

# 14<sup>th</sup> WPNS Symposium

Qingdao, China

21-25 April, 2014

---

## Administrative Instructions

### 1. Escort officer

Each delegation will be assigned a PLA Navy escort officer taking care of the coordination throughout the visit in Qingdao.

### 2. VIP lounge:

Delegations will be received and seen off by a senior officer and the escort officer from the PLA Navy at the airport or railway station at Qingdao. VIP lounge will be arranged for each delegation at Qingdao. For those delegations transiting at other airports, necessary assistance will be provided by PLA Navy.

### 3. Transport:

The PLA Navy will provide transport for official events, including a sedan car for the Chief/Head of delegation and a MPV (multi-purpose vehicle) for other delegates. Shuttle bus will be provided for group activities.

### 4. Accommodation:

All delegates are recommended to accommodate at the Huiquan Dynasty Hotel in Qingdao. The accommodation fee will be paid by each delegation. Please refer to the Hotel Reservation Form for specific room types and fees.

### 5. Catering and Funding:

The PLA Navy will provide complimentary meals on the following occasions:

- A welcome reception in the evening of 21 April
- Working lunch on 22 April
- Lunch at hotel (heads of delegations and spouses) and onboard observing ship (other delegates) on 23 April
- Official dinner on 23 April (heads of delegations and spouses); Working dinner at hotel (other delegates)
- Working lunch on 24 April

All other meals, travel costs and accommodation are at the delegate expense. The provision of Muslim hala food has also been arranged.

**6. Attire:**

- The attire throughout the WPNS meeting will be navy service uniform (Spring blue);
- The attire for the International Fleet Review will be navy ceremonial uniform (Spring white for PLA Navy);
- The attire for sightseeing will be casual;

**7. Interpretation**

English-Chinese simultaneous interpretation will be available for the meeting. English-Chinese alternating interpreters will be available for other necessary occasions.

**8. Bilateral meeting**

During the symposium, bilateral meetings will be arranged. In case that your delegation requests bilateral meetings with any other Chiefs/heads of delegations, please inform us in advance.

**9. Gift exchange:**

Gift exchange will be arranged only at bilateral occasions, official gift (military plaque) and personal gift exchange included.

**10. Facilities:**

In the conference hall, there will be 16:9 LED screens available.

Office facilities including desktop computers and a printer will be provided during the meeting. Complimentary wifi will be available at the hotel.

**11. Security**

Necessary security measures will be provided by the PLA Navy at the Huiquan Dynasty Hotel. For the group activities, security staff will accompany the delegations. In case that delegation has individual activities, please inform the security staff in advance via the escort officer.

All delegates shall observe the laws and regulations of China during their stay in Qingdao. Please keep your passports or any other ID documents with you during the visit. In case of emergency, please keep us informed via your escort officer, or dial emergency calls: Police, 110; First Aid, 120; Phone call inquiry, 114; Fire, 119.

**12. Medical service**

Medical staff will be available for the meeting at the Huiquan Dynasty Hotel and for outdoor activities. In case that delegate gets injured or sick, first aid will be provided by the medical staff. Should further medical treatment be necessary, the delegate will be transferred to Qingdao Municipal Hospital, or other hospital depending on the urgency.

The cost of medical treatment shall be covered by each delegate.

**13. Information requested**

- Each delegation is requested to log on the website for registration. Necessary information includes name, rank, position, passport No., religion, etc. The website is <http://wpns.mod.gov.cn>
- Biography of the head of delegation, including a photo ( $\geq 300$  dpi) ;
- Flight information;
- Interpreter in the delegation can be intimated if necessary;
- Any other queries regarding the visit in Qingdao.

**14. Point of Contact:**

Any queries regarding 14<sup>th</sup> WPNS Symposium should be addressed to:

CDR Xu Duo

Staff, WPNS Secretariat 2014

PLA Navy, HQs

Tel/Fax (Beijing): 0086 10 6393 5617

Email: [pla\\_navy\\_fao@hotmail.com](mailto:pla_navy_fao@hotmail.com)