

**Information for Attendees**  
**Major Communication #1**  
**TOAR Workshop 1.03**

25-27 January 2016  
Beijing, China

**1. Workshop Location**

Xijiao Hotel  
No. 18 Wangzhuang Road  
HaiDian District  
Beijing  
Hotel telephone: (8610) -6232 2288  
Hotel fax: (8610) -6231 1142

**2. Local Contact/Meeting Host**

Professor Zhaozhong Feng  
Research Center for Eco-  
Environmental Sciences, CAS  
Office: 86-10-62943823  
Cell: 86-18611911038  
e-mail: fzz@rcees.ac.cn

**3. TOAR Chair Contact Information:**

Owen Cooper, cell phone for text messages only: +1-720-378-2784.  
E-mail: owen.r.cooper@noaa.gov

**4. Workshop Website:** <http://www.esrl.noaa.gov/csd/events/TOAR/>

**5. Updated Agenda**

An updated agenda for the Workshop is included with this communication and posted on the TOAR Workshop website ( <http://www.esrl.noaa.gov/csd/events/TOAR/> ).

Workshop check-in is required prior to the Workshop and will be held on Sunday evening (January 24) or Monday morning (January 25) in the Hotel's main lobby. Please see further information on the agenda and below regarding the check-in.

The Workshop will commence at 8:30 am on Monday, January 25, in the hotel's Building 1, Meeting Room No. 5. Please arrive 10 minutes early for seating. The Workshop will adjourn at 5:30 pm on Wednesday January 27.

**6. List of Meeting Participants, with Chapter Review Requests/Breakout Session Assignments**

A current list of Workshop participants is included with the communication and posted on the TOAR website ( <http://www.esrl.noaa.gov/csd/events/TOAR/> ). We expect approximately 53 attendees.

Included with the list of attendees is the specific chapter review request for each attendee. You are welcome and encouraged to review additional chapters as your time permits; the specific request helps us ensure that we have adequate review coverage for each chapter. We request that you upload your chapter reviews to the TOAR wiki prior to the Workshop (see next topic). Also included in the list are the breakout session assignments for the two Tuesday breakouts.

**7. Meeting Materials – Chapter Review Drafts**

Please be sure to download all 7 chapter review drafts posted on the wiki and bring them to the Workshop with you. If you prefer working with printed copies of any of the chapters, please

also bring your printouts, as we will not be able to provide copies at the Workshop. The chapter wiki access information and review instructions were sent to you by Owen Cooper on December 20, and a subsequent update by Owen was sent on January 4. For your convenience, the instructions are also attached again in this email. Please note that the review drafts of Chapters 2 and 5 will be uploaded to the wiki within the next few days.

### **8. Workshop Check-in and Registration Fee Payment**

Participants must check in prior to the Workshop to receive the meeting badge, pay the registration fee, and provide other information.

Check-in can be completed on Sunday evening from 8 pm to 9:30 pm at the hotel's main lobby. It will be very helpful to us if you can come at this time. A secondary option is to check in on Monday morning from 7:30 am to 8:15 am (again at the hotel main lobby). Please bring two things with you to the check in:

1. Registration fee: A registration fee will be required of participants in the Workshop. This fee will cover the costs of three lunches, all coffee breaks, the Tuesday evening banquet, and hotel charges for the meeting room space and equipment.

- For participants affiliated with institutes, organizations, and universities located in China: The registration fee is 3000 Chinese Yuan. Cash payment of this fee is preferred. However, participants from China who are required to pay using a business card should please contact Zhaozhong Feng in advance of the meeting, either by email ([fzz@rcees.ac.cn](mailto:fzz@rcees.ac.cn)) or by telephone (18611911038).
- For participants affiliated with institutes, organizations, and universities from outside of China: To defray the higher costs of airfare and visa applications, a lower registration fee of 1800 Chinese Yuan will be charged. Please bring the proper amount in cash (Chinese Yuan only) to the meeting check-in. ***We will only be able to accept the payment in Chinese Yuan; please make arrangements in advance to exchange currency as needed so that you can provide this payment at check-in.***

2. Copy of passport page: If you received an invitation letter with the stamp of the host institute (RCEES, the Research Center for Eco-Environmental Sciences), we will need to collect a copy of the main page of your passport at check-in. RCEES requires this page for their records associated with the use of their institute stamp. It will be most convenient for you to make this copy in advance and bring it with you to turn in during the check-in. However if you forget, the hotel front desk offers a copy service for a fee.

### **9. Information for Presenters**

All those who are giving presentations should bring a USB stick and load their presentation onto it. RCEES staff will be assisting with transferring the presentations to the Workshop's presentation computers.

### **10. Meals During the Workshop**

If you registered for a hotel room under the TOAR group, breakfast is included in your room fee. Your Workshop registration fee includes lunch on Monday, Tuesday, and Wednesday. The

Workshop registration fee also includes a banquet on Tuesday evening. Vegetarian options will be available at these meals. Dinners on Monday and Wednesday are on your own. There are many restaurants within the hotel and within a short walking distance outside of the hotel.

### 11. Transport from Beijing Airport to Xijiao Hotel

Our meeting host, Zhaozhong Feng, recommends taking a taxi. You should find the official taxi located downstairs at Beijing airport, following the signage at the airport. Please do not take the private taxi when somebody asks you to take the taxi at exit. The cost is about 100-150 Chinese Yuan (15-23 USD) from the airport to the hotel. Below are instructions for the taxi driver, written in Chinese. This could be helpful for travelers who do not speak Chinese and taxi drivers who do not speak English. The instructions read, "Please take me to the Beijing Xijiao Hotel, 18 Wangzhuang Road, Haidian District, Beijing. Contact number is 15201159935. Suggest take the Jing-Cheng Highway to the Fifth Loop, get off the loop at Shang Qing Bridge to the frontier road of the BaDaLing Highway, then to the East Qinghua Road to Wangzhuang Road." (Note that the contact number in this message is for one of Zhaozhong's students; if needed, the hotel phone number is given on page 1 of this information sheet.)

请带我到北京西郊宾馆，海淀区王庄路 18 号，联系电话：15201159935. 建议走京承高速，然后走五环，从上清桥驶出走八达岭高速辅路，然后走清华东路至王庄路。

Alternatively, a subway is available from the airport to the hotel. Transfers are required. Directions: Take the airport subway from the airport to the final station (DONGZHIMEN, 东直门), then transfer Line 13 from DONGZHIMEN to WUDAOKOU (五道口). Out of Wudaokou station, go to the east (about 80-100m), turn left at the traffic light, cross and go to north about 300 m, then turn right. You should be able to clearly see the name of "Xijiao Hotel."

### 12. Power Adapters

Please remember to bring the necessary power adapters for your computer and other electronic devices. Chinese outlets are configured as shown in Fig. 1. Some new outlets appear as shown on the right of Fig. 1, with the top two holes configured to accept US or European plugs. Note that if you have a grounded (3-prong) US plug, you would need to bring a separate ungrounded-to-grounded adapter sold in hardware stores (see pictures in Fig. 2 below).

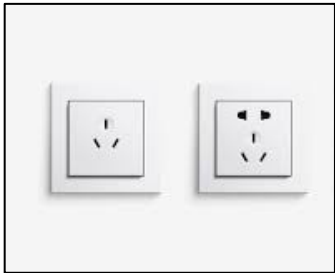


Fig 1. Chinese outlet configurations



Fig. 2. Ground plug adapter (US)

Also note that power in China is at 220 V. Devices that are marked for 120V/240V have an internal converter that can be used in China. If the device is marked for only 120V, it would be

damaged if used directly in the outlet; you would need to bring a power converter to safely use the device.

### **13. Internet Access at the Workshop**

Instructions on accessing the hotel's internet will be available from the hotel front desk when you check in for your room. They will also be available during the Workshop check-in.

### **14. Information on Air Quality while Visiting Beijing**

Particulate matter air pollution can occasionally reach very high levels in northern China during winter and the Chinese government has implemented an extensive air quality monitoring system to alert its citizens when air quality is poor. You can view the latest hourly Air Quality Index values at many sites across the Beijing region using China's excellent aqicn.org <<http://aqicn.org>> website. The link for Beijing is: <http://aqicn.org/city/beijing/>

This website also has information on the types of masks worn by Chinese citizens on the worst air pollution days. These masks can be purchased at local convenience stores.

<http://aqicn.org/mask/>