

General Information for Participants

Workshop Registration

To ensure a smooth registration of BAQ 2002 participants, a possibility has been created to register on 15 December, 3pm to 6pm, at the two major workshop hotels: **Harbour View International House** and **Renaissance Harbour View**.

Please consult the table below to find out at which hotel you should register.

Hotel you are staying in	Where you should register
Empire	Harbour View International House
Harbour View International House	
New Harbour	
Wesley	
Wharney	
Century HK	Renaissance Harbour View
Charterhouse	
Renaissance Harbour View	
South Pacific	

If you are staying at another hotel than the ones listed above it will not be possible to pre-register on 15 December. You can, of course, also register 16 December from 8am onwards at the Hong Kong Convention and Exhibition Centre.

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Airport Transfers

Note: On 15 December, BAQ 2002 will also provide a free hourly shuttle service from the airport to the workshop hotels on Hong Kong Island. The first shuttle bus leaves at 12 noon and the last bus leaves at 7pm. If you would like to make use of this free service look for BAQ 2002 representatives in the arrival hall (after customs). If you brought along your spouse and kids, they are welcome to use the service as well.

PC Tours and Travel can provide transport from Chek Lap Kok Airport to your hotel (and vice versa). In case you would like to make use of this paid service please contact:

Ms. Veronica Cheng

PC Tours and Travel

B128, The Royal Garden Hotel, 69 Mody Road, Tsimshatsui East, Kowloon,
Hong Kong.

Tel: +852-2369 9052-4 Mobile: +852 9233 6230 Fax: +852-2723 9044

Email: veronica@pctourshk.com

A can find a PC Tours & Travel representative at the **A1 Hotelink Counter** in front of Exit A (after you pass through customs).

Mode of transport	Cost (one-way)
By train (Airport Express) - with free shuttle bus to major hotels	HK\$100.00 per person
By airport shuttle bus - with meet & greet service	HK\$120.00 per person
By private 4 seater Mercedes Benz (max for 3 persons) - with meet & greet service	HK\$600 per car

Keep posted for announcements on a possible free shuttle service from the convention center to the airport at the end of the workshop.

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Workshop Venue

The workshop will be held at:
2/F, Rooms 201 to 212,
Hong Kong Convention and Exhibition Centre (HKCEC)
Wan Chai, Hong Kong Island

Location of HKCEC relative to hotels



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Travel Information

For hotel information, reservations, and optional tour packages, please contact:

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PC Tours and Travel will have a desk at the workshop venue from 16-18 December 2002 to address your concerns regarding accommodation, accept payment from self-funded participants for hotel rooms, and answer questions regarding re-confirmation of return flights.

Sponsored participants (see below) will need to first contact their respective sponsoring organizations for travel arrangements.

Travel Documents

Nationals of Cambodia, Laos, Nepal, Viet Nam, and the Russian Federation need a Hong Kong visa. Nationals of the People's Republic of China require an entry permit for Hong Kong. It is the participant's responsibility to secure a visa or exit/entry permit from the Embassy of the People's Republic of China or other appropriate office. For visa requirements, please visit the website of the Hong Kong Immigration Department for information.

See <http://www.info.gov.hk/immd/english/sitemap/index.htm>

Optional Tours

PC Tours and Travel offers several tour packages for those who would like to see more of Hong Kong either before or after the conference.

For more information, go to <http://www.cse.polyu.edu.hk/~activi/BAQ2002/hotel.htm#tours>

Transport in Hong Kong

We strongly recommend that you take environment-friendly means of transport in order to contribute to better air quality in Hong Kong. Experience the efficient public transport system. Take the MTR, train, bus, tram, or ferry. Better yet, walk the short distance from your hotels to the convention center.

MTR stations are marked with this symbol:



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Hotel Accommodations

A. Hotel reservations

All self-funded participants are expected to make their own hotel reservations. Below is a list of recommended hotels near the Hong Kong Convention and Exhibition Centre.

Hotel	Daily room rate (per night)
Located in Wan Chai, Hong Kong Island:	
Harbour View International House	(fully booked)
Empire Hotel	Standard - HK\$480.00
Wharney Hotel	Single/Twin - Standard HK\$550.00
Novotel Century Hotel	Single/Twin - Standard HK\$600.00
Renaissance Harbour View	Single/Twin - Garden HK\$860.00 Single/Twin - Harbour View HK\$1,200.00
Wesley	Single/Twin – Standard HK\$450.00

B. Payment for hotel rooms

Participants with confirmed hotel reservations arranged by PC Tours and Travel should pay for their hotel rooms directly to PC Tours and Travel and not to the hotel. Payment for the room (excluding incidentals) should be made directly at the PC Tours desk at the Hong Kong Convention Centre.

There are a few exceptions to this rule, and in these cases, PC Tours will inform the participants if payment should be made directly to the hotel. You may pay in cash or through credit card.

C. Hotel check in and check out procedure and payment of hotel deposit

For participants with confirmed bookings arranged by PC Tours and Travel, check-in by giving these details to the front desk personnel - your name, workshop title (BAQ 2002 or Better Air Quality in Asian and Pacific Rim Cities), and name of the travel agent (PC Tours and Travel).

You then have to go through the usual hotel check-in procedure which involves filling up personal information and paying the hotel deposit. (see table for hotel deposit rates)

Hotel	Hotel deposit required	Credit cards accepted
Harbour View International House	US\$65 or HK\$500	Visa, Mastercard and American Express
Wharney Hotel	US\$65 or HK\$500	
Empire Hotel	US\$65 or HK\$500	
Novotel Century Hotel	US\$65 or HK\$500	
Wesley Hotel	US\$30 or HK\$200	
Renaissance Harbour View	US\$193 or HK\$1,500	

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D. Penalty

Self-funded participants who do not show up on the first night of their confirmed reservations will be charged a cancellation fee equivalent to the cost of one night's stay at the hotel.

E. Check out time

ALL participants must inform the front desk that they are checking out of the hotel. Check out time is at 12:00 noon. Charges for late check out will be charged to the guest. If the participant did not incur any expenses chargeable to the deposit, they can get back the cash deposit they gave upon check-in. If the hotel deposit was made through credit card and the participant did not charge any expenses to the deposit, the front desk personnel will either give back the copy of the charge slip to the guest or destroy it.

Weather

Mid-December is the start of winter season and average temperature hovers around 17°C (62°F) with low humidity. Do bring a sweater or jacket.

Currency

The Hong Kong Dollar (HK\$) is the currency used in Hong Kong, China. The rate of exchange is approximately HK\$7.7 to one US Dollar. There is a foreign exchange desk at the Chek Lap Kok airport where you can change your US dollars to the local currency. You may change your US\$ at the hotels.

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Per Diem Arrangements

Sponsored participants should inquire with the contact person from the organization sponsoring their participation on distribution of per diem.

Funding Source	Where/When	Contact person	Payment	Documents required
ADB Metro Manila Air Quality Program	To be given before leaving for Hong Kong	Lisa Lumbao Email: llumbao@adb.org		
Air Pollution in the Megacities of Asia	Either at the beginning or end of the participants' stay, depending on BAQ Organizing Committee's actions	Christine Kim or Jihye Kim (assistant) chkim@kei.re.kr	In one lump sum Cash (either HK dollars or US dollars)	Passport (copy), copy of plane ticket, copy of invoice of plane ticket, [optional] hotel invoice at end
Energy Foundation, PRC	Reimbursement will be given within 2 to 4 weeks from receipt of invoices	Send receipts with a request for reimbursement to - Donquan He Transportation Program Officer, China Sustainable Energy Program Energy Foundation The Energy Foundation -- Beijing Office, Room 2403, CITIC Building 19 Jianguomenwai Dajie Beijing, 100004, PRC Phone: 86 10 8526 2422 loc 108 Fax: 86 10 65253764 Email: dqhe@efchina.org	Reimbursement only	Invoices with request for reimbursement
Health Effects Institute	Desiree Narvaez, Jiming Hao and Sanjeev Sanghi to get in touch with Dan Greenbaum or Bob O'Keefe at their convenience	Dan Greenbaum or Bob O'Keefe whenever convenient during the meeting Email: Dgreenbaum@healtheffects.org Rokeefe@healtheffects.org	Cash	Passport; participants will be asked to sign receipts
Hong Kong Polytechnic University	At the hotel registration counter on 15 Dec and on at the Secretariat on 16-18 Dec	Reception team at the hotels (CS Cheung is the main contact person) and Nancy Chan at the Secretariat	Check	Participants have to show their passports and sign a receipt

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Funding Source	Where/When	Contact person	Payment	Documents required
US-Asia Environmental Partnership/EPSPG [Implemented by the Institute of International Education (IIE)]	At the reception desk during the Coffee Break on Dec 16, 2002, 9.45am-10.00am	Ms. Dinah Tsen Institute of International Education Hong Kong office dtsen@cuhk.edu.hk	Cash – Hong Kong Dollars	Photo ID
US Department of Energy Clean Cities Program				
World Bank	Distributed in person on December 16 at the CAI Booth during lunchtime, 12 noon	Jian Xie and Samantha Constant	Cash	Passport

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For Sponsored Participants Only

Funded participants may have additional travel requirements, depending on which organization is shouldering the expenses for their trip.

For more information (e.g., flight schedule, airline tickets, travel insurance, etc.) please call or email your respective contact person:

Source of funding	Contact person
Asian Development Bank Metro Manila Air Quality Program	Lisa Lumbao llumbao@adb.org
Energy Foundation	Veronica Cheng Tel: +852-2369 9052-4 Fax: +852-2723 9044 Email: veronica@pctourshk.com
Air Pollution in the Megacities of Asia (APMA)	Christine H. Kim Tel: +82 2 380 7638 Fax: +82 2 380 7688 Email: chkim@kei.re.kr
Health Effects Institute	Francine Marmenout Email: fmarmenout@healtheffects.org
US-Asia Environmental Partnership/EPSPG [Implemented by the Institute of International Education (IIE)]	For CATNet participants - Laura Tierney Tel: (202) 326-7753 Fax: (202) 326-7709 E-mail: Ltierney@iie.org
	For BAQ participants - Diana Simon Email: dSIMON@iie.org
US Department of Energy Clean Cities Program	Lisa Lumbao lumbao@adb.org
World Bank	Brigitte Chemarin Tel: (202) 473 7085 Fax: (202) 676 0978/77 Email: BChemarin@worldbank.org
World Bank Air Quality Management Program	Rehana Akhter Email: aqmp@doe-bd.org
World Bank Dhaka Urban Transport Project	Mahtabuddin Ahmed, Executive Director Email: eddtcb@bol-online.com