2012 Shanghai International Program for Development Evaluation Training

Core Course (November 26-December 2)
Special Topic Course (December 4- December 7)
Experience Sharing Workshop (December 8- December 9)

Shanghai National Accounting Institute, P.R. China

Sponsors:
Ministry of Finance, P. R. China
World Bank
Asian Development Bank
Asia-Pacific Finance and Development Center

Information Notes
**VENUE**

The training will take place at the Shanghai National Accounting Institute in Shanghai, P.R. China:

U-Shaped Classroom III, 3rd Floor, Lecture Building III
Shanghai National Accounting Institute (SNAI)
200 Panlong Road, Qingpu District, Shanghai, P. R. China 201702
http://www.snai.edu
Tel: ++86 21 6976 8000    Fax: ++86 21 6976 8016

1. **ORGANISERS’ CONTACT INFORMATION**

<table>
<thead>
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<th>Weidan Wang (Ms.)</th>
<th>Grace Ding (Ms.)</th>
<th>Scott Liu (Mr.)</th>
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2. **ACCOMMODATION**

Accommodations for the participants will be reserved at the hotel inside the campus of the Shanghai National Accounting.

The Campus hotel has decent facilities as bathroom, shower, TV, telephone and free internet access. There are a variety of recreational facilities in the campus including indoor swimming pool, badminton, tennis, basketball courts, bowling, billiards rooms, gym, which are all free of charge to the guests.

For core course participants, the room is reserved from Nov 25 noon till Dec 3 noon.
For special topic course participants, the room is reserved from Dec 3 noon till Dec 8 noon.
For experience sharing workshop participants, the room is reserved from Dec 7 noon till Dec 10 noon.

**IMPORTANT:** For participants who need to pay for the accommodation fee or tuition, please pay at the reception upon arrival. International credit card is accepted.

If you would like to extend your stay beyond the course duration, you need to be responsible for the extra fee incurred. All incidental charges, e.g. laundry will also not be covered.

**MEALS**

A. Meals will be arranged in buffet style at the first floor of the Dining Hall III from November 25 till December 10. Please scan your room card at the entrance.

B. There will be separate tables for Muslim participants who need halal food. Please kindly inform the service people at the cafeteria after entering

3. **REGISTRATION**

Badges and training materials will be available at the lobby of Registration Center (Building 1)

From 09:00 – 20:00 hours on **Nov 25th, 2012. (For Core Course)**
From 09:00 – 20:00 hours on **Dec 3rd, 2012. (For Special Topic Course)**
From 09:00 – 20:00 hours on **Dec 7th, 2012. (For Experience Sharing Workshop)**
4. **TRANSPORTATION From and Back to Airport**

The organizer will arrange **free airport pick-up and drop-off** on stipulated dates for participants upon the receipt of transportation details. After arrival at the Shanghai Hong Qiao or Shanghai Pudong International Airport and clearing immigration and customs, a liaison officer who carries a placard with participant’s name will meet you at the arrival hall. There will be similar arrangements for departure.

**Airport Pick-up Dates:** November 25, December 3, December 7  
**Airport Drop-off Dates:** December 3, December 8, December 10.

### Distance and Taxi fee To and From Major Locations and the Shanghai National Accounting Institute

<table>
<thead>
<tr>
<th>Location</th>
<th>Distance</th>
<th>Time</th>
<th>Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pudong International Airport</td>
<td>Approx. 60 kilometers</td>
<td>About 70 minutes</td>
<td>About 180RMB By Taxi</td>
</tr>
<tr>
<td>Hongqiao Airport</td>
<td>Approx. 8 kilometers</td>
<td>About 20 minutes</td>
<td>About 30RMB By Taxi</td>
</tr>
<tr>
<td>Downtown Shanghai</td>
<td>Approx. 22 kilometers</td>
<td>About 40 minutes</td>
<td>About 80RMB By Taxi</td>
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5. **DRESS CODE**

Business Attire or Smart Casual.  
(Group Photo will be taken on Nov 26 for the core course, on Dec 4 for the special topic course and on the Dec 8 for the experience sharing workshop)

6. **WEATHER**

Located on the east coast of China, Shanghai has a somewhat humid climate. Average temperature during late November and early December is around 5-15 

7. **CURRENCY**

The current exchange rate is approximately US$1=RMB ￥6.3.

8. **TIPPING**

Tipping is not customary in China.

9. **ELECTRICITY**

Voltage in China is 220 volts AC/50 cycles. Adapters are required for 110/115-volt appliances.

10. **LIABILITY**

Participants should make their own arrangement with respect to personal insurance since organizers shall not be liable for personal accidents, loss or damage of private properties.

11. **INTERNET ACCESS**

Participants can access the internet and their emails at the course venue, library or rooms.

12. **POST AND TELECOMMUNICATIONS SERVICES**

Post office is located at No.1154-1166, Xujing Road, Qingpu District.

13. **BANKING**

China Bank Xujing Branch is located at No.222, Jinhua Road, Qingpu District. It opens from 8:00 to 16:00.
14. **TELEPHONE:**

Tel of SNAI: 86-21-69768000

Extension number of the Reception in the Lobby: 139

i. —For **extension** call (in 5 numbers), please dial the number directly. Extension number of your room: building number + room number.

   **Building Number:** 1-31  2-32  3-33  4-34  5-35  6-36  7-37

   If you want to call room in Building 1, please dial 31(building number) first, then the room number. For example, dial 31301 for room 301 in Building 1.

ii. —For **local** calls, please dial 0 first.

iii. —For **long-distance or international** phone calls, please buy IP card that is available at the Convenience Store in Building 1. Please read the instruction on the back of the card carefully and use it as indicated:

   a) Please scrape the gray part of the card to find the Card No. (in 12 numbers) and the Pin word (in 4 numbers).
   b) Then dial 0 + 17908, and press 1 or 2 to choose language (1 for Chinese, 2 for English).
   c) Then follow the voice instructions.
   d) Please note that you should dial two "0" before you dial the international calling code.

15. **MEDICAL TREATMENT:**

A clinic is available at the first floor of the Registration Centre. Or please contact our staff for any emergency.

16. **MAP**

![Map of the venue with Workshop Venue, Lecture Building III, Side Entrance, Dining Hall III, and Registration Centre highlighted.](image)