Sustainable Finance Week

Participants’ Guide

Beijing 2013
10 - 15 November
Finance Initiative

Participants Guide

Table of Contents

1. Sustainable Finance Week ........................................................................................................3
2. Registration ..............................................................................................................................3
3. Visas ........................................................................................................................................3
4. Getting to Beijing ....................................................................................................................4
5. Venues ...................................................................................................................................5
6. Accommodation .....................................................................................................................6
7. Insurance ..................................................................................................................................8
8. Beijing Transportation ............................................................................................................8
9. Information about Beijing .........................................................................................................9
10. Other Practical Information ....................................................................................................9
11. Contact Details .......................................................................................................................10
1. Sustainable Finance Week

The inaugural Sustainable Finance Week (SFW) will be held from 10-15 November in Beijing, China.

The Sustainable Finance Week is convened by the UNEP Finance Initiative and brings together the key players and thinkers of the Sustainable Finance Community for a week of discussions.

We encourage everyone to browse through the unique events that make up the 2013 Sustainable Finance Week at www.unepfi.org/sfw.

2. Registration

Please refer to each event of the 2013 SFW for specific registration details. The calendar of events and subsequent event information is available at www.unepfi.org/sfw.

Please note that some events are invitation only or are only open to UNEP FI members.

3. Visas

If you are travelling to Beijing for the SFW, you will most probably need a visa. You are advised to check with the respective consulate or embassy in order to obtain the required visa, including any transit visas, as soon as possible. Please note that it is the sole responsibility of the traveller to obtain the required visa(s). Please also ensure the validity of your passport. For additional information visit: www.visaforchina.org. Be aware that there is NO possibility of obtaining a Chinese visa on arrival at the airport.

Due to the delays and expenses associated with business visas, we are encouraging individuals who are not required by their institution to apply for a business visa to apply for a tourist visa. This generally requires less documentation and a quicker turn-around time.

For participants who DO need to apply for a business visa, you will need an invitation letter from our Chinese partner to apply. Please notify UNEP FI that you will need an invitation letter by sending the details as specified below to sfw-visa@unepfi.org as soon as possible. The invitation letter will be sent to you by mid-October.

Required information for Invitation Letter

(Please send to sfw-visa@unepfi.org)

Personal information on the first page of the passport

- Surname and Given name (the exact name on the passport)
Finance Initiative

- Passport Number
- Date of Issue
- Expiry date
- Date of Birth
- Nationality

Work information

- Name of the organization
- Address of the organization
- Invitee's job title

Contact details

- Email
- Phone number
# Finance Initiative

## 4. Getting to Beijing

You will find below indicative airlines and prices from different geographic regions in the world in order to organize your trip to Beijing.

<table>
<thead>
<tr>
<th>Provenance</th>
<th>Indicative Airlines</th>
<th>Average price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Departure on Nov 9th, Return on Nov 15th *</td>
</tr>
<tr>
<td>Australia, Sydney</td>
<td>Air China, China Southern Airlines, Malaysia Airlines, Qantas</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>Canada, Toronto</td>
<td>American Airlines, United, Delta</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>China, Shanghai</td>
<td>Air China, China Eastern Airlines</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>France</td>
<td>Turkish Airlines, Air China, Air France, KLM</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>Germany</td>
<td>Aeroflot, Qatar, Turkish Airlines, Finnair, KLM, Lufthansa</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>Hong Kong SAR</td>
<td>China Eastern Airlines, China Southern Airlines</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>Japan, Tokyo</td>
<td>China Eastern Airlines, Korean Air, All Nippon Airways</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>United Kingdom, London</td>
<td>Qatar, Emirates, British Airways, Swiss, Lufthansa, China Eastern</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>United States, California</td>
<td>Japan Airlines, United, American Airlines, Delta, Air China, China</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
<tr>
<td>United States, Arizona</td>
<td>United, Delta</td>
<td>Economy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Business Class</td>
</tr>
</tbody>
</table>

Source: [www.expedia.com](http://www.expedia.com), consulted in Aug/Sept. 2013
5. Venues

- Shangri-La China World Hotel (GRT, Leaders dialogues)

1 Jianguomenwai Avenue, Beijing, 100004, China

T: (86 10) 6505 2266
F: (86 10) 6505 0828

www.shangri-la.com/beijing/chinaworld
Finance Initiative

- Chang An Grand Hotel (PWG annual meeting, AGM, IC meeting, BC meeting, PSI AGM, NCD, Managing Social and Environmental Risks, SFW dinner)

27 Hua Wei Li, Chao Yang District

Beijing 100021, China

http://changangrandhotel.com/
- **The Westin Beijing Financial Street** (China –Africa Sustainable Banking Dialogues)

9B Financial Street, XiCheng District,
Beijing, 100140, China

Finance Initiative

- Munich Reinsurance Company Beijing Branch Office (PSI Board Meeting)

Room 2002, Tower C, Beijing Yintai Center
No. 2 Jianwai Avenue, Chaoyang District
Beijing 100022, China

www.munichre.com/greater-china
Finance Initiative

-Beijing Hong Kong Jockey club clubhouse (PSI board dinner)

No.68 Jinbao Street, Dongcheng District,

Beijing, 100005, China

http://www.beijingclubhouse.com/eng
Finance Initiative

-The South Beauty (PWG dinner)

L220, 2/F, West Building, China World Trade Center

Chaoyang Dist. Beijing, China

http://www.southbeauty.com/en/?list-1195.html
6. Accommodation

We recommend you to take comfort in the China World Hotel (www.shangri-la.com/beijing/chinaworld) as it is the conference venue and has easy access to many historical sites and amusements. It is also near to the venues.

Other hotels near the conference venue:

Traders Hotel, Shangri-la

No 1 Jianguomenwai Avenue, Beijing, 100004, China  
www.shangri-la.com/beijing/traders  
T: (86 10) 6505 2277  
F: (86 10) 6505 0838

Kerry Hotel, Shangri-la

No 1 Guanghua Road, Beijing, 100020, China  
www.shangri-la.com/en/beijing/kerry  
T: (86 10) 6561 8833  
F: (86 10) 6561 2626

Park Hyatt Beijing Hotel

2 Jianguomenwai Street, Chaoyang District, 100022, Beijing  
T: +86 10 8567 1234  
F: +86 10 8567 1000  
Email: beijing.park@hyatt.com
Finance Initiative

Park Hyatt Beijing Hotel
8 Yong An Dong Li, Jian Guo Men Wai Avenue, Chaoyang District, 100022, Beijing
www.fairmont.com/beijing
T: +86 10 8511 7777
F: +86 10 8507 3999
Email: beijing@fairmont.com

JW Marriott Beijing
83 Jian Guo Road, Chaoyang District · Beijing, 100025, Beijing
T: +86 10 59086688
F: +86 10 59086699

7. Insurance
Adequate insurance (i.e. health; travel; life) is the personal responsibility of each individual. The United Nations and co-organizers will not assume any responsibility for life and major health insurance, nor for expenses related to medical treatment or accidental event.

8. Beijing Transportation
Most international participants will likely be landing at the Beijing Capital International Airport (BCIA).

Beijing Capital International Airport (BCIA)
Tel: +86 10 6465 1100
www.en.bcia.com.cn
The BCIA has three terminals, 1, 2 and 3. Please note which terminal applies to you.
The distance between the venue of the Roundtable and T3 Terminal of BCIA is approximately 26km.
We advise you to take public transport as the conference aims to be a carbon-free event. It would greatly help us decrease the total amount of emissions.

From Airport to Venue by public transport

Airport Express

The airport train departs from the Arrival Hall of the Airport’s Terminal 3 every 15 minutes and stops at the Airport’s Terminal 2 before proceeding to the city.

To reach the Guomao station located within the China World Trade Centre complex from the Airport, disembark at Sanyuanqiao station and transfer to Line 10. It will not be necessary to exit the Sanyaunqiao station in order to transfer to Line 10.

On Line 10, disembark at Guomao station for China World Hotel, Beijing, which is an easy stroll away within the China World Trade Centre Complex.

The entire one-way trip will take approximately 45 minutes and will cost around RMB 27 (approximately USD 4).

Airport Bus

Airport buses stop at China World Trade Centre complex and each journey typically costs USD 2.

Taxi

Metered taxis are available at Beijing Capital International Airport. The fare between the airport and China World Hotel, Beijing, generally costs around USD 12 to USD 15 per journey. This is inclusive of toll fees.

Hotel Limousine (only to China World Hotel guests)

You can arrange for an airport pick-up by providing your flight details and estimated time of arrival when booking online.

Alternatively, you may contacting the hotel directly by calling (86 10) 6505 8885 or emailing reservations.cwh@shangri-la.com

Please note the pick-up service is not free of charge.

For more information regarding the transport, please check: www.shangri-la.com/beijing/chinaworld/about/map-directions
9. Information about Beijing

Beijing, also known as Peking, is the capital of the People’s Republic of China and one of the most populous cities in the world. The city is the country’s political, cultural, educational and military centre, and home to the headquarters for most of China’s largest state-owned companies including the Chinese main Global Roundtable sponsors. For more information on the city, its surrounding area and upcoming events, please visit the official website at www.ebeijing.gov.cn.

10. Other Practical Information

General Information about China

The Chinese Government has prepared a website that provides an array of information, from geographic facts and figures to historical milestones, economic status and current developments in politics, education, culture and sports, as well as much more. Please visit www.english.gov.cn.

Weather in November in Beijing

In November, Beijing starts to step into its winter cold gradually. It is very dry, dry enough to make your lips chapped so you would be better with lip balm. The temperature difference between day and night gets bigger, so you might want to wear extra clothes at night if you are planning a night out. There may be occasional cold winds at this time of the year, but without little rain or snow.

Average Temperature: 5°C / 41°F
Average High Temperature: 10°C / 50°F
Average Low Temperature: 0°C / 32°F
Average Humidity: 57%
Average Rainfall: 7 mm
Average Rainy Days: 5 days
Time of Sunrise: 06:42 ~ 07:15
Time of Sunset: 16:50 ~ 17:13

Time Zone: GMT + 8

Voltage, Plugs, and Socket-Outlets: 220V – 240V, 50Hz
11. Contacts

Sustainable Finance Week

For general enquiries about the Sustainable Finance Week, please go to www.unepfi.org/sfw or email sfw@unepfi.org.

For contact details of event organisers, please see the specific event information, available at www.unepfi.org/sfw.

UNEP Finance Initiative

To get in touch with the UNEP FI Secretariat, please go to www.unepfi.org or email info@unepfi.org.

* * * *

Enjoy your trip to Beijing!

We are looking forward to working with you towards a productive and enjoyable week!