Information Note for Participants

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1. **Opening and registration**

The Regional Workshop for East, South and Southeast Asia on Updating National Biodiversity Strategies and Action Plans will be held from Monday, 9 May to Monday, 16 May 2011 in the city of Xi’an, China.

The workshop will start at 9:00 a.m. and registration will take place at the workshop venue starting at 8:00 a.m. on 9 May.

**Participants are required to register using the attached registration form (annex A) by 20 April 2011** via e-mail or fax to Ms. Liu Ying with copy to Ms. Natalia Chalaeva (addresses below). All participants are requested to provide their arrival and departure dates and times, including flight details as soon as possible, but no later than 20 April 2011. Please confirm your participation to:

Ms. Liu Ying  
Liu.ying@mepfeco.org.cn  
Telephone: + 86-10-82268931  
Fax: + 86-10-82200526

With a copy to Ms. Natalia Chalaeva  
Natalia.chalaeva@cbd.int  
Fax: +1-514-288-6588

2. **Venue**

The workshop will be held at:

**Kempinski Hotel Xi’an**  
No.6 west section, Euro-Asia Avenue  
Chanba Ecological District  
Xi’an, Shaanxi Province, China  
Post code:710021  
Tel: +86-29-8355 0000  
Fax: +86-29-83418100  

The contact person in China for logistical and visa assistance is:

Ms. Liu Ying  
Foreign Economic Cooperation Centre  
Ministry of Environmental Protection of China  
E-mail: Liu.ying@mepfeco.org.cn  
Telephone: + 86-10-82268931  
Fax: + 86-10-82200526

3. **Working language of the workshop**

The Workshop will be held in English.
4. **Documents**

Participants are kindly reminded to bring their own copies of the pre-session documents for the workshop as there will be no extra copies made available on site during the workshop. Pre-session documents will be on the Secretariat’s web site as they become available at:

http://www.cbd.int/doc/?meeting=CBWNBSAP-SEASI-02

5. **General information on and access to Xi’an, China**

Xi’an is the provincial capital of Shaanxi Province, China. Xi’an is serviced by Xianyang International Airport, which is a 40 minute drive from the workshop venue. Xi’an can be also accessed by trains and buses. For domestic connections, there are about 20 flights per day from Beijing (Capital International Airport) to Xi’an from 7:30 a.m. to 21:20 p.m.

The Xianyang International Airport provides shuttle bus services to the Kempinski Hotel Xi’an every two hours from 8 am to 4 pm, and from the hotel to the airport from 8 am to 6 pm every day, which costs 25 yuan RMB one way per person. The hotel may arrange bus services for participants after 4 pm, 8 May, depending on schedules of arrival of most participants. A help desk will be set up at the airport to help workshop participants locate and take the shuttle bus. Workshop participants can also take taxi to the hotel, which costs roughly US $12 or 80 yuan RMB.

Xi’an, located in central-northwest China, is a city that has witnessed great changes in China’s history. The city is often called “a living history book of China”. Named as “Chang’an” (meaning the Eternal Peace City) in ancient times, Xi’an is one of the birthplaces of the ancient Chinese civilization in the Yellow River Basin. As the eastern starting point of the Silk Road and the site of the famous Terracotta Warriors of the Qin Dynasty, Xi’an is well known worldwide for its rich historical heritages. More than 3,000 years of history including over 1,100 years as the capital city of ancient dynasties, have endowed Xi’an with an amazing historical heritage. Tourists from home and abroad marvel at the numerous historical sites and cultural relics in and around the city.

From 28 April to 22 October 2011, Xi’an will host the **International Horticultural Exposition 2011** (The site of the Expo will be located in Chanba Ecological District, close to the meeting venue.)

This is the third time for China to host the International Horticultural Exposition. The other two were respectively hosted by Kunming City in 1999 and by Shenyang City in 2006. Classified as an A2+B1 level exhibition, the International Horticultural Exposition 2011, Xi’an Horticultural Expo has attracted over 105 cities and organizations from home and abroad. It is estimated that 12 million persons will visit the Expo during 178 days. For more information concerning the International Horticultural Expo 2011 in Xi’an, you can visit the web site of the Expo at [http://www.expo2011xa.com/](http://www.expo2011xa.com/).

More information about Xi’an at: [http://www.travelchinaguide.com/cityguides/xian.htm](http://www.travelchinaguide.com/cityguides/xian.htm).
6. Visa information

All participants are required to apply an entry visa for travel to China and are strongly advised to contact the nearest Chinese Embassies or Consulates as soon as possible in order to secure the required entry visa in a timely manner, prior to departure. It should be noted that airline companies will deny boarding in the absence of a valid visa.

Information regarding procedures and requirements for visa applications can be found at the web sites of the relevant Chinese Embassies and Consulates General in the region by using the listings of Chinese Embassies and Consulates at the following web sites: http://www.fmprc.gov.cn/eng/wjb/zwjg/2490/2491/ and http://www.fmprc.gov.cn/eng/wjb/zwjg/2498/2499/.

Participants can use the visa assistance letter issued by the CBD Secretariat to apply for a visa to China. If participants encounter difficulties or delays in applying for a visa, please contact Ms. Liu Ying immediately (whose contact details are contained in items 1 and 2 above). Ms. Liu Ying will provide assistance for visa applications through the Ministry of Environmental Protection of China (MEP). Please note that at least 7 working days are required to obtain an invitation letter from MEP, participants are encouraged to send a request for the MEP invitation letter well in advance. Please submit a copy of your passport to Ms. Liu Ying when requesting the MEP invitation letter.

7. Hotel information

Sponsored participants

A block booking, which includes a standard room, breakfast, lunch and internet, has been made on behalf of all sponsored participants from 8 May until 17 May 2011 at the following hotel:

**Kempinski Hotel Xi’an**
No.6 west section, Euro-Asia Avenue
Chanba Ecological District
Xi’an, Shaanxi Province, China
Post code:710021
Tel: +86-29-8355 0000
Fax: +86-29-83418100

The hotel costs covering the standard room, breakfast, lunch and internet will be paid by the CBD Secretariat directly by deducting a certain portion of daily substance allowances of sponsored participants. All extra expenses related to the hotel room must be paid by the participants upon check out (i.e. telephone, room upgrade, bar, laundry, restaurant, etc).

Non-sponsored participants

Non-sponsored participants may wish to stay at the same hotel listed above, please contact Ms. Liu Ying in advance and provide details of your dates of arrival and departure. You will then be advised of the available accommodation rates.
8. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive the relevant portion of their DSA on the first day of the workshop.

9. Official languages in China

The official language in China is Chinese. English is used in some hotels and restaurants.

10. Weather and time zone information

In May, temperatures in Xi’an usually range between a maximum of +30°C in the daytime and a minimum of +15°C at night. Current weather conditions can be found at: [http://weather.china.org.cn/english/index_c.html](http://weather.china.org.cn/english/index_c.html).

The Beijing Standard Time (BST), uniform throughout the country, is eight (+8) hours ahead of GMT/UTC.

11. Electricity

The electrical currents are 220 Volts, 50 Hertz and plugs are as shown below.

![Plugs](image)

12. Currency

The currency in China is the Yuan Renminbi RMB. The current exchange rate as at 29 March 2011 is US $1 = 6.56 RMB and €1 = 9.24 RMB.

Major credit cards are accepted in most hotels in Xi’an.

13. Disclaimer

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical insurance and other insurances for the period of participation prior to departure.
## ANNEX A: REGISTRATION FORM FOR HOTEL ACCOMMODATION

REGIONAL WORKSHOP FOR SOUTH, SOUTHEAST AND EAST ASIA ON UPDATING NATIONAL BIODIVERSITY STRATEGIES AND ACTION PLANS  
9-16 MAY, XI’AN, CHINA

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**FLIGHT DETAILS**

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Please specify special dietary requirements, if any: (For e.g. vegetarian, no pork, etc.)

Please return your completed form via fax or e-mail by no later than **20 April 2011** to:

Ms. Liu Ying  
Liu.ying@mepfeco.org.cn  
Telephone: + 86-10-82268931  
Fax: + 86-10-82200526