



## CELA/CLAEC Conference Arrival Guidance

Dear Delegates,

Thanks for registering the 2017 CELA Conference which will be held from May 26 - 29, 2017 in Beijing, China. Below are notices & information for your easy arrival and stay in Beijing.

### 1. Airport – Beijing Holiday Inn Haidian Arrival Guidance

All flights arrive at Beijing Capital International Airport, which is 30 kilometers from town, and is served by major international airline companies.

#### **By Subway**

Should you master a few “Chinese” word adequate to asking for directions, taking subway from the airport to Beijing Holiday Inn Haidian is fun to discover. The Subway Station nearest to the Holiday Inn Hotel (approximately 527m, 7 minutes on foot) from QingHuaDongLuXiKou Station (Exit B, Line 15). Delegates can take Airport Express Train (25RMB per time) from the “Airport T3/T2 Station” (机场地铁站 in Chinese), to Sanyuanqiao Station (三元桥站 in Chinese), buying a ticket to exchange Line 10 (Taiyanggong Direction), arriving at Shaoyaoju Station (芍药居站 in Chinese) to exchange Line 13 (Xizhimen Direction), then arriving at Wangjingxi Station (望京西站 in Chinese) to exchange Line 15 (Qinghuaxiludongkou Direction) to get to Qinghuaxiludongkou Station (清华东路西口站 in Chinese). It will takes approximately 70 minutes and a total cost of 30RMB per person.

### **By Taxi**

The total cost from Airport to Beijing Holiday Inn Haidian is around 100RMB (appr. US\$ 15, kindly noted the driver only accept Chinese currency (Renminbi) in cash, and no credit card), including the expressway fee. Driving time is around 40 minutes. If encountering a heavy traffic, the cost may be higher. Also the time spent may be longer. This option is strongly recommended for the “first comer”, you could show below note to the taxi drive.

#### **TAXI NOTE**

司机师傅您好，请送我去红杉假日酒店，谢谢！  
(地址：北京市海淀区双清路 89 号(近五道口地铁站))

Please take me to the Holiday Inn Beijing Haidian, thank you!  
(Address: No.89 Shuangqing Road, Haidian District, Beijing)

Please note that you need to just ignore any “taxi” drivers inside the airport terminal, and proceed directly to the official taxi waiting area (only one in each terminal) by following the airport signage (both in Chinese and English), to an official taxi with a sign on the roof and with the driver's registration card.

#### ***Tips:***

It is recommended that passengers should make sure the taxi is metered and ask for a receipt when alighting from a car because the details of the car are listed in it. This is useful should you have any problems such as leaving property behind.

## **2. Transportation in Beijing**

### **The Subway**

The subway system in Beijing has 15 lines. The fare is 3-9RMB. Trains run from 5:30 in the morning until 11:00 in the evening. A ticket can be bought at the ticket office at each station or at an automatic ticketing machine. Subway stops are announced over the train's speaker system in Chinese and English. Commonly, there are four

entrances in four directions for each stop. So, you should make sure which one to take when getting out of the station or you will probably get lost. You can find signs with the main destinations at crossings of the passageway. Passengers can find toilets on the platform level or in the ticket hall of each stop.

### **Airport Express Train**

The Airport Express Line of the Subway serves the airport from Terminal 3 to Terminal 2 and then takes passengers to Dongzhimen via Sanyuanqiao. This line was opened just prior to the 2008 Summer Olympics. It carries passengers to the airport in twenty minutes from the city center, covering a distance of 28 kilometers.

#### ***Tips:***

1. Tickets are issued for one-day single use only.
2. It is suggested to prepare loose change beforehand to take metro. At most stations passengers can buy the ticket either at the Customer Service Center or self-service ticket vending machine, but some stations are only equipped with ticket vending machines which accept 1RMB coins, 5RMB and 10RMB banknotes.

### **Taxis**

Taxis in Beijing have several colours. All of them show a taximeter inside. You can easily find them in every part of Beijing. All Taxis will charge 2.3RMB per kilometer with a base rate or minimum charge of 13RMB.

#### ***Tips:***

The price is calculated exactly by every 500 meters (547 yards) and every 2.5 minutes.

1. The price will be rounded to the whole number of Chinese Yuan. For example, 15.4RMB will be rounded down to 15RMB, and 15.6RMB will be rounded up to CNY 16.
2. The toll for an expressway or a bridge should be extra paid by the passengers.
3. There is an empty run of about 50 kilometers (31 miles) while returning to the city center. So, few drivers would like to have a single run to the spot. It is best to hire one for a round trip under this circumstance.

### 3. Venue Map



- Ⓞ 清华东路西口地铁站 Qinghuadongluxikou Station
- ② 北京林业大学南门 (28日到北大博雅酒店的班车出发点和29日参观考察的出发点)  
 South Gate of Beijing Forestry University, pick up point for shuttle bus to the lakeview Hotel on 28<sup>th</sup> May and the field trips on 29<sup>th</sup> May
- ③ 北京林业大学学研中心大厦 Teaching and Research Center of Beijing Forestry University  
 (北京市海淀区清华东路35号, 靠近南门 Close to South Gate No. 35, Qinghua East Road)
- ④ 清华大学东南门 Southeast Gate (main gate) of Tsinghua University
- ⑤ 清华大学建筑学院 School of Architecture, Tsinghua University  
 (北京市海淀区双清路30号清华大学东南门-梁铨珺楼内, Close to Tsinghua University Southeast Gate, No. 30 Shuangqing Road)
- ⑥ 清华大学大礼堂 Auditorium, Tsinghua University
- ⑦ 北大博雅国际酒店 The Lakeview Hotel  
 (北京市海淀区中关村北大街127号, 靠近北大东北门, Close to Peking University Northeast Gate, No. 127 Zhongguancun North Street)
- ★ 北京红杉假日酒店 Holiday Inn Beijing Haidian  
 北京市海淀区双清路89号 (近清华东路西口地铁站) Nearby Qinghuadongluxikou Station, No. 89 Shuangqing Road, Haidian District

#### 4. Conference Registration Onsite

##### Registration Desk

A Registration Desk will be set-up during the following days and times, please look for the registration signage:

Date	Time	Location
May 25 <sup>th</sup> , 2017 (Thursday)	13:00-21:00	Holiday Inn Beijing Haidian Lobby * for international delegates and VIP only
May 26 <sup>th</sup> , 2017 (Friday)	07:30-19:30	Tsinghua University 1 <sup>st</sup> Floor School of Architecture
	13:00-18:00	Tsinghua University. Auditorium * Information Desk only, registration desks still at the 1 <sup>st</sup> floor of School of Architecture
May 27 <sup>th</sup> , 2017 (Saturday)	07:00-18:00	Teaching and Research Center of Beijing Forestry University 1st Floor (Near Gate B3)
May 28 <sup>th</sup> , 2017 (Sunday)	07:30-12:00	Teaching and Research Center of Beijing Forestry University 1st Floor (Near Gate B3)
	13:00-18:00	The Lakeview Hotel The Foyer of Chinese Hall on B1 Floor

Any inquiries about the registration, social events, workshops and field trips, etc. could be consulted with staffs at the registration desk, where delegates picking up conference bag, name badge and meal tickets.

- **Important Notices** regarding the first day in Tsinghua University
- 1. Please print (black and white copy is fine) the attached Entry Permit for your first time come to Tsinghua University as security guards at the gates may check it. We will also arrange a volunteer at the main gate (southeast gate) just in case if you forgot to bring the permit.
- 2. The registration desk will be only set up at lobby School of Architecture, Tsinghua University on May 26th, there is around 20 minutes walk from School of Architecture to Auditorium, please leave enough time to register at the School of Architecture first and then walk to Auditorium for opening ceremony if you do not plan to attend workshops in the morning. (Due to the space limited, we will only set up information desk at the Auditorium.) Sorry for the inconvenience.

### **The Flow of Registration**

\* Upon your arrival at the registration area, please tell your name used for online registration to one of the staffs stationed at the registration counter in checking your status.

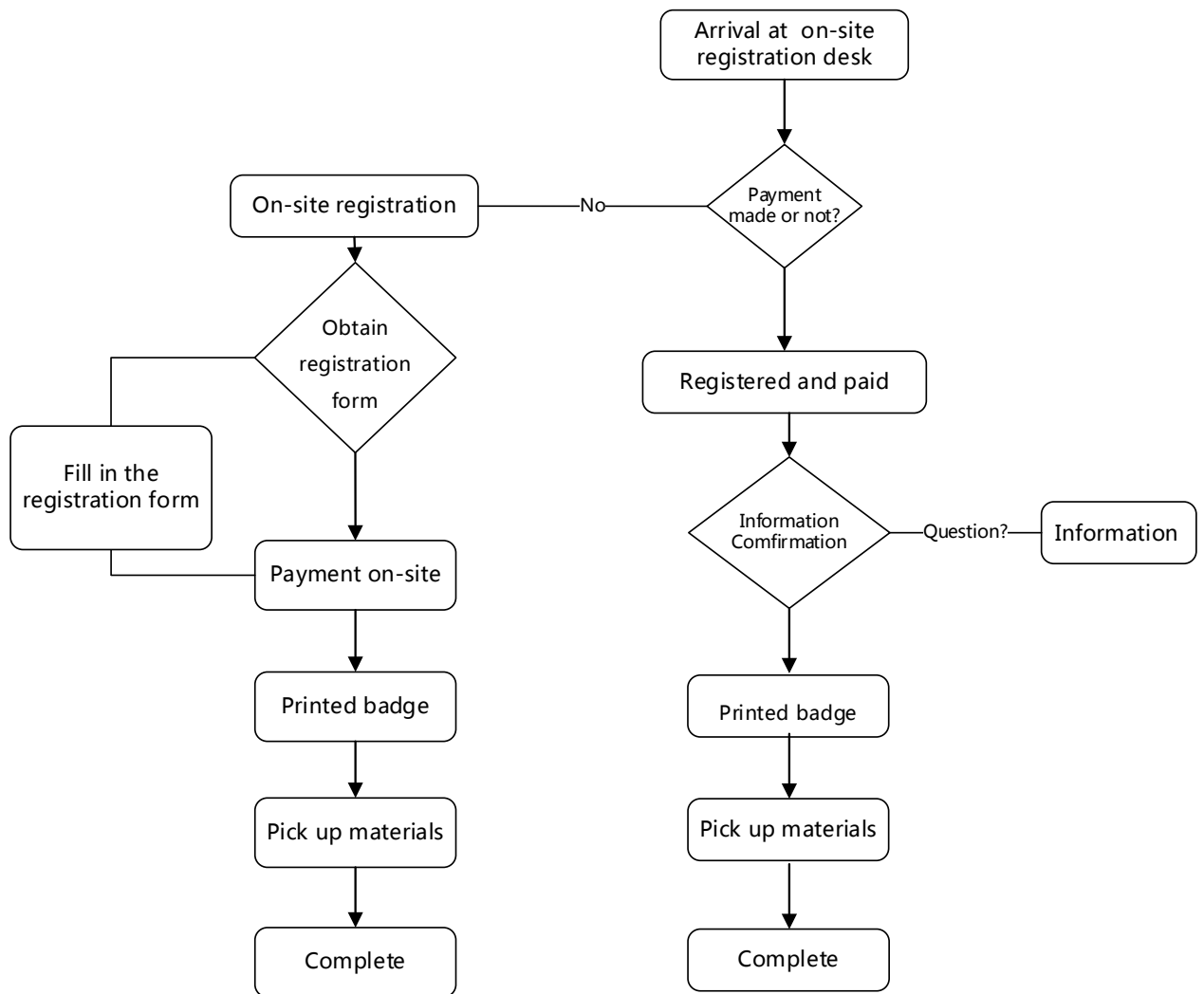
\* Student should bring his/her Student ID for registration on-site.

### **Items to be collected during registration:**

1. Name Badge
2. Lunch Coupons, Award Banquet Coupon\*, Field Trip Ticket\*, Workshop Ticket\*
3. Conference Program & U Drive (Electronic Proceedings)
4. Pen
5. Conference Bag

\* Full registration fee includes the Field Trip and Award Banquet. An additional cost will be charged for Workshop.

\* Student, One Day /Spouse Registration Fee does NOT including Field Trip and Award Ceremony Dinner.



**5. PPT. Collecting for Presentation on May 27 and 28 AM**

Speaker Ready Room is Classroom A0105, Lobby Floor of Teaching and Research Center of Beijing Forestry University and available during the opening hours same as the registration desk there.

May 27, Saturday                      07:00-18:00

May 28, Sunday                         07:30-12:00

It is important that all presenters report to the Speaker Ready Room with a copy of their presentation materials to check compatibility with the conference equipment and to ensure the presentation is transferred for use onto the conference computer. Presenters are encouraged to check with staffs at Speaker Ready Room and use of the facilities at least 2 hours before their presentations.

\* For more details please check *conference programm* – CELA 2017 Conference Presentation Guidelines and Tips and CELA 2017 Presentation Schedule

## **6. Poster Pasting**

-- Lobby Floor of Teaching and Research Center of Beijing Forestry University

All posters are to conform to the following standards: portrait orientation only, pre-printed sheet size 90 cm [35 in] (width) x 120 cm [47 in] (length). CELA conference organizers will provide each presenter with a board for the poster. Authors will be responsible to do printing and put up/take down the poster. Glue provided for poster mounting (you could start to put up your poster from 7am, Saturday May 27 and take down after lunch on Sunday May 28). Board ID Number= Abstract ID Number