

# IEEE P1904.1 *SIEPON* Working Group

Meeting Information Package for April 2010

## 1. Meeting dates:

**14 – 16 April 2010**

## 2. Meeting location:

Shanghai, People's Republic of China

### 2.1. Venue:

Parkyard Hotel Shanghai

Address: 699 Bibo Road, Zhangjiang Hi-Tech Park

Shanghai 201203

People's Republic of China

Tel: +86 21 6162 1168

Fax: +86 21 6162 1170

Website: [http://www.parkyard.com/en/hotel\\_index.aspx?CurrentHotelID=6](http://www.parkyard.com/en/hotel_index.aspx?CurrentHotelID=6)

A map of the hotel is provided below.



### 3 Transportation from the local airport(s):

There are two international airports in Shanghai:

- SHANGHAI PUDONG International Airport
- SHANGHAI HONGQIAO International Airport

Information about both airports can be found on the website:

<http://www.shanghaiairport.com/en/index.jsp>

Most long-haul flights connect to PUDONG Airport. It is about 21 km (or 30 minutes by car considering heavy traffic) from PUDONG Airport to the Parkyard Hotel Shanghai and 25 km (or 40 minutes by car considering heavy traffic) from Shanghai HONGQIAO Airport. Taxis are always available. The fare is approximately 120 RMB (depends on transit time).

The alternative way from PUDONG Airport to the hotel is to take the Maglev train. Shanghai Maglev Train station is located between Terminal 1 and Terminal 2 of PUDONG Airport (follow clearly indicated signs). Take the Maglev Train to the Longyang Road station with the ticket of RMB40 (there are only two stops, do not worry about missing your stop). Then interchange with Metro Line No. 2 and get off at Zhangjiang Hi-tech Park Station. The hotel located at the south of the station with 3 minutes walk distance – it is clearly visible from the metro station and ground level.

Interactive map of Shanghai transport system is available at <http://www.exploreshanghai.com/metro/>.



Figure 1: Shanghai Subway – online map available >[HERE](#)<

#### **4 Hotel Room Rate:**

Business Room King / Twin: 850 RMB / night

Rate includes one buffet breakfast, Internet wireless access in the room, 15% surcharge and tax

**Reservation cut-off date: 20.03.2010**

Please make your reservations before the cut-off date to ensure the reduced group rate. Rates after the cut-off date cannot be guaranteed since the hotel is frequently booked out.

#### **Check-in/Check-out Time:**

Check in: after 14:00

Check out: until 12:00

#### **Reservations:**

You have two ways to book the room:

- (1) Via online reservation form available at the following URL: [http://www.parkyard.com/en/room\\_reservation\\_siepon\\_IEEE.aspx](http://www.parkyard.com/en/room_reservation_siepon_IEEE.aspx)
- (2) Please fill in the ROOM RESERVATION FORM in Annex A and send the completed form via fax or email to the hotel.  
To ensure that your confirmation is sent promptly, please type your information into the form (at best, fill in the form in Word and print it, sign it and then fax it). Handwritten faxes will not be processed by the hotel by default.

#### **Cancellation:**

Any cancellation within 24 hours or less before the meeting or NO SHOW, one night room rate will be charged from your credit card.

#### **Please Note:**

Please contact the Parkyard Hotel Shanghai directly to make any changes in your reservation.

#### **5 Meeting registration fees**

There is no meeting registration fee for up to first three registered people per entity. Each additional person registered for such an entity will incur the payment of 300 USD meeting registration fee per person. Meeting registration form is available at the following URL:

<https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=iecs&formId=74482>

The meeting registration deadline is **20.03.2010**

#### **6 Visa**

*If you require an invitation letter to obtain your Chinese visa, please fill in the INVITATION LETTER REQUEST FORM (Annex B) and email it with the subject of "Invitation letter request for IEEE P1904.1 WG Meeting" to the following email address: [liu.qiong@zte.com.cn](mailto:liu.qiong@zte.com.cn) (please CC to: [zuo.zhisong@zte.com.cn](mailto:zuo.zhisong@zte.com.cn)). Please note that due to upcoming EXPO 2010 in Shanghai, PRC, local embassies of China may impose visa restrictions similar to the ones imposed for 2008 Olympic Games in China – be sure to apply for the visa letter in advance.*

*Please indicate clearly whether a hard copy of the Invitation Letter is needed – note that most Embassies / Consulates of China accept printouts of digital copies of Invitation Letters. Please check with your local Embassy / Consulate of China.*

*If requested, the Invitation Letter will be dispatched within one week after receipt of the email request. A digital copy of the Invitation Letter will be sent to the email address from which the request was originally received.*

## 7 Information about Shanghai:

More information about Shanghai City is available: <http://www.chinahighlights.com/shanghai/>

- Local Attractions
  - Times Square Pudong ÷ 2.0 km/1.2 miles
  - Oriental Pearl TV Tower ÷ 4.0 km/2.5 miles
  - Xintiandi ÷ 5.0 km/3.1 miles
  - The Bund ÷ 7.0 km/4.3 miles
  - Nikon Tec. Corporation ÷ 7.0 km/4.3 miles
  - Ju Lu Road (nightlife) ÷ 10.0 km/6.2 miles
  - Maomingnan Road (nightlife) ÷ 10.0 km/6.2 miles
  - Tong Ren Road (nightlife) ÷ 12.0 km/7.5 miles
  - Hengshan Road (nightlife) ÷ 12.0 km/7.5 miles
- Recreation
  - Century Park ÷ 3.0 km/1.9 miles
  - Yu Yuan (Yu Garden) ÷ 6.0 km/3.7 miles



## 8 Internet:

*The meeting room is equipped with wireless access to the Internet.*

## 9 Mobile Network:

*GSM and CDMA coverage in China. There is GSM 900/1800 coverage in Shanghai.*

## 10 Electricity: 220V, 50Hz

See picture below for the outlet types in use in China (type A/C – upper part of the image, type I – bottom part of the image). Availability of either type varies with locations. Please be sure to have a power adapter with you at hand.



## 10 Currency:

Local currency is RMB (CNY). The bank and hotel can provide multi-currency exchange services. Online spot exchange rates are shown at:

[http://www.safe.gov.cn/model\\_safe\\_en/index.jsp?id=6](http://www.safe.gov.cn/model_safe_en/index.jsp?id=6)

## 11 Tipping:

*Tipping is not customary in China.*

## 12 Time Zone:

GMT +8

## 13 Emergency Number:

In case of emergency, please dial 110.

## 14 Contact Point:

If you have any questions about the meeting arrangements, please contact:

Ms Liu Qiong

ZTE Corporation

Tel: +86 755 26775537

Fax: +86 755 26776620

Email: [zuo.zhisong@zte.com.cn](mailto:zuo.zhisong@zte.com.cn), [liu.qiong@zte.com.cn](mailto:liu.qiong@zte.com.cn)

## 15 Check-list:

- Request Visa (optional) (see section 6) as soon as possible.
- Register for the meeting online (see section 5) by **20.03.2010**
- Book hotel (see section 4) by **20.03.2010**

**Annex A**



**Parkyard Hotel Reservation**

Please send you reservation to the hotel at the latest by **20.03.2010**

Email: [rsvn@sh.parkyard.net](mailto:rsvn@sh.parkyard.net) or Fax: +86 21 61621170

Event Name: **IEEE P1904.1 SIEPON WG Meeting**

Warmest greetings from the Parkyard Hotel Shanghai!

With reference to your room reservation, please provide the details as shown below:

**Guest Name:**

**Check-in Date:**

**Check-out Date:**

**Room Type:** Business Room (King/ Twin)

**Room Quantity:**

**850 RMB per night**

**Room Rate:** (One daily buffet breakfast, internet, 15% surcharge and tax are included)

**Credit Card No.**  
(Guarantee Booking Only)

**Credit Card Validity:**

**Type of Credit Card:** Visa/Master/AMEX

**Remark:**

**Terms of Conditions:**

- \* Please provide us with a credit card number in order to guarantee your booking for late arrival, otherwise, the booking will be released at 6:00 p.m. on the expected arrival day.
- \* Please note that the check-in time is 2:00 p.m. should you wish to check-in earlier, please contact us in advance.
- \* The check-out time is 12:00 noon. For late check-out from 1:00 pm until 6:00 p.m., a charge of 50% of your room rate will apply. Check out after 6:00 p.m. will be charged at the full room rate.
- \* Any cancellation within 24 hours or NO SHOW, one night room rate will be charged from your credit card.

Should you have any further requirements that we can assist you with, please do not hesitate to contact us at Tel: +86 21 61621168, Fax: +86 21 61621170 or E-mail: [rsvn@sh.parkyard.net](mailto:rsvn@sh.parkyard.net).

Thank you for choosing to stay at the Parkyard Hotel. We look forward to welcoming you.

Address: 699 Bibo Road, Pudong District, Shanghai, China 201203

Website: [www.parkyard.com](http://www.parkyard.com)

**Annex B**

**IEEE P1904.1 SIEPON Working Group**

**(Shanghai, China, 14-16.04.2010)**

***INVITATION LETTER REQUEST FORM***

To obtain Chinese visa, you may need a letter of invitation from the Chinese host, which you will need to present to the Embassy / Consulate of China in your area. In order to obtain the invitation letter, please fill in the form below and send it to:

- Ms Liu Qiong of ZTE Corporation, email address: [liu.qiong@zte.com.cn](mailto:liu.qiong@zte.com.cn) (please CC to: [zuo.zhisong@zte.com.cn](mailto:zuo.zhisong@zte.com.cn)), with the email subject: **Invitation letter request for IEEE P1904.1 WG Meeting**

<b>Company</b>			
<b>Applicant Information</b>	[ Click and Type in your full name ]	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs	
	[ Nationality ]	[ Passport No.]	
	Date of birth : [ Year ] [ Month] [ Day ]	[ Job Title ]	
	If the country in which you'll obtain your visa is different from your nationality, please indicate it here: [ Country to obtain your visa]		
<b>Address</b>	[Click and Type in your address and ZIP code]  Telephone Number: [Click and Type in phone number] Fax Number: [Click and Type in fax number] E-mail: [Click and Type in email]		
<b>Places to visit after entry</b>	(In this case, it is Shanghai by default; if you want to visit other places than Shanghai, please indicate here.)		
<b>Date of arrival in China</b>		<b>Date of departure from China</b>	

After the end of 2008 Beijing Olympic Games, a scanned copy of the invitation letter is typically accepted by local Chinese Embassies / Consulates for processing visa requests. Therefore, **without a special request for original invitation letter, ZTE Corporation will provide by default a scanned copy of the invitation letter.** Please confirm whether your local Embassy / Consulate of China requires the original invitation letter for processing your visa request and let the organizers know if it is needed.