Administrative Note

Venue
The Regional Seminar will be held at the Administration Building, South China Normal University, Guangzhou, People’s Republic of China

7th Floor, Administration Building (行政楼)
Address: Administration Building, South China Normal University, 55 Zhongshan Western Avenue, Tianhe District, Guangzhou, Guangdong, China.
Website: http://former.scnu.edu.cn/eweb/
Venue wi-fi name: RDTC2015 (no password)

Accommodation
Huashi GDH Hotel will provide twin-sharing rooms to the RDTC participants for the duration of the seminar, inclusive of breakfast and free wi-fi.

Hotel name and address:

Huashi GDH Hotel
Address: 55 Zhongshan Avenue West, Tianhe District, Guangzhou, China.
Tel: +86 20 8521 7223
Email: hotelsales@163.com
Website: http://www.huashiyuehai.com/

Please note that a guarantee deposit (in cash or by credit card) will be required for all guests by the hotel upon check-in. This shall cover for long distance telephone charges, mini bar, and other incidentals.
Check-in/out:
- Standard check-in time is 1400 hrs/ Check out time is 1200 hrs. (10th and 14th November respectively)
- Late check-out time is 1800 hrs, the hotel will charge a half price of a room rate. After 1800, the hotel will charge a full price of a room rate.

Accommodation costs for self-funded participants, and other personal charges (e.g. telephone, fax, internet, mini-bar, laundry, other meals) incurred by both self-funded and UNESCO funded participants or their companion(s) shall be charged to the participants and they are responsible to settle the bill directly with the hotel upon check-out.

Travel from/to Airport to/from the Hotel
SCNU will organize airport transfers for all participants free of charge on 10th November.
Pick-up contact: Mr. Yao, Pengge
Tel: +86 15626457276
SCNU staff will be waiting for you at the exit of international arrivals in Guangzhou Baiyun Airport with a sign of paper printed “RDTC Seminar 2015”.

SCNU staff will also lead you to the airport express bus on 14th November.

Alternative: If for some reason, you miss the pick-up, you may take a taxi to the hotel. Once you have collected your luggage, go to the taxi waiting area and tell a taxi driver where you are going. The fee will be around 120 RMB and it takes about 50 minutes from airport to the hotel. For more information, please refer to http://www.baiyunairport.com/index.do

The name of the hotel written in Chinese may assist you in explaining your destination to the driver.

您好，我需要前往 华南师范大学粤海酒店，谢谢！
酒店地址：广州市天河区中山大道西 55 号
前台电话：020-85217223

Daily Subsistence Allowance (DSA)
There will be no DSA provided. All lunch, dinner and snacks will be covered during your stay. A special reception dinner will be hosted by SCNU on 11 November 2015.
**Travel Documents for Submission**
For fully sponsored participants, please submit the original copy of your boarding pass/es (from your city to Guangzhou) to the Secretariat upon registration for the Seminar on 11 November morning.

**Visa Requirements**
The Chinese Ministry of Foreign Affairs website, http://www.mfa.go.th/main/en/services/123, provides some information about visa requirements, but it is advisable to check with the Chinese diplomatic or consular mission in your country to find out if you need a visa for China. Participants who require a visa to enter China should obtain one from the Chinese diplomatic or consular mission prior to entering China. Please note that in most cases, a passport must be valid for at least six months in order to obtain a visa.

**Weather in Guangzhou**
The average temperature in November may range between 21°C (70°F) and 28°C (82°F) based on local weather forecast. Since the conference rooms are air-conditioned, it can be rather cold inside. The dress code for the conference is smart casual, so a jacket or shawl would be appropriate. For more weather news and clothing information please visit the link: http://www.travelchinaguide.com/cityguides/guangdong/guangzhou/weather-november.htm

**Currency Exchange**
The currency exchange rate is subject to change daily. The exchange rate for cash is slightly lower than for travellers’ cheques. Banks and currency exchange kiosks are available in the airport. Your hotel may also have currency exchange facilities.

**Medical Services**
Guangzhou has hospitals that are of high international standards. In case of medical emergency, please contact the hotel’s information desk for further assistance.

**Electricity**
The voltage in China is 220AC, 50Hz. The outlets normally accommodate both flat prongs and round prongs. You are advised to bring a universal adapter - this is not easily available in the hotel nor the Secretariat.

**For more information**
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