

INTERNATIONAL CAPITAL CONFERENCE (ICC)

22-24 November 2011, Paris

ICC JOINING INSTRUCTIONS

INTRODUCTION

We look forward to welcoming you to International Capital Conference (ICC) 2011. Please click on our dedicated conference website www.internationalcapitalconference.com for the latest developments on the ICC. Please take time to read this information to help you get the most out of the conference.

VENUE & LOCATION

The ICC will take place at the Centre de Conférence Pierre Mendès-France within the Ministry of Finance. The address is 139 rue de Bercy, 75012, Paris. Please click on the link for a detailed street map: <http://g.co/maps/6fk8x>

The nearest train station is Gare de Lyon and nearest metro stations Gare de Lyon and Bercy.

ICC PACKAGE

Your package includes the access to the 2-day conference, conference materials, buffet lunch, refreshments, gala reception at the Elysée Palace and networking reception at the Pullman Bercy hotel.

AGENDA CHANGES

Please note that the Elysée Palace reception has moved from the 23rd to the 22nd of November. We apologise for any inconvenience caused by this change, which was due to circumstances beyond our control.

The agenda is now as follows:

22nd November 2011 (Tuesday)

13:00 – 15:45	Delegates may opt to register in advance with the ICC Desk at Pullman Bercy Hotel
16.00 – 17.00	Delegates staying at Pullman and Novotel Gare de Lyon take shuttle buses to Elysée Palace
18.00 – 19.00	Elysée Palace drinks reception
19.10 – 20.10	Shuttle buses transport delegates back to Pullman and Novotel

Shuttle buses leave on the dot. All other guests are kindly requested to arrange their own transportation and make sure they arrive at Elysée Palace between 17.00 and 17.15 to clear security.

23rd November 2011 (Wednesday)

07.30 – 07.45	Delegates staying at Pullman and Novotel take shuttle buses to Ministry of Finance (please make sure you have your passport with you to gain access into the ministry building)
07.45 – 08.30	Registration (delegate badge and pack collection) and coffee
08.30 – 17.10	ICC first day
17:10 – 17:25	Shuttle buses transport delegates to Pullman

17.30 – 19.15 Networking drinks reception at Pullman
19.20 – 19.30 Shuttle bus transports delegates back to Novotel

24th November 2011 (Thursday)

08.00 – 08.15 Delegates staying at Pullman and Novotel take shuttle buses to
Ministry of Finance (**please make sure you have your passports
with you to gain access into the ministry building**)
08.15 – 08.45 Registration (delegate badge and pack collection) and coffee
08.45 – 13.30 ICC second day
13:30 Conclusion of ICC programme
13.30 – 13.45 Shuttle buses transport delegates to Pullman and Novotel

REGISTRATION AND ENTRY INTO THE MINISTRY OF FINANCE

Please make sure you bring your passport for entry into the Ministry of Finance. On arrival at the Ministry, you will present your passport to get a day pass for entry and exit of the building. This process will be repeated on the second day.

Conference registration takes place at the Centre de Conférence Pierre Mendès-France (07:45 on Day 1 and 08:15 on Day 2) within the Ministry building. Please collect your name badge and delegate pack at the registration desk. For security reasons, we request you wear your badge at all times throughout the conference. To save time on the day, you may opt to register in advance between 13:00 and 15:45 at the ICC Desk in the foyer of Pullman Bercy Hotel.

PROGRAMME

The final programme will be included in your delegate pack and also made available on the ICC website.

EXHIBITION

Exhibition and catering will be in the Hall du Centre de Conférences Pierre Mendès-France. The exhibition will open during conference hours. We are grateful to our sponsors for sponsoring our event. Please visit the sponsor's links on the ICC website.

NETWORKING EVENTS

The Elysée Palace reception – 22nd November 2011

The Elysée Palace reception is kindly hosted by President Nicolas Sarkozy of France. Shuttle buses for ICC delegates will leave Pullman and Novotel at 16.00. Delegates not staying at the Pullman or Novotel hotels are kindly requested to make their own travel arrangements.

The Elysée Palace is at
Elysée Palace
55 rue du Faubourg Saint-Honoré
75008 Paris, France

Elysée Palace Reception Security

There will be a named guest list. Your invitation is non-transferable and **you must bring your passport for entry into the Palace. All guests must arrive between 17.00 and 17.15 to clear security.** All the guests will assemble in the Winter Room by 17.45 and the President will address the delegates at 18.00. The reception will finish by 19.00.

Drinks reception at the Pullman Bercy hotel – 23rd November 2011

Shuttle buses will depart from the Conference centre at 17.10 for Pullman Bercy hotel (address: 1 rue de Libourne 75012 Paris). The reception starts at 17.30 in the Patio area on the lower ground floor. There will be short speeches at 18.00.

GENERAL INFORMATION

Interpretation

All conference sessions will be interpreted simultaneously into Chinese, French and English.

Personal Insurance

You are strongly advised to insure your personal effects for the whole period of your absence from home. Neither Cavendish Group nor any of the accommodation providers can entertain claims against loss of, or damage to, personal property.

Health & Medical Insurance

Delegates are advised to ensure that they have adequate medical insurance to cover the period of stay in Paris.

Weather

The weather in November will be cold in Paris with temperatures between 4 and 9 degrees Celsius with an average rainfall of 84mm.

Dress

Business attire.

CONTACTS

Western delegates

For logistical matters, such as arrangement of meetings or to be put in touch with Chinese delegates, please contact:

Tina Wong +44 7881 821 883
Loc Wong +44 7725 810 887

Western speakers

Please contact Julia O'Hegarty, Er Yan Peh and Realice Zhou.

Julia O'Hegarty +44 7771 547 086
Er Yan Peh +44 7952 814 005
Realice Zhou +44 7401 886 893

Chinese speakers

Yu Haitao +33 6 58 09 27 60

Event Director

For further queries, please call the event director:

Stephen Brown +44 7788 744 492

Contact numbers - Chinese delegates

Your Business Development Representative (BD) will be your first point of contact throughout your stay. Please ask him or her any questions you have about the conference programme, travel arrangements, your meetings schedule etc. Mobile numbers for all the BD's are listed below. If you can't contact your BD please call any of the other numbers on the list:

Yu Haitao +33 6 58 09 27 60
Lin Ying +33 6 63 29 90 45
Zhou Hui +33 6 63 30 09 91
Dong Chao +33 6 61 79 94 46
Jiang Xiaozhi +33 6 61 78 85 21

USEFUL WEBSITES

For destination and travel information on Paris, please visit:

<http://parisbytrain.com>

http://www.ratp.fr/en/ratp/c_21879/tourists/

<http://www.transports-idf.com/frontal?controller=Default&langue=en>

Boao Forum for Asia, Cavendish Group, and FICCI look forward to welcoming you at the ICC.