



CAREC Seminar on Joint Customs Control

17–19 February 2009 • Guangzhou, People's Republic of China

INFORMATION NOTE

1. Duration and Venue of the Meeting

The 3-day seminar will start from 9:00 am, Tuesday, February 17, 2009 at **White Swan Hotel, Guangzhou** and expected to be closed at 18:00 pm, Thursday, February 19, 2009. However, the daily meeting hours is subject to any change in line with the requirement.

The seminar will be held in **North Half of White Swan Convention Center, 3rd Floor** of the Hotel. Photocopier, telephone (for local calls), computer, printer will be available in the Secretariat Room located in **Functional Room NO. 5, 3rd Floor**. The seminar will have two coffee breaks during each meeting day.

2. Hotel Accommodation

Accommodation of the participants will be arranged by China Customs. As soon as you arrive in the hotel, please just refer to the seminar and present your ID or passport to the hotel reception.

Following is the complete address of the hotel:

White Swan Hotel

Add: Shamian Island, Guangzhou, China 510133

Tel: +86 20 81886968

Fax: +86 20 81861188

E-mail: swan@whiteswanhotel.com

China Customs only guarantees the bills for single room rate of CAREC participants and experts from WCO and UNESCAP since the date of your

arrival to February 19th, 2009. All incidental expenses incurred (e.g. long distance calls, internet use, laundry, drinks and snacks from the mini bar, business center, etc.) will be charged by personal upon check-out and will not be reimbursed by China Customs.

Guest rooms have wired high-speed internet access.

3. Airport/Hotel Transfers

Transfers from **Guangzhou Baiyun International Airport to White Swan Hotel** will be provided by China Customs for all participants; the versa transfer will be arranged by ADB.

4. Meeting Documents

Your set of meeting materials will be given to you upon arrival in the hotel.

5. Travel Assistance

The White Swan Hotel Business Centre, located at the 2nd floor of the hotel, can provide assistance in reconfirming and rebooking flights, and other travel-related issues.

6. Meal Arrangements

Breakfast has been included in your room rate. China Customs will pay for your lunches for every meeting day (from Tuesday to Thursday) and all of the participants will be invited to welcome dinner and farewell dinner.

(Breakfast & Lunch & Buffet Dinner at **Riverside Garden Coffee Shop, 1st Floor;**

Welcome dinner will be held at **South Half of White Swan Convention Center, 3rd Floor at 6:00pm on Tuesday, 17th Feb.**

Farewell dinner will be held at **Hall of Xi Guan Yue of Victory Hotel at 6:00pm on Wednesday, 18th Feb. Please assemble in the lobby of White Swan hotel at 5:45pm.**

If you have any specific preferences concerning the accommodation, i.e. smoking/non-smoking room, meal preferences (vegetarian, Muslim (no pork/no lard)), please contact our staff during the meeting.

7. Air Ticket

ADB will arrange the air tickets for all participants.

8. Subsistence Allowance

USD20 of daily subsistence allowance in cash (RMB) will be paid to CAREC participants in China.

9. Currency and Credit Card

The exchange rate is RMB 6.83/USD 1(as of February 9, 2009). Credit cards and traveler's checks are accepted in most hotels, restaurants and shops in Guangzhou.

10. Time Zone and Weather

Guangzhou's time zone is GMT/UTC +8.

Guangzhou has a subtropical monsoon climate with wet and breezy springs with temperatures ranging from 18°C to 30°C in February.

11. Meeting Coordinator

China Customs:

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ADB:

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