

## **Dangerous Goods Recurrent Technical Instruction and Oversight Training**

**6-11 November 2017 Beijing, China**  
**Joining Instruction**

### **1. Place and time of the Course**

1.1 The Dangerous Goods Recurrent Technical Instruction and Oversight Training will be held at the ICAO Regional Sub Office at the Capital City Airport. View the following link for information regarding location and nearby accommodations.

<https://www.icao.int/APAC/APAC-RSO/Pages/default.aspx>

### **2. Registration of Participants**

2.1 Registration will be outside of the meeting room between ~~08:00 and~~ 08:30 and 08:50 hours on the opening day. Meeting materials will be handed out in electronic format during the registration session.

### **3. Officers and Secretariat concerned with the Meeting**

3.1 The COSCAP-NA Chief Technical Advisor, Wayne Chapin will act as the Coordinator for the course. He can be reached by 86-186-10711245 and at email: [wayne.chapin@coscap-icao.org](mailto:wayne.chapin@coscap-icao.org).

3.2 The daily meeting service is the responsibility of Ms. Sun Qun (Susan) Programme Secretary COSCAP-NA. She can be contacted by 86-18610056327 and at e-mail: [sun.qun.susan@coscap-icao.org](mailto:sun.qun.susan@coscap-icao.org).

### **4. Passport, visa and customs**

4.1 Foreign nationals entering China must possess valid passports or other valid travel documents. It is therefore suggested that participants consider obtaining official visas from the Chinese Embassy or Consulate in their home country prior to departure.

4.2 For those who need to apply for Chinese visa, please complete the registration form as soon as possible and return it to Ms. Sun Qun for her to coordinate for the issuance of an invitation letter. As both the invitation letter and visa process may take time, early completion and submission of the registration form is desirable.

### **5. Hotel reservations, arrival and departure**

5.1 Hotel arrangements are the responsibility of the participant. A list of nearby hotels is located on the Regional Sub Office under the "Information for Visitors" tab.

5.2 All the recommended hotels will provide shuttle bus service from airport to the hotel as long as your



flight information is provided in advance. For transportation from hotel to the ICAO Regional Sub-office, Langham Place Beijing Capital Airport and Jinglin Hotel can provide shuttle bus, the departure time from both hotels on the first day will be ~~07:30~~08:15. Participants who stay at these two hotels should look for the bus with “ICAO” Logo on the windshield at the hotel main entrance.

**6. Beijing Weather and Climate** – Please consult this web site for information regarding weather and climate information. <http://www.chinahighlights.com/beijing/weather.htm>