

# IEEE P1904.1 SIEPON Working Group

## Meeting Information Package for August 2010

### 1. Meeting dates:

24-26 August 2010

### 2. Meeting location:

Beijing, Wangfujing district

#### 2.1. Venue:

[Novotel Beijing Peace](#)

Address: No.3 Jinyu Hutong, Wangfujing

Beijing 100006

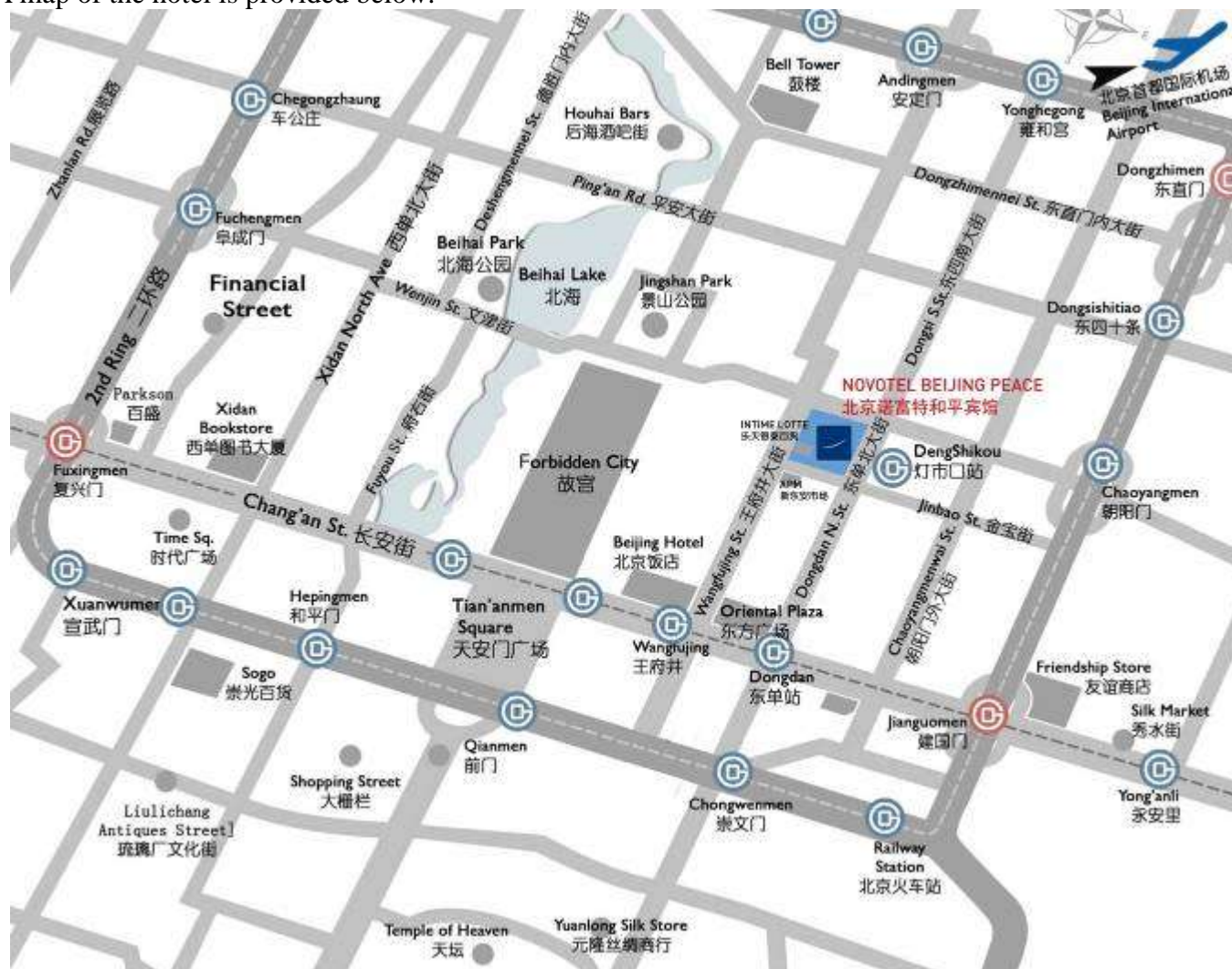
People's Republic of China

Tel: +86 10 6512 8833

Fax: +86 10 6526 6989

Novotel Corp. Website: [www.novotel.com](http://www.novotel.com)

A map of the hotel is provided below.



### 3 Transportation from the airport:

Information about the international airport in Beijing can be found on the website:

[Beijing Capital International Airport](#)

It is about 35 km (or 40 minutes by car considering traffic) from Beijing Capital International Airport to the Novotel Beijing Peace hotel. Taxis are always available. The fare is approximately 100 RMB (depending on transit time).

The alternative means of transportation from Beijing Capital International Airport to the hotel is to take the [Beijing subway](#). Take the subway to the Dong Zhi Men station, ticket cost is RMB25 and there are only two stops on the airport line. At the Dong Zhi Men station interchange with Metro Line No. 2 and get off at the Yong He Gong Lama Temple Station (1<sup>st</sup> stop), then interchange with Metro Line No.5 and get off at the Deng Shi Kou Station (4<sup>th</sup> stop). The hotel is located at the south of the station within a 3-5 minute walk. A map of Beijing subway system can be found in Annex C.

## 4 Hotel Room Rate:

Superior Room King/Twin: **860 RMB** / night

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

**Reservation cut-off date: 1<sup>st</sup> Aug.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:**

For any room reservation pls contact Ms. Kelly Peng :

Email: [Sales01@novotelpeacebj.com](mailto:Sales01@novotelpeacebj.com)

Phone: +86 (10) 6512 8833 ext 315

Fax: +86 (10) 6526 6989

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 or email it).

**Please note: Handwritten faxes will not be processed by the hotel by default.**

**Cancellation:**

One nights room rate will be charged from your credit card for any cancellation within 24 hours or less before the meeting or for any “No Show”.

**Please Note:**

Please contact the Novotel Beijing Peace hotel directly to make any changes in your reservation.

## 5 Meeting registration fees

There is a nominal meeting registration fee for each person registered per entity. Late registrants are allowed, but at a significantly higher fee. Please note there is also a nominal cancelation fee.

**Early Registration: 100 USD**

**Late Registration: 300 USD**

**Cancelation fee: 25 USD**

A meeting registration form is available at the following URL:

<https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=iecs&formId=84591>

The meeting registration deadline is **1<sup>st</sup> Aug.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: [litaofiberhome.com.cn](mailto:litaofiberhome.com.cn)*

*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 Beijing:

More information about Beijing City is available: <http://www.chinahighlights.com/beijing/tours.htm>

## 8 Internet:

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

## 9 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.



## 9 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)

## 10 Tipping:

*Tipping is not customary in China.*

## 11 Time Zone:

GMT +8

## 12 Emergency Number:

In case of emergency, please dial 110.

## 13 Contact Point:

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

Mr Li Tao

Fiberhome Technologies

Tel: +86 27 59100148

Fax: +86 27 87694362

Email: [litao@fiberhome.com.cn](mailto:litao@fiberhome.com.cn)

## 14 Check-list:

- Request Visa (optional) (see section 6) as soon as possible.
- Register for the meeting online (see section 5) by **1<sup>st</sup> Aug.2010**
- Book hotel (see section 4) by **1<sup>st</sup> Aug.2010**

*Annex A*



**Novotel Beijing Peace Reservation**

Please send you reservation to the hotel at the latest by 1<sup>st</sup> Aug.2010

Email: [sales01@novotelpeacebj.com](mailto:sales01@novotelpeacebj.com) or Fax: +86 10 6526 6989

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

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Warmest greetings from Novotel Beijing Peace!

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

**Guest Name:**

**Check-in Date:**

**Check-out Date:**

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

**Room Quantity:**

**Room Rate:** 860 RMB per night  
(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 10 6512 8833, Fax: +86 10 6526 6989 or E-mail: [res@novotelpeacebj.com](mailto:res@novotelpeacebj.com)

Thank you for choosing to stay at the Novotel Beijing Peace. We look forward to welcoming you.

Address: No.3 Jinyu Hutong, Wangfujing Beijing 100006 P.R. China  
Website: [www.novotel.com](http://www.novotel.com)

*Annex B*

**IEEE P1904.1 SIEPON Working Group  
(Beijing, China, 24-26 Aug.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:

➤ Mr Li Tao of Fiberhome Technologies, email address: [litao@fiberhome.com.cn](mailto:litao@fiberhome.com.cn) , with the email subject: **Invitation letter request for IEEE P1904.1 WG Meeting**

**Company**

**Applicant  
Information**

[ Click and Type in your full name ]

Mr    Ms    Mrs

[ Nationality ]

[ Passport No.]

Date of birth : [ Year ] [ Month]

[ Job Title ]

[ Day ]

If the country in which you'll obtain your visa is different from your nationality, please indicate it here:

[ Country to obtain your visa]

**Address**

[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]

**Date of arrival in  
China**

**Date of departure  
from China**

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, Fiberhome Technologies 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.

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### Annex C Map of Beijing Subway

