



SECOND MEETING OF THE REGIONAL WORKING GROUP ON LAND-BASED POLLUTION OF THE SCS SAP PROJECT

11-12 November 2024

Hilton Garden Inn Shenzhen Nanshan Avenue, Shenzhen, China

INFORMATION AND LOGISTIC NOTE

The information below provides you with the logistic details for your participation in the upcoming Second Meeting of the Regional Working Group on Land-Based Pollution of the SCS SAP Project on 11-12 November 2024, in Shenzhen, China. The meeting venue will be held at Hilton Garden Inn Shenzhen Nanshan Avenue, Shenzhen, China. Please read the following information carefully, as it will help you to plan your meeting and travel to China.

1. Schedule

Date	Time	Activity	Function Room
11 November 2024	9:00 - 16:45	2nd RWG-LBP Meeting	Garden Function Room 1+2, 12th floor
	18:00 - 20:00	Reception Dinner	Garden Grille, 12th floor
12 November 2024	9:00 - 12:00	2nd RWG-LBP Meeting	Garden Function Room 1+2, 12th floor
12 November 2024	13:00 - 18:00	Site Visit	Assemble at lobby

2. Accommodation



Hilton Garden Inn Shenzhen Nanshan Avenue

1039 Nanshan Ave, Nanshan District, Guangdong Province, Shenzhen, 518000, China

Tel: +86 755 8655 1888

Check-in time: 15:00 p.m./ Check-out time: 12.00 p.m.

The organizer has made the advance hotel booking for all sponsored participants at Hilton Garden Inn Shenzhen Nanshan Avenue. The Hilton hotel sent you the hotel booking confirmation via email on 24 October 2024. If you have not received any notification from the hotel, please contact Ms. Ob-orm (obormu@unops.org).

Payment for accommodation with breakfast will be settled by the participants directly upon checking in. The room rate with breakfast is 600 CNY including tax and service charge per night.

Personal expenditures i.e. minibar, telephone, laundry or for any other expenses incurred shall be covered by the participants.

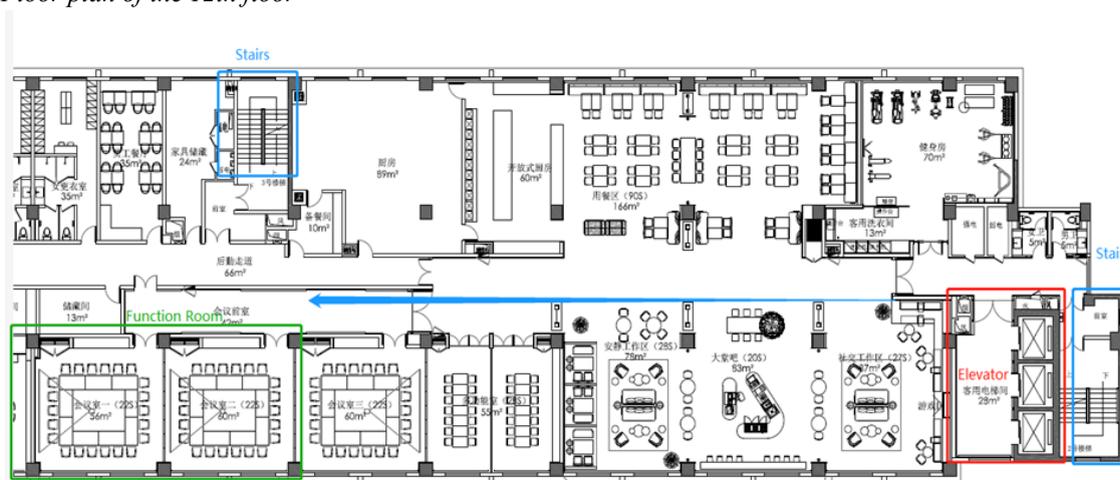
For non-sponsored participants i.e. participant's spouse or family members, the expenses will be the responsibility of the participants.

Should you require special requests regarding accommodation, please contact the hotel directly to Adam Zeng (adam.zeng@hilton.com) and copy Ms. Ob-orm (obormu@unops.org).

3. Meeting Venue and Registration

The 2nd RWG-LBP Meeting will be held at **Garden Function Room 1+2, 12th Floor** of the Hilton Garden Inn Shenzhen Nanshan Avenue. Participants are requested to register and obtain meeting badges at the registration table from 8:30-8:55 a.m. The meeting will start at 9:00 a.m.

Floor plan of the 12th floor



4. Site Visit and Registration

Please assemble at 13:15, in the lobby of the hotel to take the shuttle bus to the site visit.

Lobby area



5. Site Visit Agenda

12 November 2024

Time	Activity
13:15	Assemble at the hotel lobby
13:30	Take a shuttle bus to the Maozhou River Exhibition Hall (50-minute drive, address: Intersection of Yang Chong Road and Zhong Fu Road, Bao'an District)
14:20	Visit the Maozhou River Exhibition Hall (approximately 20 minutes)
14:40	Take an electric cart to view the Maozhou River Biodiversity Section and Yang Chong River sluice (approximately 10 minutes)
14:50	Take an electric cart to visit the Biodiversity Ring (approximately 10 minutes)
5:00	Take a shuttle bus to Belt and Road Environmental Technology Exchange and Transfer Center (Shenzhen) (B&RETTTC) (50-minute drive, address: 12th Floor, Building 4, Cloud Park Phase II, Longgang District)
15:50	Visit the B&RETTTC exhibition hall (approximately 15 minutes)
16:05	Shenzhen Land Pollution Control Best Practice Exchange Meeting (B&RETTTC, approximately 55 minutes)
17:00	Take a shuttle bus to Hilton Garden Inn Shenzhen Nanshan Avenue (50-minute drive, address: No. 1039 Nanshan Avenue, Nanshan District, Shenzhen, Guangdong Province)

6. Meeting Documents and Presentations

The meeting documents are available on the project Google shared drive.

https://drive.google.com/drive/folders/1wSW9gze_aF1jV7yWseRcB8KyKRST3R8K?usp=sharing

For those who are unable to access Google platform, please visit SCS SAP project website via <https://scssap.org/events>

Any additional documents will be uploaded on the above-mentioned platforms once available. Participants are requested to print and bring their copies to the meeting.

Participants who will be presenting are requested to send their presentations on or before 1 November 2024. Please send the presentations to Ms. Ob-Orm Utthasit (obormu@unops.org) and cc. Mr. Reynaldo Molina (reynaldom@unops.org).

7. Daily Subsistence Allowance and Payment

Participants will be provided with the Daily Subsistence Allowance (DSA) via UNOPS' disbursement into your banking account. The support includes the daily subsistence allowance (DSA), terminal expenses, and accommodation cost.

For participants who have not yet registered your banking information in the UNOPS system, please complete the **supplier registration form** [Click](#) and submit the form to Ms. Victoria Ballester (victoriab@unops.org) and Ms. Halima Goshi (halimapg@unops.org).

8. Travel Arrangements

a. Flight Arrangements

Once the confirmation for participation has been made by the participants, the organizer will contact the participants directly for travel arrangements. The economy air ticket will be sent electronically to participants in advance.

Please ensure that your passport is valid for at least 6 months by the time of your arrival in China, and the passport should have enough pages and space for sticker visa and entry-exit stamps.

b. Visa Requirements

Participants are advised to check the visa requirements for the entry to China. The Ministry of Environment, China, also issued the invitation documents that you may use for your visa application.

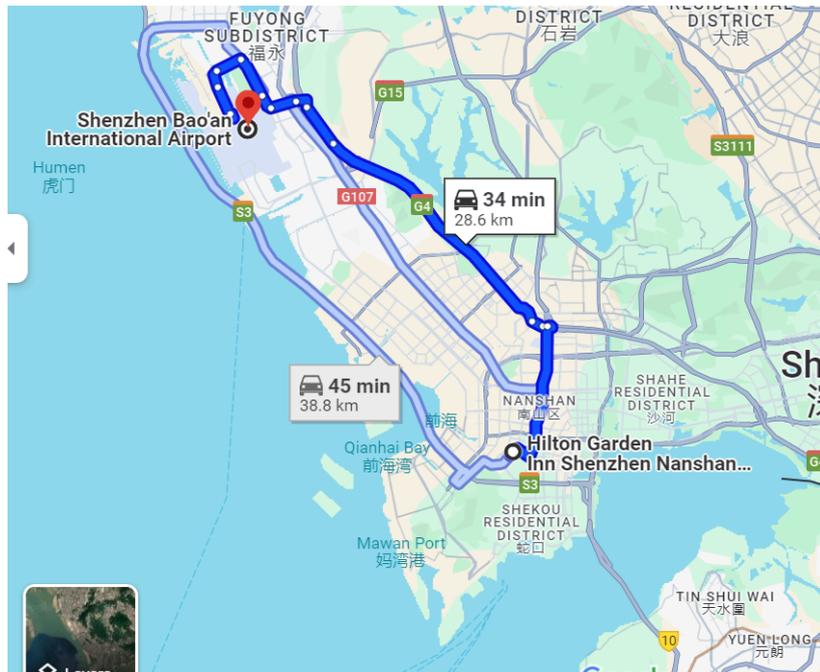
Please collect the receipts of visa fees and reimburse with the respective travel assistant that you are in contact with, Ms. Victoria (victoriab@unops.org) or Ms. Halima (halimapg@unops.org).

9. Transportation from Airport to the Hotel

The daily subsistence allowance (DSA) that participants will receive includes the terminal expenses (transportation cost between airport and hotel). Participants have choices of airport transfers as follows:

The distance from Shenzhen Bao'an International Airport to Hilton Garden Inn Shenzhen Nanshan Avenue is about 28 kilometers (35 mins). Participants have choices of airport transfers as follows:

- **By taxi/ online car-hailing:** Taxi pick up at Gate 13 and online car-hailing services at Gate 15. The taxi is about 80 CNY. For more information, please visit this website https://www.szairport.com/szairporten/czc/zlm_tt.shtml
- **By airport bus:** Participants can purchase tickets and board at Gate 17 of the Ground Transportation Center (GTC). For more information, please visit this website https://www.szairport.com/szairporten/jcdb/zlm_tt.shtml
- **By bus:** Take M527 bus to Nanshan Bookstore and walk 1 km to the hotel.(About 90 minutes) For more information, please visit this website https://www.szairport.com/szairporten/bashi/zlm_tt.shtml
- **By subway:** Take Airport Line 11 to Nanshan Station Exit B1 and walk 1 km to the hotel.(About 45 minutes)
- **By 7-seater car (hotel services):** This is 600 CNY per one way. Please book 2 days in advance with Adam Zeng (adam.zeng@hilton.com)



10. Meals

Participants will be provided with breakfast and lunch at Garden Grille, 12th floor of the Hotel. Participants are expected to assume responsibility for their dinner arrangements.

The reception dinner will be held on 11 November 2024, from 18:00-20:00 p.m. at the 12th floor of the hotel, at Garden Grille.

11. Dress Code

2nd RWG-LBP	Business casual
Site Visit	SCS SAP polo shirt

12. Electricity

The electrical current in China is 220 volts with a frequency of 50Hz. Three main types of plugs are: **A** (two flat parallel pins), **C** (three flat pins in a triangle shape), and **I** (two round pins). Participants are advised to bring a suitable adaptor, in case needed.

13. Currency

The official currency in China is Chinese yuan (CNY) or renminbi (RMB). The two terms are similar and they are often used interchangeably.

14. Time

The standard time in Shenzhen, China, is GMT+8 hours.

15. Weather

The weather in Shenzhen is expected to be mild and pleasant. The daytime high will be around 24-27°C, while nighttime lows will drop to around 18-19°C. While rain is unlikely, it's always useful to have a small umbrella or waterproof layer, as November sees light rain on occasion.

16. Contact Persons

For further details and information about the meeting arrangements, agenda and documentation, please contact the following:

Mr. Reynaldo Molina

Mobile: + 66 62 – 009921

E-mail: reynaldom@unops.org

Ms. Ob-orm Utthasit

Mobile: +66 90-9865822

Email: obormu@unops.org

For further details and information about the travel and logistics, please contact the following:

Ms. Ob-orm Utthasit

Mobile: +66 90-9865822

Email: obormu@unops.org

Ms. Xuelian Pan

Email: panxuelian2006@163.com