The First Asia CryoNet Workshop  
(Beijing, China, 3 to 5 Dec 2013)  

INFORMATION FOR PARTICIPANTS

Meeting Venue  
1. The First Asia CryoNet Workshop will be hosted by the Chinese Academy of Sciences (CAS) at China Meteorology Administration (CMA) in Beijing, China from 3 to 5 Dec 2013.

Registration  
2. A Registration and Service Desk will be established at the lobby of the meeting room. Participants are always requested to bring personal badges during the meeting.

Visa/Entry Requirements  
3. Any participant from countries with no special visa exemption arrangement with China should obtain an entry visa before entering. Once the necessary personal information of participants is available to the Local Organizing Committee (LOC), an official invitation letter from LOC will be sent to the participants for the purpose of visa application. The invitation letter can be issued without detailed flight information. Unless otherwise stated, the date on the invitation letter will be from Dec.1, and valid for 10 days. Please fill in the form in Annex A and return to the LOC by 20 Oct 2013.

Hotel Arrangement  
4. Participants are strongly recommended to stay at the Hubei Hotel (4-Star) where CMA locates, or CMA Guest Hotel (2-Star level) in CMA campus. A block reservation has been made by the LOC at special rates in both hotels. To secure the reservation, please fill in the form in Annex A and return to the LOC by 1 Nov 2013. Flight information will be used in booking your hotel room, so please provide it to organizers once flights are known.  
Hubei Hotel  
Address: No.36, Zhongguancun Nan-da-jie, Beijing, China.  
Tel: 86-10-62172288-75, Fax: 86-10-62175190  
http://www.bjhbds.com.cn
Airport Transportation

How to travel from Beijing Airport to CMA (or hotels):

**Option-1: Take Airport Express train and then subway**
Beijing Airport Express train to Dongzhimen Station: 25 RMB (~4 USD)
Then
Subway Line 2 from Dongzhimen Station to Xizhimeng Station,
Then (inside transit)
Subway Line 4 from Xizhimeng Station to National Library Station (Going out from Northeast Exit, CMA is 3 mins walk north): totally 2 RMB (~0.3USD)

**Option-2: Take taxi:**
Beijing Airport directly to your hotel
~120 RMB (~20USD)

Please print the following card to show to Taxi driver when you choose Option-2.

---

Please take me to the Hubei Hotel

请到湖北大厦

No.36, Zhongguancun Nan-dajie, Beijing

Tel: 86-10-62172288-75
Internet facilities and electricity
5. Wireless Internet connection will be available in the meeting rooms. The electric current is 220V, 50/Hz. The socket at the meeting venue will accommodate major plugs.

Insurance
6. The participants should take responsibility of their travel and health insurance which covers their travel and visit period.

Currency Exchange, Credit Cards
7. Local currency is the Chinese Yuan (RMB), with the approximate value 1 Euro = 7.97 RMB, 1 USD = 6.05 RMB (Rates on 24 Sep 2013). The exchange rate is subject to daily variations. Major currencies can be exchanged at the banks nearby. The most common credit cards (e.g. Visa, MasterCard,) are accepted at major hotels and stores.

Climate and Weather
8. Climatological features of Beijing for early Dec:
   Mean monthly maximum temperature: 8.0°C
   Mean monthly minimum temperature: -8°C
   Average monthly rainfall: 10mm
Update weather information in Beijing can be found at http://www.weather.com.cn/english

**Time Zone**

9. Greenwich Mean Time (GMT) + 8 hr (=MET)

**Information and contact details of the Local Organizing Committee**

10. For any queries regarding the local arrangements, please contact the Local Organizing Committee:

Dr. Xiao Cunde                     Dr. Zhang Dongqi
Chinese Academy of Meteor Science Chinese Academy of Meteor Science
China Meteorological Administration China Meteorological Administration
Tel.: +86 13601371683              Tel.: +86 13683110492
E-mail: cdxiao@cams.cma.gov.cn     E-mail: zhangdq@cams.cma.gov.cn
Annex A:
The First Asia CryoNet Workshop
(Beijing, China, 3 to 5 Dec 2013)

Participant Registration Form

1. Full Name as appears on the passport: .................................................................

2. Title: Dr/ Prof/ Mr/ Ms/ Mrs/ Miss/ Other (please underline or tick): .................................................................

3. Gender (underline or tick): Male Female

4. Date and Place of Birth: .................................................................................................

5. Nationality: ..................................................................................................................

6. Passport Number and Place and Date of Issue: .................................................................

7. Passport Expiry Date: ..................................................................................................

8. Place of the Chinese Embassy/Consulate/Visa Office where you wish to apply for the visa:
........................................................................................................................................

9. Organization: ................................................................................................................

10. Present Position or Occupation: ..................................................................................

11. Address of Organization: ...............................................................................................  
    Tel: ......................................................... Fax: .......................................................... Mobile: .............................................................
    Primary E-mail Address: ................................ Secondary E-mail Address: ............................

12. Dietary instructions, if any: ............................................................................................

13. Flight Details:

    Flight No. Date Time
    Arrival: .........................................................................................................................
    Departure: .......................................................................................................................

14. Please reserve a room(s) for me at the Hubei Hotel (4-Star) or CMA Guest Hotel (2-Star level):
<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room Rate</th>
<th>Number of Rooms</th>
<th>Special Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Room (with 2 beds)</td>
<td>RMB 538</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Room (King-size bed)</td>
<td>RMB 558</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Hotel Room Rates are valid from 2 to 6 Dec 2013.

- All room rates are per room per night, and include tax, service fees, complimentary breakfast(s) and Internet access

15. Please reserve a room(s) for me at the CMA Guest Hotel (2-Star level):

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room Rate</th>
<th>Number of Rooms</th>
<th>Special Requests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Room (with 2 beds or 1 big bed)</td>
<td>RMB 300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Hotel Room Rates are valid from 2 to 6 Dec 2013.

All room rates are per room per night, and include tax, service fees, complimentary breakfast(s) and Internet access

To be returned preferably by 15 Oct 2013 to Dr. Zhang Dongqi (Chinese Academy of Meteorological Science, Tel: +86 10 68409041 (cell phone +86 13683110492), E-mail: zhangdq@cams.cma.gov.cn
Annex B: Local Map