



4th ASEM Rectors' Conference

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

26-27 March 2015
Hangzhou, China

Practical Information Booklet

Hosted by [Zhejiang University](#), the 4th ASEM Rectors' Conference 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.



Chulalongkorn University
จุฬาลงกรณ์มหาวิทยาลัย

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1. Date and Venue

The 4th ASEM Rectors' Conference will be held in Hangzhou, China from Thursday to Friday, 26 and 27 March 2015, at the following venue:

Qizhen Hotel (on ZJU campus)
866 Yuhangtang Road, Hangzhou, Zhejiang 310058, P.R.China
<http://www.zju.edu.cn/english/>

The Conference will officially start with a Welcome Reception on Wednesday, 25 March 2015 at the Dragon Hotel between 19:00 – 21:00. It will formally end with a *Farewell Dinner* on Friday evening, 27 March 2015 at around 21:00. An optional Cultural Tour will be arranged on Saturday, 28 March 2015.

2. Visa

Participants who require a visa to travel to China are advised to apply for Non-Commerce Visa (F Type) with 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 in China.

Thanks to the close coordination between the Asia-Europe Foundation (ASEF) and the Ministry of Foreign Affairs of P.R. China, who is one of the Conference co-organisers, the visa application of ARC4 participants will be facilitated and accelerated, provided the required documents by the Embassies/Consulates are presented.

Participants do NOT need to show individual visa support letter or invitation letter indicating their date of birth, passport number or other personal particulars. Instead of these two documents, the current invitation letter the participants have received will suffice.

ASEF will not issue individual proof of hotel reservation, as only a few Chinese Embassies/Consulates in ASEM countries require this document. Participants asked to show the proof may contact ASEF for individual assistance.

3. Travel

Participants are responsible for their own travel itinerary and flight booking. All participants are expected to arrive in Hangzhou by the afternoon of **Wednesday, 25 March 2015**.

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

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>

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3) Shanghai Hongqiao Airport (SHA): Further transportation via high-speed train to Hangzhou

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

<http://service.shmetro.com/en/>

Those who have requested for travel subsidy on the online registration form and have received confirmation from ASEF need to keep the boarding passes for both trips of the journey, and mail them to ASEF's office upon return for the subsidy claim.

Participants may wish to purchase travel insurance at their own costs.

4. Local Transportation

Student volunteers of Zhejiang University will assist the participants upon arrival and for the departure. Please inform ASEF by **Sunday, 8 March 2015** of your detailed travel itinerary, including flight numbers, scheduled arrival and departure time for smooth arrangement of pick-up and drop-off services by Zhejiang University.

1) Hangzhou Xiaoshan International Airport (HGH)

Arrival (25 March 2015): Participants arriving at HGH need 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 several time slots in accordance with the participants' arrival schedules.

Departure (27 - 29 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 (25 March 2015): Participants arriving at PVG need 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 at the coach station of the Hangzhou Dragon Tourism Centre. From there a university minibus will bring you to Dragon Hotel.

Departure (27 - 29 March 2015): Zhejiang University will arrange for a university minibus to send the participants to the coach station at Hangzhou Dragon Tourism Centre in several time slots.

3) Shanghai Hongqiao Airport (SHA)

Arrival (25 March 2015): Participants arriving at SHA need 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. Upon arrival at Hongqiao Railway Station Stop, student volunteers will pick you up, and purchase the high-speed train ticket for you. The train journey to Hangzhou takes about 1 hour, and it goes to either Hangzhou Railway Station or Hangzhou East Railway Station. Upon your arrival at either of these two stations, student assistants will pick you up at the passengers' exit and send you to a university minibus going to Dragon Hotel.

Departure (27 - 29 March 2015): Zhejiang University will arrange in several time slots for a university minibus to send the participants to Hangzhou Railway Station or Hangzhou East Railway Station.

In case any participant cannot find ZJU student assistants holding a sign of “ZJU-ARC4”, please call Ms. QIN Jirong at her mobile no.: +86 13291872757.

Some useful English-Chinese phrases:

- At the Hangzhou Xiaoshan Airport.

I want to go to the The Dragon by taxi. Please send me to the hotel. The address is 120 Shuguang Road, Hangzhou.

我想打的到黄龙饭店，请打表并在下车时给我发票。

地址是：曙光路 120 号。

- At the 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 The Dragon by taxi. Please send me to the hotel. The address is 120 Shuguang Road, Hangzhou.

我想打的到黄龙饭店，请打表并在下车时给我发票。

地址是：曙光路 120 号。

- At the 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 The Dragon by taxi. Please send me to the hotel. The address is 120 Shuguang Road, Hangzhou.

我想打的到黄龙饭店，请打表并在下车时给我发票。

地址是：曙光路 120 号。

4) Transportation during the Conference

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

5. Accommodation

Dragon Hotel
120 Shuguang Road
Hangzhou, China
T: +86 571 8799 8833
E: servicecenter@dragon-hotel.com
Website: <http://www.dragon-hotel.com/>

Accommodation will be covered and directly arranged by the organisers: **3-night single occupation without extra expenditures** (check-in on Wednesday, 25 March, from 14:00 onwards, and check-out on Saturday, 28 March, before noon).

Any other expenses of a personal nature (e.g. additional days of stay, extra person<s>, telephone calls, laundry, medical, etc.) will be borne by the participant.

Participants wishing to stay at the Dragon Hotel after Saturday, 28 March 2015 need to inform the ARC4 team by Friday, 6 March 2015 to request for an extension of the room reservation. The costs of extended accommodation need be borne by the participants.

Participants wishing to join the cultural tour on Saturday, 28 March 2015 and stay overnight will also need extend the hotel reservation through the organisers and bear the costs themselves.

6. Catering

The following meals will be provided during the Conference:

- Breakfast from Thursday, 26 until Saturday, 28 March 2015 (included in hotel accommodation)
- Welcome Buffet on Wednesday, 25 March 2015
- Lunch and Tea Breaks on Thursday, 26 – Friday, 27 March 2015
- Dinner on Thursday, 26 March 2015
- Farewell Dinner on Friday, 27 March 2015

Both Chinese and Western food will be available.

We have forwarded the participants' dietary requirements indicated in the online registration form to the local organisers.

Meals before the start and after the end of the Conference Programme will not be covered.

7. Registration at Hotel and Conference Venue

Participants need to register at the ARC4 Secretariat Desk upon arrival in the Dragon Hotel between 14:00 – 18:00 on Wednesday, 25 March. Conference bags and badges will be distributed during the registration. It is compulsory for all participants to wear the badge throughout the Conference.

8. Reimbursement

- **Travel**

University representatives whose request for travel subsidy has been accepted by ASEF will receive the subsidy upon submitting to ASEF the **originals of the boarding passes for both ways of their air travel**.

Those who have not indicated the need for travel subsidy in their online registration form will not be able to receive the financial assistance.

ASEF will not accept travel subsidy claims without receiving the originals of the boarding passes.

- **Hotel**

Costs of 3 nights of accommodation (25-28 March 2015) for senior university representatives will be borne by the Conference organisers, unless otherwise specified.

- **Local Transport**

As airport transfers and transport between the hotel and various conference-related venues will be provided by the organisers, there will be **no reimbursement for other local transport expenses**.

- **Visa Fees**

Visa fees are non-reimbursable.

- **Travel Insurance**

Travel insurance costs are non-reimbursable.

9. 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 Conference. Non-invited people will not have access to the Conference.

10. Conference Facilities

There is free Wi-Fi at the Conference venue. Participants can also charge their computers and mobile phones at the Conference Secretariat.

11. Official Language

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

11. Exhibition Booth

Participants wishing to set up an exhibition booth at the Conference venue may either bring the promotional materials with themselves or ship them well in advance and clearly labelled to the local organiser, Zhejiang University at the following address:

Mr XUE Fei
Office of International Relations, Zhejiang University
Room 310, Nano-Building B (Alumni Center), Zijingang Campus
866 Yuhangtang Road, Hangzhou, Zhejiang Province, 310058
P.R. China
T: +86 571 88981165

邮编: 310058
中国浙江省杭州市西湖区余杭塘路866号
浙江大学紫金港校区校友活动中心101办公室
薛飞 先生

Volunteers will assist in setting up and attending to the exhibition booths.

12. Cultural Tour

The Cultural Tour on Saturday, 28 March 2015 is optional. Lunch will be provided on the day. Details on the tour will be communicated by 9 March 2015.

13. 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. ASEF will not cover the cost of travel insurance. It is, however, 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

14. 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

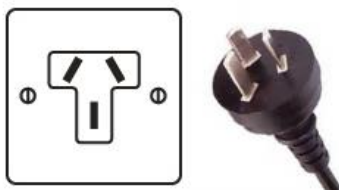
Chinese banks are typically open at 08:30 and close at 16:30 on weekdays. They are open on weekends. ATMs can be easily found in Hangzhou. Visa, MasterCard and other major debit/credit cards may be used.

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.

Participants are recommended to bring their 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/>

15. Contact Details of Organisers

Should you need any further information related to your participation in ARC4, please contact:

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

Ms Natalie HONG

Project Manager, Education Department

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
T: +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

In urgent cases, please call:

Ms. QIN Jirong
Student Coordinator Zhejiang University
T: +86 13291872757

16. About the Organisers

Asia-Europe Foundation (ASEF)



The Asia-Europe Foundation (ASEF) promotes understanding, strengthens relationships and facilitates cooperation among the people, institutions and organisations of Asia and Europe. ASEF enhances dialogue, enables exchanges and encourages collaboration across the thematic areas of culture, economy, education, governance, public health and sustainable development. ASEF is a not-for-profit intergovernmental organisation located in Singapore. Founded in 1997, it is the only institution of the Asia-Europe Meeting (ASEM).

Together with about 700 partner organisations ASEF has run more than 650 projects, mainly conferences, seminars and workshops. Over 17,000 Asians and Europeans have actively participated in its activities and it has reached much wider audiences through its networks, web-portals, publications, exhibitions and lectures.

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.