

Notice

1. **Registration:** This is an invited only workshop. Please register and take part in this workshop with your name badge.

【Time for registration】 : 14:00 - 18:30,  September 12, 2010

【Place for registration】 : Lobby of **FIT Building**, Tsinghua University

Note: A registration list will be given. Please check all the items and make sure you finish every step of registration and return the list after registration. Please keep the original receipt/invoice for all the reimbursable expenses.

Staff from ITCS will be waiting in the Wenjin International Hotel, leading you to FIT Building (the workshop and ITCS, Tsinghua University) every 30 or 45 minutes from 14:00 Sep. 12. Please look for an enquiry desk with China Theory Week 2010 logo at the lobby when you settle down after checking in at the hotel.

2. **Reimbursement:** Reimbursement for air travel can only be made for the travel of economy class. And the following items are needed for flights reimbursement:

- a) the original air ticket or the itinerary of e-ticket for air transportation
- b) the original receipt (with proof of payment)
- c) boarding passes
- d) a copy of your passport
- e) a copy of your visa



Please give us all above reimbursement material of your leave trip when you register, and sent us those of your return trip in **15** days after your arrival.

If you encounter any questions, please contact people with **BLUE** badges. They will be glad to help you out.

【Important】 : It is greatly suggested to register and submit all your documents for reimbursement at the registration desk in FIT Building as soon as you settle down at the hotel, otherwise the reimbursement might be delayed to be ready before you leave.

3. **Talk:** There is **30** minutes for each talk and **60** minutes for each keynote talk both including 5 min Q&A.
- a) Chair invites/introduces the speaker;
 - b) Talk;
 - c) Q&A.

Note: Internet service and laptops with Windows and Mac system are provided in the conference, together with remoter and laser pointer. Please give us your slides before your talk if there is any difference from the one you sent before.

4. **Accommodation:** Room reservation at Wenjin International Hotel is kept for the nights of **September 12-18**, 2010 (Beijing Time, GMT+8). The following map shows how to get to FIT Building from your hotel.

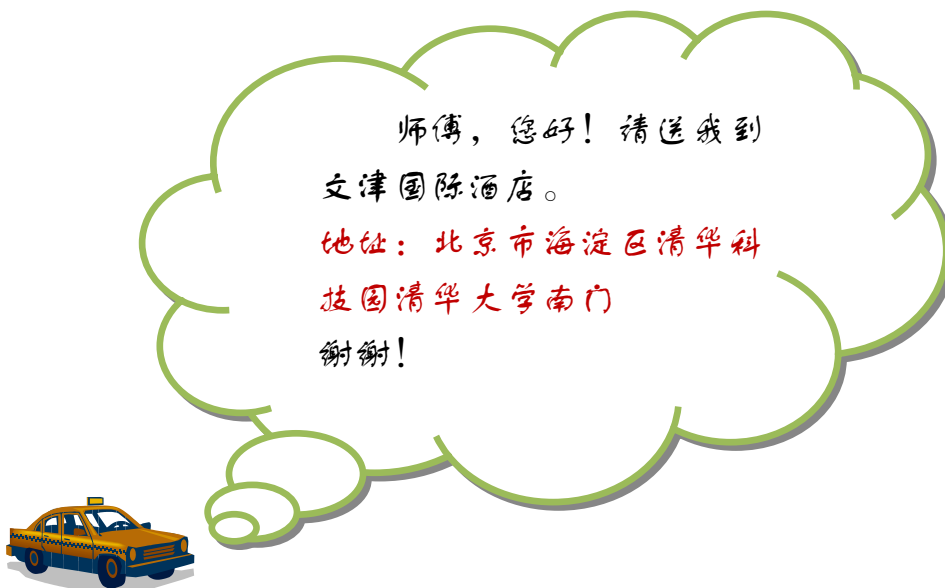


5. Weather

The climate in Beijing is of the continental type. In September, the heat begins to let off as it leads the way to autumn. Average high temperature is **25.7°C**, and average low temperature is **13.8°C**.

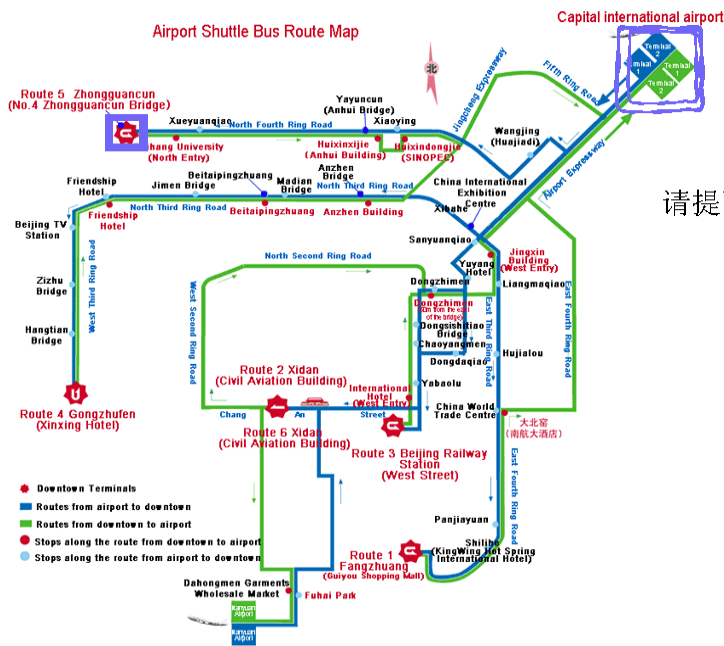
6. Transportation

You may take a **taxi** to the hotel. It costs 10 Yuan (1.47 USD) for the first three kilometers and other 2 Yuan (0.29 USD) per kilometer thereafter. It will cost about 120 Yuan (including the Airport Highway fare, which is 10 Yuan) from Capital Airport to Tsinghua University. This trip usually takes 45 minutes. But it may cost more during rush hours (8:00am-10:00am and 4:30pm-7:00pm). **Please show the following Chinese note to the driver if you take a taxi to Wenjin Hotel.**



Airport Shuttle Bus provides a much cheaper way to get to your destination. Please take the **No.5 Bus** (costs 16 CNY = 2.5 dollars) outside the airport and get off at the **Zhongguancun Bridge** station of this route. You might need the following picture if you do not know how to explain Zhongguancun Bridge. Please print it out and show it to the driver. After you get off, you need to take a **taxi to Wenjin Hotel.**





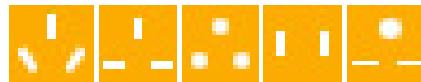
请提醒我在中关村桥下车



Tips

1. Electricity in China runs on 220V, 50 cycles AC. Be sure to take adapters if necessary.

Electrical Outlets in China:



2. The time in Beijing is GMT+8, please check watches during your stay in China.