30 83 73 37.

Chinese Visa Application for SC9 - Supporting documents request

In order for CAAS colleagues to provide the necessary documentation for your Chinese visa application, we kindly ask you to fill in this form and send it as soon as possible to Ms. Dandan Huang at huangdandan@caas.cn cc: sunshitao@caas.cn; v.pezzi@cgiar.org

Should you have any questions regarding the visa application, please contact Ms. Huang.

Full Name (as shown in your passport on which you will travel)

Gender

Date of Birth (YY/MM/DD)

Nationality (as shown in your passport on which you will travel)

City/Country of the Chinese/Embassy Consulate from which you will be applying for your visa (City/Country)

Date of entry (YY/MM/DD)

Length of stay (X days)

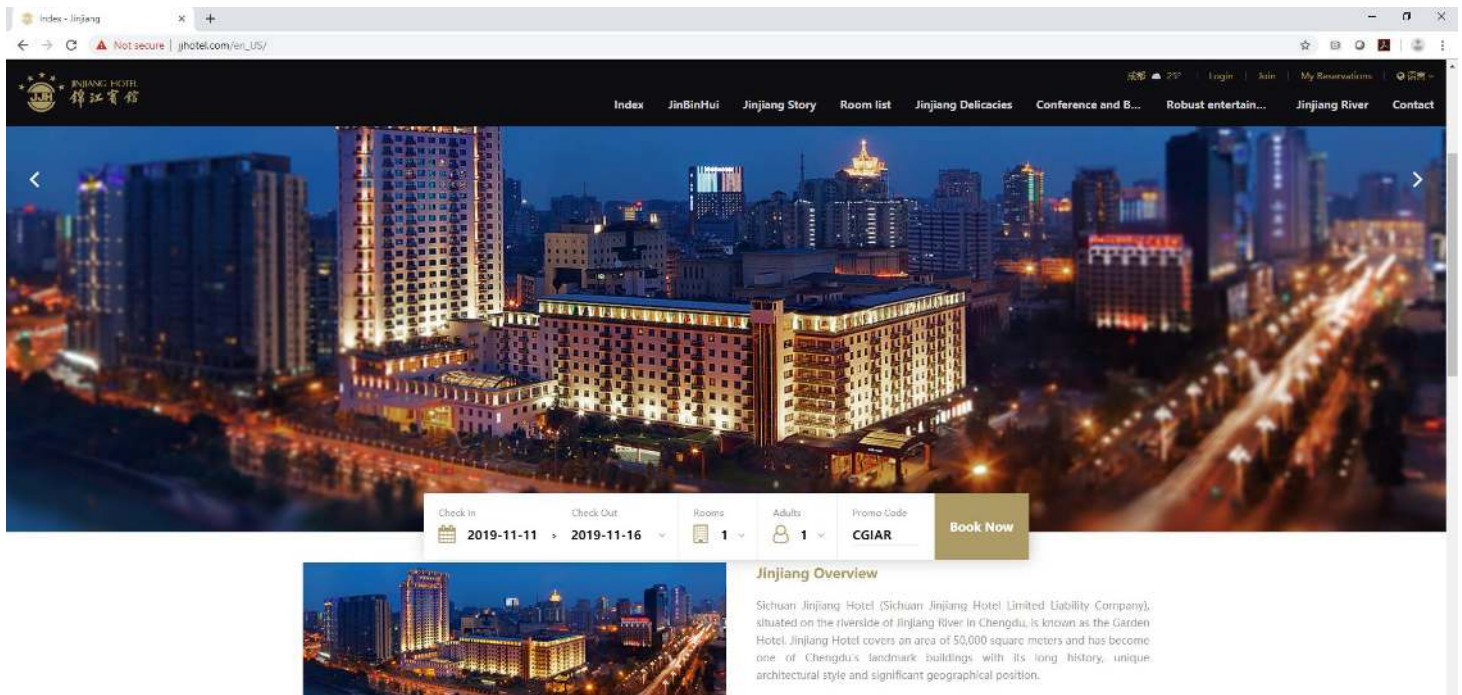
Passport No. (passport with at least six months of remaining validity)

How to book your room at Jinjian hotel for SC9 and related events?

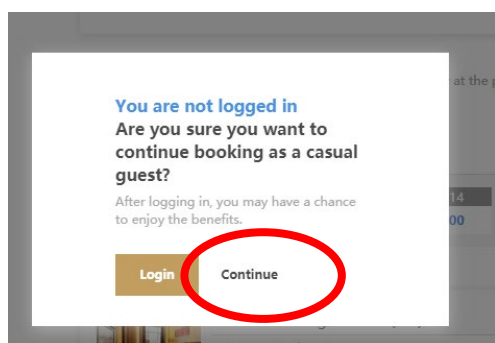
1. Go to: www.jjhotel.com, and select the “language” option on the menu on the top right side of the page. Choose” English”



2. Indicate your “check in” and “check out” dates on the menu located above the description of the hotel. Enter “CGIAR” as the promo code. Then click on “Book Now”.



3. Select the type of room you prefer (see type of rooms and rates on page 3 of this document) and click on “Book”
4. When asked to log in, you can select “Continue” and continue booking as “Casual Guest”



5. Check the information on the left side of the page and fill in the check-in information with your surname, name, phone and e-mail address. Then select “Pay at the property”. Payment will be available on site via credit card and cash (in Chinese Yuan).

Executive King Room (EK)

9th SC meeting of CGIAR

Check-in	Check-out
2019-11-11 Mon	2019-11-16 Sat

Room's total price ¥3500

11-11	11-12	11-13
¥700	¥700	¥700
11-14	11-15	
¥700	¥700	

Breakfast One Breakfast

Occupancy per room 1Adult(s)

Cancellation Policy

Non-refundable

Check-in information

Room 1

Surname* Name*

Phone* Contact Email

Remarks

Paid by

☒ Pay at the property ☐ Prepaid

☐ I have read the booking conditions

JinJiang Hotel Rooms Description

Website: <http://www.jjhotel.com/index.html>

VIP Twin/King room - 900 RMB for one room per night (around 125 USD)



Room size: 50 square meters - Bed size: 2.0m×2.0 m

Executive Suite - 1280 RMB for one room per night (around 180 USD)



Elegant and unique atmosphere. The layout is elegant and unique, with both classic and fashion charm.
Room size: 70 square meters - Bed size: 1.8m×2.0m