

**General Information on the
International Conference on
Topical Issues in Nuclear Installation Safety:
Continuous Improvement of Nuclear Safety in a Changing World
Beijing, China, 18-22 October 2004**

If you are not a registered Conference participant please see the Announcement at this web site for details on registering.

Location of the Conference: **XIYUAN HOTEL**
1 Sanlihe Road
China
Tel: +8610 6831 3388
Email: xyhotel@public3.bta.net.cn

Registration: The Registration Desk at the Xiyuan Hotel will be open on Sunday, 17 October 2004 from 16:00 to 19:00 hours and on Monday, 18 October from 8:00 hours onwards. Registration is also possible throughout the week during the working hours of the conference.

No registration fee is charged.

Participants are requested, if possible, to register on Sunday, 17 October 2004.

Opening of the Conference: Monday, 18 October 2004, at 09:30 hours

Documentation: The final programme and the book of contributed papers will be available upon registration.

Proceedings: The proceedings of the conference will be published by the IAEA as soon as possible after the meeting and will contain the welcoming addresses, all presentations, session summaries, and the conclusions of the conference. The contributed papers will be included as a CD ROM.

Accommodation: Please see hotel reservation form and list of hotels on this web site.

The local organizer has made a block reservation in the conference hotel. Due to the heavy traffic in Beijing and the special rates offered by the hotel, participants are strongly recommended to make reservations in the conference hotel. Please complete the hotel reservation form and send it as soon as possible to reach Mr. Guo Lingquan at the following address no later than 20 September 2004:

Mr. GUO Lingquan

Director, Division of International Cooperation
National Nuclear Safety Administration
115 Xizhimennei Nanxiaojie Xicheng District
Beijing 100035
China
Tel: +86-10-67115610, 66111436,
Fax: +86-10-67115610, 6612 6715
Email: guo.lingquan@sepa.gov.cn

Your reservation will be confirmed by the local organizer.

Transportation from Airport to Hotel: There will be a shuttle bus – free of charge - operating between Beijing Airport and the Xiyuan Hotel on the weekend preceding the conference. Please look for the conference sign upon arrival. To this end it is important that you indicate **your arrival details** on the enclosed Hotel Reservation Form.

If you miss the shuttle bus or arrive during the week of the conference you are advised to take a taxi from the airport to the hotel. The cost of a taxi is about 100 RMB (approx. US\$12).

To facilitate your arrival at the Xiyuan Hotel please find enclosed a note giving the name and address of the Hotel in English and Chinese.

Visa: Should you require a visa to enter China, please send all necessary information (full name, maiden name, date and place of birth, home address, nationality, name and full address of employer, passport number, length of stay and arrival date, as well as place of issuance of visa) to **Mr. GUO Lingquan**, see above address, as soon as possible but **not later than one month before** the beginning of the conference. Upon receipt of this information Mr. Guo Lingquan will send you an invitation letter which you should submit together with the necessary visa application form to the nearest diplomatic or consular representative of China.

Social Programme: A welcome reception jointly hosted by the IAEA and the Host Government will be held on Monday, 18 October 2004. Additional events will be announced at a later date.

Coffee/Lunch Breaks: Refreshments during the **coffee** breaks will be offered by the Host Government. Provisions have been made with the hotel to serve upon request **lunch for US\$10** per person. Bookings for lunches should be made each day before the first coffee break.

Technical Visits: Please see the Technical Visit Registration Form on this web site.

Participants will have the possibility to go on one of the two technical visits offered by the Host Government immediately after the closing of the conference on Friday, 22 October 2004. The options and descriptions are given in the attached form. **Please note that there are only a limited number of places available.** You are therefore requested to register well in advance for these visits by sending the completed attached form to **Mr. Guo Lingquan**, see above address.

Tourist Information: Details on tours will be available at the conference.

General Information: The **climate** in Beijing in October is changeable with an average temperature of about 20°C.

The currency and exchange rate to date is: 1 US\$ = 8.3 RMB Yuan.

It is possible to use **International credit cards**, including VISA, American Express, Diners, Master/Eurocard and cash travelers cheques at or in the vicinity of the conference hotel. It is also advisable to bring some cash money (US\$ or Euro).

Credit card telephones or prepaid phone cards can be used for local, long distance and international calls.

Electricity: 220 V (AC), adapter might be needed.

For additional information on Beijing please visit the following website:

<http://www.cnta.gov.cn/lyen/index.asp>