



2024 International Training Course on Karst and Climate Change (APRIL.15-28, Beijing & Wuhan & Guilin, PR China)

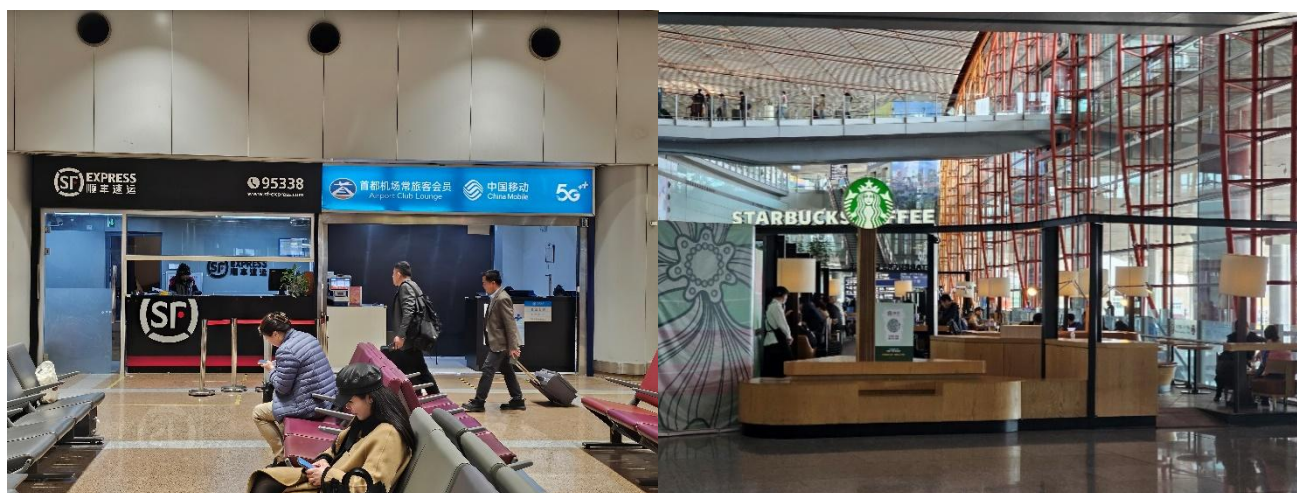
CIRCULAR II

Dear all,

The following is very important for your stay during the training course, please read it carefully.

1. Pick-up at Beijing Capital International Airport

There are two terminals for international arrival T2 and T3, IRCK will organize staff and volunteers to raise a board with **IRCK** on it, and they will wait for you at the exits. When you meet them, please tell them your name and tick on the name list so that may confirm we have already picked up you. The vehicle will take you to Hubei Building for registration. Please send us the Itinerary **before 5 April** so that we may arrange pick up service for you.



If you come out from T2 and missed the volunteer you can find the SF EXPRESS just near the exit, we also arrange volunteer at there.

If you come out from T3 and missed the volunteer you can go to Starbucks Coffee just at you left side, we also arrange volunteer at there.

2. Pick-up at Beijing Daxing International Airport

There only one international exit at the airport, IRCK will organize staff and volunteers to raise a board with **IRCK** on it, and they will wait for you at the exits. If you missed the volunteer at the exit, you can find the flowing site where you can find the volunteers.



3. Download the WeChat and installed on your mobile phone

Before you leave your country, download WeChat in the APP store of your mobile phone. And scan the following QR code to join the WeChat group chat 2024 IRCK Training Course. Connect the free Wifi of the airport, and send the message in WeChat group chat, to let us know your location, like take a picture. IRCK will pay attention to the group chat all the time.

群聊：2024 IRCK Training
Course



QR code for WeChat group chat 2024 IRCK Training Course (valid to 5 April)

In China, google is unable to use, you can use Bing Search and Bing Maps for your travel. If you want to apply a SIM card in China, you need to take your Passport to China Mobile, China

Unicom, China Telecom to apply for Chinese mobile account.

4. (We do not suggest this pattern). In case you failed to contact any one of IRCK, you could give the Chinese words “湖北大厦(地址: 北京市海淀区中关村南大街 36 号)” to a taxi driver and ask them “打表”(charge by kilometer) and also ask for “发票”(invoice). The invoice is the only receipt for your reimbursement of taxi fee.

5. Registration Process

The registration will start at 9.00 am at the lobby of Hubei Building.

Step 1: When you arrive at Hubei Building on April 15th, just check in at first by showing the passport to the reception and get your room key. IRCK will provide the trainees list to the reception. For those who arrived in advance you need to pay the accommodation by yourself, the price of the room charge is 560 CNY.

Step 2: Go to the Registration desk, and find your name on the list (according to alphabet order of your nationality and name) beside the table card “Registration”, write your room number. The staff of IRCK will give you the meal coupon and tell you the canteen where you have breakfast, lunch and dinner, also the meeting room.

Step 3 : Download WeChat, and scan the QR code sticking on the table to join the group of 2024 IRCK Training Course. Further information of the training will be delivered in the group chat for convenience. If you have already download WeChat and join the group chat, you could skip this step.

Step 4: Your training materials and documents will be delivered to you after you finished the above steps.

Step 5: Please seal all the permitted receipt into the envelope with your name. The followings are required:

- Hard copy of air tickets / invoices/train tickets, circle the total amount and sign your name on each page
- Hard copy of passport and sign your name on it
- The taxi invoice (if you go to the hotel by yourself) and sign your name on it

If you provide all the receipts or documents required for the reimbursement, just seal the envelope and give it to IRCK staff. If you arrive at Beijing after April 15th, please give it to Mr. Zhong Liang directly.

6. Go to Wuhan from Beijing on April 19th(IRCK will buy the high speed train ticket for you)

A. Leave Hubei Building

On April 19th, all of us will leave Beijing to Wuhan by high-speed train. If you do not need too much luggage to Wuhan, you could leave it to IRCK on April 18th after the field excursion, and IRCK will contact the logistics company to send it to Guilin directly.

B. Take the high-speed train from Beijing to Wuhan (IRCK will buy the high speed train ticket for you)

At the morning, we will take the bus to the Beijing West railway station.

- Leave your room key to the reception of Hubei Building for check-out in advance.
- The train tickets will be given to you when we arrive at the railway station.
- Please show your passport and train ticket to the staff for check-in.
- Find the boarding gate shown on your ticket and waiting for the train.
- When check-in announced, just go through the artificial check-in gate and go to the platform.
- Please keep your ticket on the way in case the re-check of the ticket by the staff.
- There is no formal lunch on April 19th, we will prepare a set of meal for every one (including a bread, a box of milk, a sausage and a fruit), which you may eat in the train.
- When we arrive at Wuhan, show your ticket to the staff at the exit of the railway station once again for check-out.
- Return your tickets to IRCK staff or volunteers and follow them to the bus.



High speed train ticket information

7. Go to Guilin

- Take bus to Wuhan railway station.
- Take high-speed train to Gulin and repeat the steps mentioned in **item 6B**.

8. Seeing-off service (The arrangement table will be uploaded in WeChat group chat)

If there is no direct flight from Guilin to you country, you can choose the nearby city like Nanning or Guangzhou to take the flight. We will buy the high speed train ticket for you from Guilin to Nanning or Guilin to Guangzhou. If you need to depart from Beijing, please let me know, we will buy the ticket from

Guilin to Beijing for you.

On April 28, IRCK will arrange the car take you the railway station, airport.

To Guilin railway station: please wait in the lobby 1 hr before the departure time.

To Guilin North railway station: please wait in the lobby 1.5 hrs before the departure time.

To Guilin West railway station: please wait in the lobby 1.5 hrs before the departure time.

To Guilin airport: please wait in the lobby 2 hrs before the departure time for domestic flight and 3 hrs for international flight.

9. Reimbursement

- For lecturers, we will give Euro (for European members) or USD (for non-European members) at the afternoon of April 20th. The amount less than 100 Euro/USD will be exchanged into CNY.
- For trainees, we will give you CNY at the afternoon of May 20th after the lectures.