



IEEE P1904.1 SIEPON Working Group
Meeting Information Package for December 2011
Shanghai, China

1. Meeting dates

December 13, 2011 (Tuesday) - December 15, 2011 (Thursday)

2. Meeting location

2.1. Venue

Sheraton Shanghai Pudong Hotel

Address: 38 Pu Jian Road, Pudong District

Shanghai 200127

China

Tel: +86 21 5089 9999

Fax: +86 21 5839 7749

Website:

http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=1962&language=en_US&localeCode=en_US

A map of the hotel is provided below.



Remember: there are two Sheraton hotels there. Choose the right Sheraton hotel.

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 37 km from PUDONG Airport to the Sheraton Shanghai Pudong, 21 km from Shanghai HONGQIAO Airport Terminal 1 to the hotel, and 25km from Shanghai HONGQIAO Airport Terminal 2 to the hotel. Taxis are always available in both two airports.

3.1 From PUDONG Airport

➤ Taxi

It takes about 50 minutes/130 RMB by taxi from PUDONG Airport to the hotel.

➤ Metro

Shanghai PUDONG Airport metro Station is located between Terminal 1 and Terminal 2 of PUDONG Airport. Take Metro Line No. 2 to Central Avenue Station. Then interchange with Metro Line No. 4 to Tangqiao Station and get out from Gate 3. The hotel located at the south of the station with 2 minutes walk distance. It takes about 1 hour 30 minutes/ 6 RMB.

➤ Maglev train & Metro

The alternative way from PUDONG Airport to the hotel is to take the Maglev train. 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). It takes 8 minutes from the PUDONG Airport to Longyan Road Station.

From Longyang Road Station, it takes 15 minutes/20 RMB by taxi to the hotel.

Alternatively, take Metro Line No. 2 from Longyang Road Station to Central Avenue Station. Then interchange with Metro Line No. 4, get off at Tangqiao Station and get out from Gate 3. The hotel located at the south of the station with 2 minutes walk distance. It takes 30 minutes/4 RMB.

3.2 From HONGQIAO Airport Terminal 1

➤ Taxi

It takes about 45 minutes/80 RMB by taxi from HONGQIAO Airport Terminal 1 to the hotel.

➤ Metro

Shanghai HONGQIAO Airport Terminal 1 metro Station is located about 800m from the international arrive gate of airport. Take Metro Line No. 10 to HONGQIAO Road Station. Then interchange with Metro Line No. 4, get off at Tangqiao Station and get out from Gate 3. The hotel located at the south of the station with 2 minutes walk distance. It takes about 1 hour 10 minutes/ 5 RMB.

3.3 From HONGQIAO Airport Terminal 2

➤ Taxi

It takes about 50 minutes/95 RMB by taxi from HONGQIAO Airport Terminal 2 to the hotel.

➤ Metro

Take Metro Line No. 2 to Central Avenue Station. Then interchange with Metro Line No. 4 to Tangqiao Station and get out from Gate 3. The hotel located at the south of the station with 2 minutes walk distance. It takes about 1 hour / 6 RMB.

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

Shanghai Metro Map

Updated May 2011

To check ticket prices, find the fastest route, check train times, hear station names in Mandarin, and more, visit exploreshanghai.com

- 1 Xinzhuang – Fujin Road
- 2 East Xujing – Pudong International Airport
- 3 Shanghai South Railway Station – North Jiangyang Road
- 4 Loop line
- 5 Xinzhuang – Minhang Development Zone
- 6 Gangcheng Road – Oriental Sports Center
- 7 Huamu Road – Meilan Lake
- 8 Shiguang Road – Aerospace Museum
- 9 Songjiang Xincheng – Middle Yanggao Road
- 10 Hangzhong Road/Hongqiao Railway Station – Xinjiangwancheng
- 11 Jiangsu Road – Anting/North Jiading



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

4. Hotel Reservations

King / Twin Room for single use:

850 RMB / night (one buffet breakfast and tax included)

King / Twin Room for double use:

850 RMB / night (one buffet breakfast and tax included)

950 RMB / night (two buffet breakfast and tax included)

Please make your reservations before November 21, 2011 to guarantee your room.

Please send the hotel registration document (shown in Annex A) to Reservation.grp@sheraton.com.

Any cancellation of hotel reservation after November 21, one night room rate will be charged from your credit card.

Please Note:

Please contact the Sheraton Shanghai Pudong hotel directly to make any changes in your reservation.

5. Meeting Registration

Website for meeting registration will be announced soon.

Registration fees for all attendees:

- \$150 USD per attendee if registered on or before November 21, 2011.
- \$300 USD per attendee if registered after November 21, 2011.

6. Hosted Meals

Meeting host will provide lunch during meeting.

7. Visa Information

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 (please CC to: zhang.boshan@zte.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.

8. Visitor Information

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

9. Internet Access

The meeting room is equipped with free wireless internet access. You will be provided information when you arrive. Guest rooms will have wired internet access, but it charges 100 RMB per night.

10. Electricity

The electric current in China is 220V AC, 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.



11. Local Currency

Local currency is RMB (CNY). As of 9th October, 2011, exchange rates are as follows:

USD 1 = RMB 6.37

Euro 1 = RMB 8.54

JPY 12.05 = RMB 1

KRW 184.9 = RMB 1

12. Tipping

In China, tipping is neither customary nor expected.

13. Time Zone:

GMT +8, Daylight saving time is not introduced.

14. Language

Some Chinese people can speak English, and there are some signs written in English around the city.

15. Weather of Shanghai

In December, it is a little bit cold in Shanghai. The temperature is about 12C(max) to 6C(min) in average.

16. Contact

If you have any questions about the meeting arrangements or require any assistance, please don't hesitate to contact Chengbin Shen or Chengwei Wang.

Tel: +86-21-28970176

Fax: +86-21-58752155

E-mail: shencb@sttri.com.cn, wangchw@sttri.com.cn

Annex A

IEEE P1904.1 SIEPON Working Group

Hotel Registration for Shanghai Meeting, December 13-15, 2011

Please fill in the following and send to the addresses below:

Reservation.grp@sheraton.com

(a) Full Name:

(b) Organization:

(c) E-mail address:

(d) Hotel Arrival Date and Time

_____ (month), _____ (day), _____ (time)

(e) Hotel Departure Date

_____ (month), _____ (day)

(f) Room Choice (please select)

No-Smoking

Smoking

(g) Room Use (please select)

Twin room for single use (850 per person per night)

Twin room for two persons (850 per room per night, one buffet breakfast)

Twin room for two persons (950 per room per night, two buffet breakfast)

(h) Credit card authorization

Credit card number: _____

Expire date: _____

Note

*1: The above rates include breakfast and tax.

*2: Cancellation of hotel reservation after November 21, 2011 subject to cancellation fee.

Annex B

IEEE P1904.1 SIEPON Working Group

Invitation Letter for Shanghai Meeting, December 13-15, 2011

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 (please CC to: zhang.boshan@zte.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]	<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]		
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]		
Places to visit after entry	(In this case, it is Shanghai by default; if you want to visit other places than Shanghai, please indicate here.)		
Date of arrival in China		Date of departure from China	

AA 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.
