

Information Note

Overview

From **1 to 5 December**, the CAREC Institute (CI) will convene three major events in Urumqi, Xinjiang Uyghur Autonomous Region, People's Republic of China: the **9th CAREC Think Tanks Development Forum (CTTDF)**, the **Tianshan Forum for Central Asia Economic Cooperation (Tianshan Forum)**, and **CAREC Leadership Training Workshop (Leadership Workshop)**.

All three events will take place at Xinjiang State Guest Hotel. Therefore, this Information Note has been prepared as a consolidated guide for participants of all three events, providing practical information on venues, logistics, transportation, accommodation, and on-site arrangements during the event period.

The themes, scheduled dates, and venues for the three events are outlined below:

9th CAREC Think Tank Development Forum

Accelerating Transformative Effect of Green Initiatives Through Innovative Financing Mechanisms in CAREC Region

1 December 2025

Tianshan Forum for Central Asia Economic Cooperation

Unlocking Connectivity and Investment in Central Asia

2-3 December 2025

CAREC Leadership Training Workshop

Leveraging AI for Social and Economic Transformation in the CAREC region

4-5 December 2025

| Date | Venue | Event name |
|-----------------------|--|---------------------|
| 1 December | Multifunction Hall, 2nd floor, Building 9 | 9th CTTDF |
| 2-3 December | Convention Center | Tianshan Forum |
| Afternoon, 3 December | Urumqi (off-site) | Site Visit |
| 4-5 December | Multifunction Hall, 2nd floor, Building 9 | Leadership Workshop |

■ Travel Arrangements

• Visa and Customs

International participants are requested to ensure that their **passports are valid for at least 6 months and, where required, an appropriate Chinese visa** before departure. Please check the latest entry requirements with the nearest Embassy or Consulate of the People's Republic of China in your country of residence.

If needed, CI can provide **official invitation letters or supporting documents** to facilitate your visa application. Please contact your CI focal point at the earliest opportunity if you require such documents.

Upon arrival in China, participants should follow standard immigration and customs procedures, including completion of any arrival cards or customs declaration forms, if applicable. Please ensure that you comply with regulations regarding cash limits, medicines, and restricted items. For any questions, you may seek assistance from CI staff at the **airport welcome desk**.

• Arrival



CI has arranged **complimentary airport transfers** for all participants staying at the designated hotel, the Xinjiang State Guest Hotel. After clearing immigration and customs, please proceed to the **Arrival Hall**, where a gathering point featuring the Tianshan Forum logo will be set up. CI staff and volunteers will be on hand to assist you and guide you to the designated shuttle.



For delegations eligible for diplomatic treatment, the CI team (Mr. Zhang Jian at 86-13141275680) will meet you at the airport's **diplomatic channel**.

If you **do not require the airport transfer service** (for example, if you have made your own local travel arrangements), please inform your CI contact **in advance**, so that transport can be arranged efficiently.

• Departure

For your return flight, CI also provides a **complimentary shuttle service** from the Xinjiang State Guest Hotel to the airport. A bus will pick you up from the front of **Building 9 of the Xinjiang State Guest Hotel**:

- 3 hours before departure for **domestic flights**; and
- 4 hours before departure for **international flights**.

These times are calculated to allow sufficient time for check-in, security, customs, and other airport procedures.

Please note: To keep the shuttle service running smoothly for all guests, your punctuality at the designated pick-up point (Building 9) is greatly appreciated.

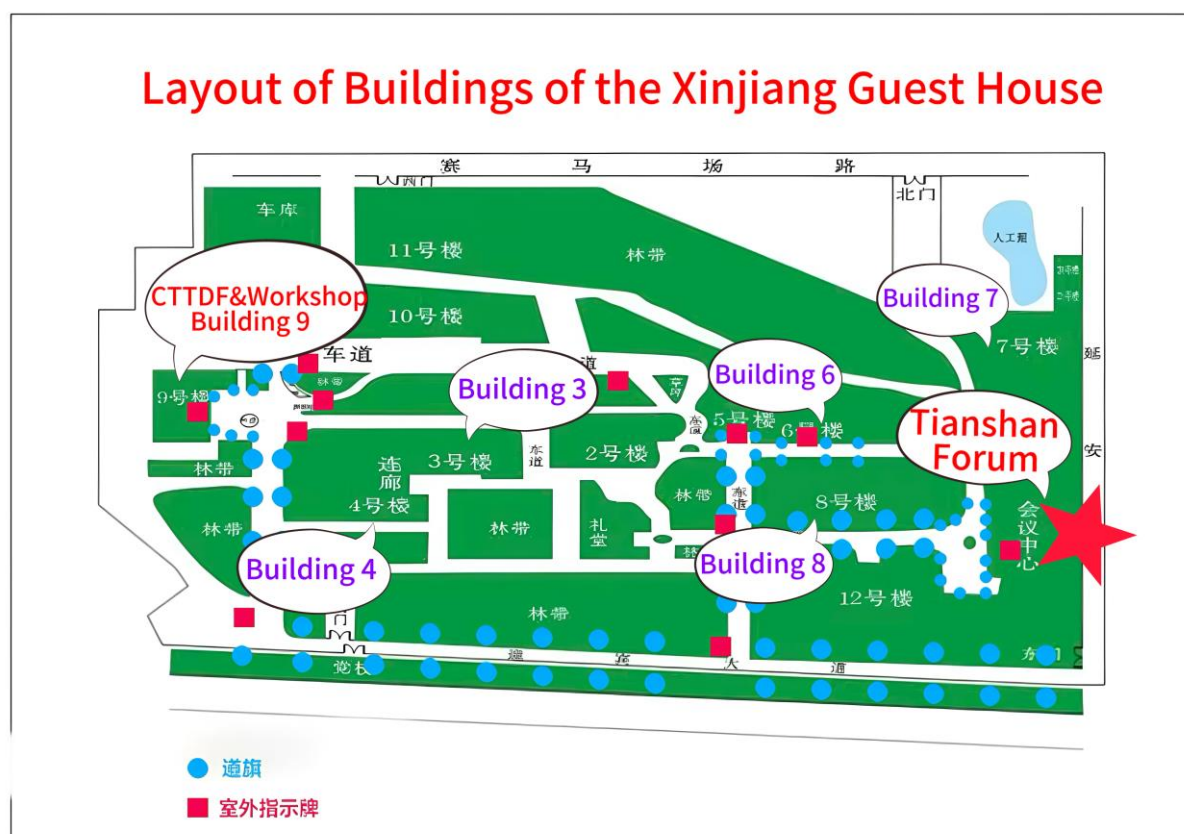
In case of last-minute changes to your flight, significant delays, or missing the shuttle bus, please inform your CI contact and then contact the Event Secretariat for transportation as soon as possible so that transport arrangements can be adjusted where feasible.

| | |
|----------------|--|
| Mr. Steven Liu | TEL: 86-13669977733 Email: stevenl@carecinstitute.org |
| Mr. Tim Lu | TEL: 86-13999196423 Email: timl@carecinstitute.org |

■ Hotel Accommodation

• Venue Location

The **Xinjiang State Guest Hotel** is located in Urumqi, People's Republic of China. Established in 1957, it is well known for hosting high-level receptions and conferences, and has welcomed numerous state leaders and delegations.



Address: The **Xinjiang State Guest Hotel** (The East gate) , No. 1192 Yan'an Road, Tianshan District, Urumqi

In Chinese: 乌鲁木齐市天山区延安路 1192 号, 新疆迎宾馆 (东门)

Telephone: +86 (991) 607 2222

• Check-in and Check-out

Accommodation has been arranged for participants at the Xinjiang State Guest Hotel.

- **Check-in:** Participants are requested to check in **upon arrival** at the **Event Registration Desk** to receive their **room key** and **information/materials pack**. The registration area is located in **Building 9**.
- **Check-out:** Participants are kindly requested to check out **before 2:00 PM on their departure day**. Details on check-out arrangements and any updates from the hotel will be provided at registration.

If you are **not staying at the designated hotel**, please kindly inform your contact at CI in advance so that logistical arrangements can be adjusted accordingly.

- **Accommodation Fees**

For participants whose accommodation is **covered by CI**, the CAREC Institute will cover **room charges only** at the Xinjiang State Guest Hotel.

Please note that **all incidental expenses**, including but not limited to:

- Telephone calls
- Laundry
- Mini-bar and drinks
- Room service
- Snacks and any other personal expenses

will be **charged to the participant's personal account** and **will not be reimbursed** by CI. Participants are kindly requested to settle any such incidental charges directly with the hotel upon check-out.

- **Wi-Fi Access**

In guest rooms

- **Network name (SSID):** your **room number**
- **Password format:** 000 + Building Number + 0 + Room Number

Example: For Room 428 in Building 9

- Network Name: 428
- Password: 00090428

At meeting venues

- **Network name (SSID):** CAREC Institute
- **Password:** ci202512

Participants are encouraged to connect to the hotel or CAREC Institute Wi-Fi for email and online access during their stay.

■ **On-site Logistics**

- **Meeting Kits and Badges**

Meeting kits with materials in English, Chinese, or Russian and ID badges will be **placed in your room in advance for guests staying at the designated hotel**.

Guests who are not staying at the designated hotel can collect their meeting kits and ID badges from 8:00-08:45 on 1 December and 8:00-09:15 on 2 December, at the Information Desk at Building 9.

Participants will be identified by the **type/colour of their badges**. Participants are kindly requested to **wear their ID badges at all times** during the meetings and in the dining hall.

- **Meals**

Breakfast

A complimentary breakfast will be served for participants in the canteen of your accommodation building.

- **Service hours:** 07:00–10:00 (Beijing time)

Lunch and Dinner

Due to the large number of participants, two dining areas have been arranged for both lunch and dinner. The first restaurant, located on the 1st floor canteen of Building 9, is designated for guests from outside Urumqi. The second restaurant, situated in the corridor link between Buildings 3 and 4, is reserved for local participants from Urumqi.

- **Lunch buffet:** 12:30–15:00 (Beijing time)
- **Dinner buffet:** 19:00–21:00 (Beijing time)

Please note that your **event badge must be presented for all meals**.

Welcome Dinner (invitation only)

A welcome dinner will be hosted by the CAREC Institute and the Xinjiang Uyghur Autonomous Region Government on **2 December**, from **19:30 to 21:00 (tentative)**, at the **Multifunction Hall, Building 9** (by invitation only).

For other participants, the regular buffet dinner will be available **at the same time period and venue** as mentioned above.

- **Shuttle Bus Between the Buildings**

A complimentary shuttle bus service will operate between the accommodation buildings and the meeting and dining venues from **2 to 3 December**. Please see the schedule below. For any temporary adjustments, please follow the instructions of the on-site organizers and volunteers.

Preliminary schedule:

- **2 December**
 - Accommodation Buildings → Convention Center: **08:30–09:15**, every **3 minutes**
 - Convention Center → Lunch Buildings: **13:30–14:00**, every **2 minutes**
 - Lunch Buildings → Convention Center: **14:30–15:00**, every **3 minutes**
 - Convention Center → Accommodation Buildings: **18:30–19:00**, every **2 minutes**
- **3 December**

- Accommodation Buildings → Convention Center: **09:00–09:20**, every **3 minutes**
- Convention Center → Lunch Buildings: **13:40–14:10**, every **3 minutes**
- **Site visit departure** from accommodation Buildings: **15:30**

■ Daily Subsistence Allowance

CI will provide **Daily Subsistence Allowance (DSA)** to **designated participants**, in accordance with CI's travel rules and regulations.

The distribution of DSA and approved reimbursements will take place during the Coffee Break at 16:50–17:10 on 2 December and at 12:05–12:20 on 3 December 2025, in the Conference Room at the 2nd floor of the Convention Center. Passports (and visa receipt, if any) needs to be presented when receiving the DSA.

■ Language & Interpretation

Simultaneous interpretation will be provided during the events, as follows:

| Event name | Interpretation Languages |
|---------------------|---|
| CTTDF | Chinese ⇄ English, English ⇄ Russian |
| Tianshan Forum | Chinese ⇄ English, Chinese ⇄ Russian, English ⇄ Russian |
| Leadership Workshop | Chinese ⇄ English, English ⇄ Russian |

■ Health, Safety and Insurance

• Medical Support

In case of a medical emergency, an **on-site medical team** will be stationed at the venue throughout the event period. They are equipped to provide first aid and initial medical assistance.

For non-urgent medical needs, please seek guidance from the **Event Secretariat**, who can help arrange transportation to the nearest medical facility if required.

• Emergency Contacts

For any urgent or unexpected situations (medical, security, or logistical), please contact the **Event Secretariat** immediately.

• Insurance

Participants are **strongly encouraged** to ensure that they have **adequate travel, health, and accident insurance** valid in the People's Republic of China for the full duration of their stay. CI **does not cover** medical treatment costs, hospitalisation fees, or personal liability claims beyond the emergency assistance provided on-site.

• Safety and Security

- Please keep your **passport, valuables, and personal belongings** secure at all times.
- Follow the instructions of **on-site staff, volunteers, and security personnel**, especially during transfers and the site visit.

- In case of fire or other emergencies at the hotel or venue, please follow the **posted evacuation routes** and the guidance of staff.

■ Dress Code

The dress code for the events is **Business Attire or Smart Casual**. Participants are encouraged to dress comfortably yet professionally, taking into account the season and local weather conditions.

■ General Information

• Local language

The official local language is **Chinese (Mandarin)**. In Xinjiang, **Uyghur** and other local languages are also spoken. During these events, staff and volunteers at the venues will provide assistance primarily in **Chinese and English**, with **Russian** support where available.

• Currency and payments

The official currency of the People's Republic of China is the **Chinese Yuan (CNY)**, also known as **Renminbi (RMB)**.

As of November 2025, the exchange rate is approximately:

USD 1 ≈ RMB 7.1 (for reference only; actual rates may vary).

- **Cash:** RMB cash is still useful for small shops, taxis, and some local services, especially outside major international hotel chains.
- **Currency exchange:**
 - **At the venue:** There will be a temporary **mobile currency-exchange unit** at the meeting venue.
 - A **passport** is generally required to exchange money.
 - **ATMs** are available at Urumqi Tianshan International Airport and in the city for cash withdrawals using international cards (subject to your home bank's policies and fees).

• Mobile payments

Alipay and **Weixin Pay (WeChat Pay)** are the two most widely used mobile payment methods in China, and are accepted in many shops, restaurants, and taxis.

Please note:

- Some mobile payment functions may require a **Chinese bank card** or additional verification.
- Not all foreign bank cards can be linked successfully.
- Participants are therefore advised to carry **some RMB cash** and at least **one international credit/debit card** as backup.

• Time zone

Urumqi follows **China Standard Time (CST), UTC +8**, the single official time zone for the entire country. There is **no daylight saving time**.

• Weather (Urumqi in early December)

In early December, Urumqi is in the middle of winter and the weather is **very cold and generally dry**. Typical **average daytime highs** are around **-4°C to -2°C**, while **night-time lows** can fall to around **-10°C to -12°C**, with occasional snowfall.

| 30 | 12-01 | 02 | 03 | 04 | 05 | 06 |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |
| -4 ~ 1°C | -4 ~ 0°C | -5 ~ 1°C | -2 ~ 0°C | -11 ~ 0°C | -10 ~ 0°C | -10 ~ 0°C |
| 阴 | 晴 | 晴 | 阴 | 多云 | 晴 | 晴 |
| 西北风1级 | 东风2级 | 东风1级 | 西风2级 | | | |

Participants are advised to bring:

- A **warm winter coat**, sweater or fleece;
- **Gloves, hat, and scarf**;
- **Warm, non-slip footwear**, especially for the site visit and walking outdoors.

Indoor areas (hotel rooms, restaurants, meeting venues) are generally **heated**.

• Electricity and plugs

- **Voltage:** 220V
- **Frequency:** 50 Hz
- **Plug types:** Sockets commonly accept **Type I** (three flat pins, similar to Australia), and often also **Type A/C** style two-pin plugs in many hotels.



Participants should:

- Check whether their devices support **220V**;
- Bring a suitable **universal plug adaptor**, and a **voltage converter** if their devices are designed only for 110–120V.

• Drinking water

Tap water in China is generally **not recommended for drinking** without boiling or treatment. Bottled water is widely available in hotels, shops, and at the meeting venues. Participants are advised to drink **bottled or boiled water**.

• Tipping

Tipping is **not a common practice** in most parts of mainland China and is generally **not expected** in hotels, restaurants, or taxis, unless specified by hotel policy or for exceptional service.

• Emergency numbers in China

For emergencies anywhere in mainland China, the following numbers can be dialled free of charge:

- **110** – Police
- **120** – Ambulance / medical emergency
- **119** – Fire

In case of any incident, participants are encouraged to **contact the Event Secretariat first**, if feasible, so that they can coordinate assistance and communication with local services.

■ Site Visit

A site visit is scheduled for the **afternoon of 3 December**. Transport will be arranged from **Building 9** to the visit location and back to the Xinjiang State Guest Hotel. Detailed arrangement will be announced before the lunch break at the meeting.

As part of this activity will take place outdoors, participants are kindly requested to dress warmly and wear comfortable, non-slip footwear. Further details on the exact timing and meeting point will be announced at the meeting venue.

■ Public Transportation

• Event Support

The Xinjiang State Guest Hotel is located in the **south of Urumqi**.

For local travel, participants are advised to use **taxis or car-hailing services**.

Participants may ask the **hotel reception in the lobby** to call a taxi.

Reception extension number: **139**

International participants who do not speak Chinese are encouraged to request assistance from the hotel reception or event volunteers to book a taxi or communicate the destination to the driver.

• Distance and Taxi Fare (reference only)

Approximate distance and taxi fare from selected locations to the Xinjiang State Guest Hotel:

| Location | Distance | Time | Cost (RMB) |
|--|----------|--------|------------|
| Grand Bazaar (大巴扎, sightseeing & shopping) | 4.5 km | 15 min | 15 |
| People's Square (人民广场, city visit) | 10 km | 27 min | 23 |
| Tianshan Department Store (天山百货, shopping) | 10km | 25 min | 25 |
| CC Mall (shopping) | 11km | 25 min | 25 |

Note: The above figures are indicative and may vary depending on traffic and time of day.

• Useful Phrase for Taxi

If you would like to take a taxi to the **Xinjiang State Guest Hotel**, you may show the following message to the driver:

Chinese: 请带我到新疆迎宾馆东门，地址是天山区延安路 1192 号。

English: Please take me to Xinjiang State Guest Hotel, East Gate, located at No. 1192 Yan'an Road, Tianshan District.

You may wish to keep this sentence printed on a small card in your meeting kit, or save it on your mobile phone for ease of use.

■ Contact

For assistance on all matters concerning the workshop, please inquire from the Event Secretariat:

| Event Secretariat | Contact 1 | Contact 2 |
|---------------------|--|---|
| CTTDF | Ms. Jesscy Hu T: +86-13579967566 E: jesscyh@carecinstitute.org | Mr. Merdan Yazyev T: +86- 18199101814 E: merdany@carecinstitute.org |
| Tianshan Forum | Ms. Nana Li T: +86-15022960001 E: nanal@carecinstitute.org | Ms. Ni Jia T: +86- 18999228686 E: jiani@carecinstitute.org |
| Leadership Workshop | Mr. Gary Huang T: +86-18699189072 E: garyh@carecinstitute.org | Mr. Ilhom Abdulloev T: +86-17799656057 E: ilhom@carecinstitute.org |
| Airport Transfer | Mr. Steven Liu T: +86- 13669977733 E: stevenl@carecinstitute.org | Mr. Tim Lu: T: +86- 13999196423 E: timl@carecinstitute.org |
| Shuttle service: | Mr. Rick Yu T: +86-18199320123 E: ricky@carecinstitute.org | Mr. Lucas Li T: +86-15160951319 E: lucasl.consultant@carecinstitute.org |

■ Volunteers

To ensure a smooth and seamless experience for all participants, CI will assign a dedicated volunteer to each delegation to serve as a coordinator. These volunteers have been carefully selected for their **English and/or Russian** language proficiency and have completed comprehensive training to support the event. Your assigned volunteer will be your primary point of contact throughout the week and will be pleased to assist you with any questions and logistical needs.