

**High-Level Symposium  
on Sustainable Cities and Sustainable Urbanisation  
16 - 18 Dec 2013 , Yangzhou, China**



**High-Level Symposium on Sustainable Cities and Sustainable  
Urbanization, 16 - 18 December 2013,  
Yangzhou, Jiangsu Province, People's Republic of China**

**INFORMATION NOTE FOR PARTICIPANTS**

**General:**

The High-Level Symposium on Sustainable Cities and Sustainable Urbanization will be held on 16 - 18 December 2013, in Yangzhou, Jiangsu Province, People's Republic of China. Additional information is available on a web page dedicated to the Symposium, on the UNDESA knowledge portal:

<http://sustainabledevelopment.un.org/index.php?page=view&nr=506&type=13&menu=1634>

**Visas:**

Visas are issued by the Chinese Embassy, Consulate or other consular authority in the country of residence. All participants are requested to obtain their entry visa to China, as well as any transit visa, prior to their departure.

All visitors entering China must have a valid passport. 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 and/or a copy of the nomination acceptance letter should be attached to the visa request. All participants are requested to initiate their visa application at their earliest convenience to allow sufficient time for the processing of visa requests.

**Registration:**

Upon their arrival in Yangzhou, all symposium participants are requested to register and obtain their badges at the lobby of the Shangri-La Hotel Yangzhou.

The registration will be open from 8:00 am to 9:00 am on Monday, 16 December 2013. Only participants holding valid conference badges will have access to the meeting room.

**Hotel Accommodation:**

Participants are requested to make their own hotel reservations and accommodation arrangements as soon as possible. The contact address of the recommended hotel is below:

Shangri-la Hotel, Yangzhou  
472 Wen Chang Xi Lu, Yangzhou,  
New Western District,  
Jiangsu Province, 225009, China  
T: (86 514) 8512 8888 F: (86 514) 8512 8889  
Website: <http://www.Shangri-La.com>

All participants will be responsible to pay their own hotel bills (Shangri-La Hotel has proposed an on-line booking link: [http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=SLYZ&group\\_code=FAO161213&check\\_in=20131215&check\\_out=20131219](http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=SLYZ&group_code=FAO161213&check_in=20131215&check_out=20131219), using the code for the UN meeting – UESC).

Symposium participants will be given a special rate of \$118 per night, including breakfast (the special rate will be good from 15 to 19 December 2013. Participants who wish to extend their stay at this special rate must advise the hotel).

**Arrival at the airport:**

Shuttle busses will be available to pick up participants from the airport upon request and participants will need to forward the date, time and flight numbers in advance for scheduling. Information should be sent to [llanto-barnett@un.org](mailto:llanto-barnett@un.org) and [goedek@un.org](mailto:goedek@un.org), as soon as possible.

Alternatively, there are shuttle buses to the city center; participants may also choose to reach the hotel by taxi which takes approximately 40 minutes and cost around 150 Yuan.

**Venue:**

The Symposium will take place at the conference facilities of the Shangri-la Hotel, Yangzhou.

**Languages:**

The Symposium will be conducted in English and Chinese. Simultaneous interpretation will be available.

**Symposium Documentation and Website:**

The Aide Memoire and Provisional Programme, as well as information about the city (Yangzhou Profile) are available from the Symposium Website. Additional information such as this Information Note to Participants and other documents will be uploaded on an ongoing basis.

<http://sustainabledevelopment.un.org/index.php?page=view&nr=506&type=13&menu=1634>

**Statements at opening:**

Statements by senior officials and other speakers invited to address the opening are not to exceed 10 minutes presentation time.

**Format for other papers and presentations:**

The co-organizers have invited a limited number of technical papers and case studies for presentation and discussion at the Symposium. All invited presentations should be prepared in English or Chinese using MS Word / MS PowerPoint or compatible format.

All invited presentations should be submitted to the co-organizers at the latest by 10 December 2013. Advance copies should be sent to the United Nations Department of Economic and Social Affairs ([llanto-barnett@un.org](mailto:llanto-barnett@un.org)) and ([alvarez-riverob@un.org](mailto:alvarez-riverob@un.org)). Presenters should ensure that they bring their presentation to the organizers on suitable electronic media, i.e. CD, memory stick, etc.

All invited speakers are requested to rehearse their presentations not to exceed 10 minutes presentation time. Slide presentations should not exceed 12 slides.

Longer background information papers, study reports or presentations may be submitted and will be circulated by the co-organizers. All meeting materials will be made available on the Symposium website following the Event.