1. VENUE
The forum will be hosted at the Shenzhen Wuzhou Guest House with the following address:

Wuzhou Hall (2nd floor, Wing A)
Shenzhen Wuzhou Guest House
No. 6001, Shennan Road, Shenzhen, China (Zip Code: 518034)
Phone: 0086-755-82938000
Fax: 0086-755-83831797
e-Mail: wuzhou@wuzhouguesthouse.com
website: www.wuzhouguesthouse.com

“Located in Futian District, Shenzhen Wuzhou Guest House stands beside the Shenzhen Golf Course and faces the Central Business District (CBD). It is a 10-minute drive from the Shenzhen Citizen Center, Exhibition Center, and Overseas Chinese Town (OCT). It is a 20-to-25-minute drive from the train station and Shekou Ferry station; a 40-minute drive to the Baoan International Airport. Huanggang and Futian Check Points are no more than a 5-minute drive.” For the surrounding areas, please visit: http://www.wuzhouguesthouse.com/en/zbhj.aspx

2. AIRPORT RECEPTION / TRANSFERS
Forum delegates will be met at the Bao’an International Airport (Shenzhen) by Liaison Officers appointed by the Chinese Ministry of Education / National Commission for UNESCO. For those coming from the Hong Kong International Airport, please contact and inform your flight details to Ms Huang Juying via apmfsz@qq.com (tel: 86 755 82001536, 13808803398).

A vehicle will be arranged for each country delegation (Head of Delegation with Party) to and from the airport to the hotel venue, courtesy of the Chinese Ministry of Education.
For those who will miss the airport pick-up, you may arrange your own transportation from the airport which is about 40-45 minutes away from the hotel, depending on the traffic. Taxi fare is approximately RMB 120 per trip. No reimbursements will be provided by the Organizers.

Kindly coordinate with the AMFIE Secretariat your final flight itinerary or any sudden change in schedule on or before 20 November 2013, Wednesday. The following contact person will be responsible for coordinating your schedules with assigned Liaison Officers:

Liaison Officer: Ms Huang Juying  
E-mail: apmfsz@qq.com | Mobile no.: 86 13808803398

Transportation for non-AMFIE trips

Due to limited transportation resources, delegates will have to arrange/request alternative transportation facilities for personal and non-Forum-related activities. Delegates may explore with their respective Embassy/Consulate in PR China for any such requirements.

Shenzhen has the most ports, the largest entry-and-exit passenger volume and the largest vehicle volume in China. It is the sole city in China with sea, air and land ports. To get more information on transportation options in Shenzhen, please visit: http://203.91.45.57:8080/_english/traffic.asp

3. PRE-PAID TICKET ARRANGEMENTS & REIMBURSEMENTS

- The Secretariat will coordinate the travel itinerary and issue economy round-trip air tickets for fully sponsored delegates based on suggested itinerary by AMEX, UNESCO’s accredited travel agency. The Secretariat is currently coordinating with the funded participants to finalize flight itineraries. Confirmation will serve as basis for authorizing the issuance of roundtrip economy air tickets.
- Only in exceptional cases and with prior approval from UNESCO can local purchase of tickets be allowed, subject to reimbursement. Delegates with prior confirmation for ticket reimbursements from UNESCO must submit the following documents to the AMFIE Secretariat upon Forum Registration:
  1. original boarding passes (one-way);
  2. copy of airticket; and
  3. original receipt

Please note that NO REIMBURSEMENTS will be made on-site, as per UNESCO rules and regulations. Reimbursements are processed only by bank transfer after the event – note that the entire process will take about two months.
- Once the e-ticket has been issued, requests for rebooking or cancellations will not be welcome. The concerned individual will be responsible for paying penalties or additional charges to the travel agency. This must be assumed by the traveler/delegate.
- Kindly surrender your original boarding passes going to Shenzhen to the Secretariat upon registration, for internal accounting purposes.

4. VISA REQUIREMENTS

To apply for a visa, please contact the Chinese Embassy (or Consulate General) in your country. You should show the Visa Notification Form which was authorized by Chinese National Commission for UNESCO, when applying for a visa at the Chinese Embassy (or Consulate General).

For those who travel through Hong Kong to Shenzhen, please note that travelers are responsible for arranging the entry visa to Hong Kong (if required). Please contact the Embassy or Consulate General in your country.

Please note that your passport must be valid for a period of at least six months after the date on which you travel to China, and bear in mind that you may need a visa for the countries through which you transit.

Should you encounter any difficulties when applying for your visa, please contact:

Ms. Jia Nan  
Chinese National Commission for UNESCO  
E-mail: jianan@moe.edu.cn | Tel.: 86 10 6609 7757 | Fax: 86 10 6601 7912
5. ACCOMMODATION

Room reservations (single-occupancy) at the hotel venue of the Forum have been made FOR FUNDED DELEGATES from overseas – please refer to your invitation letter for guidance. Please inform the Secretariat of any special preferences in the rooms to be booked:

- Smoking or non-smoking room (If no advise is received, non-smoking room will be automatically booked)
- Higher room category upgrade (this is subject to top-up by guest in excess of the 860 RMB/day provision)

**Inclusions of hotel package:**
- Daily buffet breakfast
- Internet access at room and meeting venue

Anything beyond these shall be charged directly to the guest.

Please note that a **guarantee deposit** (in cash or by credit card) may be required for all guests (sponsored or non-sponsored) by the hotel upon check-in. This shall cover for long distance telephone charges, mini bar and other incidentals. Incidental expenses and additional guest/s not covered by said sponsorship shall be charged to the delegate and must be settled with the hotel directly.

**Check-in / out:**
- Standard check-in time is 2.00 in the afternoon; earlier than this, check-in will be subject to room availability and/or applicable charges on the account of guests. The Organizers will endeavor to request possible earliest check-in time for 25 November 2013, Monday, based on confirmed flight schedules provided to the Forum Secretariat.
- Check-out time is 12.00 noon at the latest. Requests for extension of accommodation booking after AMFIE’s covered period are subject to room availability, applicable charges and for personal account of the guest. Please inform the hotel directly.

**Bills & Settlements:**
- The organizers will cover accommodation (Standard room charges only) for the duration of the Forum 4 nights (nights of 25 – 28 November 2013) for official delegates with prior confirmed sponsorship from the organizers. In the exceptional case where no flight is available to arrive on 25 November 2013 from the original city of origin, the delegate may request UNESCO to reserve room/s for use on 24 November 2013.
- Any personal or extra charges (additional guest/s, telephone call, mini bar, in-room service, extra nights/hours etc.) shall be settled on the personal account of the guest upon check-out – i.e. taken out of the deposit provided.
- Extra days of stay in the hotel beyond Forum duration shall be communicated to UNESCO by e-mail for room reservation purposes, and to the hotel upon check-in. Extra room charges shall be settled on the account of the guest; applicable room charges outside the conference package may apply.

**Telephone and Internet Connection**

International direct dialing is available in all guestrooms. The hotel also provides complimentary internet access. Please contact the hotel’s reception directly for the connection arrangement.

6. FORUM REGISTRATION

Forum registration will start at **8:00 a.m. on Tuesday, 26 November 2013**. Please be at the lobby of Wuzhou Guest House (ground floor) for the registration and official opening of the Forum. The Opening Ceremonies will start promptly at 9:00 a.m.

7. MEALS

Please note that the official Forum will run for 2 full days – 26 and 27 November 2013. Post-Forum activities on 28 November 2013 will include a Study Visit by the Local Government of Shenzhen in the morning and parallel workshops in the afternoon.

The organizers will be providing breakfast, lunch and dinner during the Forum. Special dietary requirements have been forwarded to the hotel.
- **25 November 2013, Monday:** The organizer will provide meal vouchers at your check-in. Please kindly note that the vouchers can be only used in the hotel.
- **26 November 2013, Tuesday:** The Chinese Ministry of Education and the Municipal Government of Shenzhen will be hosting a Welcome Dinner Reception at the Huaxia Hall (2nd floor Wing B) from 18.30H onwards. Attendance will be based on the submitted AMFIE 2012 Confirmation Forms.
- **27 November 2013, Wednesday:** A dinner reception (by invitation only) will be hosted by the Korea Education & Resource Information Service (KERIS) and UNESCO Bangkok at the hotel from 18.30H onwards.
- **28 November 2013, Thursday:** A dinner reception will be hosted by Intel at the hotel from 18.30H onwards.

### 8. DAILY SUBSTANCE ALLOWANCE (DSA)
A Reduced Daily Substance Allowance (DSA) to cover miscellaneous expenses will be provided to fully funded participants at the registration desk upon receiving the boarding passes.

### 9. CLIMATE
Shenzhen weather in autumn from November to early January is dry and cool. The average maximum temperature is around 25 °C (77°F) and the average minimum temperature is 17 °C (63°F). Autumn droughts of varying degrees happen almost every year because of less rain and large evaporation.

### 10. CURRENCY EXCHANGE
The currency unit of the People’s Republic of China is renminbi yuan, also known as RMB or yuan. One US dollar is equivalent to RMB 6.095 (November 2013 UN exchange rate). The exchange rate may vary slightly.

### 11. HEALTH INSURANCE
Participants must make their own arrangements for health insurance to cover any medical treatment during their stay in China.

### 12. MEDICAL EMERGENCY
In case of medical emergency, please contact the hotel’s information desk. The hotel has a first-aid kit available in case of less severe situations.

### 13. CONTACT INFORMATION

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<thead>
<tr>
<th>UNESCO Bangkok</th>
<th>Chinese MOE &amp; National Commission for UNESCO</th>
</tr>
</thead>
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<tr>
<td><strong>Participation/Confirmations:</strong></td>
<td><strong>Airport Pick-up and last minute flight changes with request to adjust airport reception schedule:</strong></td>
</tr>
<tr>
<td><strong>Ms. Mel Tan</strong>&lt;br&gt;E-mail: <a href="mailto:mm.tan@unesco.org">mm.tan@unesco.org</a></td>
<td><strong>Ms Huang Juying (Judy)</strong>&lt;br&gt;Shenzhen Municipal Education Bureau&lt;br&gt;E-mail: <a href="mailto:apmfsz@qq.com">apmfsz@qq.com</a> or <a href="mailto:1359284039@qq.com">1359284039@qq.com</a>&lt;br&gt;Tel: 0086 0755 82105637&lt;br&gt;Mobile no.: 0086 13808803398</td>
</tr>
<tr>
<td><strong>Accommodation/Tickets/Reimbursements:</strong></td>
<td><strong>For hotel booking of self-funded participants:</strong></td>
</tr>
<tr>
<td><strong>Ms. Sutin Dechaboon (Aor)</strong>&lt;br&gt;E-mail: <a href="mailto:s.dechaboon@unesco.org">s.dechaboon@unesco.org</a></td>
<td><strong>Mr Yan Min</strong>&lt;br&gt;Tel: 0086 755 82938206&lt;br&gt;E-mail: <a href="mailto:wuzhouguesthouse@163.com">wuzhouguesthouse@163.com</a>&lt;br&gt;Mobile: 0086 - 13926543010</td>
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