The Asia-Pacific Regional Seminar on MOOCs for Higher Education

Administrative Note

11-12 June 2018

Shenzhen, People’s Republic of China
1. Venue
The International Meeting will be held at Kylin Hall, Shenzhen Kylin Villa.

KYLIN HALL, SHENZHEN KYLIN VILLA (麒麟厅，深圳麒麟山庄)
Address: Shenzhen Kylin Villa, 4599 Qinyuan Road, Nanshan District, Shenzhen, China.
Tel: 0086-755-26618888
Website: http://www.kylinvilla.cn/indexen.aspx

City Profile:
Shenzhen, in southeastern China, is a modern metropolis that links Hong Kong to China’s mainland. The city is the high-tech and manufacturing hub of southern China, home to the world's third-busiest container port and the fourth-busiest airport on the Chinese mainland. A picturesque coastal city, Shenzhen is a popular tourist destination in South China and has been listed by the Chinese Government as an Excellent Tourist City. It's has been known for its shopping destinations, contemporary buildings, and a number of amusement parks.

Reminder:
- Please wear your name badges during the meeting.
- Please mute all electronic devices during the meeting.
- The meeting will be held in both Mandarin Chinese and English. Simultaneous interpretation will be provided.
- Headsets will be distributed before the meeting begins. If you need assistance, please signal one of our volunteers/staff.
- If you need any further assistance, please contact the Meeting Secretariat.

2. Accommodation & Meals
Shenzhen Kylin Villa will provide Single/Twin-sharing rooms to the participants for the duration of the meeting. This includes breakfast and free Wi-Fi. Please note that a deposit (by cash or credit
card) will be required for all guests by the hotel upon check-in. Other personal charges (e.g. long-distance call, fax, internet, mini-bar, laundry, other meals) incurred shall be charged to the participants and paid to the hotel upon check-out directly.

Check-in/out:
- Standard check-in time is 14:00 / Check out time is 12:00.
- Late check-out is 14:00, at which point the hotel will charge 50% of the full room rate. After 18:00, the hotel will charge the full room rate.
- Please note all Seminar participants are expected to arrive on 10th June and departure on 13th (Except Committee participants) If participants arrive earlier or would like to stay longer, the expenses regarding room charge shall be borne by participants themselves.

< Meal Plan for Funded Participants>
- **Funded participants** will have meals in the designated area in Shenzhen Kylin Villa. All lunch, dinner and snacks during tea breaks will be covered by organizers. You need to present your name badge and meal coupon upon entry. Please refer to the details listed in the table below.
- **Self-funded participants** can buy meal coupon at meeting secretariat (appx. 25usd) or can choose to eat at restaurants outside of the hotel. Snacks during tea break will be covered by organizer.

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<tr>
<th>Date</th>
<th>Meals</th>
<th>Time</th>
<th>Location</th>
<th>Style</th>
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<tbody>
<tr>
<td>10 June</td>
<td>Dinner</td>
<td>18:00 PM</td>
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<tr>
<td>11 June</td>
<td>Breakfast</td>
<td>7:00-10:00 AM</td>
<td>2nd FLOOR: REDBUD COURT CAFETERIA</td>
<td>Buffet</td>
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<td></td>
<td>Lunch</td>
<td>12:00 AM</td>
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**3. Registration**
All participants are requested to register and collect their Meeting kits and name badges at the designated area in the lobby of Shenzhen Kylin Villa on 10th June when you arrive at the hotel. Participants who will not stay in the Kylin Villa may register on 11th morning before the opening session.

For funded participants, please keep your inbound boarding pass to be submitted together with other pending documents (e.g. signed Travel Statement, receipt for air ticket reimbursement) to the Meeting Secretariat upon registration.
4. Documentation
Documentation concerning the meeting will be distributed to all participants prior to its commencement via e-mail (eisd.bgk@unesco.org). Meeting presentations will be uploaded to the ICHEI webpage in late June 2018.

5. Transportation to Hotel from Airport

We will provide airport pick-up for participants who arrive on 10th. When you arrive at the airport, you will be greeted by student volunteers (wearing T-shirts printed ‘SUSTech’) at international arrivals with a sign printed ‘The Asia-Pacific Regional Seminar on MOOCs for Higher Education’.

The detailed information of the airports is listed as below.

**SHENZHEN BAO'AN INTERNATIONAL AIRPORT**
We will provide pickup from the airport to the hotel on June 10th, 2018 between 9:00 – 20:00. You can check the international arrival flights’ information through the web-link listed below.

http://www.szairport.com/szairportyw/daogy/201306/a44fbbf8c6a40b9a1847bb188ac7b4c.shtml

**Alternative:**
If for some reason a situation arises in which you miss the airport pickup, you may take a taxi to the hotel using the address below. Please note do take taxi from official taxi area which is connected to GTC at 2nd Floor in the airport. Queue at the Red Taxi Line and only accept to use service of two types of taxis show as pictures below. Insist to use meters and the fee will be around 120 CNY which takes about 1 hour from the airport to the hotel. For more information, please refer to http://eng.szairport.com/

You may find the Chinese name, address and telephone number of SHENZHEN KYLIN VILLA listed in the box below useful. Please don’t hesitate to use this should the need arise.

您好，我需要前往深圳麒麟山庄贵宾楼，谢谢！

酒店地址: 深圳市南山区沁园路 4599 号

电话： 0086-755-26618888（酒店）
0086-18813962912（蒋老师）
Note:
Drop-off service from the hotel to the airport on the day of departure is not available. You can ask the hotel reception to book taxi to the airport.

6. Climate
Shenzhen has a humid subtropical climate with warm summers. The average local temperature during the meeting is forecast to be 29°C to 32°C (84°F to 90°F).

7. Currency Exchange
The currency name of P.R. China is the Chinese Yuan (CNY), sometimes referred to as RMB.

Exchange Rate:
- 1USD/CNY 6.36
- 1EUR/CNY 7.63
- 1GBP/CNY 9.5
- 1HKD/CNY 0.81

8. Electricity
The voltage used in the China is generally 220 volts. You are highly suggested to bring adapters by yourself since it is not easily to be found around the shops of the hotel. The plug types appear as follows:

![Electricity Plug](image)

9. Emergency
In case of medical emergency, please contact the hotel’s information desk or any staff of the Secretariat. The hotel has first-aid kits available for use in less severe situations.

Emergency Numbers:
- 119 for Fire services & rescue service in emergency situations
- 110 for Police
- 120 for Ambulance

10. Contact Information
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