



## GENERAL Information



# 60<sup>th</sup> session of the WHO Regional Committee for the Western Pacific

21-25 September 2009  
Hong Kong



World Health  
Organization

Western Pacific Region

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World Health  
Organization

Western Pacific Region

HK\$ 7.761

21-25 September 2009  
Hong Kong

# GENERAL INFORMATION

## I. LOGISTICAL ARRANGEMENTS FOR THE WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC

### Date and place of session



(recommend include photo  
of Academy of Medicine  
Building across street in this  
or next page)

The Sixtieth session of the World Health Organization Regional Committee for the Western Pacific will be held in Hong Kong Special Administrative Region, People's People's Republic of China, from 21 to 25 September 2009.

The opening ceremony will begin at 09:00 on 21 September at the Run Run Shaw Hall, ground floor, the Hong Kong Academy of Medicine Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.

The plenary session will commence on 21 September at 14:00 at the Grand Ballroom, lower level I, Kowloon Shangri-La Hotel, 64 Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong.

Subsequent meetings from Tuesday 22 September, to Friday, 25 September, are scheduled from 09:00 to 12:00 and from 14:00 to 17:00 at the same venue, with a 15-minute tea break in each period. Daily buffet lunch will also be served throughout the five-day event.



## Contact information

Before 18 September 2009, all correspondence to the Secretariat should be addressed to:

### **WHO Regional Committee Secretariat Office**

World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
1000 Manila, Philippines

or

P.O. Box 2932  
1000 Manila  
Philippines  
Tel.: (+63 2) 528 8001; 303 1000  
Fax: (+63 2) 521 1036; 526 0279; or 526 0362  
E-mail: [rcm60@wpro.who.int](mailto:rcm60@wpro.who.int)



From 18 September 2009, all correspondence to the Secretariat should be addressed to:

### **WHO Regional Committee Secretariat Office**

Kowloon Room I  
Kowloon Shangri-La Hotel  
64 Mody Road, Tsim Sha Tsui East  
Kowloon, Hong Kong  
Tel.: (852) 2367 3665  
Fax: (852) 2367 3137  
E-mail: [rcm60@wpro.who.int](mailto:rcm60@wpro.who.int)





## Languages of the Regional Committee


The official languages of the Regional Committee are Chinese, English and French. English and French are the working languages. Simultaneous interpretation will be provided for the three official languages.

## Identification and security

For identification and security reasons, representatives are requested to wear identification badges at all times during sessions and social functions. These will be provided at the hotel prior to the commencement of meeting.

## Hotel accommodations

Kowloon Shangri-La Hotel and Park Hotel have been designated as official hotels for representatives, with details as follows:

HOTEL NAME AND ADDRESS	STAR RATING	DISTANCE TO CONFERENCE SITE	TYPE OF ROOM	DAILY ROOM RATE (IN US\$)	
				SINGLE	DOUBLE
 <b>KOWLOON SHANGRI-LA HOTEL</b> 64 Mody Road Tsim Sha Tsui East Kowloon, Hong Kong Tel: (852) 2721 2111 Fax: (852) 2723 8686 Website: <a href="http://www.shangri-la.com">www.shangri-la.com</a>	5-star	Conference site	Superior city	277	316
			Deluxe	290	329
			Garden view	322	361
			Harbour view	367	406


\* Rates are subject to 10% service charge.

Breakfast at HK\$218 (US\$28) per person per day plus 10% service charge.

Rates are based on the exchange rate: HK\$7.761=US\$1



## Hotel accommodations (continued)

HOTEL NAME AND ADDRESS	STAR RATING	DISTANCE TO CONFERENCE SITE	TYPE OF ROOM	D R R (IN
 <b>PARK HOTEL HONG KONG</b> 61-65 Chatham Road South Tsim Sha Tsui Kowloon, Hong Kong Tel: (852) 2731 2100 Fax: (852) 2369 1877 Website: <a href="http://www.parkhotelgroup.com">www.parkhotelgroup.com</a>	3-star	10-minute walk	Superior (single/double/twin) Room only With single breakfast With breakfast for 2  Deluxe (single/double/twin) Room only With single breakfast With breakfast for 2	

\* Rates are subject to 10% service charge.

Same rate is applicable to single and double occupancy.

Rates are based on the exchange rate: HK\$7.761=US\$1

Hotel accommodation is in great demand in Hong Kong in the second half of September. To ensure enough rooms to be reserved, **representatives are advised to send their completed Travel Accommodation Details form (ANNEX A) to the WHO Regional Office for the Western Pacific and at the same time send the duly completed reservation form for hotel accommodation (ANNEX B) to the designated hotel not later than 30 June 2009.**

The forms are also available online at:

<http://www.wpro.who.int/rcm/register/asp>

Accommodation cannot be guaranteed after 30 June 2009. Any changes in requirements for accommodation after 30 June 2009 should be notified immediately to both the WHO Regional Office for the Western Pacific and the designated hotel where room booking has been made.

Transport will be provided to representatives from the designated hotels to the venue of the ceremony in the morning of 21 September. For representatives staying at Park Hotel Hong Kong, transport to and from Kowloon Shangri-La Hotel will also be provided for attending plenary sessions.





## Travel and transportation

The Hong Kong International Airport located off Lantau Island is the main airport in Hong Kong with 87 international airlines providing about 760 scheduled passengers and all-cargo flights each day between Hong Kong and some 154 destinations worldwide. The airport is equipped with two neighbouring passenger terminals which operate twenty-four hours a day. All boarding gates, transfer and arrival facilities are in Terminal 1.



The Tsing Ma Bridge, an important gateway to the Hong Kong International Airport, links Lantau Island to other urban areas of the city. It is one of the world's longest span suspension bridges and is the largest of all bridges in the world carrying both rail and road traffic.



### ARRIVAL

A reception counter for the sixtieth session of the WHO Regional Committee for the Western Pacific will be set up at the Arrival Hall of the airport. Staff manning the reception counter will assist representatives upon arrival and will provide transport to the designated hotels.

For easy identification upon arrival at the airport, representatives are requested to wear the lapel labels provided along with this booklet. Luggage tags also have been provided.

We reiterate that it is important for representatives to send to the WHO Regional Office for the Western Pacific their completed Travel and Accommodation Details form (ANNEX A) and separately send to the designated hotel the duly completed reservation form for hotel accommodation (ANNEX B). The forms can be obtained online at:

<http://www.wpro.who.int/rcm/register.aspx>

Online registration with the WHO Regional Office for the Western Pacific is also available.



## Travel and transportation (continued)

If representatives are unable to give advance notice to WHO of their expected arrival time and are therefore not met at the airport, other land transport facilities such as taxi, hotel shuttle coaches and train are readily available at the airport.

Taxis offer a flexible way to and from the airport. Arriving passengers can pick up urban taxis (Red) at the airport taxi station, which can be reached by the left-hand ramp outside the Arrival Hall. All taxi fares are metered and there are fare details inside each taxi. Depending on the traffic condition, the single journey from the airport to the designated hotels takes about 40-50 minutes and the taxi fare is in the range of HK\$250 to HK\$300 (US\$32.22 to US\$38.71). Additional charge of HK\$5.00 (US\$0.64) for each piece of baggage is normally required.

Hotel shuttle coaches are also available to take passengers to major hotels. Arriving passengers requiring coach service can approach the coach service counters inside the Coach Station of Terminal 2 or Arrival Hall of Terminal 1, for details. Depending on the traffic condition, the single journey from the airport to the designated hotels takes about one hour and the fare is in the range of HK\$150 to HK\$200 (US\$19.33 to US\$25.78) per person per trip.

The Mass Transit Railway (MTR) high-speed Airport Express carries passengers from Airport Station to Kowloon Station in about 20 minutes and runs every 12-minute intervals from 05:50 to 01:15 daily, with the last train leaving Airport Station at 00:48. It is the fastest means of travel between the airport and the downtown areas. The single journey fare between Airport Station and Kowloon Station is HK\$90 or US\$11.6 (2008 price level). For Airport Express passengers, there is a free shuttle bus service from Kowloon Station serving major hotels. The single journey from the airport to the designated hotels takes about 75 to 80 minutes. For more details of the schedule of the Airport Express, fares and complimentary services, please refer to:

[http://www.mtr.com.hk/eng/airport\\_express/intro\\_index.html](http://www.mtr.com.hk/eng/airport_express/intro_index.html)

Public buses are inexpensive but may take longer time to travel. The Airbus route "A21" operating daily from 06:00 to 24:00 between the airport and Hung Hom Station at every 15-20 minute interval en routes Tsim Sha Tsui East of Kowloon. The nearest bus stop of "A21" to the Kowloon Shangri-La Hotel is the "Mody Road/Chatham Road South" stop which is the 16<sup>th</sup> stop from the airport. It takes 7-10 minutes walk from the bus stop to the hotel. The 17<sup>th</sup> stop from the airport is the "Granville Road/Chatham Road South" stop which is proximal to the Park Hotel Hong Kong. The single journey from the airport to Tsim Sha Tsui East of Kowloon takes about 90 minutes. The single trip fare of "A21" is HK\$33 or US\$4.25 (2008 price level).





## Travel and transportation (continued)



### DEPARTURE

Transport from designated hotels to the airport will be provided to representatives scheduled to depart not later than Sunday, 27 September. Representatives extending their stay should make their own transport arrangements to the airport. The departure time will be posted at the WHO desk of the hotel lobby.

Passengers flying out of the Hong Kong International Airport are liable for a departure tax of HK\$120 (US\$15.48) per person (12 years or above). The tax will normally be included and charged together with the airline ticket.

According to the Hong Kong Airport Guidelines, hand baggage carried onboard an aircraft must not exceed 56cm x 36cm x 23 cm (22" x 14" x 9").

## Spouse programme

The spouse programme including visit to Hong Kong scenic spots will be provided upon arrival in Hong Kong. Programme details will be available from the tourist desk at the conference site on the first day of the plenary session.



## II. INFORMATION ON HONG KONG

### Entry requirements (passport and visas)

Visitors entering Hong Kong should possess valid travel documents. Nationals of about 170 countries and territories may come to Hong Kong with visa/entry permit-free for visits ranging from 7 to 180 days. Details on Hong Kong Special Administrative Region (HKSAR) visa requirements are at **ANNEX D**.

Persons who need a visa/entry permit for visit should obtain the visa/entry permit before travelling to the HKSAR. Visa/Entry permit applications for visit may be submitted to the Chinese diplomatic and consular mission (CDCM) closest to a person's place of domicile. Applicant for a visit visa/entry permit to Hong Kong should meet the normal immigration requirements. Addresses and contact information of CDCMs can be obtained at:

<http://www.fmprc.gov.cn/eng/wjb/zwj/default.htm>

Alternatively, visa or entry permit application can also be submitted to the Hong Kong SAR Immigration Department directly by post. To shorten processing time, application forms and supporting documents can be sent by fax to (852) 2824 1133 in the first instance. However, the original copy of the duly completed application form and the photographs required should be sent immediately to the Hong Kong SAR Immigration Department by airmail. A visa/entry permit will be issued only on receipt of an original, properly completed visa/entry permit application form. Application form and application guidelines can be obtained from the Hong Kong SAR Immigration Department website at:

[http://www.immd.gov.hk/ehm/topical\\_11.htm](http://www.immd.gov.hk/ehm/topical_11.htm)

In normal circumstances, an application for a visit visa/entry permit can be finalised within 4 weeks after receipt of all necessary documents.

**Representatives having difficulty obtaining visa may kindly communicate immediately with:**

**The Administrative Services Officer**  
World Health Organization  
Regional Office for the Western Pacific  
United Nations Avenue  
12000 Maila, Philippines  
Telephone: (+63 2) 528 9608  
Facsimile: (+63 2) 521 1036  
E-mail: [rcm59@swpro.who.int](mailto:rcm59@swpro.who.int)



World Health  
Organization  
Western Pacific Region



60<sup>th</sup> session of the WHO  
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## Customs

Due to enhanced security measures at the Hong Kong International Airport, flammable liquids, corrosives substances and gas cylinders posing a risk to the safety of the aircraft are not allowed on board, either as check-in luggage or hand baggage.

Travellers departing from, or transiting in, Hong Kong are prohibited from carrying sharp objects such as knives, cutters, scissors, razor blades, household cutlery in their carry-on hand baggage. These items must be stored in check-in luggage.

Carry-on liquids, gels and aerosols must be stored in containers no bigger than 100 ml and placed in a single (maximum one per passenger) transparent re-sealable bag with a capacity not exceeding one litre. Exemptions can be made for medications, baby milk, food and special dietary requirements, subject to verification.

Further details on airport security can be obtained from the Hong Kong International Airport website at:

<http://www.hongkongairport.com/eng/passenger/departure/all/airport-security.html>

## Health regulations

There is currently no vaccination requirement for travellers visiting and leaving Hong Kong. However, travellers should observe good [personal and food hygiene](#) and adopt [anti-mosquito measures](#) to prevent infectious diseases. In case of sudden changes, however, visitors are advised to check with their local travel carriers closer to their time of travel. More health advice can be obtained from the travel health website of the Department of Health of the Hong Kong SAR at:

[http://www.travelhealth.gov.hk/english/travel\\_hk/english/travel\\_hk.html](http://www.travelhealth.gov.hk/english/travel_hk/english/travel_hk.html)

## Banking facilities

The Hong Kong Bank (HSBC) with 24 hours operating Automated Teller Machines (ATMs) is only a short walk from the plenary venue. Other banking services such as the encashment of traveller's cheques are available during normal business hours.



## Climate and clothing

Hong Kong has a subtropical climate that tends towards temperate for nearly half the year. During September, average temperatures will likely range from about 26° to 31°C. As 80% of Hong Kong's rainfall occurs between May and September, tropical cyclones are possible during the event. While short sleeves and lightweight sweater will be fine form outdoors, an umbrella or hat can ward off the intense sunshine. Further details of weather forecast information can be obtained from the Hong Kong Observatory website at:

<http://www.hko.gov.hk/contente.html>

For official functions, a business suit or national costume is suggested.

## Currency and exchange rate

The Hong Kong dollar is the currency unit. Linked at the rate of HK\$7.80 to US\$1 since October 1983, Hong Kong dollar notes come in denominations of \$10, \$20, \$50, \$100, \$500 and \$1000. Smaller denominations are divided into coins at values of \$1, \$2, \$5, \$10, 50 cents, 20 cents and 10 cents.



Most currencies and traveller's cheques can be changed at banks, hotels or money changers, with some handling charges. Major credit cards such as VISA, Master and American Express cards are readily accepted in Hong Kong.



## Electricity and water

The standard electrical voltage in Hong Kong is 220 volts AC, 50Hz, and the majority of electrical outlets take a 3-pronged plug (BS1363/A). An adaptor will be needed for 100-volt appliances and electrical equipment. Adaptors can be purchased at the airport upon arrival or at various electrical supplies shops and stalls throughout the city.

Main water is chlorinated. Bottled water is also available.





## Languages spoken in Hong Kong

Chinese and English are the official languages of Hong Kong. English is widely used in the Government and by the legal, professional and business sectors. The majority of the population speaks Cantonese Chinese. In recent years, the use of Putonghua (Mandarin Chinese) has increased dramatically as economic and social ties with the Mainland China continue to develop and deepen.

## Local time

The time in Hong Kong is GMT + 8 hours. Business hours in Hong Kong are as follows:

BUSINESS	WEEKDAYS	SATURDAYS	SUNDAYS/ PUBLIC HOLIDAYS
Banks	09:00 to 16:30	Closed	Closed
Government offices	09:00 to 17:30	Closed	Closed
Post offices	09:30 to 17:00	09:30 to 13:00	Closed

## Local transport

Hong Kong is a compact city with one of the world's most efficient, safe and affordable public transport systems. Commuters never need to wait long for a taxi, Mass Transit Railway (MTR), bus, minibus, ferry or tram. However, same as to all commercial cities with high volume of trade and business activities, road traffic is often busy in central areas. It is wise to travel by MTR during peak hours for better time management and to avoid busy road traffic, or to travel on foot if it is within short walking distance. More information on different types of local public transport can be obtained from the Hong Kong Tourist Board website at:

[http://www.discoverhongkong.com/eng/mustknow/information/mk\\_info\\_gett.html](http://www.discoverhongkong.com/eng/mustknow/information/mk_info_gett.html)

There is an electronic stored value card called 'Octopus Card' that is accepted by almost all forms of public transport. Visitors can add money to the card whenever needed, and any unspent value in the on-loan type of card is refundable along with the HK\$50 deposit (minus HK\$7 handling fee for cards returned within three months). Visitors may also opt for a non-returnable card.



## Medical services

Hong Kong provides world-class health care facilities in 39 public hospitals, 12 private hospitals and numerous private clinics.

A foreign visitor using Accident and Emergency services in a public hospital will have to pay HK\$570 per visit. However, the Hong Kong SAR Government always places the welfare of patients before cost. If a visitor requiring emergency care is unable to pay immediately, billing can be delayed. Full list of public and private hospitals and institutions as well as general outpatient clinics can be obtained from the GovHK website at:

<http://www.gov.hk/en/residents/health/hosp/index.htm>

Nearest public hospitals to the venue of the plenary session are:

NAME	ADDRESS	DISTANCE	CONTACTS
Queen Elizabeth Hospital	30 Gascoigne Road, Kowloon	7-10 minute drive	Tel.: (852) 2958 8888 Fax: (852) 2958 8951
Kwong Wah Hospital	25 Waterloo Road, Kowloon	10-15 minute drive	Tel.: (852) 2332 2311 Fax: (852) 3517 5481

## Safety

Hong Kong is generally a safe place. However, as in all big cities, carrying large amount of cash should be avoided. Traveller's cheques or credit cards are preference. Safe deposit boxes are available in the hotel for keeping valuables or travelling documents.

## Smoking

WHO has a policy of no smoking for all WHO meetings and associated functions.

In Hong Kong, smoking is prohibited in enclosed public places including restaurants, karaokes, bars and shopping malls. It is also banned in some outdoor areas such as sports grounds, public beaches, swimming pools and transport interchanges.





## Shopping, restaurants and entertainment

Apart from tobacco, all goods, wine and alcohol (except spirits) are tax-free in Hong Kong. This makes Hong Kong one of the world's most attractive shopping destinations. The designated hotels are located at Tsim Sha Tsui, which is the heart of the city blanketed with malls and department stores, designer boutiques, jewellery and antique shops, factory outlets, pharmaceuticals and books stores, street stalls and bustling open-air markets hidden amongst skyscrapers. Shopping tips can be obtained from the Hong Kong Tourism Board website at:

<http://www.discoverhongkong.com/eng/shop/tips/index.html>

Numerous pubs, bars and lounges are located in Tsim Sha Tsui (Nathan Road, Ashley Road, Knutsford Terrace, Peking Road). Happy hour, when drinks are either 2-for-1 or half-price, is usually from 6pm to 9pm and most bars stay open until the wee hours of morning. There are plentiful restaurants in the area specializing in the regional dishes of China, South-East and Central Asia as well as American and European cuisines.

## Telecommunication facilities

Nearly all commercial buildings are covered by the broadband network in Hong Kong. Hotels charge for internet access in guest rooms but many coffee shops, shopping malls, restaurants and public areas of hotels provide wireless internet access for free.

Fax services are available at hotels and business centres at cost.

## Tipping

Individual tipping is common in Hong Kong. Most restaurants and hotels add a 10% service charge. Small tips may also be given for taxi drivers, bellboys, doormen and washroom attendants.



## Useful telephone numbers

<b>EMERGENCY SERVICES:</b>	
Call for police, fire and ambulance	999
Police crime reporting hotline	2527 7177
<b>TELEPHONE ENQUIRIES</b>	
Directory enquiries (English)	1081
Directory enquiries (Mandarin)	1088
Collect calls	10010
Overseas IDD enquiries	10013
<b>GOVERNMENT AND SOME GOVERNMENT ASSOCIATED SERVICES:</b>	
Hong Kong International Airport	(852) 2181 0000
Hong Kong Immigration Department	(852) 2824 6111
Hong Kong Tourism Board	(852) 2508 1234
Traveller's Health Service	(852) 2150 7235



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Western Pacific Region

60<sup>th</sup>

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**SIXTIETH SESSION OF THE  
WHO REGIONAL COMMITTEE FOR THE WESTERN PACIFIC  
21–25 September 2009, Hong Kong Special Administrative Region  
TRAVEL AND ACCOMMODATION DETAILS  
(Please answer all questions)**

Dr ☐ Professor ☐ Mr ☐ Ms ☐ Mrs ☐ Others ☐

Family name: \_\_\_\_\_

Other names: \_\_\_\_\_

Sex: Male ☐ Female ☐

Title: (e.g. Minister of Health) \_\_\_\_\_

Address: (Please indicate complete address as this will be included in the List of Representatives.)  
\_\_\_\_\_  
\_\_\_\_\_

☐ Representative ☐ UN agencies ☐ NGO/IGO ☐ Observer

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please print how you wish your name to appear on the name badge.  
\_\_\_\_\_

My passport number is: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date and place of issue: \_\_\_\_\_

Date of expiry: \_\_\_\_\_

Nationality: \_\_\_\_\_

I shall be accompanied by:

Name: \_\_\_\_\_

Passport number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Date and place of issue: \_\_\_\_\_

Date of expiry: \_\_\_\_\_

Nationality: \_\_\_\_\_

	Hong Kong SAR (date)	Airline and flight number	Hong Kong SAR (time)
Arrival details			
Departure details			

Please check your preference below:

Name of hotel	Room type (rates in US\$)	
	Superior	Deluxe
<b>Kowloon Shangri-la Hotel</b> (5-star)	<b>Superior city</b> Single (US\$277) Double (US\$316)	<b>Deluxe</b> Single (US\$290) Double (US\$329) <b>Garden view</b> Single (US\$322) Double (US\$361) <b>Harbour view</b> Single (US\$367) Double (US\$406)
<b>Park Hotel</b> (3-star)	<b>Single/double/twin</b> Room only (US\$129) With single breakfast (US\$142) With breakfast for 2 (US\$155)	Room only (US\$155) With single breakfast (US\$168) With breakfast for 2 (US\$181)

Rates are subject to 10% service charge.

Breakfast at HK\$218 (US\$28) per person per day plus 10% service charge.

Rates are based on the exchange rate: HK\$7.761=US\$1

Please indicate if you will be sharing a room and with whom.

**NOTE:**

- This form should be completed and returned to the WHO Regional Office for the Western Pacific by 27 July 2009. We cannot guarantee hotel rooms and rates beyond this date.
- You may also register at our website address ([www.wpro.who.int/rcm](http://www.wpro.who.int/rcm)).

Please return this form to:

The Administrative Services Officer, World Health Organization, Regional Office for the Western Pacific,  
United Nations Avenue, P.O. Box 2932, 1000 Manila, Philippines.

Fax: (63 2) 521 1036/(63 2) 521 0279/(63 2) 526 0362  
Telephone: (63 2) 528 8001/(63 2) 528 1000

E-mail: [rcm56@wpro.who.int](mailto:rcm56@wpro.who.int)



**Kowloon Shangri-La, Hong Kong**

Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong  
 Tel: (852) 2721 2111 Fax: (852) 2723 8686 Hotel Website: <http://www.shangri-la.com>

ANNEX B1

**The 60<sup>th</sup> Session of The World Health Organization Regional Committee for The Western Pacific  
 Hong Kong, China (21-25 September, 2009)**

**Please complete and return this form to the Hotel as early as possible.  
 Hotel room and rates may not be guaranteed for late submission.**

Return this form to: **Kowloon Shangri-La Hotel, Hong Kong**  
**(Attention: Ms Jacqueline Chan, Assistant Director of Events Management)**  
 64 Mody Road, Tsim Sha Tsui East, Kowloon, Hong Kong  
 Direct Line: (852)2733 8876 Fax: (852)2311 2023 Email: [jacqueline.chan@shangri-la.com](mailto:jacqueline.chan@shangri-la.com)

Please tick in the box as appropriate

☐ **New Booking** ☐ **Amendment** ☐ **Cancellation** ☐ **Resend**

< A: ROOM PREFERENCE > ☐ **Non-smoking** ☐ **Smoking**

Room Category	Superior City		Deluxe		Deluxe Garden View		Deluxe Harbour View	
	Single	Twin	Single	Twin	Single	Twin	Single	Twin
Daily Room Rate*	HK\$2,150	HK\$2,450	HK\$2,250	HK\$2,550	HK\$2,500	HK\$2,800	HK\$2,850	HK\$3,150
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- \* - The above quoted rates are (1) subject to 10% service charge, (2) applicable to pre & post stay between 17 to 28 September 2009 and (3) do not include daily breakfast. Daily American buffet breakfast at Cafe Kool at HK\$218 per person per day plus 10% service charge can be arranged on request upon check-in with the Hotel.
- Reserved rooms shall normally be available for occupancy after 14:00 hr on the date of arrival. Check-out time is normally before noon. An extra 50% of the daily room rate will be charged for late check-out on or before 18:00 hr. A full-night room rate will be charged for late check-out after 18:00 hr. Late check-out can be pre-arranged and is subject to room availability.
- Early arrival than the hotel's normal check-in time would recommend to a reservation a night prior to the arrival date.

**< B: GUEST INFORMATION >**

1) Guest Name:(Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Dr./Prof./Mr./Mrs./Ms)  
 Company: \_\_\_\_\_ Address: \_\_\_\_\_  
 Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/Country of Origin: \_\_\_\_\_ Passport No.: \_\_\_\_\_

2) Guest Name:(Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Dr./Prof./Mr./Mrs./Ms)  
*(applicable to double occupancy only)*  
 Company: \_\_\_\_\_ Address: \_\_\_\_\_  
 Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/Country of Origin: \_\_\_\_\_ Passport No.: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
 Departure Date: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Note. The Hotel shall also provide <Guest Information> on this column to the organizer of the 60<sup>th</sup> RCM:- the Department of Health of the Hong Kong SAR Gov't or its appointed agent for airport/hotel transport pick-up arrangement and other ground handling matters.

**< C: CANCELLATION POLICY, GUARANTEE and PAYMENT ARRANGEMENT >**

- Room reservation shall be guaranteed by valid credit card. Alternatively, advanced payment of room rental can be made in form of tele-transfer payable to "Shangri-La Hotel (Kowloon) Limited" in Hong Kong Dollars three (3) working days prior to arrival date.
- In the event of (1) **room cancellation made after 16:00 hr on the day prior to the date of arrival** or (2) any **"no shows" at the arrival date**, **one room night rental will be charged.**
- All charges are on the guest's own account and have to be fully settled by the guest upon departure.
- It is advisable to resend the reservation form to the Hotel if confirmation of room booking is not received within 48 hours.

Details of credit card account to which guarantee for room reservation is made:

Credit Card Number: \_\_\_\_\_ (Amex / Visa / Master/ Diner) Expire day \_\_\_\_\_  
 Card Holder's Name: \_\_\_\_\_ Card Holder's Signature: \_\_\_\_\_

**HOTEL USE ONLY**

Check-in Date/Time: \_\_\_\_\_ Check-out Date/Time: \_\_\_\_\_ Total No. of Room-Night: \_\_\_\_\_  
 Room Rate in HK\$: \_\_\_\_\_ (per room per night) Room Category: \_\_\_\_\_ Room Type: Single / Double / Smoking / Non-smoking  
 Confirmation No: \_\_\_\_\_ Signed by: \_\_\_\_\_ Date: \_\_\_\_\_





61-65 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong

Hotel Main Telephone Line: (852)2731 2100

Hotel Main Fax Line: (852)2739 7259

Park Hotel Group Website: [www.parkhotelgroup.com](http://www.parkhotelgroup.com)

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Hong Kong, China (21-25 September, 2009)**

**Please complete and return this form to the Hotel as early as possible.  
Hotel room and rates may not be guaranteed for late submission.**

Return this form to: **Park Hotel Hong Kong (Attention: Ms Carman Wong, Senior Sales Manager)**  
Direct Line: (852)2731 2110 Direct Fax: (852)2369 1877  
Email: [carmanwong@tsthk.parkhotelgroup.com](mailto:carmanwong@tsthk.parkhotelgroup.com)

Please tick in the box as appropriate

☐ New Booking ☐ Amendment ☐ Cancellation ☐ Resend

< A: ROOM PREFERENCE > ☐ Single occupancy ☐ Double occupancy

Superior Room	Deluxe Room
<input type="checkbox"/> HK\$1,000* - (room only)	<input type="checkbox"/> HK\$1,200* - (room only)
<input type="checkbox"/> HK\$1,100* - (with 1 daily buffet breakfast)	<input type="checkbox"/> HK\$1,300* - (with 1 daily buffet breakfast)
<input type="checkbox"/> HK\$1,200* - (with 2 daily buffet breakfasts)	<input type="checkbox"/> HK\$1,400* - (with 2 daily buffet breakfasts)

\* The above quoted daily room rates are subject to 10% service charge.

The same rate is applicable to single and double occupancy.

Reserved rooms shall normally be available after 14:00 hr on the date of arrival. Check-out time is normally on or before noon.

☐ Queen Bed ☐ Twin Bed ☐ Non-smoking ☐ Smoking  
(subject to availability and final confirmation by the Hotel)

**< B: GUEST INFORMATION >**

1) Guest Name:(Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Dr./Prof./Mr./Mrs./Ms)  
Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

2) Guest Name:(Last Name) \_\_\_\_\_ (First Name) \_\_\_\_\_ (Dr./Prof./Mr./Mrs./Ms)  
(applicable to double occupancy only)  
Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Flight Number: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Note. The Hotel shall also provide <Guest Information> on this column to the organizer of the 60<sup>th</sup> RCM:- the Department of Health of the Hong Kong SAR Gov't or its appointed agent for airport/hotel transport pick-up arrangement and other ground handling matters.

**< C: CANCELLATION POLICY, GUARANTEE and PAYMENT ARRANGEMENT >**

- Room reservation shall be guaranteed by valid credit card. Alternatively, advance payment of room rental can be made in form of a bank draft payable to "Park Hotel Hong Kong" in Hong Kong Dollars.
- In the event of (1) room cancellation or deferring check-in date made less than 3 days prior to the date of arrival or (2) any "no shows" at the arrival date, one room night rental will be charged.
- The above special room rates are applicable pre & post 3 days to the meeting period.
- All charges are on the guest's own account and have to be fully settled by the guest upon departure.
- It is advisable to resend the reservation form to Park Hotel Hong Kong if confirmation of room booking is not received within 48 hours.

Details of credit card account to which guarantee for room reservation is made:



Credit Card Number: \_\_\_\_\_ (Amex / Visa / Master/ Diner) Expire day \_\_\_\_\_  
Card Holder's Name: \_\_\_\_\_ Card Holder's Signature: \_\_\_\_\_

**HOTEL USE ONLY**

Check-in Date/Time: \_\_\_\_\_ Check-out Date/Time: \_\_\_\_\_ Total No. of Room-Night: \_\_\_\_\_  
Room Rate in HK\$: \_\_\_\_\_ (per room per night) Room Type: Superior / Deluxe / Single / Double/ Queen /Twin/ Smoking / Non-smoking  
Confirmation No: \_\_\_\_\_ Signed by: \_\_\_\_\_ Date: \_\_\_\_\_



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COUNTRY/AREA	VISA NOT REQUIRED	VISA REQUIRED	APPLICABLE PASSPORT	NEAREST EMBASSY/CONSULATE
Australia	x (90 days)		Diplomatic, Official, Service, Normal passport	
 Brunei Darussalam	x (90 days)		Diplomatic, Official, Service, Normal passport	
Cambodia		x	Diplomatic, Official, Service, Normal passport	Chinese Embassy in Cambodia No. 156, Boulevard, Mao Tsetung, Phnom Penh, Cambodia P.O. Box 26 Tel. no. (00855) 12-810928; (00855) 23-720920 Fax no. (00855) 23-364738
China			Exit-entry permit for travelling to and from Hong Kong for official purposes and endorsement by the Hong Kong and Macao Affairs Office required	
Cook Islands	x <sup>*</sup> (90 days)		If holding New Zealand normal passport	
Fiji	x (90 days)		Diplomatic, Official, Service, Normal passport	
France	x (90 days)		Diplomatic, Official, Service, Normal passport	
 French Polynesia	x (90 days)		If holding French passport	
Guam	x (90 days)		If holding U.S.A. normal passport	
Hong Kong (SAR China)	Not applicable			
Japan	x (90 days)		Diplomatic, Official, Service, Normal passport	
Kiribati	x (90 days)		Normal passport	







Chinese Embassy in Lao:  
Wat Nak Road, Sisattanak  
Vientiane, Lao  
P.O. Box 898, Vientiane  
Tel. no. (00856) 21-3  
Fax no. (00856) 21-3

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COUNTRY/AREA	VISA NOT REQUIRED	VISA REQUIRED	APPLICABLE PASSPORT	NEAREST EMBASSY/CONSULATE
Korea, Republic of	x (90 days)		Diplomatic, Official, Service, Normal passport	
Lao People's Democratic Republic		x (Required)	Diplomatic, Official, Service, Normal passport	Chinese Embassy in Cambodia No. 156, Boulevard Mao Tsetung, Phnom Penh, Cambodia P.O. Box 26 Tel. no. (00855) 12-810928; (00855) 23-720920 Fax no. (00855) 23-364738
Macao (SAR China)	x (14 days)		If holding Macao Smart Permanent ID card together with a "Declaration Form for Holders of Macao SAR Permanent Resident ID Card to Hong Kong SAR" or holding Visit Permit for Residents of Macao SAR	
Malaysia	x (90 days)		Diplomatic, Official, Service, Normal passport	
Marshall Islands	x (14 days)		Diplomatic, Official, Service, Normal passport	
Micronesia, Federated States of	x (14 days)		Diplomatic, Official, Service, Normal passport	
Mongolia	x (14 days)		Diplomatic, Official, Service, Normal passport	
Nauru	x (90 days)		Diplomatic, Official, Service, Normal passport	
New Caledonia	x (90 days)		If holding French passport	



World Health  
Organization  
Western Pacific Region



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COUNTRY/AREA	VISA NOT REQUIRED	VISA REQUIRED	APPLICABLE PASSPORT	NEAREST EMBASSY/CONSULATE
New Zealand	x (90 days)		Diplomatic, Official, Service, Normal passport	
Northern Mariana Islands, Commonwealth of the	x (90 days)		If holding New Zealand passport	
Northern Mariana Islands, Commonwealth of the	x (90 days)		If holding U.S.A. passport	
Palau	x (14 days)		Diplomatic, Official, Service, Normal passport	
Papua New Guinea	x (90 days)		Diplomatic, Official, Service, Normal passport	
Philippines	x (14 days)		Diplomatic, Official, Service, Normal passport	
Samoa	x (30 days)		Diplomatic, Official, Service, Normal passport	
Singapore	x (90 days)		Diplomatic, Official, Service, Normal passport	
Solomon Islands		x (Required)	Diplomatic, Official, Service, Normal passport	Chinese Embassy in Indonesia JL Mega Kuningan No. 2 Jakarta Selatan 12950 Indonesia Tel. no. (0062) 21-576039; (0062) 21-576037 Fax no. (0062) 21-5761038
Tokelau	x (90 days)		If holding New Zealand passport	
Tonga	x (90 days)		Diplomatic, Official, Service, Normal passport	
Tuvalu	x (90 days)		Diplomatic, Official, Service, Normal passport (except passport with national status stated as 'I-TUVALU')	







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New Zealand	x (90 days)		Diplomatic, Official, Service, Normal passport	
Niue	x (90 days)		If holding New Zealand passport	
Vanuatu	x (90 days)		Diplomatic, Official, Service, Normal passport	
Viet Nam		x (Required)	Diplomatic, Official, Service, Normal passport	Chinese Consulate-General in Viet Nam 39 Nguyen Thi Minh Khai Street, District 1, Ho Chi Minh City, Viet Nam Tel. no. (00848) 8292457 Fax no. (00848) 8231142
Wallis and Futuna	x (90 days)		If holding French passport	

Remarks: Except in direct transit by air and when the person does not leave the airport transit area.

