**Annex 1**

**JUNA HUBIN HOTEL**

**WUXI, CHINA**

**PRACTICAL INFORMATION FOR PARTICIPANTS**

**Forum/SG20/JCA-IoT and SC&C**

## Meeting Venue

China is pleased to welcome participants to the **ITU-T Study Group 20 Plenary Meeting and relevant events**, which will take place in Wuxi, China from 3 to 13 December 2018. The meetings will be held at JUNA HUBIN HOTEL.

The contact detail of the venue is as follows:

Address : NO.1 Huanhu Road,Wuxi, P.R.China

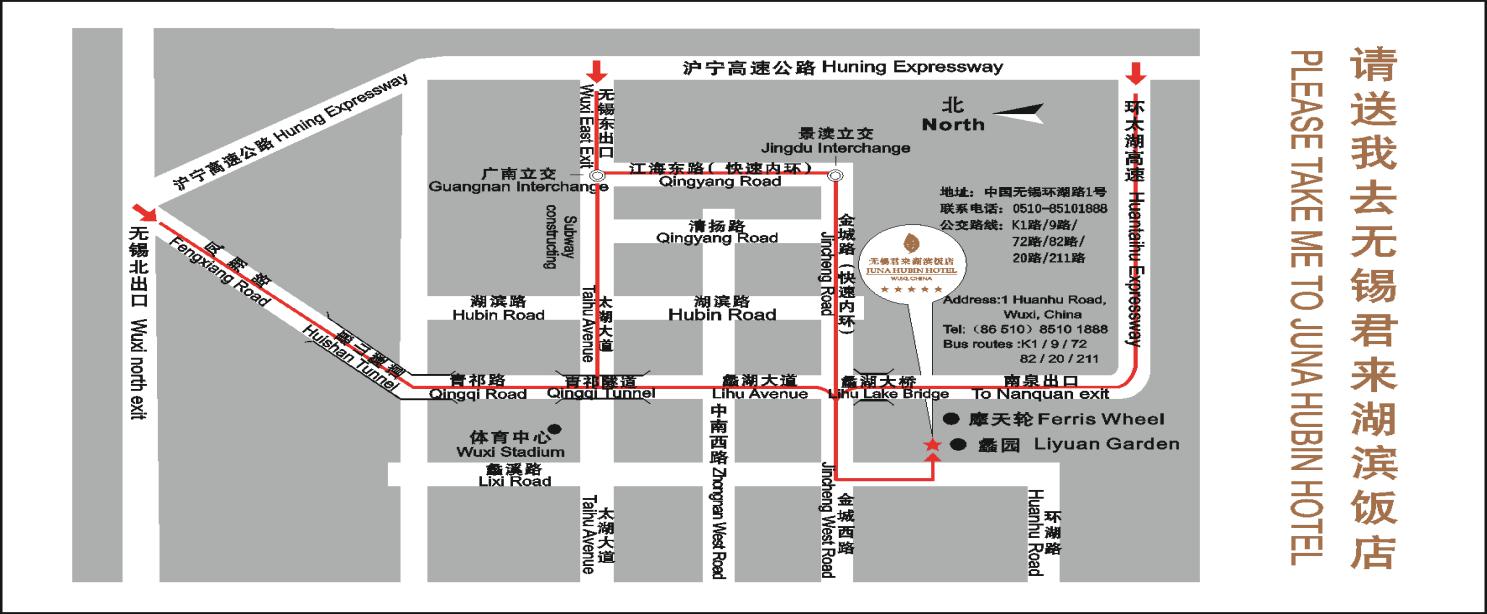
Phone : +86 510 85101888

Fax : +86 510 81186688

Email : [hbhotelsales@sina.com](mailto:hbhotelsales@sina.com)

<http://www.wuxihubinhotel.com/>





## Transportation and site information

Come to the venue:

1. **From Wuxi Sunan Shuofang International Airport**

The venue is about 30km from Wuxi Sunan Shuofang International Airport（无锡苏南硕放国际机场, IATA: WUX, ICAO: ZSWX, <http://www.wuxiairport.com/>）. It takes about 40 minutes by car to the venue.

1. **From Wuxi East Railway Station**

The venue is about 35km from Wuxi East Railway Station（无锡东站）. It takes about 40 minutes by car to the venue.

1. **From Wuxi Railway Station**

The venue is about 20km from Wuxi Railway Station（无锡站）. It takes about 25 minutes by car to the venue.

1. **From Shanghai Hongqiao International Airport**

The passengers are recommended to transfer by HSR（High Speed Railway）from Shanghai to Wuxi.

Shanghai Hongqiao International Airport （上海虹桥国际机场, IATA: SHA, ICAO: ZSSS, <http://www.shanghaiairport.com/index_hqjc.html> ）is close to Shanghai Hongqiao Railway station, about 300 meters on foot. The passengers who fly to Shanghai Hongqiao Airport can transfer to:

* Wuxi East Railway Station（无锡东站）. It takes about 40 minutes by HSR.
* Wuxi Railway Station（无锡站）. It takes about 60 minutes by HSR.

1. **From Shanghai Pudong International Airport**

The passengers who fly to Shanghai Pudong International Airport （上海浦东国际机场, IATA: PVG, ICAO: ZSPD, <http://www.shanghaiairport.com/index_pdjc.html> ）are recommended to firstly transfer to Shanghai Hongqiao Railway Station and then transfer to Wuxi referring to the above routes.

There are 4 options from Shanghai Pudong International Airport to Shanghai Hongqiao Railway Station:

* Option 1: by Metro. Passengers can take metro line 2 from Shanghai Pudong Airport to Hongqiao Railway Station directly. It takes about 90 minutes and ticket fare is RMB 9 Yuan. Operation hour for metro line 2 is from 06:00 to 22:00.
* Option 2: by Taxi. Distance from Shanghai Pudong Airport to Hongqiao Railway Station is 60-70km. Depending on travel itinerary, taxi fare ranges from RMB 220 to 260 Yuan in daytime.
* Option 3: Maglev+Metro. Are you curious about maglev trains and want to experience it yourself? If yes, you can then travel by maglev from Pudong Airport to Longyang Road station and change Metro line 2 to get to Shanghai Hongqiao Railway Station. Inconvenience is that you have to go through a couple of transfers to travel this way.
* Option 4 : by Bus. You can take a bus from Pudong Airport to Hongqiao International Airport, then walking about 10 minutes from Hongqiao Airport to Hongqiao Railway Station.

Public Taxi

* Public Taxi is readily available at all terminals at Wuxi Sunan Shuofang International Airport（无锡苏南硕放国际机场）, Wuxi East Railway Station（无锡东站）and Wuxi Railway Station（无锡站）.
* All taxis are metered. Fares are strictly charged according to the taxi meter.

## Passports and Visas

All foreign visitors entering China must possess a valid passport. The passport must be valid for at least six months after arrival date in China. Visitors from countries whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a Chinese Embassy. At the following webpage of the Ministry of Foreign Affairs you will find the necessary information, <http://cs.mfa.gov.cn/wgrlh/> .

You may need a letter of invitation from the China host, which you will need to present to the Embassy in your area in order to obtain your visa. The visa must be requested as soon as possible and at least four (4) weeks before the start date of the meeting.

For an invitation letter, please see **Annex 2.**

## Climate in December

The climate in Wuxi during December can be summarized as cool and reasonably dry.

December is in the winter in Wuxi and is typically the 3rd coldest month of the year. Daytime maximum temperatures average around a cool 10°C (50°F), whilst at night 1°C (34°F) is normal.

Monthly average values of the temperature and precipitation in Wuxi are given in the table below:

|  |  |
| --- | --- |
|  | December |
| Average Max Temperature | 11http://www.travelchinaguide.com/images/c-words/degree.gifC / 52http://www.travelchinaguide.com/images/c-words/degree.gifF |
| Average Minimum Temperature | 4http://www.travelchinaguide.com/images/c-words/degree.gifC / 39http://www.travelchinaguide.com/images/c-words/degree.gifF |
| Sunshine hours | 10 ½ hours |
| Average Precipitation | 30-35 mm |

<https://www.travelchinaguide.com/climate/wuxi.htm>

## Hotels

The rates below include one buffet breakfast and 15% service charge.

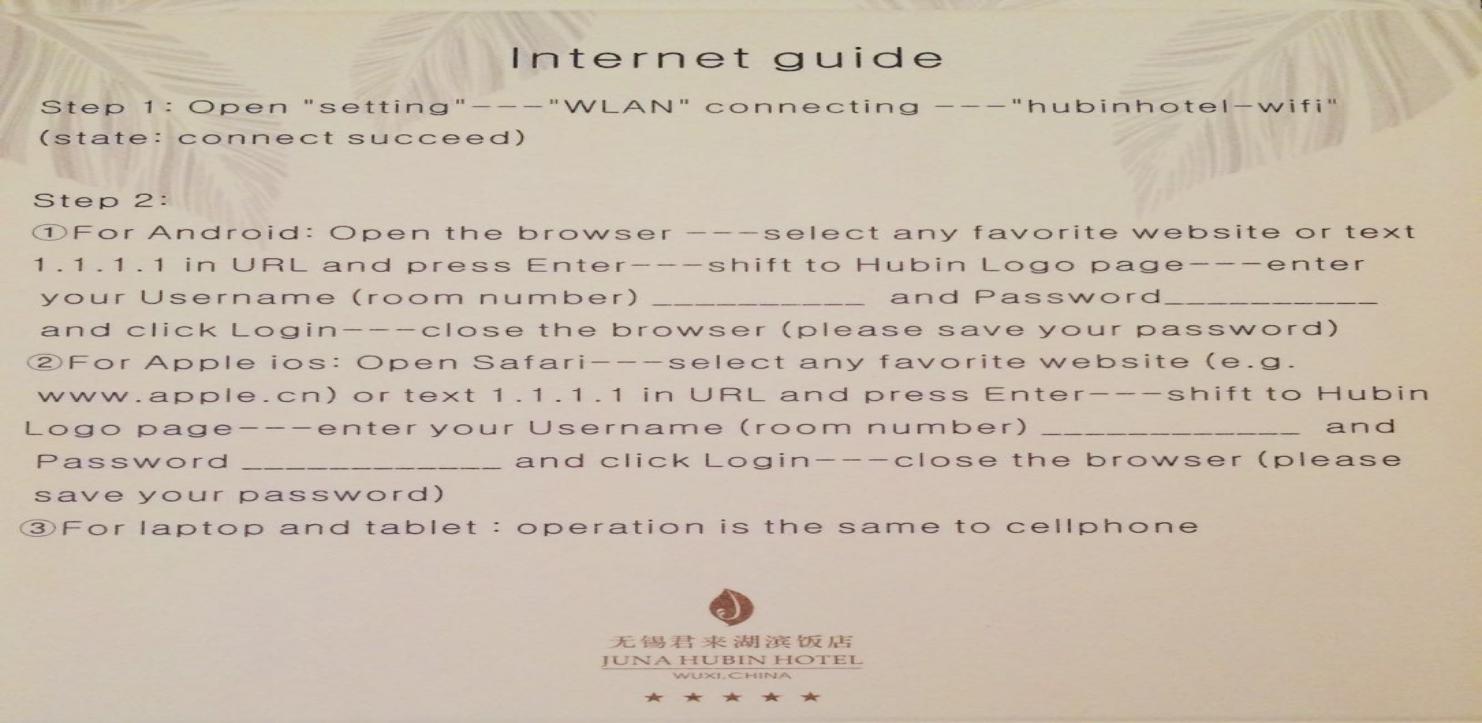
|  |  |  |  |
| --- | --- | --- | --- |
| Building | Room type | Price(RMB) | Contact persons |
| Building A | Twin/King | 450 | Mr Xu ChuanQi - Sales manager of WUXI JUNA HUBIN hotel  Email:704571454@qq.com  Mobile:+86 18915359956  Reservation: +86 510 81185688  Ms QIN Yan-- Sales manager of Wuxi JUNA HUBIN hotel Email:  [735192245@qq.com](mailto:735192245@qq.com),  [QY13093007555@foxmail.com](mailto:QY13093007555@foxmail.com) .  Mobile: +86 13093007555 Reservation : +86 510 81185688 |
| Building B | Twin/King | 580 |

Hotel reservation should be made by participants directly with the contact person as soon as possible, just in case the hotel is full.

Please check cancellation policies with the hotel when booking.

## Internet access and wireless coverage

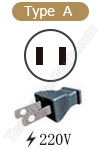
All meeting rooms will have a wireless network with access to the Internet. Every guest room offers a high-speed Internet access for free.



## Electricity

In Mainland China, Hong Kong and Macau, the common power voltage is 220 Volt 50 Hz AC.

There are two kinds of sockets widely used in Mainland : type A and type I. The type A can also accept plugs of type C or F, which are commonly seen in most European countries.



## Useful information

*Currency exchange*

The official currency accepted in China is the Chinese Yuan Renminbi (CNY).

# Online exchange rates are shown at:<http://www.xe.com/>

Exchange rate as of 29 September 2018:

|  |  |
| --- | --- |
| US Dollar: 1$ | 6.73 CNY |
| Euro: 1€ | 7.66 CNY |

Major foreign currencies may be exchanged to Renminbi (CNY) at foreign exchange banks. Official banking hours can vary slightly, but in general are from 8:30 a.m. to 5:30 p.m. Cash can be easily withdrawn 24/7 from the numerous ATMs spread in the city as well as in hotel.

Most hotels, restaurants, railway stations, department stores and shops accept major credit cards (UnionPay, American Express, JCB, MasterCard and VISA). Usually there is a sticker at the entrance indicating which cards are accepted. In particular, the electronic payments such as Alipay and WeChat payment are also supported.

*Communication*

|  |  |
| --- | --- |
| Hotel | +86 510 85101888 |
| Police | 110 |
| Fire department | 119 |
| Ambulance | 120 |

## About Wuxi

**Wuxi -- Pearl of Taihu Lake**

Wuxi is a medium-sized city situated beside Taihu Lake in southeast Jiangsu Province. The total area of the city is 4650sq.km, with population 6.5 million by the end of 2017. The Nanjing-Shanghai Railway and the Beijing-Hangzhou Grand Canal pass through the city.

Wuxi is a famous tourist resort. The landscape of the city embodies the beauty of the Yangtze, the Grand Canal, the Taihu Lake, fountains, caves and gardens and is characteristic of the unique features of a water village in southern China. Wuxi takes over the most beautiful corner of the Taihu Lake and on the shore of that Lake are famous parks such as Turtle-head Peninsula Park, Lee Garden, Plun Garden and Xihui Park. Humanitarian and historical relics wellknown at home and abroad are all located in the whole city. To name only a few, they are the Donglin College, Native House of Zhang Wentian, Native House of Xu Xiake, Huangshen Fort, Taibo Temple, Taibo Tomb and Memorial House of Xu Beihong, etc. In recent years, the Wuxi National Tourist Resort Zone at Mashan has completed a few large sightseeing and amusement projects such as the International Angling Center, the Moon-bay Vacational Village and the Linshan Scenic Spot. The Wuxi Taihu Film & Television City has built the theme parks such as “City of Tang Dynasty”, “City of Three Kingdoms” and “City of Water Margin”. In the past few years, Wuxi is evaluated as one of China’s ten major tourist cities, and early this year, it is listed in the first group as one of “ China’s Excellent Tourist Cities” by the National Tourism Administration.

## General information

Dinner /American Express/Visa/JCB/Master card service can be used in hotel.

The local time is UTC/GMT +8hours.

Tipping is not customary in China.

Cars in China have their steering wheel on the left. Cars drive on the right.

English is widely understood in major hotels, restaurants, banks and businesses.

## Contact persons

|  |  |
| --- | --- |
| **ITU Coordinator** | **Visa request Coordinators** |
| Ms Cristina Bueti  ITU-T  Tel: +41 22 730 6301  Fax: +41 22 730 5853  E-mail: [tsbsg20@itu.int](mailto:tsbsg20@itu.int) | Ms Huan Lin  Email: [linhuan@caict.ac.cn](mailto:linhuan@caict.ac.cn)  Ms Huimin Li  Email: [lihuimin1@caict.ac.cn](mailto:lihuimin1@caict.ac.cn) |
|  | **Hotel reservation Coordinators** |
|  | Mr Xu ChuanQi - Sales manager of WUXI JUNA HUBIN hotel  Email:704571454@qq.com  Mobile:+86 18915359956  Reservation: +86 510 81185688 |
|  | Ms QIN yan - Sales manager of WUXI JUNA HUBIN hotel  Mobile: +8613093007555  Email: [735192245@qq.com](mailto:735192245@qq.com)  Reservation: +86 510 81185688 |

**Annex 2**

**INVITATION LETTER REQUEST INFORMATION**

All foreign visitors entering China must have a valid passport. Visitors from countries **whose citizens require a visa should at the earliest time and well in advance of travel apply for a visa at a Chinese Embassy.** You may need a letter of invitation from the China host, which you will need to present to the Embassy in your area in order to obtain your visa. The visa must be requested as soon as possible and at least four (4) weeks before the start date of the meeting and obtained from the office (embassy or consulate) representing China in your country or, if there is no such office in your country, from the one that is closest to the country of departure. In order to obtain the invitation letter, please:

1. Provide the information below (**please fill in electronically**)
2. Provide the electronic copy of your passport (the name, date of birth, nationality, passport number, valid date of passport, etc. must be seen clearly)
3. Send as email attachments to [linhuan@caict.ac.cn](mailto:linhuan@caict.ac.cn) or [lihuimin1@caict.ac.cn](mailto:lihuimin1@caict.ac.cn). Please mark as reference in the subject “Invitation letter request for ITU‑T SG20 meeting” before **10November 2018**:

(It is recommended to scan your passport page and email it to us so that it is discernible and can be used)

|  |  |  |  |
| --- | --- | --- | --- |
| Given name (First name) | | |  |
| Family name (Last name) | | |  |
| Gender (Male/Female) | | |  |
| Date of Birth (dd/mm/yy) | | |  |
| Place of Birth | | |  |
| Nationality | | |  |
| Passport number | | |  |
| Passport Issuing Country | | |  |
| Issuing Date (dd/mm/yy) | | |  |
| Expiry Date (dd/mm/yy) | | |  |
| Visa application office:  Embassy of the P.R. China or Consulate General/Consulate/Office? | | |  |
| If you choose Embassy, in which country will you apply for a visa? | | |  |
| If you choose Consulate General/Consulate/Office, in which city will you apply for a visa? | | |  |
| Occupation and Job title | | |  |
| Name of Company/Organization | | |  |
| Company/Organization mailing address | | Address |  |
| Postal Code |  |
| Country |  |
| Telephone number | | |  |
| Fax number | | |  |
| Email address | | |  |
| Your stay in China | Date of arrival (dd/mm/yy) | |  |
| Date of departure (dd/mm/yy) | |  |
| Days of Stay | |  |
| Reason | | |  |
| Is this your first visit to China? (yes/no) | | |  |

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