

1. Meeting dates

October 23, 2012 (Tuesday) - October 25, 2012 (Thursday): whole day
October 26, 2012 (Friday): 3:00pm-6:00pm

2. Meeting location

2.1. Venue

Grand Concordia Hotel

Address: No. 26 Xiao Yun Road. Chaoyang District, Beijing, China

Tel: +86-10-51086688

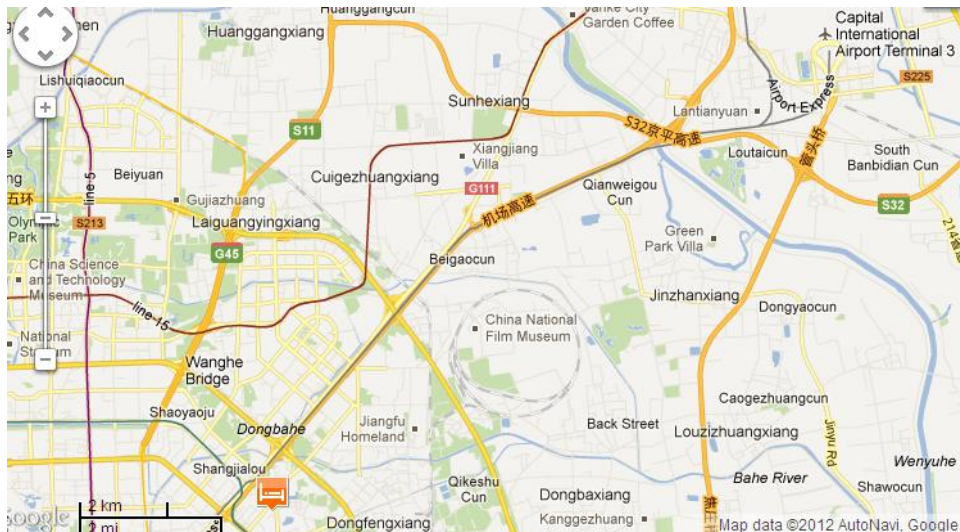
Fax: +86-10-51086699

Website: <http://www.grandconcordia.com>



2.2 Location

The Grand Concordia Hotel Beijing is located in Yansha business circle and embassy district, close to YanshaYouyi Shopping Mall. A map of the hotel is provided below.



3. Transportation from the local airport(s)

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

<http://en.bcia.com.cn/>

It is about 21 km (30-min by taxi) from Beijing Capital International Airport to the Grand Concordia hotel. Taxis are always available. The fare is approximately 75 RMB (about 12US dollar).

The alternative means of transportation from Beijing Capital International Airport to the hotel is to take the Beijing subway. Take the subway to the San Yuan Qiao station (only one stop from the airport), ticket fare is 25 RMB. At the San Yuan Qiao station, you can take a taxi to the hotel with the cost about 12 RMB.

Take a taxi directly for airport is recommended.

Please print below picture and show it to the taxi driver.

鹏润国际大酒店

地址：北京市朝阳区霄云路 26 号 鹏润大厦 A 座 1 区

电话：010-51086688

的士费：首都机场到酒店约 65-75 元人民币

Note: There is an additional 2 RMB fuel surcharge to the price on taxi meter.

4. Hotel Reservations

Deluxe Standard Room will be provided for participants.

There are two kinds of bed type.

Type 1: King Bed



Type 2: Twin Bed



Deluxe Standard Room: (October is golden period of hotel, price is highest in a year)

RMB 900 per room per night (One or two daily buffet breakfast, internet by WiFi and wired, 15% surcharge and tax are included)

Please make your reservations before **September 28, 2012** to guarantee your room.

Please make your hotel reservation with email to:

Elaine.zhang@grandconcordia.com

Please CC to: zzhou@fiberhome.com.cn, luyang@ritt.cn

The following information is necessary.

Guest Name	Gender	Passport NO.	Date of Check-in	Date of Check-out	Bed Type (King/Twin)	Credit Card No./Type/Validity

Check-in/Check-out Time:

Check in: after 14:00

Check out: until 12:00

Cancellation:

One night 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”.

5. Meeting Registration

Website for meeting registration will be announced soon.

Registration fees for all attendees:

- \$250 USD per attendee if registered on or before **September 24, 2012**.
- \$300 USD per attendee if registered after September 24, 2012.

6. Hosted Meals

Meeting host will provide lunch during meeting.

Buffet lunch is provided at the same place of breakfast.

7. Visa Information

If you require an invitation letter or our assistance to obtain a Chinese visa, please contact zzhou@fiberhome.com.cn as soon as possible. And the flowing information is necessary.

Name	Gender	Nationality	Passport NO.	Date of birth	Job Title	City of entry	Date of arrive and departure	Name of Company

★ Documents applicant should provide:

- 1) The copy of foreigner’s passport (the name, date of birth, nationality, passport number, valid date of passport, etc. must be seen clearly)
- 2) The copy of previous Chinese visa if Foreigners whose entry is not the first time.

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 two 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. Social event

Introduction of Great Wall:

http://www.visitourchina.com/china_great_wall/

http://en.wikipedia.org/wiki/Great_Wall_of_China

We will visit Badaling Great Wall on October 26th. Leaving hotel at 8:00 am, arriving Great Wall about 9:30am, visiting Great Wall 2 hours, have lunch and back to hotel about 14:00-15:00.

http://www.visitourchina.com/guide/badaling_great_wall.htm



9. Internet Access

The meeting room is equipped with free wireless internet access.
Guest rooms will have both WiFi and wired internet access, free of charge.

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 10th August, 2012, exchange rates are as follows:

- USD 1 = RMB 6.35
- Euro 1 = RMB 7.79
- JPY 100 = RMB 8.07

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 Beijing

In October, the temperature is about 8(min)-24(max) degrees Celsius or 48(min)-75(max) degrees Fahrenheit in average.

October is the best season for travel in Beijing.

16. Contact

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

Mr. Lu Yang

RITT

Tel: +86 10 62300117

Fax: +86 10 62300123

Email: luyang@ritt.cn

Mr.Zhou Zhen

Fiberhome Technologies

Tel: +86 27 59100150

Fax: +86 27 59100141

Email: zzhou@fiberhome.com.cn