



EVENT INFORMATION:
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EVENT A-Z GUIDE

A ACCOMMODATION

We have secured a preferential bedroom rate for all attendees at the Grand Hyatt Shanghai. Rates start at CNY 1,200 single occupancy and CNY 1,400 double occupancy for a Grand room, plus 15% of service charge and government tax per room per night. Rates include complimentary buffet breakfast and wireless Internet access.

To book accommodation, online reservations please contact martin.davies@lbcg.com with enquiries

It is advisable to book accommodation as early as possible as the preferential rate is subject to availability and due to expire on the 13th September 2016.

AGENDA

The most up to date version will be included in your delegate pack, any subsequent changes will be announced by the Chairperson during the course of the conference.

B BADGES

You will be given a badge at registration, please wear it at all times to ensure entrance to the main conference room and also as a courtesy to other delegates. If you lose your badge please return to the registration desk where another one will be made for you. Badges are laid out alphabetically by SURNAME not COMPANY NAME.

C CATERING

All refreshment breaks and lunch will take place in the Foyer area which is situated next to the Crystal Ballroom conference theatre.

CLOAKROOM

The cloakroom will be open throughout the conference and is situated in the foyer area on the 2nd floor of the Grand Hyatt hotel.

CONFERENCE ROOM

The conference will take place in the Crystal Ballroom I & II, which is situated on the 2nd floor of the Grand Hyatt hotel

CONTACT & HOTEL DETAILS

Grand Hyatt Shanghai

Jin Mao Tower, 88 Century Avenue Pudong, Shanghai 200121, China

+86 21 5047 1234 EXT 8678 TELEPHONEDD

+86 183 2182 1034 MOBILE DD

ON THE DAY: Mobile: +44 (0) 7841 260097 e-mail: martin.davies@lbcg.com

D DELEGATE LIST

A full list of pre-registered delegates will be posted in the conference reception area and will also be included in your delegate pack. This list includes names, job titles and company names.

DISABLED FACILITIES

If you require any other special facilities please let the Events Manager know in advance.

DELEGATE DOCUMENTATION

Whilst every effort is made to ensure that all conference papers are available on the day there may still be some missing. These will either be made available to you at the registration desk or sent on after the conference. Please contact the Events Manager if you have any queries.

DRESS CODE

Business / Smart Casual

E EMERGENCY PROCEDURES

In the unlikely event of an emergency, the Conference Team and Grand Hyatt hotel staff will be on hand instantly to usher you to the correct meeting points. Where necessary you will be informed of the emergency procedure by the Chairperson.

EVALUATION FORMS

We are constantly seeking to improve our conferences and the customer service we offer. An evaluation form is included in your documentation pack, please take the time to fill it in and return it to the Conference Team on departure.

F FIRST AID

Should you require medical attention please let a member of the Conference Team know so that we may contact the Duty Manager of the hotel who will be able to help

L LOST PROPERTY

If you lose any of your personal belongings please inform a member of the Conference Team via the registration desk in case it has been handed in. If it has not we will contact the Security Manager of the hotel on your behalf.

M MESSAGES

If we receive any messages for you, they will be held at the registration desk and the Chairperson will read out your name at a convenient break.

MOBILE PHONES

Please turn off all mobile phones during the conference sessions

R REGISTRATION

Registration will take place outside the Crystal Ballroom in the Foyer on the 2nd floor of the Grand Hyatt hotel between 7.30am and 8:30am. The conference commences at 8.30am.

S SPECIAL REQUIREMENTS

If you have any special requirements please speak to a member of the Conference Team and we will be pleased to help. The registration desk will be manned throughout the day.

T TOILETS

These are situated in the Foyer area outside the Crystal Ballroom.

TRAVEL - Distances to the Hotel

- Pudong International Airport – 40 kilometres, 45 minutes by car
- Hongqiao Airport – 25 kilometres, 45 minutes by car
- Railway Station – 12 kilometres, 30 minutes by car
- Maglev Station – 10 kilometres, 20 minutes by car
- Metro Line 2 – 0.5 kilometres, 5 minutes walking
- Jin Mao Tower (the hotel is in the Jin Mao Tower building)
- Pudong (the hotel is in Pudong New Area)
- Lujiazui (the hotel is in Lujiazui financial district)

ARRIVING BY METRO

To travel to the Grand Hyatt hotel by metro please take the Green line 2 from Pudong International Airport to Lujiazui metro station. The Grand Hyatt hotel is a 5 minute, walk.

ARRIVING BY TAXI:

Taxi Card: We would like to offer a "Taxi Card" - a bi-lingual address information card; which can be presented to taxi drivers to help ensure that guests arrive at the correct destination.

Please see PDF Taxi card attached to the email.

CAR PARKING:

Grand Hyatt Shanghai has parking facilities for up to 1,000 cars.

Charges for guests staying in the hotel complimentary parking per hotel stay

For non-restaurant and non-hotel guests: CNY 10 per hour

Operation hours: 24 hours a day