

# International Forum on ICT and Education 2030

## Practical Information

**Qingdao**  
**People's Republic of China**  
**10-11 July 2017**

### 1. Forum Overview

#### **Title**

International Forum on ICT and Education 2030

#### **Organizers**

United Nations Educational, Scientific and Cultural Organization (UNESCO)  
Ministry of Education of the People's Republic of China  
Chinese National Commission for UNESCO  
Shandong Provincial Education Committee

#### **Host**

Qingdao Municipal Bureau of Education

#### **Supported by**

Weidong Group

#### **Key Dates**

Date of arrival and registration: 09 July 2017

Dates of the Forum: 10-11 July 2017

Date of departure: 12 July 2017

#### **Participants**

High-level ministry officials from Member States of UNESCO, senior representatives of UN agencies and international organizations, eminent researchers and practitioners, and executives of ICT industries.

## Languages

Simultaneous interpretation will be provided in three languages: English, French and Chinese.

## Forum Websites

- UNESCO Website:  
- <https://en.unesco.org/themes/ict-education/international-forum-2017>
- Twitter: <https://twitter.com/UNESCOICTs>
- Facebook: <https://www.facebook.com/UNESCOICTinEducation>

## 2. Venue

### Shangri-La Hotel, Qingdao, China

Add: No.9 Xiang Gang Zhong Road, Qingdao, China

Tel:+86-53283883838

Fax:+86-53283886868

Homepage: <http://www.shangri-la.com/qingdao/shangrila/>

## 3. International Travel

Participants are responsible for their own travel arrangements.

For sponsored participants, i.e. one sponsored participant nominated by each LDC country, sponsored speakers and representatives from the partner organizations, UNESCO will cover the cost of the round-trip economy-class tickets, and they will be contacted regarding ticket booking. In order to comply with UNESCO travel practice, no ticket booking should take place before consulting with Forum designated staff, Ms Jing Ning (email: [j.ning@unesco.org](mailto:j.ning@unesco.org)).

## 4. Visa

To apply for a visa, please contact the Chinese Embassy (or Consulate General) in your country. It is suggested that you confirm your participation to the Forum to UNESCO first and indicate if a visa is in need at the same time. Upon request, the Chinese National Commission for UNESCO will contact you and issue an Invitation Letter of Duly Authorized Unit. You need to show the Invitation Letter of Duly Authorized Unit when applying for a visa at the Chinese Embassy (or Consulate General).

Please note that your passport must be valid for a period of at least six months after the date on which you travel to China, and bear in mind that you may need a visa for the countries through which you transit.

## 5. Health Insurance

All participants must make their own arrangements for health insurance to cover any medical treatment during their stay in China.

## 6. Registration

### Registration for Participation

In order to provide the Forum secretariat with sufficient time to facilitate logistical preparation for the participation, confirmed participants are advised to register the detailed information and forward it together with the **scanned copy of passport** to [h.fan@unesco.org](mailto:h.fan@unesco.org) and [c.de-pillot-de-coligny@unesco.org](mailto:c.de-pillot-de-coligny@unesco.org) **no later than 16 June 2017**.

### **On-site Registration**

On 9 July 2017, a registration desk will be set up at the lobby (on the ground floor) of the Qingdao Shangri-La Hotel from 10:00am to 10:00pm. For those participants who will arrive on 10 July, registration service is available from 08:00am to 09:00am.

Upon registration, participants will be provided with a personal identity badge which is required to access the meeting venue, the meal services and transportation service. Therefore, participants are advised to bring their identity badges with them at all times during the Forum. Please be kindly advised to access the registration desk at your earliest convenience upon arrival.

### **7. Airport Pick-up Service**

The local organizer will provide airport pick-up service for all participants at the Qingdao Liuting International Airport ONLY on 9 July 2017 and the transportation from hotel to the same airport on 12 July 2017. It will take about 40-50 minutes from Qingdao Liuting International Airport to the hotel.

In this regard, the delegates are requested to send their final flight itinerary or any sudden change in schedule to Ms Lan Xiaoqing (Email: [cocolanxq@163.com](mailto:cocolanxq@163.com), Tel: +86-13791910186) at your first convenience.

For those who will miss the airport pick-up, they may arrange their own transportation from the airport to the hotel.

### **8. Local Transportation**

Local transportation related to the Forum will be provided by the local host as well.

Taxi is available in front of the hotel. Alternatively, you may ask hotel staff at the concierge's desk to book one for you.

### **9. Accommodation**

The local host will cover the cost of the accommodation for Sponsored participants, i.e. one sponsored participant nominated by each LDC country, sponsored speakers and representatives from the partner organizations, and book the rooms for them. The costs of accommodation which happen out of the planned duration of the Forum (9 July for arrival and 12 July for departure) will need to be covered by the participants themselves.

**Other participants are responsible for their own hotel reservation.** Upon request, the local host can assist to reserve a room for the self-funded participants at the Shangri-La Hotel (the special rate for one room per night is showed in the table below). Please contact Ms Vivian Song as indicated in the table if you need to make a reservation.

Breakfast will be available at the hotel, please present your room key card at the entrance to the hotel restaurant. Lunch and reception will be provided by the local organizer.

Hotel	Room category	Special rates(USD/room/night)	Contacts
Shangri-La Hotel (Qingdao)	City Wing Deluxe Single Room	RMB 950net/night with 1 breakfast (equivalent to 138 USD on May 12, 2017) *The exchange rate may vary everyday*	Ms Vivian Song Tel: +86-13854266717 e-mail: vivian.song@shangri-la.com
	City Wing Deluxe Twin Room	RMB 1000net/night with 2 breakfasts (equivalent to 145 USD on May 12, 2017) *The exchange rate may vary everyday*	
	City Wing Executive Suite Room	RMB 2300net/day with 1 breakfast (equivalent to 334 USD on May 12, 2017) *The exchange rate may vary everyday*	

## 10. Currency

The currency unit of the People's Republic of China is Renminbi Yuan, also known as RMB or yuan.

There are three coins of different denominations: 1 cent, 5 cent and 1 yuan.

There are six banknotes of different denominations: 1 yuan, 5 yuan, 10 yuan, 20 yuan, 50 yuan and 100 yuan.

One US dollar is equivalent to about RMB 6.9 yuan (May 15, 2017 exchange rate). The exchange rate may vary slightly.

## 11. Banks

Foreign currency and traveler's checks can be changed into RMB at most banks in Qingdao as well as at the airport. Most of the banks are open from 9 a.m. to 5.00 p.m., from Monday to Sunday. However, they may not provide international business service on weekend. Major credit cards are accepted at most hotels, department stores and restaurants.

## 12. Weather

The average temperature in Qingdao during the month of July varies between 22°C and 27°C. The weather is usually hot and humid.

## 13. Electricity

The standard electricity supply in China is 220V/50HZ. If you need a portable plug adapter, it is suggested that you bring one by yourself or you may contact the front desk of the hotel.

## 14. Internet Access

Free Internet access will be available in room and public area near the meeting rooms in the hotel.

## 15. Key Contacts

All inquiries concerning the organization of the Forum should be addressed to the contact person:

- **For visa issues:**

Ms Jia Nan (from the Chinese National Commission for UNESCO)

Email: [jianan6210@sina.com](mailto:jianan6210@sina.com), cc: [jianan@moe.edu.cn](mailto:jianan@moe.edu.cn)

Tel.: +8610-6609-7757

Fax: +8610-6601-7912

Mr Wang Bingfeng (from the Chinese National Commission for UNESCO)

Email: [jycmoe@sina.com](mailto:jycmoe@sina.com), cc: [literacy@moe.edu.cn](mailto:literacy@moe.edu.cn)

Tel.: +8610-6609-6883

Fax: +8610-6601-7912

- **For airport pick-up service and local transportation**

Ms Lan Xiaoqing (from the Educational Bureau of Qingdao)

Email: [cocolanxq@163.com](mailto:cocolanxq@163.com)

Tel: +86-13791910186

- **For hotel reservation**

Ms Vivian Song (from Qingdao)

Email: [vivian.song@shangri-la.com](mailto:vivian.song@shangri-la.com)

Tel: +86-13854266717

- **For international ticket booking (For sponsored participants only)**

Ms Jing Ning (from UNESCO Headquarters)

Email: [j.ning@unesco.org](mailto:j.ning@unesco.org)