



## *3<sup>rd</sup> Low Carbon Earth Summit - 2013*

Time: September 26-28, 2013

Venue: Xi'an Qujiang International Conference Center, China

<http://www.lcesummit.com/>

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### **Conference Guide of Low Carbon Earth Summit(LCES) - 2013**

**Time: September 26-28, 2013**

**Venue: Xi'an Qujiang International Conference Center (QICC), China**

This guide is a practical reference for participants of LCES-2013. It provides information on all conference related aspects of logistics, transportation and accommodation.

1. Program and schedule have uploaded to the official website now. Please take a time to check it at <http://www.lcesummit.com/Program.asp>.
2. Admission to the scientific and social activities of the Conference is only possible for those persons wearing the official **Conference Name Badge** issued at the registration desk. There are two name badges, one for opening ceremony and one for parallel sessions. Please always keep wearing.
3. Please deliver your speech with a PowerPoint. English version is enough.
4. All speakers please arrive at least 15 minutes earlier before the session starts and copy your presentation to meeting room's computer. Generally speaking, all of the speakers are requested to use our computer unless your file could not be compatible with our projector (VGA) & computer system (Windows XP, English). The duties of the **Session Moderator/Chair** include in the last page.
5. Conference language is English.
6. Please attend opening ceremony and keynote forum, contract signing ceremony, and Reception Banquet in formal attire
7. **Opening Ceremony and Keynote Forum of EAEEF-2013** in the morning of Sep. 26 is in **Kempinski Hotel Xi'an (No.6 West Section Euro Asia Avenue, Chan Ba Ecological District)**, we have shuttle bus in Hilton hotel and Tianyu Gloria Grand Hotel take you to there.
8. **Opening Ceremony and Keynote Forum of EAEEF-2013** in the morning on Sep. 26 is not in Qujiang International Conference Center and the **Reception Banquet** is also in a different place. Please follow the instruction on the proceeding, venue and Dinner Pass strictly.
9. **Opening Ceremony and Keynote Forum on Energy** in the afternoon on Sep. 26 is in **Qujiang Auditorium, 3rd Floor**, Xi'an Qujiang International Conference Center (QICC).



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### Registration On-site (3 Locations on Sep. 25)

#### Sep. 25, 2013 (Wednesday)

Time	Registration Place
08:30am-5:30pm	Xi'an Qujiang International Conference Center (QICC) 曲江国际会议中心 Add: No.15, Huixin Road, Qujiang New District, Xi'an, China 地址: 西安市曲江新区汇新路 15 号
08:30am-10:00pm	Hilton Xi'an Hotel 西安万达希尔顿酒店 Add: No. 199 Dongxin Road, Xincheng District, Xi'an, 710005, China 地址: 西安市新城区东新街 199 号  <b>Contact: Ms. Yu Ying</b> 0086-13504263759 <b>Ms. Wang Cuihong</b> 0086-13889667850
07:30pm-08:30pm	Tianyu Gloria Grand Hotel Xi'an 西安天域凯莱大饭店 15 Yanta North Road, Xi'an 710054, Shaanxi, China 中国陕西省西安市雁塔北路 15 号 710054  <b>Contact: Ms. Wang Cuihong</b> 0086-13889667850

We suggest you register the conference in your hotel on Sep.25.

#### Sep. 26-28, 2013 (Thursday-Saturday)

There is only one registration place in QICC;

**Working Time: 8:00 am-06:00 pm**

**Registration Place:** Lobby, 3<sup>rd</sup> Floor, Xi'an Qujiang International Conference Center (QICC)

曲江国际会议中心 3 楼大厅

Add: No.15, Huixin Road, Qujiang New District, Xi'an, China

地址: 西安市曲江新区汇新路 15 号

**Contact: Ms. Yu Tian**

**Tel: 0086-15840630800**



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### Airport & Airport Transport

There is one main airport in Xi'an which is called Xi'an Xianyang International Airport.

**International Arrivals:** <http://www.xxia.com/en/view-18-499.aspx>

**Domestic Arrivals:** <http://www.xxia.com/en/view-18-628.aspx>

**Facilities:** <http://www.xxia.com/en/view-18-485.aspx>

**Services:** <http://www.xxia.com/en/view-18-484.aspx>

#### Conference Shuttle Bus (Airport ↔ Hotel)

**We only have shuttle bus on Sep. 25 (Wednesday)**

**Time:** 10:00-22:00

**Route:** Airport—Sheraton Hotel—Hilton Hotel-- Tianyu Gloria Grand Hotel-- Qujiang International Conference Center –Airport

#### Conference Shuttle Bus (Conference Center ↔ Hotel)

**Time:** Please check the time table in your hotel.

#### By Taxi:

It may cost about 45 minutes from airport to Hilton Xi'an Hotel and Tianyu Gloria Grand Hotel by taxi. Price may range from USD 25 to USD 30 before 11:00 p.m. (CNY150- CNY200, no tip), please make sure the rate and receipt before take a taxi. **The information below would be helpful when you take a taxi:**

Please take me to Hilton Xi'an Hotel. Thanks

请载我去西安万达希尔顿酒店，谢谢！

No. 199 Dongxin Road, Xincheng District, Xi'an, 710005, China

西安市新城区东大街 199 号 邮编：710005

Tel 电话：(0086) 029-8738 8888

Please take me to Tianyu Gloria Grand Hotel Xi'an. Thanks

请载我去西安天域凯莱大饭店，谢谢！

15 Yanta North Road, Xi'an 710054, Shaanxi, China

中国陕西省西安市雁塔北路 15 号 710054

Tel 电话：(86) (29) 8786 8855



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The following table can tell you how to take the public transportation to reach Hilton Xi'an Hotel and Tianyu Gloria Grand Hotel. Hopefully this table really helps you. Bon voyage!

Transportation	Route					
	Step	Line 1	From	To	Time Duration	Cost
Airport Shuttle Bus	1	<p><b>Ticket Offices:</b> Terminal 2: Passenger Service Center (next to Exit 2) Terminal 3: Located in the Arrival Hall and in the Ground Transportation Center (GTC)</p> <p><b>Location of Platforms:</b> Terminal 2: After leaving the baggage claim area, please proceed to Exit 2 and make your way across to the platforms. Terminal 3: After leaving the baggage claim area, please proceed to Exit 314 and make your way to the Ground Transportation Center (GTC). Then please continue to the bus boarding area in the back right (south-west) corner of the building.</p>	Ariport 机场	Bell Tower 钟楼	60min	CNY26
	2	The Hilton Xi'an is located 2.1 kilometers away from Bell Tower. It may cost about 8-10 minutes from Bell Tower to the Hilton Xi'an by taxi. Price may range from CNY8- CNY12, no tip.				
		Sheraton hotel and Tianyu Gloria Grand Hotel are not away from Bell Tower. It may cost about 20 minutes from Bell Tower to them by taxi. Price may range from CNY 20 (about \$4.00), no tip.				

The following website may also help you in airport shuttle bus departure time, price, and parking lots between Xi'an Xianyang International Airport to Hilton Xi'an:

<http://www.xxia.com/en/>



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### Conference Venue

The Conference venue will be located in **Qujiang International Conference Center (QICC)**, **China**

**Free WIFI is available! Please go to the reception to get the WIFI code.**

The information below would be helpful when you take a taxi, you may show the Chinese notice to the driver to help you to get to the destination.

Qujiang International Convention Center, Xi'an  
曲江国际会议中心

Add: No.15, Huixin Road, Qujiang New District, Xi'an, China  
地址: 西安市曲江新区汇新路 15 号

Tel: +86(0)29-85223333

Fax: +86(0)29-85233099

Please take me to Qujiang International Convention Center, Xi'an, Thanks!  
请送我到曲江国际会议中心, 谢谢!

### Hotel & Meals

#### 1. There are two conference hotels

- ① Hilton Xi'an Hotel 西安万达希尔顿酒店  
No. 199 Dongxin Road, Xincheng District, Xi'an, 710005, China  
西安市新城东大街 199 号 邮编: 710005

**Free WIFI in the lobby is available!**

- ② Tianyu Gloria Grand Hotel Xi'an 西安天域凯莱大饭店  
15 Yanta North Road, Xi'an 710054, Shaanxi, China  
中国陕西省西安市雁塔北路 15 号 710054

**Free WIFI in the lobby is available!**

#### 2. About Meals

You can get the meal pass and name badge at the registration desk. Please check the time and place carefully.



## *3<sup>rd</sup> Low Carbon Earth Summit - 2013*

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### Conference in China

#### **1. Visa**

Foreign attendees will need to apply for visa by themselves. Please check with your local China consulate or embassy to find out the earliest possible application date.

#### **2. Weather**

The average temperature during the period of conference is around 20-25°C, it is advised to wear thick coat with sweaters and necessary sun protection stuff.

#### **3. Currency**

The official currency is the RMB (¥CNY) or Yuan. Chinese money cannot be exported. And major credit cards are accepted (VISA, MASTER CARD) and foreign currency can be converted in airport, hotels, in stores and in subsidiaries of the Bank of China. The working hour of most foreign exchange centre is: 08:30-16:30. You are advised to exchange some RMB for your bus/taxi fares before your departure. The exchange rate between U.S. dollar and RMB Yuan is approximately at 1:6.2. Please check for further updates. Usually, ¥800-1000 would be enough for your usually using. Though major credit cards are accepted at big stores and ATMs, cash is still more widely used.

#### **4. Electricity**

A variety of electrical outlets can be found in China and an all-around adaptor set is recommended. Voltage in China is 220V 50Hz. If you will need to use an adapter, please be sure to use an appropriate transformer as well.

#### **5. Mobile Phone Network**

Cell phones are widely used in China with networks of GSM (800 MHz, 900 MHz & 1800 MHz) and CDMA.

#### **6. Working Language**

The working language of this conference is English, therefore, simultaneous interpretation will not be provided.

#### **7. Local Time**

##### **A. Time Difference**

China is in one time zone – Beijing Time (GMT+ 8 hours).

##### **B. Working Hours**

Most business organizations are open at 09:00~18:00, government departments at 08:00~17:00, and banks at 09:00~17:00. Working week runs from Monday to Friday. Many stores stay open 12 hours a day, 7 days a week.



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---

### **8. Insurance Policy**

It is advised to have insurance to cover sickness and other possible traveling problems. For hospitalization in China, you may have to pay first and then claim it back from your insurance company. The organizing committee will not take the responsibility for any personal injuries sustained or for loss of, or damage to, property belonging to conference participants or their accompanying persons, either during or as a result of the Conference.

### **9. Emergency Numbers**

Police: 110

Fire Department: 119

Medical Emergency: 120

Public Security Bureau: 6357-6666

Visa Card Hotline: 10-800-110-2911

MasterCard Hotline: 10-800-11-0-7309 (only in certain provinces)

## Conference Contact

**Ms. Yu Tian** 0086-15840630800

**Ms. Han Xiaoli** 0086-15941108609

## About Xi'an

Dating back more than 3,000 years and one of the Four Great Ancient Capitals of China, Xi'an is the current capital of Shaanxi Province. Signifying "Western Peace," the city is filled with historical monuments, temples, tombs, and ruins. Ideal for guests in town on either business or pleasure, the Sheraton Xi'an North City Hotel is conveniently located outside the North Gate of the city wall, at the intersection of Longshou North Road and the major north-south thoroughfare Weiyang Road. Corporate and government offices and the old city are just a few minutes away, while the train station is 10 kilometres from the hotel and Xi'an Xianyang International Airport (XIY) is 35 kilometres away.

Discover Xian's ancient charms in the old city. Surrounded by an ancient wall that was built in the 14th century, it houses Bell Tower, China's oldest wooden tower of its kind. A symbol of Xi'an, the tower's nearby sister structure is called Drum Tower. Just south of the inner city and more than



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---

1,000 years old, the Giant Wild Goose Pagoda and Small Wild Goose Pagoda—which are less than two kilometres apart—are other top attractions.

For a once in a lifetime experience, head to the ancient underground pits near Mount Li to see the Terracotta Army. Located about 45 minutes from the hotel, this spectacular UNESCO World Cultural Heritage Site features thousands of ancient life-size warriors in battle formation. More history can be found at: the Shaanxi Provincial History Museum, housing terracotta figures, murals from the Tang tombs, and bronze, gold, and silver relics; and the Forest of Stone Steles Museum, showcasing thousands of paintings, historical records, and calligraphy. For some unique local entertainment, witness China's oldest form of opera at a Qin Opera performance.

### **Arts & Culture**

- Shaanxi History Museum 6.4 km/4.0 miles
- Banpo Museum and Neolithic Village 6.4 km/4.0 miles
- Qin Terracotta Warriors 48.3 km/30.0 miles

### **Community**

- The Palace of Great Brightness 0.5 km/0.3 miles
- The Great Mosque 4.8 km/3.0 miles

### **Corporate Offices**

- Xi'an Economic & Technological Development Zone (XETDZ) 2.0 km/1.2 miles
- Motorola China Co. Ltd. 3.2 km/2.0 miles
- Microsoft Corporation 3.2 km/2.0 miles
- Intel 3.2 km/2.0 miles
- Emerson Network 19.3 km/12.0 miles
- ZTE Corporation 24.1 km/15.0 miles

### **Golf**

- Xi'an International Golf Club 20.0 km/12.4 miles

### **Government Offices**

- Municipal Government Offices 2.0 km/1.2 miles





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### Local Attractions

- Ming City Wall and Gates 1.6 km/1.0 miles
- Bell Tower 3.0 km/1.9 miles
- Bar Street 4.8 km/3.0 miles
- Big Wild Goose Pagoda 8.1 km/5.0 miles

### Nearby Destinations

- Xi'an Historic City Center 2.0 km/1.2 miles

### Recreation

- Daming Palace National Heritage Park 2.0 km/1.2 miles

### Transportation

- Xi'an Train Station 3.0 km/1.9 miles
- Xi'an Xianyang International Airport 35.0 km/21.8 miles

### Some Notes you may need:

English	Chinese	Chinese Pinyin
Please can you order a taxi for me?	请问可以帮我定下的士吗?	Qing wen ke yi bang wo ding xia di shi ma?
Please take me to...	请带我去...	Qing dai wo qu...
This is an emergency. I need your help.	这非常紧急。我需要你的帮助。	Zhe fei chang jin ji. Wo xu yao ni de bang zhu.
Please ring this number for me.	请帮我拨下这号码。	Qing bang wo bo xia zhe hao ma.
How much does this cost?	这个多少钱?	Zhe ge duo shao qian?
Do you have another one?	这个还有吗?	Zhe ge hai you ma?
Can you deliver to this address?	能送到这个地址吗?	Neng song dao zhe ge di zhi ma?



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### **The Session Moderator/Chair's Role**

The duties of the **Session Moderator/Chair** include the following:

1. Show up to the session 5 minutes before the session begins. Identify the paper presenters and discussant(s) in advance, and introduce yourself. Remind each presenter of the time limits that apply, and describe the method you will use to alert them of time limits during the actual presentation.
2. At the start of the session, introduce yourself to the audience, announce the session/title, and offer a **brief** overview indicating how the papers are related.
3. Next, introduce the speakers with brief comments regarding the affiliation and/or background of each presenter.
4. Prior to each presentation, announce the paper's title, authors' names and their affiliations. Identify the individual who will be speaking if it is someone other than the first author.
5. During the presentations enforce time limits strictly so that no author (or audience member) monopolizes someone else's time. Paper presentations each have **20-25 minutes (for full presentation papers), and 5-10 minutes in developmental sessions**, and the discussant has **10-15 minutes per paper**.
6. Once presentations are complete (paper presentations and discussant's presentation) the remainder of the time can be used for informal discussion with the audience and session participants. It is your job to field questions from the audience.
7. Try to conduct the session as informally as possible (e.g., use first names when addressing participants and members of the audience) to encourage as much audience participation as possible.