



Logistics Note

FOR PARTICIPANTS OF THE 2024 NEC CONFERENCE

The 8th NEC Conference will take place over five days between 14 and 18 October 2024 at the Hyatt Regency Beijing Shiyuan in Yanqing District, Beijing. The first three days will be dedicated to the main conference (14–16 October 2024), followed by two days of post-conference professional training workshops (17–18 October 2024).

We look forward to welcoming you to Beijing! Please read the logistics note carefully to prepare for your participation.

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General Information

Visa

Most citizens require a visa to enter China, although some countries may be visa exempt. To confirm the visa requirements specific to your nationality, please consult the Chinese embassy or consulate in your country. If a visa is required, you will need an F-type visa to attend a conference in China. Please refer to the local Chinese embassy or consulate for detailed application instructions, requirements and procedures. It usually takes four working days to process a Chinese visa application if all requirements are met. If there is limited time, the applicant may apply for expedited processing for an additional fee. Please note that your passport must be valid for six months beyond the date of entry and contains at least two blank visa pages.

As part of the application for an F-type visa, you must include an invitation letter to visit China. The **China International Development Cooperation Agency (CIDCA)** will prepare this letter and send it to the e-mail associated with your NEC registration. If you have not yet received your invitation letter from CIDCA, please e-mail ieo.nec@undp.org.

Accommodation

NEC Conference participants have the option to stay at either of the two hotels listed below, where rooms have been reserved for NEC 2024 attendees. Special hotel rates have been negotiated and include daily breakfast, service charges, and government tax. To access these special rates, please mention that you are a NEC conference participant when making your reservation. No booking codes are needed.

Major credit cards such as Visa, MasterCard, American Express, Diners Club, and JCB are accepted for hotel payments.

Participants awarded bursaries by the **UNDP Independent Evaluation Office (IEO)** do not need to reserve rooms, as UNDP will handle the booking on their behalf.

Hotel	Address	Room Type	Cost*
Hyatt Regency Beijing Shi Yuan (This is also the conference venue) 北京世园凯悦酒店	No.1, Fu Kang South Road, Yanqing District, Beijing 102100 China 延庆区阜康南路 1 号院 北京 102100 中国 For reservations: Shiyuan.regency@hyatt.com Tel. 86-(010)5731 1234, between 9:00-21:00 Beijing time	King Bed, Twin Beds 大床房、双床房	1200(RMB)
		Family Room with Hollywood King Bed, Super King Bed 家庭房 (大床)	1400(RMB)
		Regency Suite King, Twin 凯悦套房	1800(RMB)
		Regency Executive Suite 行政套房	2200(RMB)



Expo Serene Hotel Beijing Shi Yuan (located 100m from the conference venue)	NO.1 Fu Kang South Road, Yanqing District Beijing 102100 China	Excellent Private Hot spring Room* (King Bed, Twin Bed)	1200(RMB)
北京世园悦沁酒店	中国北京延庆区阜康南路1号 院1号楼B 北京 102100 中国	私汤房	

For reservations:

[sy_haiquanwan@163.co](mailto:sy_haiquanwan@163.com)

[m](#). or through

telephone +86

13581509086, between

9:00-18:00 Beijing time.

*The use of hot spring facilities could be hazardous for certain individuals, including pregnant women, people with high blood pressure, and those who are inebriated. For your safety, please adhere to the hot spring usage guidelines provided by the hotel.

Note: The Hyatt Regency Beijing Shiyuan offers a limited number of accessible rooms for guests with disabilities. Please contact the hotel directly for more information. If special assistance for people with disabilities is needed, please contact ieo.nec@undp.org.

Payments and currency

China uses the RMB (yuan), sometimes expressed as CNY.

ATMs are widely available.

You are encouraged to have some local currency with you before leaving the airport. Foreign exchange desks and ATMs can be found in the arrival areas of the airport. Credit cards are not always accepted in China. Instead, most stores accept payments via Chinese payment apps.

You are strongly advised to [download one of the Chinese mobile payment apps before arrival](#) (Alipay or WeChat/Weixin Pay are most common) and register your payment card information to ensure you have a payment method upon arrival.

Medical insurance

The organizers do not provide health insurance for participants during their stay in Beijing, China. Participants are responsible for obtaining their own international health insurance should they wish to be covered during their trip. Basic medical services will be available from CIDCA at the conference venue during the conference, if needed.

SIM card

We recommend using a temporary international travel plan from your cell service provider if possible.

Local SIM cards may be purchased at the airport. China Unicom is one provider, with locations in Beijing Capital International Airport:

- Beijing Capital International Airport T3: Luggage 38, 24 HOURS
- Beijing Capital International Airport T2: Luggage 3, 7:00AM-7:00PM

Please note that in China, activating a SIM card with a phone number requires passport verification, which can lead to long wait times at kiosks. Alternatively, you can purchase a data-only SIM card online or at the airport. However, if opting for a data-only SIM or an eSIM, we recommend keeping access to your foreign phone number as many Chinese apps, such as those for ride-hailing, require verification via a one-time passcode sent to your mobile number.

Event app - Whova




Whova, the NEC event app, will help you make the most of the conference by providing easy access to logistical information, an updated schedule, networking opportunities with other participants, interactive features during sessions and more. To access the features, please download the free Whova app before the conference.

- iOS users can download the Whova App directly from the App Store: <https://apps.apple.com/cn/app/whova-event-conference-app/id716979741>
- Android users, or users without access to the Google Play Store, can install the Android app directly from the following links: <https://whova.com/static/apk/whova.apk> or <https://whova.com/download>.

After downloading the app, please sign in using the e-mail address associated with your NEC registration.

Online communications

Some apps and internet sites such as LinkedIn, Google and related services are not available in China. Below is a list of alternatives you can use during your time in China.

App type	Alternative in China
Map app	Baidu Map Maps app (for iOS users)
Translation app	 Microsoft Translator – We suggest that you download this app before you arrive in China via your phone’s app store: 1. iOS App Store: https://itunes.apple.com/app/microsoft-translator/id1018949559 2. Google Play Store: https://play.google.com/store/apps/details?id=com.microsoft.translator
Gmail	If your main e-mail account is Gmail, please make sure you have access to an alternative. You may want to set up e-mail forwarding to your alternative e-mail before arrival.
Messaging and social networking	For messaging and voice calling, WeChat is generally used within China.
File sharing	cowtransfer.com transfer.zip
Search engine	Bing

Payment apps	WeChat Pay (accessible within WeChat) Alipay (works with most international bank cards) UnionPay (for UnionPay bank cards only)
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Other things to note

Time zone	GMT +8 hours
Electricity	The standard voltage in China is 220V. Sockets usually are both “straight two-pin plugs,” and “triangular 3-pins plugs.” If you use any electric appliance that uses 110V, please prepare a compatible power supply or converter.
Water	Tap water is not safe to drink in China. Bottled water is easily available.
Weather	The weather in October in Beijing is Autumn. The temperature range is about 5-19°C.
Dress code	Business casual

Arrival

Conference venue

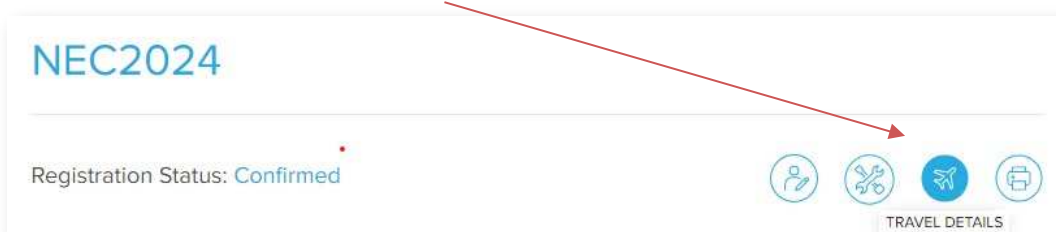
The NEC Conference will be held at the Hyatt Regency Beijing Shiyuan, No.1, Fu Kang South Road, Yanqing District, Beijing 102100. Tel +86 10 5731 1234.

Transport to the venue

The Yanqing District of Beijing is 90 km north-west of central Beijing, approximately 1.5 to 2 hours from the city center, two hours from Beijing Capital Airport, and three hours from Daxing International Airport.

The conference offers free shuttle buses to transport the participants from their arrival airport to the conference venue. To use the shuttle service, please share your travel details with the NEC team by completing the flight detail fields in your profile on the NEC platform:

1. Login to [NEC 2024 'My Dashboard'](#)
2. Click on the 'Travel Details' icon.



3. Complete the 'Flight Information Details' form and click on 'Save'.

FLIGHT INFORMATION DETAILS ^

(Please provide this information when available.)

Arrival Date

Arrival Flight Number

Arrival Airport

Departure Date

Departure Flight Number

Departure Airport

Visa Obtained

Based on the current flight information received, the shuttle buses will be available to take participants from their arrival airports to the conference venue on 13 October 2024 and to return participants from the conference venue to their departure airports on 17 and 19 October 2024. Please note that this schedule is tentative and will be finalized based on flight information provided by NEC participants in early October. Information on self-paid car services will be available for those who are unable to take the shuttle. Please note that participants who do not share their travel details or choose to spend time in Beijing before or after the conference will be responsible for their own transportation to/from the conference venue.

Upon arrival, please look for airport volunteers wearing blue NEC vests and holding NEC picket signs. They will be waiting right after you exit customs at the international arrival area to guide you to the shuttle bus that will take you to the hotel. Detailed instructions will be provided once the pick-up schedule is finalized.



If you do not find anyone waiting for you or if there is a change in your flight schedule, please contact:

Hao Jiagen Tel: +86 177 3122 0307 (In the Daxing International Airport)

Li Shuzhang Tel: +86 135 2269 5699 (In the Beijing Capital Airport) for help.

If you choose not to use the shuttle services, you have the following options for getting to the NEC venue:

From Beijing Capital Airport:

- a) Taxi: 90 km, around 320 RMB.

From Daxing International Airport:

- a) Taxi: 130 km, around 450 RMB

From Beijing city center:

- a) Taxi: 85 km, around 300 RMB



- b) Train from Beijing North Railway Station: 高铁/动车 31 RMB

The Hyatt Regency Beijing Shiyuan provides shuttle service to and from the airport. The price starts at RMB 1,800. For reservations, please call + 86 10 57 311234 or email shiyuan.regency@hyatt.com. You may also contact the Concierge Department at the hotel.

Registration upon arrival

All participants must complete on-site registration at the venue to obtain their conference badge. Please visit the registration desk inside the conference venue at your earliest convenience upon your arrival, preferably on Sunday 13 October. You will need the badge to access the conference and other relevant material. Please bring your ID to pick up the badge.

Registration desk hours (in the lobby of Hyatt Regency Beijing Shi Yuan Hotel)

Sunday, 13 October – 9:00 to 21:00

Monday, 14 October – 8:00 to 9:00

During the conference

Programme

The updated agenda and conference programme can be found in the Whova event app or at <https://nec.undp.org/conference/nec2024>.

Medical services

Basic medical services will be provided by CIDCA at the conference venue during the conference.

Meals

A complimentary daily breakfast is included in your hotel rate. Lunch will be provided free of charge by CIDCA for conference attendees (please bring your conference badge). Dinner is available for conference participants at the hotel at US\$28.34 per person (inclusive of service charge) from 17:30 to 20:30.

Other Facilities

Currency: The hotel front desk offers currency exchange services (USD only).

Parking: Parking is available inside the hotel. Participants can rent cars through the hotel at their own expense to travel around the area.




Convenience stores and pharmacies are about a 5-minute drive or 15-minute walk.

Social and cultural events

The NEC Conference offers a variety of social events to enhance your experience in Yanqing.

For more detailed information about the social events, please visit the NEC website, <https://nec.undp.org/> or check the event app, Whova.



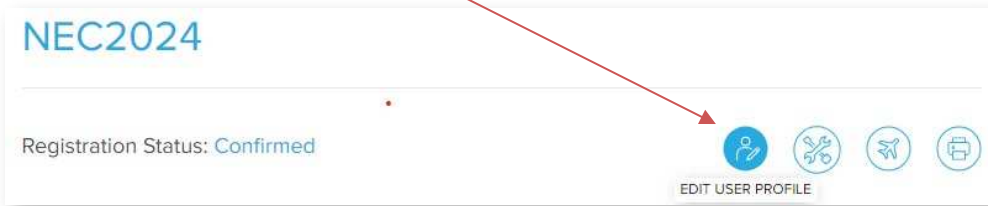
Event	Time and place	Description
<p>Visit to Yanqing Olympic Zone hosted by CIDCA</p> 	<p>13 October, 1:00–5:00 PM</p>	<p>Nestled in the valley of picturesque Xiaohaituo Mountain, Yanqing Olympic Zone sits on the second highest peak in Beijing at 2,198 meters above sea level. It was the third venue in Beijing to be named “Olympic” and garnered widespread praise at the 2022 Beijing Winter Olympics.</p>
<p>Opening reception</p>  <p>China Pavilion, Beijing Expo Park</p>	<p>14 October, 6:30–8:00 PM</p> <p>Please gather at the Western gate of Hyatt Regency Beijing Shiyuan at 6:00 PM</p>	<p>CIDCA and the Yanqing District Government are pleased to invite all participants to an opening reception at the China Pavilion of the Beijing International Horticultural Exhibition Park, located just one mile from the conference venue. Shuttle to the reception will be provided. The event includes a buffet dinner and drinks.</p>
<p>Visit to Badaling Great Wall hosted by CIDCA</p> 	<p>15 October, departure from the conference venue 7:00 PM.</p> <p>As the area can be cooler at night around 5°C. Please dress appropriately.</p> <p>Please gather at the Western gate of Hyatt Regency Beijing Shiyuan at 18:30PM</p>	<p>The Badaling Great Wall is the most representative and magnificent section of the Great Wall of China. Once a crucial military fortification, it features a long history and rich cultural background, majestic architecture and spectacular scenery. Being the first section restored to open to tourists, it is the most complete and popular scenic area on the Great Wall. It has received nearly 200 million visitors, including heads of government and world-renowned figures. No food or beverages will be provided on this visit. Please prepare accordingly.</p>

IEO will organize a self-pay informal social gathering with participants on Wednesday evening, 16 October. Additional details will be provided soon.

Confirming your participation in the social events

If you would like to take part in these events, please indicate your interest via the NEC website:

1. Login to [NEC 2024 'My Dashboard'](#)
2. Click on the 'Edit User Profile' icon.



3. Scroll to the bottom of the page and complete the 'Cultural/Social Activity' section. Click 'Save.'

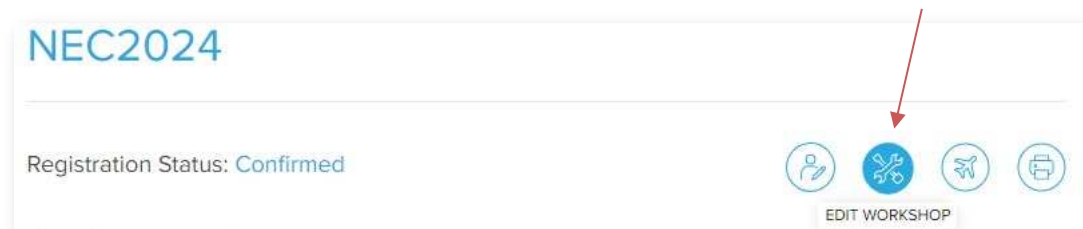
The screenshot shows a section titled 'CULTURAL/SOCIAL ACTIVITIES'. It contains three activity entries, each with a date, time, and location, and two radio button options: 'No' and 'Yes'. The 'Yes' option is selected for all three activities.

- Sunday, 13 October, 2-5pm: Visit National Alpine Skiing Centre
 - No
 - Yes
- Monday, 14 October, 6:30-8:30pm: Welcome reception hosted by CIDCA and Yanqing District Authority
 - No
 - Yes
- Tuesday, 15 October, 7-9pm: Visit Badaling Great Wall (*Does NOT include dinner)
 - No
 - Yes

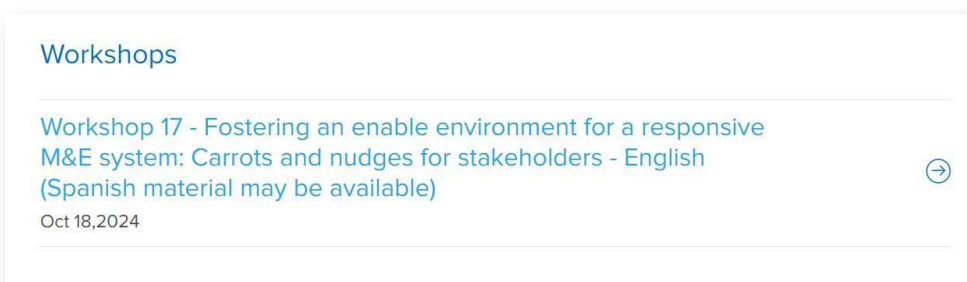
At the bottom left of the section is an orange 'SAVE' button.

View/update Workshops

1. Login to [NEC 2024 'My Dashboard'](#)
2. Click on the 'Workshops' icon on the conference profile page to update information.



3. If you are a workshop trainer, click on the workshop title towards the bottom of the conference profile page to view your workshop.





4. On the workshop page, you should be able to see the workshop participants list. If you would like to upload any workshop-related documents for participants, click on the 'Edit' tab at the top of the workshop detail page and use the document upload option.

Workshop 17 - Fostering an enable environment for a responsive M&E system: Carrots and nudges for stakeholders - English (Spanish material may be available)

View Edit

Full HTML

DOCUMENTS

Add a new file

Choose Files No file chosen

Upload requirements

Save Preview

Contacts

Emergency phone numbers in China

Police 110

Fire and Rescue 119

Medical Emergencies 120