

Notes for Delegates

Boao Forum for Asia Annual Conference 2018

Boao Forum for Asia (BFA) extends a warm welcome to all the delegates of the BFA Annual Conference 2018 to be held on April 8-11. This document is to provide the necessary assistance for you and facilitate your participation in the conference.

Hotel Accommodation

Please click the Annual Conference Banner on the official website (<http://english.boaoforum.org/2018achq/36237.jhtml>) to search for relevant hotel booking information and make reservation, or download BFA APP “Boao Hub” to make reservation. The confirmation number and guests’ name are required when booking the hotel. If there is any problem, please contact the reservation customer service, Tel: 400-1888-077; calling from overseas: (8621)54979388; mail: keys@boaoforum.org

Travel Arrangements

Participants should make their own travel arrangements. Haikou Meilan International Airport、Qionghai Boao International Airport and Sanya Phoenix International Airport are reachable from all major airports within the country and in Asia including Beijing, Shanghai, Hong Kong SAR, Guangzhou, Taipei, Singapore, Hanoi, etc.

Haikou Meilan International Airport

Haikou Meilan International Airport is located in the southeast of Haikou, Hainan Province. It is 15Km from downtown Haikou. The Airport is 1.5 hours away by car and 35 minutes by the eastern coastal express train from Boao.

Qionghai Boao International Airport

Qionghai Boao International Airport is located in Zhongyuan town, Qionghai, It is 12Km from downtown Qionghai and 15Km from BFA International Convention Center which is the permanent address for Boao Forum for Asia, it takes 20 mins by car.

Sanya Phoenix International Airport

Sanya Phoenix International Airport is located in the northwest of Sanyan, Hainan and approximately 14Km from the center of Sanya. The Airport is 2 hours away from Boao by car and 40 minutes by the eastern coastal express train.

Private Jet

Those participants who plan to travel to Hainan by private jet should apply to the Civil Aviation Administration of China for approval as early as possible and contact staff at the BFA Secretariat to get a letter of proof.

Contact person: Ms. Menglu YANG

Tel: +86- 010-65057377 ext. 805

Mail: yangmenglu@boaoforum.org

Ground Transportation

Shuttle services shall be provided to all delegates from Haikou Meilan International Airport、Qionghai Boao International Airport to Peilan Bridge Registration Center and from there to the designated conference hotels at Boao. The pickup point at Haikou Airport、Qionghai Boao International Airport are the Airport Reception Center for the BFA Annual Conference located in the arrivals hall. Our staff will assist you to take bus to the registration center and various hotels.

Working hours at the airport reception center: April 7-10, 08:00-22:00

Contact person during non-working hours: Ms. Menglu YANG, yangmenglu@boaoforum.org

Guests who go to Boao via Sanya should arrange their own transport to Boao.

BFA will arrange for a seeing-off vehicle 3.5 hours ahead of the flight take-off time which you have provided us. Please confirm your departure time with the BFA Annual Conference Service Center at the hotel reception desk one day in advance.

Shuttle Bus

During the conference, shuttle services will also be provided to take delegates from designated hotels to the conference venue and then back to the designated hotels. The shuttle bus routes and departure schedule will be put up at the lobby entrance in various hotels. Please refer to them as required.

If delegates wish to arrange their own ground transport (with their own cars) and need to apply for a vehicle pass, please make sure to submit your application to the Secretariat before **March 15**, provide your car plate number and obtain a driver pass for your hired driver. After the specified date, we will not be able to assistance in this regard. The car without the vehicle pass can go to **transfer station at Peilan Bridge Registration Center** to take shuttle bus to the conference venue.

Conference Service Info

On-site Registration

The conference registration desk will be set up at the Peilan Bridge Registration Center. When participants arrive at the registration center, they will need to bring their **valid personal ID document** (ID card for domestic participants and passport for overseas participants) or the Letter of Confirmation **bar code** issued by the Secretariat to make on-site registration and collect their conference pass and conference pack.

Peilan Bridge Registration Center (where conference pass and pack can be collected and lost pass can be reapplied)

Working hours: April 7-11, 08:00-22:00

Contact person during non-working hours:

Chinese service: Mr. Wei ZHANG, +86 138-1139-9980

English service: Ms. Wenbo LIU, +86-155-1003-7740

Conference Pass

Due to the security requirements, please wear your conference pass throughout the BFA Annual Conference and use it to access various conference and event venues, have meals at the designated restaurants and take shuttle buses. Should your conference pass be lost or damaged, please report to the Annual Conference Service Center immediately and handle for a new pass at the Peilan Bridge Registration Center in accordance with the relevant procedures and security provisions.

Conference Venue

The BFA Annual Conference 2018 will be held at the BFA International Convention Center (ICC) in Boao, Qionghai, Hainan. Delegates may log into <http://www.boaoforum.org/2018achq/36238.shtml> to get a conference venue map.

BFA Partners Lounge

This Lounge is exclusively used by BFA partners
Venue: Recreation Center, First Floor, BFA Hotel
Opening hours: April 8-11, 08:00-22:00

BFA Members Lounge

This lounge is exclusively used by BFA members
Venue: Galaxy Club, First Floor, BFA Hotel
Opening hours: April 8-11, 08:30-22:00

Media Center

The Media Center, to the south-east of the conference venue, is located near the pier. It takes 5 minutes' walk from the conference venue. The Center provides working space and services for media, and audio/video signals of important sessions. The Center also organizes group interviews. The Center is linked with the conference venue via white-roofed corridor; through which Delegates can go back and forth without security recheck.
Opening hours: April 8-11, 08:00-23:00

Conference Service Center

The conference service center is located in the lobby of the BFA Hotel. It is responsible for providing attending guests and reporters with program information, shuttle bus schedules, lost & found, ground transport booking and other services.
Opening hours: April 8-11, 08:00-22:00

Business Center

The Business Center provides E-mail receiving/sending, fax receiving/sending, photocopying and ticket services to delegates at their own cost.
BFA Hotel Business Center
Opening hours: 08:30-23:30
Tel: +86-898-6296 6888 ext. 7218
Fax: +86-898-6296 6999

Conference Program

Please visit <http://english.boaoforum.org/2018achq/36211.shtml>, the office website of the Boao Forum for Asia, for the updated program of the conference.

Sideline Cultural Events

Sideline cultural events have become an indispensable part of BFA's official program. The information pack which you collect from the registration desk provides relevant information.

Session Summaries

During the conference, BFA's professional writing team will write summaries on most sessions. These contents will be released on the BFA website (www.boaoforum.org).

BFA WeChat, BFA Weibo and BFA APP

Please follow BFA WeChat (Boao_Forum_for_Asia), Weibo (Sina Weibo and Tencent Weibo) and BFA APP (Boao Hub). We will send out important real-time information of annual conference via above media platform. Please add the [#Boao Forum for Asia Annual Conference 2018#](#) tag to all Weibos relating to the Boao Forum for Asia Annual Conference 2018. BFA APP (Boao Hub) will provide innovative conference services such as smart phone power bank free renting and live VR telecasting experience, etc. The relevant bar codes as follow:



BFA Weibo



BFA WeChat



BFA APP

Catering

During the annual conference, BFA will arrange for self-service lunches and dinners at Asiana Restaurant, Le Mistral Restaurant and Forum Pavilion Restaurant of the BFA Hotel. Invitation will be required for specially-arranged breakfasts, luncheons and dinners. Delegates who have special catering needs should inform the Secretariat of BFA by e-mail. The Hotel may not meet all special catering needs.

Dress Code

Business attire is required for all meetings and banquets. Casual attire is suggested for outdoor activities.

Working Languages of the Conference

Simultaneous interpretation will be available in English (channel 1) and Chinese (channel 2) during all sessions.

Regulations for the Conference Venue

During the conference and banquets, please turn off mobile phones and other electronic devices, or set them to mute status. Smoking is forbidden in the conference venue. Due to the space capacity, the ABCD conference halls implement the control measures of admission. Please follow the number of people on the display screens outside the meeting halls, and queue in an orderly way.

Opening Ceremony

The Opening Ceremony of BFA Annual Conference will be held at the BFA Main Hall, Level II, BFA International Convention Center (ICC). According to the security requirements, all roads leading to the BFA ICC will be subject to traffic control in that morning. If you are staying outside of the BFA hotel, please be sure to arrive at BFA ICC one hour in advance. The organizing committee will arrange relevant shuttle bus timetable to make sure that the guests will attend the opening ceremony on time. There will be a personal security check before entering the BFA main hall, please arrive at the BFA

main hall at least half an hour in advance. Camera and selfie stick are not allowed to take into the BFA main hall.

Internet Access

Wireless access is available at the BFA International Convention Centre and the public area in its vicinities.

Currency & Financial Service

The local currency is the Chinese Renminbi (RMB or CNY). The Chinese RMB is pegged to the US dollar at a rate about US\$1=RMB 6.3. The exchange rates are decided depending on the exchange rate of that day issued by the People's Bank of China. Currency and travelers' checks exchange services are available at the Reception of BFA Hotel, Dongyu Island Hotel and Boao Golden Coast Hotel. Credit cards such as Visa, MasterCard and American Express are accepted by all hotels and most stores.

Telephone

The country code of China is 86, while the area code of Boao is 0898. Domestic and international long-distance services are available in all hotel rooms. However, international long-distance services are charged at different rates for different countries. Please make enquiries with the hotel reception desk and settle your bill before check-out.

Prepaid SIM cards for mobile phones (GSM and CDMA) are sold at the business center of each hotel (only cash in Chinese currency (RMB) is accepted).

Weather

Boao has a tropical marine climate, which features ample sunshine, high temperature, abundant rain and distinctive dry and rainy seasons. The temperature during the time of the Conference is within the comfortable range between 25 Celsius and 35 Celsius in April.

Voltage

The voltage in China is 220v. Sockets in the hotel rooms are of 2-phase and 3-phase (MY-2204) types.

Time Zone

The time in Boao is 8 hours ahead of Greenwich Mean Time or Coordinated Universal Time.

Insurance

The registration of annual conference does not include any form of insurance. It is strongly recommended that all delegates should purchase overseas travel and medical insurance before attending the conference. The provisions should cover loss of deposit or participation expenses resulting from cancellation of participation or cancellation of conferences; as well as ticket losses, medical expenses and personal property loss caused by any reason and extra expenses and repatriation expenses due to itinerary changes.

Medical Service

When the conference is in session, a first-aid medical team will be provided at the BFA Hotel.

About Boao

Located on the east coast of Qionghai City, Hainan Province, Boao is centered at a latitude of 19.3° north and a longitude of 110.5° east. Facing the South China Sea to the east, Boao lies 17km to the east of Qionghai City's Jiayi Town, 105km to the south of the provincial capital, Haikou City, and 200km to the north of the famous resort Sanya City.

Renowned for its beautiful scenery, Boao is situated on the estuary of the famous Wanquan River. Here the Wanquan, Jiuqu and Longgun rivers converge into the South China Sea and are met by three islands: Dongyu, Shapo and Yuanyang. The harmonious synthesis of the sea with the city's rivers, lakes, mountains, islands, coconut forests, fields, sandy beaches and hot water springs provides us with a wondrous landscape of miraculous proportions.

At the inauguration of the Boao Forum for Asia in February 27 2001, this spectacular land was chosen as the permanent headquarters of the famous international organization the Boao Forum for Asia. The annual conference of BFA is a platform for international and Asian and global political leaders, businessmen and academic scholars, to communicate and seek cooperation for the common good and development of Asian countries.