

**Administrative Arrangements for the 4th Working Group Meeting on
International Law in Cyberspace of**

Asian-African Legal Consultative Organization (AALCO)

Hangzhou, People's Republic of China

2nd -4th September, 2019

1. Place, date and time

Venue for the meeting: The meeting will be held at Huajia Resort Hotel (花家山庄, 25 Santaishan Road, Xihu District., Hangzhou, China) in Boardroom Xianzi Hall, 1 Floor, Building 3.

Date: 2nd to 4th September, 2019

2. Registration

An online registration system will be in operation from 13 August 2019 on the website of AALCO (<http://www.aalco.int/scripts/list-posting.asp?recordid=675>). All participants are requested to fill the form.

If the participant encounter any technical problem, participants may fill the offline registration form (attached) which can also be downloaded from the website (www.aalco.int) and send to **seminar@aalco.int**

All the participants are recommended to complete their registration latest by **30 August 2019**.

3. Visas

Participants who require a visa must contact the competent diplomatic or consular authorities of China in the respective countries.

The Government of China will inform all the Chinese missions in the Member States of AALCO to enable smooth facilitation of the visa process of the participants.

The participants are recommended to attach the Secretariat's Note Verbale No.219/2019/WGM/AALCO dated 18 July 2019 along with the visa application to expedite the process of obtaining the visa.

4. Transportation

Participants are expected to arrange for their return air travel.

Participants are also expected to make their own arrangements for transportation from/to the airport/railway station to the hotel..

Participants may fly directly to Hangzhou or make flight connections via Beijing or Shanghai.

Participants who land in the Hangzhou Xiaoshan International Airport may take a taxi to **Huajia Resort Hotel** for around 30 minutes (estimated cost of 120 RMB).

Participants who are connecting via at **Shanghai Hongqiao International Airport** or **Shanghai Pudong International Airport** need to take a train (high speed railway).

Participants can take the train from Shanghai Hongqiao Railway Station to Hangzhou East Station which leaves every 10 minutes from 06:00 to 21:30. The travel will take about 1 hour (estimated cost is 70 RMB per person). After arrival at Hangzhou East Station, participants may take a taxi to the hotel (estimated cost is 50 RMB).

Participants who are connecting via at **Beijing International Airport** may fly to Hangzhou. The estimated time for travel is 2 hours. The participants are recommended to look for connecting flight options from Beijing to Hangzhou.

Taking a train (high speed railway) is also an option, which will take 6 hours (estimated cost of 500 RMB per person).

5. Accommodation

The organisers have negotiated special rates with the hotel for the participants of the meeting in Huajia Resort Hotel. The participants are strongly recommended to stay in “HuaJia Resort Hangzhou” since it is the venue for the meeting. The rooms are pre-booked by the organisers and the participants may not need to do online booking to reserve a room. At the time of check-in the participants have to confirm their participation in the 4th Working Group Meeting to enjoy the preferential rates. The information of the Hotel is as follows:

Website: <https://huajiashan-resort.hangzhouhotel.org/en/>

Address: 25 San Tai Shan Road West Lake District, Hangzhou, China

Participants may also choose to book other hotels near the meeting venue. It is strongly recommended that rooms should be booked online in these hotels in time by the Participants :

1. Yagu Resort Hotel

Address: 147 San Tai Shan Road ,XihuDistrict, Hangzhou, China

2. Jiuliyunsong Resort Hotel

Address: 18-8 Lingyin Road, Xihu, District, Hangzhou, China

Participants may find more information about Hangzhou on the websites as follows:

1. Hangzhou Government: <http://eng.hangzhou.gov.cn/>
2. Travel in Hangzhou: <http://en.gotohz.com/>

The Participants must indicate the name of Hotel they are staying at the time of Registration.

6. Contact information

Participants who need more information relating to the agenda of the meeting may contact with Ms. Geetika Sharma of AALCO Secretariat.

Tel: +911126117641

Email: seminar@aalco.int

Participants who need more information regarding the administrative arrangements in P.R. China may contact with Mr. SUN Yingzhe

TEL: +86 010 65964147

EMAIL :sun_yingzhe@mfa.gov.cn

7. Important Information:

Climate: Cool, Occasional rain, not too hot.

Temperature: The maximum temperature is 28 degrees.

Currency: The official currency of China is Chinese Yuan (RMB). 1 USD is 7.06 RMB

Time Difference: GMT +8 hours.