**GSC-15 Guide**

**I. Meetings**

**1. Registration**

* + **Time:** 08:00-09:00;
	+ **Date:** 29 August (Sun) (14:00-18:00)- 30 August (Mon) (08:00-09:00);
	+ **Place:** lobby on the 1st floor of Building 7;

**2. HoD Management Meeting**

* + **Time:** 09:00-10:00;
	+ **Date:** 30 August (Mon);
	+ **Place:** No.5 meeting room on the 1st floor of Building 8;
	+ **Participants:** HoDs, Chairmen and one additional representative appointed by each PSO;

**3. Opening/Plenary Meeting**

* + **Time:** 09:00-17:30;
	+ **Date:** 30 August (Mon) (10:00 start) – 31 August (Tue) (9:00 start);
	+ **Place:** Meeting Room 1+2 on the 2nd floor of Building 7;
	+ **Participants:** all delegates of GSC-15;

**4. ADMIN WG Meeting**

* + **Time:** 18:30-20:00;
	+ **Date:** 31 August (Tue);
	+ **Place:** No.1 meeting room on the 1st floor of Building 8;
	+ **Participants:** all delegates of ADMIN WG;

**5. GTSC-8**

* + **Time:** 09:00-12:30;
	+ **Date:** 1 September (Wed);
	+ **Place:** No.5 meeting room on the 1st floor of Building 8;
	+ **Participants:** all delegates of GTSC-8;

**6. GRSC-8**

* + **Time:** 09:00-12:30;
	+ **Date:** 1 September (Wed);
	+ **Place:** Meeting Room 1+2 on the 2nd floor of Building 7;
	+ **Participants:** all delegates of GRSC-8;

**7. IPR WG Meeting**

* + **Time:** 14:00-17:00;
	+ **Date:** 1 September (Wed);
	+ **Place:** No.1 meeting room on the 1st floor of Building 8;
	+ **Participants:** all delegates of IPR WG;

**8. Closing Plenary Meeting**

* + **Time:** 09:00-12:00;
	+ **Date:** 2 September (Thu);
	+ **Place:** Meeting Room 1+2 on the 2nd floor of Building 7;
	+ **Participants:** all delegates of GSC-15;

**9. WLAN in meeting room**

* + **SSID:** GSC-15
	+ **IP Configuration:** Automatic
	+ **DNS:** Automatic
	+ **Technical Support:** Mr. Jiang Fu

**10. Documents Server (FTP)**

* + **Upload**: ftp://172.16.0.10:2121
	+ **Download:** ftp://172.16.0.10
	+ **Website:** <http://gsc15.ccsa.org.cn/>

**II. Activities**

**1. Group Photo**

* + **Time:** 12:00-12:10;
	+ **Date:** 30 August (Mon);
	+ **Place:** in front of Building 8;
	+ **Participants:** all delegates of GSC-15; The HoDs and Chairs are recommended to sit on the first row.

**2. Lunch**

* + **Time:** 12:30-14:00;
	+ **Date:** 30 August (Mon) – 2 September (Wed);
	+ **Place:** Yashi Restaurant on the first floor of Building 1;
	+ **Participants:** all delegates of GSC-15 and the accompanying persons by meal coupon;

**3. HoD-only Lunch**

* + **Time:** 12:30-14:00;
	+ **Date:** 1 September (Wed);
	+ **Place:** Jinsongtai Restaurant on the first floor of Building 1;
	+ **Participants:** HoDs;
	+ **Dressing:** Formal;

**4. Welcome Reception**

* + **Time:** 18:00-20:00;
	+ **Date:** 30 August (Mon);
	+ **Place:** Multifunction Hall in Building 1;
	+ **Activities:** 30 minutes’ cocktail party followed by the dinner
	+ **Participants:** all delegates of GSC-15 and the accompanying persons;
	+ **Dressing:** Formal;

**5. Social Event**

* + **Time:** 17:30-21:00;
	+ **Date:** 1 September (Wed);
	+ **Place:** The Summer Palace;
	+ **Activities:** Cruise on the Kunming Lake for about 1 hour and have the dinner in The Imperial Tingli Hall Restaurant in the Summer Palace — back to the hotel.
	+ **Participants:** all delegates of GSC-15 and the accompanying persons;
	+ **Gathering:** In front of Building 1. Three buses will be waiting there.
	+ **Grouping:**

— Participants with red ribbon hanging the representative cards are requested to take the bus 1 and boat 1;

— Participants with yellow ribbon hanging the representative cards are requested to take the bus 2 and boat 2;

* Participants with blue ribbon hanging the representative cards are requested to take the bus 3 and boat 3;
	+ **Dressing:** Business casual
	+ **Tour Guide:** 3 English Tour Guides

**6. Technical Tour**

* + **Time:** 13:00-20:00;
	+ **Date:** 2 September (Thu);
	+ **Place:** The Mutianyu Great Wall;
	+ **Activities:** Touring on the Mutianyu Great Wall for about 2 hours (by cable car) and have the dinner in Xiaolongpu Restaurant or Meizhoudongpo Restaurant — back to the hotel.
	+ **Participants:** all delegates of GSC-15 and the accompanying persons;
	+ **Gathering:** In front of Building 1. Three buses will be waiting there.
	+ **Grouping:**

— Participants with red ribbon hanging the representative cards are requested to take the bus 1;

— Participants with yellow ribbon hanging the representative cards are requested to take the bus 2;

* Participants with blue ribbon hanging the representative cards are requested to take the bus 3;
	+ **Dressing:** Casual
	+ **Tour Guide:** 3 English Tour Guides

**7. Beijing One Day Highlights Tour**

* + **Time:** 08:30-20:00;
	+ **Date:** 31 August (Tue);
	+ **Place:** The Forbidden City, The National Stadium, Hutongs (alley), and Acrobatics Show;
	+ **Activities:** Visit Tian’an Men Square and Forbidden City for about 2.5 hours — Hutongs (alley) — Lunch — the National Stadium — Dinner — Watching Acrobatics Show — back to the hotel.
	+ **Participants:** the accompanying persons;
	+ **Gathering:** In front of Building 1. A Mini bus will be waiting there.
	+ **Tour Guide:** 1 English Tour Guide

**III. Secretary:**

**Mr. Shizhuo Zhao** **Mr. Xu Qi**

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**Secretariat Room:** No.4 room (VIP) in Building 8

*Note: The above mentioned information may be updated and be announced during the meeting if necessary.*

**IV. Annex**

**Annex 1: GSC-15 Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time/Date** | **Monday****(Aug. 30)** | **Tuesday****(Aug 31)** | **Wednesday****(Sep 1)** | **Thursday****(Sep 2)** |
| 08:00-09:00 | Registration | Registration | Registration | Registration |
| 09:00-10:30 | HoD/Mgt Meeting (09:00-10:00) | Plenary | GRSC | GTSC | Closing Plenary |
| Opening Address(10:00-10:30) |
| 10:30-11:00 | Coffee | Coffee | Coffee |
| 11:00-12:30 | Plenary | GRSC | GTSC | Closing Plenary |
| Plenary(10:30-12:00) |
| 12:30-14:00 | Lunch | Lunch | Lunch | HoD-only Lunch | Lunch (12:00-13:00) |
| 14:00-15:30 | Plenary(13:30 start) | Plenary | IPR WG | Technical Tour(13:00-20:00) |
| 15:30-16:00 | Coffee | Coffee | Coffee |
| 16:00-17:30 | Plenary | Plenary | IPR WG(-16:00) |
| 18:00-20:00 | Welcome Reception | ADMIN WG（18:30-20:00） | Social Event ***(evening)*** |

**Annex 2: Layout of the Beijing Friendship Hotel**



1. **Registration**
2. **Opening/Plenary Meeting;**
3. **GRSC-8;**
4. **Closing Plenary Meeting.**

**1. HoD Management Meeting;**

**2. ADMIN WG Meeting;**

**3. GTSC-8;**

**4. IPR WG Meeting;**

**5. Group Photo (in front of Building 8).**

1. **Lunch;**
2. **HoD-only Lunch;**
3. **Welcome Reception;**
4. **Gathering Place for Social Event, Technical Tour, Beijing One Day Highlights Tour (in front of Building 1)**
5. **Accommodation**