



亚太财经与发展学院
ASIA-PACIFIC FINANCE AND DEVELOPMENT INSTITUTE



KDI SCHOOL
KDI School of Public Policy and Management

Capacity Building Program for APEC Member Economies' Infrastructure Development
Training Workshop on Public-Private Partnerships (PPPs)
November 30-December 4, 2015, Shanghai, China

Co-organized by

Asia-Pacific Finance and Development Institute (AFDI)
KDI School of Public Policy and Management

Information Notes

This information note describes administrative and logistical arrangements for the above-mentioned workshop in Shanghai, China. It aims to ensure you a well preparation for the event to be safe and valuable. Please take your time in advance to peruse this note.

1. VENUE

The training workshop will be held at the Shanghai National Accounting Institute in Shanghai, P.R. China:

U-Shaped Classroom IV, **2nd Floor**
Lecture Building III
 Shanghai National Accounting Institute
 No.200, Panlong Road, Qingpu District, Shanghai, 201702, China
 Tel: +86-21-69768000
 Website: <http://www.snai.edu/>

2. VISA INFORMATION

- Please check if you require a visa to enter the P.R. China.
- If you do, please check with the nearest P.R. China Embassy or Consulate about all the necessary requirements for visa application to the P.R. China, as soon as possible.
- An invitation letter from AFDI based on the information you provided in the registration form can be used as a supporting document for obtaining an entry visa to the P.R. China. You are responsible for preparing all other requirements. If you encounter any difficulty in obtaining a P.R. China Visa, please contact us immediately.
- Please ensure that your passport is valid long enough for you to attend this training and return home. It should also have sufficient number of blank pages for the necessary immigration stamps to enter the P.R. China and any other country you need to transit in, or plan to visit on your return journey.
- If the Chinese Consulate requires a contact person in the P.R. China please use following contact details:
Liu Song (Mr.)
 Project Officer
 Asia-Pacific Finance and Development Institute (AFDI)
 200 Panlong Road, Qingpu District, Shanghai, China 201702
 Tel: 86-21 69768058 Fax: 86-21-69768233

3. ORGANISERS' CONTACT INFORMATION

AFDC (Shanghai, China)	
Liu Song (Mr.) Tel: (+86 21) 6976 8058 Fax: (+86 21) 6976 8233 Cell: +86-181 211 68205 E-mail: liusong@afdi.org.cn	Scott Liu (Mr.) Tel: (+86 21) 6976 8238 Fax: (+86 21) 6976 8233 Cell: +86-181 211 682238 E-mail : scott@afdi.org.cn

4. TRANSPORTATION

The organizer will arrange airport transport to and from SNAI for participants upon the receipt of flight details. After arriving at the Shanghai Pudong Airport and clearing immigration and customs, a travel agent will meet participants at the arrival hall.

For those arriving at Hongqiao Airport, please note that the travel agent will meet participants at the 1st floor of the arrival hall (The passage with baggage). The travel agent will be carrying a placard bearing participant's name. There will be similar arrangements for departure.

Contact Information:

Mr. Jack Ou (Travel Agent), mobile: +86-138-1606-4299

5. ACCOMMODATION

We have arranged the accommodation at the Shanghai National Accounting Institute for delegates during the workshop period in Shanghai. The accommodation is reserved for you during the training (check-in on November 29th, check-out on December 5th).

If you intend to extend your stay in Shanghai beyond this period, please inform the organizer in advance. Please note that the accommodation expenses that are incurred outside the stipulated period of stay are not covered by the organizers. All incidental charges, e.g. mini bar, laundry will also not be covered.

6. MEALS

Breakfast, working lunch and dinner will be provided in buffet style by the organizer at the first floor of the **Dining Hall III**. Please scan your room card on the smart card reader at the entrance of the Dining Hall III.

Service hours

Breakfast 07:00—09:00

Lunch 11:00—13:00

Dinner 17:00—19:00

7. REGISTRATION

Training kit (including notepad and pen) and nametag will be distributed on Sunday, Nov. 29, 2015 from 9:00-20:00 at the lobby of the Registration Building (Apartment Building I). They will also be available at the classroom on Monday, Nov.30.

8. DRESS CODE

Business Attire or Smart Casual. A group photo will be taken on November 30th which requires formal attire.

9. WEATHER:

Shanghai has a humid subtropical climate. The average temperature in Shanghai during December is around 3°C to 11°C. Please wear warm clothes and shoes.

10. CURRENCY

The current exchange rate is approximately US\$1=RMB ¥6.3. You can change a small sum (maximum USD200 per person per day) at the reception desk in SNAI Registration Centre.

11. ELECTRICITY

Voltage in China is 220 volts AC/50 cycles. Adapters are required for 110/115-volt appliances.

12. INTERNET ACCESS

Cabled internet access is available at both the training venue and each room. Wi-fi is also available.

13. BANKING

The nearest banking outlet for For-ex and other banking operations is Xujing Branch of Bank of China. It is located at No. 222, Jinghua Road, Qingpu District. It opens from 8:30 to 16:30 on work days and 9:00-16:00 on weekends. It's about 3km from SNAI. You can take a taxi there if necessary.

14. FACILITIES AT SNAI

- ① Recreation Center: There are a variety of entertainment facilities in the campus, including natatorium, indoor badminton, tennis, basketball courts, bowling alleys, billiard room, gym equipments, card playing room, karaoke and dancing room. All these items are available (free of charge) from 17:30 to 22:30 at the Recreation Center.

- ② Convenience Store: A convenience store, where you can buy some food and drink, and also IP card for long-distance or international phone calls, is located at the 1st floor of Apartment I (Registration Center). It is open every day from 9:00 to 22:00.

- ③ Telephone: The telephone in the room is an extension.

Tel of SNAI: 86-21-69768000

Extension number of the Reception desk in the Lobby: 139

--For extension call, please dial the number directly. Extension number of your room: 3+apartment number+ room number.

Building Number: 1-31 2-32 3-33 4-34 5-35 6-36 7-37 9-39

if you want to call room in Apartment 9, please dial 39 (building number) first, then the room number. For example, dial 39301 for room 301 in Apartment 9.

--For local calls, please dial 0 first. It is free of charge.

--For long-distance or international phone calls, please buy IP card that is available at the Convenience Store in Apartment 1. Please read the instruction on the back of the card carefully and use it as indicated:

- Please scrape the gray part of the card to find the Card No. (in 12 numbers) and the Pin word (in 4 numbers).
- Then dial 0 + 17908 (or other number indicated on the card), and press 1 or 2 to choose language (1 for Chinese, 2 for English).
- Then follow the voice instructions.
- Please note that you should dial two "0" before you dial the international calling code.

15. TAXI

Major Taxi Companies	Booking No.	Taxi Colour
Qiang-sheng / Ba-shi	(+86-21) 62580000	Orange
Hai-bo	(+86-21) 96933	Sapphire blue
Da-zhong	(+86-21) 96822	Sky blue
Jin-jiang	(+86-21) 96961	white

Taxi Fare	0-3 km	3-10 km	Above 10 km
Daytime (5:00-23:00)	RMB 14	2.4/km	3.6/km
Night (23:00-5:00)	RMB 18	3.1/km	4.7/km

Distance and taxi fee to and from some major locations and SNAI

People's Square	Approx. 20 km	About 40 minutes	About 100 RMB
The Bund	Approx. 22 km	About 45 minutes	About 120 RMB

Note: Please add 0 first if you call from your room. You may ask the receptionist at the lobby to call a taxi for you.

If you would like to take a taxi to SNAI, you can show the following words to the taxi driver:

请带我到上海国家会计学院，地址：青浦区蟠龙路200号。

(Pls take me to Shanghai National Accounting Institute (SNAI) which is located at 200 Panlong Rd., Qingpu District, Shanghai)

16. MEDICAL TREATMENT

A clinic is available at the 1st floor of the Registration Centre (Apartment I). Or please contact AFDI staff for any emergency.

17. LIABILITY

Participants should make their own arrangement with respect to personal insurance since organizers shall not be liable for personal accidents, loss or damage of private properties.

18. TIPPING

Tipping is not customary in China

19. PUBLIC TRANSPORTATION

There is a metro station (Line 2) near the campus which could link to many tourist attractions in downtown. It's about 5 minutes' drive from the campus and the taxi fare is about 14 RMB.

20. SNAI CAMPUS MAP

