



ARC4 Students' Forum

**University-Business Partnerships:
Asia and Europe Seeking 21st Century Solutions**

23-24 March 2015
Hangzhou, China

Practical Information Booklet

Hosted by [Zhejiang University](#), the ARC4 Students' Forum is co-organised by [Asia-Europe Foundation \(ASEF\)](#), the [Ministry of Foreign Affairs](#) and the [Ministry of Education](#) of the People's Republic of China. [The International Association of Universities](#) and the [ASEAN University Network](#) contribute as ARC4 partners, and [Chulalongkorn University](#) and the [office of Higher Education Commission of Thailand](#) as supporters.



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1. Date and Venue

The ARC4 Students' Forum will be held in Hangzhou, China from Monday to Tuesday, 23 and 24 March 2015, at the following venue:

Alumni Center, Zijingang Campus, Zhejiang University
866 Yuhangtang Road, Hangzhou, Zhejiang 310058, P.R.China
<http://www.zju.edu.cn/english/>

The Forum will officially start with *Welcome Remarks* and a *Networking Session* on Sunday, 22 March 2015 at the Zijingang International Hotel between 19:30 – 21:30.

During the check-in at hotel and registration, participants will receive the Forum bag and badge.

The Forum will formally end with a *Farewell Dinner* on Tuesday evening, 24 March 2015 at around 19:30.

A Cultural Tour will take place on Wednesday, 25 March 2015 (optional for participants).

2. Visa

The participants who require a visa to travel to China are advised to apply for the visa at the Chinese Embassy/Consulate nearest to their place of residence 2-3 weeks before their departure. Please ensure that your passport is valid for at least six more months from the day of your arrival to China.

The Asia-Europe Foundation (ASEF) is in a close coordination with the Chinese Ministry of Foreign Affairs, as one of the co-organisers of the Forum, to facilitate the process of visa application for ARC4 participants.

3. Flight Booking

Participants are responsible for their own flight itinerary and flight booking. Please arrive in Hangzhou Airport/Train Station by **5pm on Sunday, 22 March 2015**.

Airport Options and Transportation from the Airport to the Hotel in Hangzhou

(depending on the costs and availability of flights from the city of departure:

1) Hangzhou Xiaoshan International Airport (HGH)

<http://www.hzairport.com/bus.aspx>

Tel: +86-571-86662539 (08:00-23:00)

2) Shanghai Pudong Airport (PVG): Further transportation via university minibus to Hangzhou

<http://en.shairport.com/pudongair.html>

3) Shanghai Hongqiao Airport (SHA): Further transportation via high-speed train to Hangzhou
<http://en.shairport.com/pudongair.html>
<http://service.shmetro.com/en/>

Flight tickets may only be purchased from the country of participants' residence to Hangzhou or Shanghai and back to the destination of origin.

All participants must keep the boarding passes for both legs of the journey, and provide them to ASEF upon return to their country of residence.

ASEF will not reimburse one-way air tickets and layovers longer than 24 hours.

3. Airport Pick-Up upon Arrival and Drop-Off for Departure

Student volunteers of Zhejiang University will assist the participants upon arrival and for the departure. Please inform ASEF by **Monday, 9 March 2015** of your detailed flight information, including flight numbers, scheduled arrival time and scheduled departure time for the smooth facilitation of the pick-up and drop-off services by Zhejiang University.

1) Hangzhou Xiaoshan International Airport (HGH)

Arrival (22 March 2015): Please proceed to the international passengers' exit of Terminal 1 where student volunteers from Zhejiang University will hold the sign "ZJU-ARC4". They will assist you to get to the university minibus which will bring you to the hotel. The minibuses will be arranged in slots in accordance with the participants' arrival times.

Departure (24-25 March 2015): Zhejiang University will arrange for a university minibus to send the participants at certain timings to the airport.

2) Shanghai Pudong Airport (PVG)

Arrival (22 March 2015): Please proceed to the international passengers' exit of Terminal 1 and Terminal 2 where student volunteers from Zhejiang University will hold a sign of "ZJU-ARC4". They will assist you to purchase the coach tickets to Hangzhou and accompany you to the coach station. The coach journey takes about 3 hours. In Hangzhou, student volunteers will meet you upon your arrival in Hangzhou at the Hangzhou Dragon Tourism Center coach station. From there, a university minibus will bring you to Zijingang International Hotel.

Departure (24-25 March 2015): Zhejiang University will arrange for a university minibus to send the participants at certain timings to the coach station at Hangzhou Dragon Tourism Center.

3) Shanghai Hongqiao Airport (SHA)

Arrival (22 March 2015): Please proceed to the international passengers' exit of Terminal 1 where student volunteers from Zhejiang University will hold a sign of "ZJU-ARC4". They will assist you to go to the subway line 10, to pick you up upon your arrival at Hongqiao Railway Station Stop, to purchase high-speed train tickets for you (the trip takes about 1 hour), to pick you up upon your arrival at the passengers' exit either at Hangzhou Railway Station or Hangzhou East Railway Station, and to send you to the hotel by a university minibus.

Departure (24-25 March 2015): Zhejiang University will arrange for a university minibus to send the participants at certain timings to Hangzhou Railway Station or Hangzhou East Railway Station.

Some useful English-Chinese phrases:

- At the Hangzhou Xiaoshan Airport.

I want to go to the Zijingang International Hotel by taxi. Please send me to the hotel. The address is 796 Shenhua Road, Xihu District, Hangzhou, 。

我想打的到紫金港国际饭店，请打表并在下车时给我发票。

地址是：杭州市西湖区申花路 796 号。

- At Shanghai Pudong Airport

Where is the coach (long-distance bus) ticket for Hangzhou?

请问去杭州的长途大巴车站在哪里？

I want to buy a coach (long-distance bus) ticket for Hangzhou.

我想买去杭州的长途大巴车票。

I want to go to the Zijingang International Hotel by taxi. Please send me to the hotel. The address is 796 Shenhua Road, Xihu District, Hangzhou, 。

我想打的到紫金港国际饭店，请打表并在下车时给我发票。

地址是：杭州市西湖区申花路 796 号。

- At Shanghai Hongqiao Airport

I want to go to the Hongqiao train station by taxi. Please send me to the Hongqiao train station.

我想打的到虹桥火车站，请打表并在下车时给我发票。

I want to buy a high-speed railway train ticket for Hangzhou.

我想买去杭州东站或杭州城站的高铁票或者动车票。

I want to go to the Zijingang International Hotel by taxi. Please send me to the hotel. The address is 796 Shenhua Road, Xihu District, Hangzhou, 。

我想打的到紫金港国际饭店，请打表并在下车时给我发票。

地址是：杭州市西湖区申花路 796 号。

4. Accommodation and Local Transportation during the Meeting

Zijingang International Hotel
796 Shenhua Road, Xihu District,
Hangzhou, China
ZIP: 310030
Website: www.zjghotel.com.cn
Tel: 0571-89710000
Fax: 0571-89731222
E-mail: zjgkg@hotmail.com

Accommodation will be covered and directly arranged by the organisers (**3-nights, twin-bed shared room** (check-in on Sunday, 22 March, from 14:00 onwards, and check-out on Wednesday, 25 March, before noon). The hotel accommodation includes breakfast. Please note that participants are paired up by the organisers to share a room, always with the same gender and in most cases to ensure an Asian and a European participant sharing the same room.

Any other expenses of a personal nature (e.g. additional accommodation, telephone calls, laundry, medical, etc.) will be borne by the participant, as well as meals before the start and after the end of the programme.

Participants who wish to stay at the Zijingang International Hotel after Wednesday, 25 March 2015, please inform the ARC4 team by 5 March 2015 to request for an extension of the room reservation. The costs of extended accommodation will be borne by the participants.

Participants who wish to join the Cultural Tour on Wednesday, 25 March 2015 and stay overnight will also need to extend the hotel reservation through the organisers and bear the costs themselves.

The organisers take care of local transportation to and from the various forum venues during the conference (i.e. hotel, forum venue, dinner venues, visit to Alibaba Group Headquarters).

5. Catering

The organisers will provide the following meals during the Forum:

- Breakfast for 23-25 March 2015 (included in hotel accommodation)
- Welcome Buffet on 22 March 2015
- Lunch and Tea Breaks on 23 -24 March 2015
- Dinner on 23 March 2015
- Farewell Dinner on 24 March 2015

Both Chinese and Western food will be available.

We have forwarded your dietary requirements to the local organisers, as you have indicated in your registration form.

6. Reimbursement

For travelling from abroad, the maximum reimbursement of travel costs are 800 SGD for Asia-based participants, 1600 SGD for Europe-based participants and 1200 SGD for participants based in Australia and New Zealand. The travel costs include an Economy class airfare ticket, local public transportation to/from airport in the participants' country of residence (no taxi), visa and travel insurance.

The travel costs will be only reimbursed on the provision of the following **original** documents:

- The (e-)ticket/full travel itinerary (most direct economical route)
- All boarding passes or bus/train tickets (round trip including transit flights)
- Invoice/receipt of the ticket purchase (for agent booking) or payment confirmation (for online booking)
- Visa receipt (if applicable)
- Receipt and ticket of local public transportation from the participants home-town to the airport/bus or train station (no taxi)
- Receipt of the travel insurance purchased with copy of the insurance policy

Please assure to keep the original documents, as only these qualify for the reimbursement.

7. Non-Invited Accompanying Persons

The organisers are not able to bear the costs or make any logistical arrangement for accompanying family members or other non-participants of the Forum. Non-invited people will not have access to the Forum.

9. Forum Facilities

There is free Wi-Fi at the Forum venue. Participants can charge their computer and mobile phones at the Forum Secretariat.

10. Official Language

The official working language of the ARC4 Students' Forum is English. The organisers will not provide any interpretation/translation services.

11. Cultural Tour

The Cultural Tour on Wednesday, 25 March 2015 is optional for Participants. Lunch will be provided on the day. Details on the tour will be communicated by 9 March 2015.

12. Medical Facilities and Emergency Numbers

If you are currently on medication, please bring an adequate supply since the medicine prescribed to you may not be available locally. For minor medical enquiries, please inform the organisers.

Participants are responsible for their own expenses arising from special medical services. However, ASEF will cover the cost of travel insurance (capped at 50 Euro) for the duration of the project from 22 - 25 March 2015. It is recommended that participants obtain adequate cover for travel, health and accident insurance before departure from their country of residence.

Emergency Numbers:

General Emergency Number (Police, Ambulance, Fire)	110
Police	110
Ambulance	120
Fire	119

6. Dress Code and Items to Bring

The attire during the ARC4 Students' Forum is smart casual (i.e. business shirt, pants, covered shoes). Traditional attire or National dress are encouraged during the cultural evening.

Participants are also requested to bring their own working equipment for the Forum, e.g. Laptop/Tablet.

13. General Information on Hangzhou

Standard time zone

UTC/GMT +8 hours

Weather

The average temperature for March typically ranges between 10 C and 14 C. Coats and a light sweater or T-shirts are suitable.

Thicker clothing is advisable when going out in the morning or at night. An umbrella/wet weather clothing is also useful.

Currency and Banking

The currency in China is the Renminbi (RMB/Yuan)
1 RMB/Yuan approximately = 0.14 Euros/0.16 USD

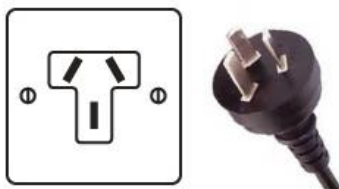
Chinese banks are typically open at 08:30 and close at 16:30 on weekdays. They are even open on weekends. ATMs can be easily found in Hangzhou. Visa, MasterCard and other major debit/credit cards may be used.

Electricity

The standard voltage in China is 220V, 50 HZ, AC.

The outlet is three-pronged, and is similar to the ones used in Australia and New Zealand.

You are recommended to bring your own adaptor.



Communications

The international telephone country code for China is **+86**.

The local code for Hangzhou is **571**

To call Hangzhou from abroad, you will need to dial: **0086 + 571 + Local Number**

Tourism in Hangzhou

- <http://english.ctrip.com/>
- <http://www.96123.com/>
- <http://en.gotohz.com/>

14. Contact Details of Organisers

If you require any further information on the organisation and/or your participation in the ARC4 Students' Forum, please contact:

Asia-Europe Foundation (ASEF)

Ms Natalie HONG

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T.: +65-68749715
E: arc@asef.org

Mr Marcel BANDUR

Project Officer, Education Department
T: +65-68749714
E: arc@asef.org

Asia-Europe Foundation (ASEF)

31 Heng Mui Keng Terrace
Singapore 119595
www.asef.org
Tel: +65-6875 9700

Zhejiang University

Mr XUE Fei

Deputy Director, International Relations
T: +86 571 88981165
E: xuefeifrank@zju.edu.cn

Ms QIN Jirong,

Project Officer, Conference Centre
T: + 86 13291872757
E: qinjirong@zju.edu.cn

Zhejiang University

<http://www.zju.edu.cn/english/>

In urgent cases, please call:

Ms. QIN Jirong

Student Coordinator Zhejiang University

+86 13291872757

15. Useful Online References

[Asia-Europe Foundation \(ASEF\)](#)



The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people and institutions of Asia and Europe. ASEF is the only permanent physical institution of ASEM and is funded by voluntary contributions from its partner governments and shares the financing of its projects with its civil society partners across Asia and Europe.

[Zhejiang University](#)



Zhejiang University is a prestigious institution of higher education with a long history of 117 years. Qiushi Academy, the predecessor of Zhejiang University, was one of the earliest modern academies of higher learning established in China. The university set up its motto of “seeking the truth and Pioneering New Trails” during the long-term exploration, and once was reputed as “Oriental Cambridge”. Zhejiang University has achieved a great deal in a wide range of disciplines and built up strength respectively. In recent years, the University maintains a leading position in China in output indicators including publications, patents and etc. Zhejiang University is striving to build itself into an innovative comprehensive research university with a world-class status, will continue its efforts in developing both education and research to meet the needs of national and regional strategy and solving international edge-cutting issues, and will further strengthen the productive relationship with our international partners.