

## **Dear Participants to the 22nd General Conference & 25th General Assembly of ICOM.**

Please take a few minutes to look through the following notice which will make your conference time in Shanghai easier:

1. The working days and time of the registration station and the service desks at the various hotels are: from 8:00 am to 8:00 pm on November 6 – 8 daily. Please register at the service desk in the lobby of the hotel you are staying as designated, and receive your ICOM package, consisting of the World Expo Entrance Card, your Participant Badge and conference materials. For those participants who are not staying at the designated hotels, please go to Pudong Huating Ramada Hotel ,in Chinese?????????(address: 833 Chengshan Road, in Chinese ???833? phone: +86-21-50789999) to make registration and get your package.
2. All participants and accompanying persons are requested to register with passport. Please check carefully the materials you receive from the staff to see if the dates of your participation in the conference and the various activities you have chosen are correct. Please also pay your outstanding costs and obtain your receipts.
3. The Organization Committee has arranged shuttle buses taking you from your designated hotel to the Expo Center during the conference. Please check the schedule of the shuttle bus in your hotel. For those representatives who are not staying at the designated hotels, please take the Shangnan Road entrance ,in Chinese ?????to the World Expo Campus on Pudong Road South to the Expo Center by your own?. 4. On November 5, 6 and 7, the Organization Committee has arranged for picking up by our staff and volunteers at either the Shanghai Hongqiao Airport (08:30-23:00) or the Shanghai Pudong International Airport(07:00-23:00). They will hold placards with ICOM conference's logo on them. Then you will be taken to the hotels designated by shuttle bus . The Organization Committee appreciate if you could provide us information with your airlines, flight number and arrival time via email at your earliest convenience.
5. Buffet lunch will be served at noon from November 8 – 10 in the dining hall on the 7th floor in the World Expo Center. It is RMB 190 yuan per person. Please make reservations via email in advance. You can also get their meals at the restaurants in the World Expo Axis, or buy meal coupons and have meals at the underground canteen in the World Expo Axis. Sandwiches and Coffee will be provided on the 4th floor and 6th floor of the World Expo Center.
6. On November 8 and 9, you will be taken to visit the China Pavilion, Pavilion of Footprint, World Expo Museum, and Theme Pavilions. Please follow the instructions of the staff at the gate of the World Expo Center and take the bus to those places.
7. The excursions on November 11 and one-day Shanghai and its vicinities tour start off at 8:00 am. There are 8 routes for the excursion day on November 11. Please take the route that you have registered for and participate in the activities on time. The Huangpu River cruise on November 8 starts off at 6:30 pm. Chinese Culture Night (Acrobatic show) on November 10 starts off at 6:00pm. All of the participants who are staying at the designated hotels start off from the hotels. For those participants who are not staying at the designated hotels, please go to start off from Pudong Huating Ramada Hotel. Please turn to the staff of information desk in advance and follow their arrangements and guidance.

*(Please Note that the CIDOC excursion to HuZhou City - is not one of the 8 official tours / hr)*

Wish you a nice day and looking forward to see you in Shanghai.

Best Regards  
Elena Lee