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## THE MEETING

### 1. **Dates and Place of the Meeting**

The IECQ-CECC Meeting will be hosted by CEPREI in Guangzhou China, from 30th March to 4th April 2003. This is expected to be the first meeting of the IECQ-CECC, which results from the merger of the IECQ and the CECC early in 2003.

The meeting will be held at the White Swan Hotel at the following address:

White Swan Hotel  
No. 1, Shamiannan Street,  
Guangzhou 510133, China  
Tel: + 86-20-81886968  
Fax + 86-20-81861188

### 2. **Participation**

#### 2.1. **Who Can Attend**

Please refer to the meeting schedule for what meeting to attend.

Members are advised that registered accompanying persons/partners will be included in the invitation to all scheduled social events.

#### 2.2. **Registration at the Meeting**

The registration desk will be opened from 1:00 pm to 6:00 pm on 29 March 2003, 8:00 am to 9:00 pm on 30 March 2003 and 8:00 am to 9:00 pm on 31 March 2003.

During registration participants and their accompanying persons/partners will be asked to confirm their participation in social events and technical visits that will be arranged during the week.

Participants will receive a tourist map of Guangzhou City.

### 3. **Accommodation**

White Swan Hotel (5 stars) is located on the historical Shamian Island. Overlooking the famed Pearl River and facing the White Swan Pool, the White Swan Hotel remains an oasis of tranquility from the hustle and bustle of this busy city.

The hotel has different standards of rooms available. A special rate has been negotiated with the hotel for the following two classes of room:

Deluxe Room:                      US\$150 per day

The room rate includes the city tax and western breakfast. All rooms have their own private facilities, and the usual features of telephone, television etc, including Internet access.

For more detailed information please visit the web site of White Swan Hotel:

<http://www.whiteswanhotel.com>

For any participant wishing a lower standard of accommodation, there is a second choice hotel of 5 star rating adjacent to the White Swan Hotel. This hotel, the Dong Fang Hotel has provided a quotation for a Standard Suite Room of US\$110.00 and Superior Single Room of US\$105.00 per night inclusive of city tax and breakfast. Details of the hotel can be found on its website at the following address:

<http://www.dongfang-gz.com>

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## 4. **Transportation**

### 4.1. **How to reach White Swan Hotel**

Baiyun International Airport is about 15 km from White Swan Hotel, which can easily be reached by taxi in about 20 minutes, for approximately US\$4.00 or RMB 30. Guangzhou East Railway Station is about 25 km from White Swan Hotel, which can easily be reached by taxi in about 30 minutes, for approximately US\$8.00 or RMB 66. The Chinese note indicating hotel name hereafter should be shown to the taxi driver.

Please show this text to the taxi driver.

请送我到：

白天鹅宾馆，谢谢！

广州市沙面南街1号

### 4.2. **How to reach Dong Fang Hotel**

Baiyun International Airport is about 10 km from Dong Fang Hotel, which can easily be reached by taxi in about 15 minutes, for approximately US\$3.00 or RMB 25. Guangzhou East Railway Station is about 20 km from Dong Fang Hotel, which can easily be reached by taxi in about 20 minutes, for approximately US\$6.00 or RMB 50. The Chinese note indicating hotel name hereafter should be shown to the taxi driver.

Please show this text to the taxi driver.

请送我到：

东方宾馆，谢谢！

广州市流花路120号

### 4.3. How to reach Guangzhou from Hong Kong

The webpage of IECQ of <http://www.iecq.org/html/guangzhou/train.htm> contains all necessary information about the transportation.

Guangzhou-Kowloon Through Train from Hongkong to Guangzhou East Railway Station is a convenient and comfortable mode of transport, running frequently.

### 4.4. Transportation inner Guangzhou

**Taxis** are classified into two categories:

Saloon car, RMB 2.60 per kilometer and Small red car, RMB 2.20 per kilometer

**Metro** is a new transportation system. Single ticket from RMB 2 to RMB 6.

**Bus** route network is well developed and very convenient. Fares are mostly between RMB 1 and RMB 2 in "exact fare with no changes" system.

### 4.5. Transportation from Zhuhai Ferry Terminal to Hongkong

It is necessary to make ferry reservation in advance, and Harting office in Zhuhai will care for the reservation. The participant who needs the service need to indicate in his registration form and pay the fee at reception desk in the hotel in Guangzhou. The ferry trip to Hong Kong is 1h 15min and will bring you to the terminal in Hong Kong Island with a direct connection (walking distance) to the MTR station for transportation to the airport. It is assumed the entire tour from departure Zhuhai ferry terminal to Airport Hong Kong arrival will be 2h 30min.

Ferry trip to Hongkong is CNY 160 (about USD 19)/per person in first-class cabin and CNY 150 (about USD 18) in ordinary cabin

## 5. Organization

### 5.1. Secretariat Support

A secretariat office will be available to provide meeting related assistance to participants from 30<sup>th</sup> March to 4<sup>th</sup> April 2003. The Secretariat will have available computer facilities for the preparation of documents, printers, and photocopiers. The hotel business center is available to provide support services for participants, personal or business related communication support (see Business facilities).

## MEETING SCHEDULE

### 6. Program of Business Sessions and Social Events

Date	09:00 to 12:00	N° of participants	14:00 to 18:00	N° of participants
Sunday, 30 March	Officers meeting (IECQ and CECC)*, from 10:00 till 12:00	15	Officers meeting (IECQ and CECC)*, from 13:30 till 16:00	15
Monday, 31 March	Workshop: Gaining a competitive edge through IECQ-CECC certification	Aimed at users and suppliers	Technology (Manufacturing) Approval Workshop	Aimed at users and suppliers
Tuesday, 1 April	Management Committee	31	Visit to CEPREI (15:00 to 17:00)	Welcome reception
Wednesday, 2 April	Management Committee	31	Conformity Assessment Bodies Committee	25
Thursday, 3 April	Strategy Group	10	Marketing Group	8
Friday, 4 April	Technical visit to Zhuhai HARTING** (details will be provided separately)			

\* By invitation of the IECQ and CECC Chairman only

\*\* The technical visit will be organized in such a manner that participants will be able to fly home from Hong Kong on the Friday night

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## 7. Notes on Business and Social Sessions

### 7.1. Tuesday 1 April - Session 1 (Afternoon)

Technical Visit: *CEPREI*

Event: A visit to CEPREI has been arranged. This visit will provide the opportunity to understand the situation of IECQ certification programs in China.

Attendance: All registered participants, and their registered accompanying persons/partners, will be invited to attend at no additional cost.

### 7.2. Tuesday 1 April - Session 2 (Evening)

Dinner: *Welcome reception*

Event: The reception dinner has been organized for the evening of 1 April by CEPREI after the industry visit.

Attendance: All registered participants, and their registered accompanying persons/partners, will be invited to attend at no additional cost.

### 7.3. Wednesday 2 April - Session 3 (Evening)

Tour: *Pearl River Cruise*

Attendance: The registered participants, and their registered accompanying persons/partners, who indicate in the Registration Form, will enjoy Pearly River Cruise. The price is USD 20/per person. Cost are to be paid at the registration / information desk upon arrival.

### 7.4. Friday 4 April - Session 4 (All Day)

Technical Visit: *Technical visit to Zhuhai HARTING*

Event: 8:30 Leaving for Zhuhai from hotel by bus  
11:00 Presentation of HARTING's activities in China  
15:00 End of the visit  
16:00 to 17:20 Ferry trip o Hongkong from Zhuhai ferry terminal **or**  
16:00 to 18:00 Back to Guangzhou by bus

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## GENERAL INFORMATION

### 8. **Passport, Visa and Vaccinations**

A valid passport and valid visa or internationally recognized travel document is required. Upon receipt of the preliminary registration forms, the Ministry of Information Industry will send an official invitation (letter or fax) to the participants, for visa applications at the Chinese Embassy or Consulate in the participants' countries.

Participants are advised to check with their local travel agency about regulations for visas and vaccinations, particularly regarding delays for obtaining visas (15 days on average). If in any doubt, information can be obtained from the nearest appropriate Chinese Embassy or Consulate. Participants from countries having no diplomatic relations with China may obtain their visas from a third country (please contact the Central Secretariat directly).

### 9. **Currency**

Foreign currency and traveler's checks can be exchanged at any office of the Bank of China, at the airport, in most of the large hotels and major department stores. The exchange office at White Swan Hotel provides exchange services in 23 different foreign currencies.

Bank notes are issued in the following denominations:

RMB 0.1 RMB 0.2 RMB 0.5  
RMB 1(yi).- RMB 2(er).- RMB 5(wu).-  
RMB 10(shi).- RMB 20(ershi)- RMB 50(wushi).- RMB 100(yibai).-  
Coins in use are called "jiao": 1, 5, 10; and 10 jiao is 1 Yuan.

International credit cards such as American Express, Visa or Master Card are accepted in most hotels, restaurants and shops.

When logos printed on rear side of credit card match those on an ATM machine which you intend to use, it means RMBs can be withdrawn from the machine with the card. These logos would be: GlobalAccess/Cirrus/Plus/Accel/Jetco...etc. However, your banks usually would charge you for these services, so ask them in advance.

Most branches of Bank of China and Hotels offer cheque-cashing service.

## 10. **Local Knowledge**

### 10.1. **Business facilities**

Local phone: dial "9" to obtain outside connections. Long distance calls can be made from the Business Center located on the ground floor of the hotel or from your hotel room.

The Business Center has fax and photocopying facilities. The center's services may be paid for in either local currency or by placing the charge onto your hotel account, if you are staying at the hotel.

### 10.2. **Business hours**

Major shops are generally open continuously from Monday to Sunday between 09:00 and 22:00. The Bank of China is open from Monday to Friday between 09:00 to 12:00 and 14:00 to 17:00.

### 10.3. **Climate and clothing**

Spring is a good season in Guangzhou. The weather in early April can be quite warm, with very little rain and no wind. The temperature may vary between *18;āC and 28;āC (65;āF and 86;āF)*.

### 10.4. **Electricity supply**

Voltage: 220V at 50 Hz.

### 10.5. **Yellow box**

**Emergency:** Fire-----119

Police-----110

**Telecommunication:**

Long distance call enquiries-----106

Phone no. enquiries-----114

**Speed Post:** DHL-----86662696

FeDex-----87321154



**10.6. Insurance**

The Organizing Committee can not accept any responsibility for accidents that may occur. Participants are advised to obtain travel, medical, personal accident and luggage insurance in their own country prior to departure.

**10.7. Local time**

Local time in Guangzhou in April is GMT +8.

**10.8. Dining Out**

There are restaurants that serve typical cuisine in Cantonese, Sichuan, Beijing Japanese style as well as western food, in the buildings of the Hotel. Details can be obtained upon arrival.

**10.9. Miscellaneous**

Banking and telephone facilities and shops are all located inside the Hotel and surrounding areas.

**10.10. Plane ticket confirmations**

Return plane tickets need to be reconfirmed 72 hours in advance. The airline ticket service at the registration/information desk will assist participants in confirming their plane tickets. This service will also provide telephone numbers and information regarding foreign airline companies.

Please note that an airport construction fee of RMB 90 must be paid in Chinese currency when departing from Guangzhou Baiyun International Airport to Hongkong or foreign cities, RMB 50 for departure to domestic cities.

**10.11. Tipping**

Generally no tipping is expected for any kind of service. Tax and services are generally included in the restaurant bills. Tipping to guides and tour drivers is popular.

## 11. **Tour Programs**

In order to make it more convenient for all participants to enjoy their stay in China, city tours and post-conference tours will be organized by Dongfang Travel Agency for participants and accompanying persons.

Tour to Beijing, Shanghai, xian, Guilin will be organized. Please refer to the attachment for more information. All those who would like to join should indicate in the Registration Form. All guided tours will be conducted in English, and are to be paid at the registration/information desk upon arrival.

Tour to Beijing, Shanghai, Xi'an, Guilin USD 1300/per person

The prices for the tour showing above include accommodation, breakfast, lunch, supper, tour coach, tour guide and sightseeing tickets.