

Information Note for Participants

High-level Expert Group Meeting for the Global Sustainable Development Report 2013 – Engaging National Assessments

Beijing, China, 12-13 December, 2013

Co-sponsored by the UN Department of Economic and Social Affairs (UN DESA), Division for Sustainable Development, and the Ministry of Science and Technology of China

General

The Expert Group Meeting for the Global Sustainable Development Report 2013 – Engaging National Assessments is co-sponsored by the UN Department of Economic and Social Affairs, Division for Sustainable Development, and the Ministry of Science and Technology of the People's Republic of China. This Expert Group Meeting (EGM) will be held at the Administrative Centre for China's Agenda 21 in Beijing, from 12 to 13 December 2013.

The United Nations will provide sponsorship (flight and per diem) for a limited number of participants. **Kindly note that prior authorization from the UN DESA will be required to obtain United Nations sponsorship for travel to participate the conference.** UN administration would 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).

Venue

Conference Room 9, **YULONG International Hotel**, 北京裕龙国际酒店, Haidian District, Beijing, P.R. China.

Languages

The meeting will be conducted in English Only.

Format for discussions

The EGM will last for two days. Day 1 will focus on technical level and comprise of a regional launch of a prototype of the Report for review. A few breakout sessions could be included to facilitate deliberations in specific areas. In order to inform and stimulate discussions, each roundtable will kick off with introduction of the subject by one or two expert speakers. Day 2 will focus on the role of the Report in strengthening the science-policy interface. In particular, it will discuss with policy makers and most productive and useful way of involving national, sub-regional and regional scientific communities, policy analysts, planners and other experts as well as the most useful way to use scientific research and data in policy-making.

Registration

Upon arrival in Beijing, all meeting participants are requested to register and obtain their badges at the Registration Desk located in the **YULONG International Hotel**. The registration desk will be open from 8:30am to 5:00pm on 12 Dec. 2013 (Thursday) and from 9:00am to 12pm 13 Dec. 2013 (Friday).

Participants are advised that **only those holding valid meeting badges** will have access to the meeting venue.

Visas

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.

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.

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.

Hotel Accommodation

The Host offers kind assistance to the participants for making hotel booking arrangements at the **YULONG International Hotel**.

Address 地址: 北京裕龙国际酒店, 海淀区阜成路 40 号 Fucheng Road No.40, 中央电视台附近, Haidian District, Beijing P.R. China.

Tel: (86-10) 68415588;

Website: <http://www.ylgjhotel.com/index.php?Locale=en-us>



The Hotel location map (酒店地图) (see the arrow below for the location):



Except otherwise specifically indicated, participants are supposed to cover the cost of their own accommodation. The conference rate for the EGM participants at the YULONG International Hotel is:

Double Room @ 648 RMB/one night (inclusive of all taxes + breakfast + free Internet in rooms)

If participants choose to stay at YULONG International Hotel during the EGM, please contact Dr. LIU Rongxia at liurongxia@acca21.org.cn before Nov. 20 for booking a room at the conference rate above. For the booking, it will require a scanned copy of bio-page of passport, as well as check-in and check-out dates.

For those participants being receiving UN sponsorship, the current UN DSA (per diem) rate for Beijing is USD278 which would cover all the costs including accommodation, food, drink, and transportation per day.

Arrival at the airport

Participants could choose the following means of public transportation from airport to the hotel. The average cost for taking a taxi from Beijing Airport to YULONG hotel is about RMB120 (RMB2.3/km).

Currency

The local currency is the Chinese RMB. The prevailing exchange rate is US\$1.00 = RMB6.1. Please note that this rate is subject to change. Participants are encouraged to exchange local currency at the airport on arrival. Hotel bills may be settled in RMB, USD or other foreign convertible currency. Major credit cards are accepted as well.

Climate

December is the middle of winter in Beijing. It is very chilly, with temperature just rising above freezing during the day, and the air is very dry. Temperatures in Beijing in December range between a low of -6 degrees and a high of 4 degrees Celcius. In the city, dress for dry winter conditions.

Miscellaneous

Health requirements: The organizers shall not be responsible for health insurance coverage and participants must have adequate insurance to cover any medical services required.

Logistical Contacts in the Government of China

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Contacts in the UN

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