

# FOIA Marker

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Records Management, White House Office of (WHORM)

Subject Files - GI002 (Gifts to the President)

Stack:	Row:	Sect.:	Shelf:	Pos.:	FRC ID:	Location or Hollinger ID:	NARA Number:	OA Number:
M	22	18	4	3	8287	8700	7372	8130

Folder Title:

1162780

**Valerie Young**

**1162780**

**GI002**

**Executive Office of The President  
Barcode Scanning Sheet**



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Collection Code: **CTRACK**

Staff Name:

Document Date: **February 26, 2015**

Correspondent: **HIS EXCELLENCY XI JINPING**

Subject/Description: **I OFFER MY SINCERE THANKS FOR YOUR THOUGHTFUL GIFTS.**

Scanned by  
ORM

February 26, 2015

His Excellency  
Xi Jinping  
President of the People's Republic of China  
Beijing

Dear Mr. President:

I offer my sincere thanks for your thoughtful gifts. I was moved by your gracious gesture.

Now more than ever, the interests of nations and peoples are shared. And I am confident that if our two countries work together to advance our common values, we can deliver a more peaceful, more prosperous, and more just world to the next generation.

Again, thank you for your generosity. I wish you all the best.

Sincerely,  
[POTUS AP]

**BARACK OBAMA (A)**

BO/FR/GM/AW/Kolbie Blume  
Head of State Gift TY  
Case Number: 20150210-05048529  
Sent to:  
His Excellency  
Xi Jinping  
President of the People's Republic of China

Beijing,

*ok to AP*  
*JB*

**DISPATCH THROUGH**

MAR 06 2015

**STATE DEPARTMENT**

**THE WHITE HOUSE**

WASHINGTON

March 6, 2015

**MEMORANDUM FOR: STATE SECRETARIAT  
DEPARTMENT OF STATE**

**FROM: PHIL DROEGE  
DIRECTOR OF WHITE HOUSE  
RECORDS MANAGEMENT**

**SUBJECT: ACTION REQUESTED ON WHITE HOUSE  
CORRESPONDENCE**

**PLEASE TRANSMIT THE ATTACHED LETTER(S)  
AND/OR PHOTO(S)**

**FROM: THE PRESIDENT**

**TO: His Excellency  
Xi Jinping  
President of the People's Republic of China  
Beijing**

*please send  
via diplomatic  
pouch*

## Poese, Caroline

---

**From:** Frazer, Leslie A <FrazerLA@state.gov> on behalf of Correspondence Unit Mailbox <CorrespondenceUnit@state.gov>  
**Sent:** Friday, March 06, 2015 1:05 PM  
**To:** Poese, Caroline  
**Cc:** Correspondence Unit Mailbox  
**Subject:** FW: Please Proof  
**Attachments:** 201503061042.pdf

Good afternoon,  
The address and salutation on the attached are correct.  
Thank you,  
Leslie

Leslie Frazer  
Office of the Executive Secretariat  
U.S. Department of State  
202-647-8879

-----Original Message-----

From: Poese, Caroline [mailto:Caroline\_S\_Poese@who.eop.gov]  
Sent: Friday, March 06, 2015 10:50 AM  
To: Correspondence Unit Mailbox  
Subject: Please Proof

To whom this may concern:

The Office of Records Management requests that the attached letter be proofed for dispatch to the President of the People's Republic of China on behalf of the President of the United States.

Thank you,  
Caroline S. Poese  
Executive Office of the President  
Office of Records Management  
Correspondence Review Section  
EEOB 536  
202-456-7677

-----Original Message-----

From: WHO\_EEOB\_536\_Savin@who.eop.gov [mailto:WHO\_EEOB\_536\_Savin@who.eop.gov]  
Sent: Friday, March 06, 2015 10:43 AM  
To: Poese, Caroline  
Subject: Message from "RNP00267360C516"

This E-mail was sent from "RNP00267360C516" (MP C5502).

Scan Date: 03.06.2015 10:42:58 (-0500)  
Queries to: WHO\_EEOB\_536\_Savin@who.eop.gov

**NARA Information**

**DONOR**

**Name:** Xi Jinping

**Title:** President of the People's Republic of China

**Organization:**

**Category:** Foreign Government Official

**Address:** Beijing, China

**GIFT**

**Intended:** President

**Description:** Black leather computer bag with two handles and a zipper on the front along with two separate zippers running along the side of the bag / The front of the bag displays the APEC logo / The inside of the bag is a gold colored interior silk-like material with 3 pockets along the side and another zipper inside / Included in the bag is an attachable shoulder strap and ID tag in the smaller pouch of the main bag

**Damage:** Interior fabric slightly torn towards the top of the bag.

**Circumstances:** The official gift of the Beijing Municipal People's Government to leaders of the APEC member economies attending the meeting.

**Gift Office**

**Comments:**

**Gifts Notes:** Donor is the President of the People's Republic of China.

NARA GIFT UNIT	
PICK-UP TRIP NO.	
DATE	
STAFF INITIAL	
COMMENTS	
BOX NUMBER	
DATA ENTRY DATE	
PHOTO DATE	
RECALLED	

**Gift Part Value:** \$

**Gift Office Information**

**Case Number:** 20150210-05048529

**Total Gift Value:** \$ 523.96

**Gift Part Number:** GIF-101632

**Received By:** Staff Member

**Presented:** 11/7/2014

**Written Enclosure:** No

**Screened:** 1/12/2015

**Response Code:** PFORVIP

**Created:** 2/10/2015 4:03 PM

**Preferred Disposition:** Unknown

**Created By:** Kelly Poduch

**Appraisal Method:** Appraiser

**Appraisal Form Number:**

**Gift Part Appraised By:**

Dr. Jerome Ford

## NARA Information

## DONOR

**Name:** Xi Jinping**Title:** President of the People's Republic of China**Organization:****Category:** Foreign Government Official**Address:** Beijing, China

## GIFT

**Intended:** President

**Description:** Cloisonne pen set, consisting of a fountain pen and signing pen / The pens are a decorative red and white color impressed with an intricate pattern of lotus, peony and other flowers and leaves originally found in the murals in the Dunhuang Caves / The pens are encased in a burgundy colored box with the APEC logo in silver writing on the top

**Damage:** No damage

**Circumstances:** The official gift of the Beijing Municipal People's Government to leaders of the APEC member economies attending the meeting.

**Gift Office****Comments:**

**Gifts Notes:** Donor is the President of the People's Republic of China.

NARA GIFT UNIT	
PICK-UP TRIP NO.	
DATE	
STAFF INITIAL	
COMMENTS	
BOX NUMBER	
DATA ENTRY DATE	
PHOTO DATE	
RECALLED	

**Gift Part Value:** \$

## Gift Office Information

**Case Number:** 20150210-05048529**Total Gift Value:** \$ 523.96**Gift Part Number:** GIF-101631**Received By:** Staff Member**Presented:** 11/7/2014**Written Enclosure:** No**Screened:** 1/12/2015**Response Code:** PFORVIP**Created:** 2/10/2015 4:03 PM**Preferred Disposition:** Unknown**Created By:** Kelly Poduch**Appraisal Method:** Appraiser**Appraisal Form Number:****Gift Part Appraised By:**

Dr. Jerome Ford

## NARA Information

## DONOR

**Name:** Xi Jinping**Title:** President of the People's Republic of China**Organization:****Category:** Foreign Government Official**Address:** Beijing, China

## GIFT

**Intended:** President**Description:** 2 4G TD-LTE Huawei MediaPad M1 8.0 Case**Damage:** No damage**Circumstances:** The official gift of the Beijing Municipal People's Government to leaders of the APEC member economies attending the meeting.**Gift Office****Comments:****Gifts Notes:** Donor is the President of the People's Republic of China.

NARA GIFT UNIT	
PICK-UP TRIP NO.	
DATE	
STAFF INITIAL	
COMMENTS	
BOX NUMBER	
DATA ENTRY DATE	
PHOTO DATE	
RECALLED	

**Gift Part Value:** \$ 25.96

## Gift Office Information

**Case Number:** 20150210-05048529**Total Gift Value:** \$ 523.96**Gift Part Number:** GIF-101630**Received By:** Staff Member**Presented:** 11/7/2014**Written Enclosure:** No**Screened:** 1/12/2015**Response Code:** PFORVIP**Created:** 2/10/2015 4:03 PM**Preferred Disposition:** Unknown**Created By:** Kelly Poduch**Appraisal Method:** Web**Gift Part Appraised By:**<http://www.amazon.com/VSTN%C2%AE-Huawei-Mediapad-ultra-thin-Smart/dp/B00KYDPW2Y>



## NARA Information

## DONOR

**Name:** Xi Jinping**Title:** President of the People's Republic of China**Organization:****Category:** Foreign Government Official**Address:** Beijing, China

## GIFT

**Intended:** President**Description:** 2 Huawei MediaPad M1 8.0 along with the necessary charging equipment**Damage:** Item destroyed per USSS policy**Circumstances:** The official gift of the Beijing Municipal People's Government to leaders of the APEC member economies attending the meeting.**Gift Office****Comments:****Gifts Notes:** Donor is the President of the People's Republic of China.

NARA GIFT UNIT	
PICK-UP TRIP NO.	
DATE	
STAFF INITIAL	
COMMENTS	
BOX NUMBER	
DATA ENTRY DATE	
PHOTO DATE	
RECALLED	

**Gift Part Value:** \$ 498.00

## Gift Office Information

**Case Number:** 20150210-05048529**Total Gift Value:** \$ 498.00**Gift Part Number:** GIF-101629**Received By:** Staff Member**Presented:** 11/7/2014**Written Enclosure:** No**Screened:** 1/12/2015**Response Code:** PFORVIP**Created:** 2/10/2015 4:03 PM**Preferred Disposition:** Unknown**Created By:** Kelly Poduch**Appraisal Method:** Web**Gift Part Appraised By:**<http://www.amazon.co.uk/Huawei-MediaPad-Genuine-Processor-Storage/dp/B00K14BIOM>

Gifts 1 of 5

FIRST FAMILY  
GIFT DISCLOSURE  
THE WHITE HOUSE



INSTRUCTIONS:

1. Email form within 24 hours of receiving gift.
2. Complete all fields thoroughly.
3. Include ALL items accompanying gift.
4. Make TWO forms per gift. Email one to the Gift Office. Attach the other form to the gift.

Staff Member Accepting Gift: Leigh Garland		Title: Gifts Officer
Office: Office of the Chief of Protocol		Date Form Completed: 11/13/2014
Form Completed By (If Not Staff Member Accepting Gift): Julie Korb		Title: Beijing Protocol
Email Address: korbje@state.gov	Phone: 8531-3000	Pick-up Location: delivered to Embassy in Beijing

<b>GIFT INTENDED FOR</b>	<input checked="" type="checkbox"/> President <input type="checkbox"/> President & First Lady <input type="checkbox"/> First Lady <input type="checkbox"/> First Family <input type="checkbox"/> First Family Children <input type="checkbox"/> Other (specify):
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<b>PREFERRED DISPOSITION</b>	<input type="checkbox"/> Unknown <input type="checkbox"/> Turn Over to Government <input type="checkbox"/> Mark for Official Use <input type="checkbox"/> Purchase <input type="checkbox"/> Personally Retain
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GIFT INFORMATION	DONOR INFORMATION	GIFT DESCRIPTION
	Title and Name of Donor: <b>President Xi Jinping</b>  Organization (if applicable): <b>Peoples' Republic of China</b>  Complete Address (include country for foreign donors): <b>all correspondence delivered via the Ministry of Foreign Affairs for the People's Republic of China</b> <i>arrived via dip pouch 12/23/14</i>	Date Gift Was Received (mm/dd/yyyy): <b>11/07/2014</b>  Detailed Description of Gift (include damage): <b>1 Computer Bag with 2 Huawei Media Pad (Model No. is M 1 8.0), 2 Pad Cases</b> <b>1 Case of 2 Cloisonné Pen Set.</b> 1 Case of "He • Rong" Photographs and Stamps 1 Case of Decorative Cloisonné Pot Featuring Peace Across Four Seas 1 Case of Metal Key with Resembles Ruyi on the Top, Jade Ornament and Carved with Seven World Cultural Heritage Sites in Beijing 1 Scroll Painting Depicting with City Scenes along the Middle Axis of Old and Modern Beijing. 2 silk tunic/blazers and 2 scarves. One in turquoise and one in aubergine. (clothing items were delivered to POTUS at hotel, not pouched back)
Email Address: <b>NA</b>  Phone Number:	Circumstances of the Donation (Event, Location, etc.): <b>Presented to all leaders during APEC</b>	
Donor Category: <input type="checkbox"/> General Public <input type="checkbox"/> Elected Official <input type="checkbox"/> U.S. Government Agency <input checked="" type="checkbox"/> Foreign Government Official <input type="checkbox"/> Lobbyist <input type="checkbox"/> Personal Friend Additional Information:	Gift Received: <input type="checkbox"/> By Member of First Family <input checked="" type="checkbox"/> Staff Member <input type="checkbox"/> Mail <input type="checkbox"/> Other (specify):	
	Thank You Letter To Be Generated By: <input type="checkbox"/> Gift Office/OPC <input type="checkbox"/> Office of the First Lady <input type="checkbox"/> None <input type="checkbox"/> Other (specify):	

<b>SIGNATURE</b>	Signature of Staff Member:	Date:
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\*\*\*Gifts without forms attached will not be picked up by Mail Services\*\*\*

**✓ #021**

**"RECEIVED DAMAGED"**

485  
JAN 15 2015

**QC #002**

No. 0017542

LUGGAGE TAG 行李标签

Guest Name / 客人姓名: \_\_\_\_\_

Room No. / 房间号: 0818

No. of Items / 行李数量: ④ 3-1-1

Received by / 接收人: wen

Date / 日期: Nov-7

Remarks / 备注: \_\_\_\_\_

\_\_\_\_\_

Guest Signature

客人签名

梁威

Marriott  
BEIJING NORTHEAST

北京海航大厦万豪酒店



## NARA Information

## DONOR

**Name:** Xi Jinping**Title:** President of the People's Republic of China**Organization:****Category:** Foreign Government Official**Address:** Beijing, China

## GIFT

**Intended:** President

**Description:** A long scroll painting depicting city scenes along the Middle Axis of Old and Modern Beijing / The outside of the scroll is gold colored patterned fabric tied with a brown, burnt orange, and yellow tribal print fabric / A white marble stand about 6 inches long and 2 1/2 inches tall / The words "With the Compliments of the People's Government of Beijing Municipality" engraved in gold color along with Chinese characters above the words / The scroll and stand are encased in a dark wooden box complete with bright red slide out doors / The doors are decorated with geometric gold colored dots in six rows of eight, and embellished knockers

**Damage:** Box damaged, gold knocker missing off one side of the doors

**Circumstances:** The official gift of the Beijing Municipal People's Government to leaders of the APEC member economies attending the meeting.

**Gift Office****Comments:**

**Gifts Notes:** Donor is the President of the People's Republic of China.

NARA GIFT UNIT	
PICK-UP TRIP NO.	
DATE	
STAFF INITIAL	
COMMENTS	
BOX NUMBER	
DATA ENTRY DATE	
PHOTO DATE	
RECALLED	

**Gift Part Value:** \$

## Gift Office Information

**Case Number:** 20150210-05048529**Total Gift Value:** \$ 0.00**Gift Part Number:** GIF-101628**Received By:** Staff Member**Presented:** 11/7/2014**Written Enclosure:** No**Screened:** 1/12/2015**Response Code:** PFORVIP**Created:** 2/10/2015 4:03 PM**Preferred Disposition:** Unknown**Created By:** Kelly Poduch

**Appraisal Method:** Appraiser

**Gift Part Appraised By:**

Dr. Jerome Ford

**Appraisal Form Number:**

Gifts 3 of 5

FIRST FAMILY  
GIFT DISCLOSURE  
THE WHITE HOUSE



INSTRUCTIONS:

1. Email form within 24 hours of receiving gift.
2. Complete all fields thoroughly.
3. Include ALL items accompanying gift.
4. Make TWO forms per gift. Email one to the Gift Office. Attach the other form to the gift.

Staff Member Accepting Gift: Leigh Garland		Title: Gifts Officer
Office: Office of the Chief of Protocol		Date Form Completed: 11/13/2014
Form Completed By (If Not Staff Member Accepting Gift): Julie Korb		Title: Beijing Protocol
Email Address: korbje@state.gov	Phone: 8531-3000	Pick-up Location: delivered to Embassy in Beijing

<b>GIFT INTENDED FOR</b>	<input checked="" type="checkbox"/> President <input type="checkbox"/> President & First Lady <input type="checkbox"/> First Lady <input type="checkbox"/> First Family <input type="checkbox"/> First Family Children <input type="checkbox"/> Other (specify):
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<b>PREFERRED DISPOSITION</b>	<input checked="" type="checkbox"/> Unknown <input type="checkbox"/> Turn Over to Government <input type="checkbox"/> Mark for Official Use <input type="checkbox"/> Purchase <input type="checkbox"/> Personally Retain
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200#1900

"RECEIVED DAMAGED"

GIFT INFORMATION	DONOR INFORMATION	GIFT DESCRIPTION
	Title and Name of Donor: President Xi Jinping  Organization (if applicable): Peoples' Republic of China  Complete Address (include country for foreign donors): all correspondence delivered via the Ministry of Foreign Affairs for the People's Republic of China  Email Address: NA  Phone Number:  Donor Category: <input type="checkbox"/> General Public <input type="checkbox"/> Elected Official <input type="checkbox"/> U.S. Government Agency <input checked="" type="checkbox"/> Foreign Government Official <input type="checkbox"/> Lobbyist <input type="checkbox"/> Personal Friend Additional Information:	Date Gift Was Received (mm/dd/yyyy): 11/07/2014  Detailed Description of Gift (include damage): 1 Computer Bag with 2 Huawei Media Pad (Model No. is M 1 8.0), 2 Pad Cases 1 Case of 2 Cloisonné Pen Set. 1 Case of "He • Rong" Photographs and Stamps 1 Case of Decorative Cloisonné Pot Featuring Peace Across Four Seas 1 Case of Metal Key with Resembles Ruyi on the Top, Jade Ornament and Carved with Seven World Cultural Heritage Sites in Beijing 1 Scroll Painting Depicting with City Scenes along the Middle Axis of Old and Modern Beijing. 2 silk tunic/blazers and 2 scarves. One in turquoise and one in aubergine. (clothing items were delivered to POTUS at hotel, not pouched back)

arrived via dip pouch 12/23/14

<b>SIGNATURE</b>	Signature of Staff Member:	Date:
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\*\*\*Gifts without forms attached will not be picked up by Mail Service\*\*\*

20#1900

485  
JAN 15 2015

## NARA Information

## DONOR

**Name:** Xi Jinping**Title:** President of the People's Republic of China**Organization:****Category:** Foreign Government Official**Address:** Beijing, China

## GIFT

**Intended:** President

**Description:** A pair of Chinese silk pajamas / The outside of the pajamas is a navy color with pockets while the inside is a fuchsia colored silk / the arms of the pajamas has a light and dark blue floral embellishment inside of a vase sitting on a brown base / The front left of the pajamas is the APEC logo / A silk belt is included corresponding with the same colors as the pajamas / The pajamas came enclosed in a navy sheer envelope-style bag / The sheer bag containing the pajamas was encased in a dark blue rectangular pull-out box with the APEC logo

**Damage:** No damage.

**Circumstances:** The official gift of the Beijing Municipal People's Government to leaders of the APEC member economies attending the meeting.

**Gift Office****Comments:**

**Gifts Notes:** Donor is the President of the People's Republic of China.

NARA GIFT UNIT	
PICK-UP TRIP NO.	
DATE	
STAFF INITIAL	
COMMENTS	
BOX NUMBER	
DATA ENTRY DATE	
PHOTO DATE	
RECALLED	

**Gift Part Value:** \$

## Gift Office Information

**Case Number:** 20150210-05048529**Total Gift Value:** \$ 0.00**Gift Part Number:** GIF-101626**Received By:** Staff Member**Presented:** 11/7/2014**Written Enclosure:** No**Screened:** 1/12/2015**Response Code:** PFORVIP**Created:** 2/10/2015 4:03 PM**Preferred Disposition:** Unknown**Created By:** Kelly Poduch**Appraisal Method:** Appraiser**Appraisal Form Number:****Gift Part Appraised By:**



Dr. Jerome Ford

Gifts 4 of 5

FIRST FAMILY  
GIFT DISCLOSURE  
THE WHITE HOUSE



INSTRUCTIONS:

1. Email form within 24 hours of receiving gift.
2. Complete all fields thoroughly.
3. Include ALL items accompanying gift.
4. Make TWO forms per gift. Email one to the Gift Office. Attach the other form to the gift.

Staff Member Accepting Gift: Leigh Garland		Title: Gifts Officer
Office: Office of the Chief of Protocol		Date Form Completed: 11/13/2014
Form Completed By (If Not Staff Member Accepting Gift): Julie Korb		Title: Beijing Protocol
Email Address: korbje@state.gov	Phone: 8531-3000	Pick-up Location: delivered to Embassy in Beijing

<b>GIFT INTENDED FOR</b>	<input checked="" type="checkbox"/> President <input type="checkbox"/> President & First Lady <input type="checkbox"/> First Lady <input type="checkbox"/> First Family <input type="checkbox"/> First Family Children <input type="checkbox"/> Other (specify):
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<b>PREFERRED DISPOSITION</b>	<input checked="" type="checkbox"/> Unknown <input type="checkbox"/> Turn Over to Government <input type="checkbox"/> Mark for Official Use <input type="checkbox"/> Purchase <input type="checkbox"/> Personally Retain
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GIFT INFORMATION	DONOR INFORMATION	GIFT DESCRIPTION
	Title and Name of Donor: President Xi Jinping  Organization (if applicable): Peoples' Republic of China  Complete Address (include country for foreign donors): all correspondence delivered via the Ministry of Foreign Affairs for the People's Republic of China <i>arrived via dip pouch 12/23/14</i>	Date Gift Was Received (mm/dd/yyyy): 11/07/2014  Detailed Description of Gift (include damage): 1 Computer Bag with 2 Huawei Media Pad (Model No. is M 1 8.0), 2 Pad Cases 1 Case of 2 Cloisonné Pen Set. 1 Case of "He • Rong" Photographs and Stamps 1 Case of Decorative Cloisonné Pot Featuring Peace Across Four Seas 1 Case of Metal Key with Resembles Ruyi on the Top, Jade Ornament and Carved with Seven World Cultural Heritage Sites in Beijing 1 Scroll Painting Depicting with City Scenes along the Middle Axis of Old and Modern Beijing. 2 silk tunic/blazers and 2 scarves. One in turquoise and one in aubergine. (clothing items were delivered to POTUS at hotel, not pouched back)
Email Address: NA  Phone Number:  Donor Category: <input type="checkbox"/> General Public <input type="checkbox"/> Elected Official <input type="checkbox"/> U.S. Government Agency <input checked="" type="checkbox"/> Foreign Government Official <input type="checkbox"/> Lobbyist <input type="checkbox"/> Personal Friend Additional Information:		

<b>SIGNATURE</b>	Signature of Staff Member:	Date:
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\*\*\*Gifts without forms attached will not be picked up by Mail Services\*\*\*

185  
JAN 15 2015

**V #021**

QC/1002

White House Transfer  
January 2015

Item #	COUNTRY	GIFT RECEIVED FROM (NAME)	TITLE	GIFT INTENDED FOR	GIFT	DATE RECEIVED	COMMENTS	Red / Yellow Zone Int. & Time Discrepancies
43	China	His Excellency Xi Jinping	President of the People's Republic of China	POTUS	1) Computer Bag with 2 Huawei Media Pad and two Pad Cases; 2) Case of 2 Cloisonne Pen Set; 3) Case of "He Rong" Photographs and Stamps; 4) Case of Decorative Cloisonne Pot Featuring Peace Across Four Seas; 5) Case of Metal Ke with Resembles Ruyi on the Top; Jade Ornament and Carved with Seven World Cultural Heritage Sites in Beijing; 6) Scroll Painting Depicting City Scenes Along the Middle Axis of Old and Modern Beijing; 7) 2 Silk Tunics and 2 Scarves	11/7/2014	Received on the Occasion of the President's Trip to China, November 2014	Arrived Via Diplomatic Pouch 12/23/2014 HW 6:57, Add 2 media cases MH 7:32 Add Cloth Gloves, Info Cards, Cords, Plugs, Canvas Bag, Luggage Tag, Display Holders, Rotating Stand, Scroll, Card, info booklets * <b>Missing Case of Metal Ke with Resembles Ruyi on the Top; Jade Ornament and Carved with Seven World Cultural Heritage Sites in Beijing</b> IAD: Media Pads w/ Batteries  - Rotating stand damaged - computer bag damaged - Only one Tunic and no scarves

Clarification 2/19/2015

*[Signature]* 2-9-15



**Asia-Pacific  
Economic Cooperation**



**APEC  
CHINA 2014**

尊敬的贵宾：

欢迎您光临历史与现代文明荟萃的魅力之都，北京市特为您定制带有此次会议标志的丝绸睡衣一套，为此行留下温馨纪念。

愿您在北京度过愉快并难忘的时光！

北京市人民政府 敬赠

2014年11月

Distinguished guest,

Welcome to Beijing, China's capital city which blends a rich historical heritage with modernization. We hereby present you a pair of Chinese silk pajamas tailor-made for you with a logo of 2014 APEC China as a memento of your visit.

We wish you a pleasant stay in Beijing!

The People's Government of Beijing Municipality

November 2014

## GIFT RECEIPT

GIF-101625

## NARA Information

## DONOR

**Name:** Xi Jinping**Title:** President of the People's Republic of China**Organization:****Category:** Foreign Government Official**Address:** Beijing, China

## GIFT

**Intended:** President

**Description:** Decorative cloisonne pot featuring peace across four seas. / The pot is 210mm x 210mm x 380mm / The patterns on the pot are set on a base color of blue along with other various shades of blue to represent the Pacific / On each of the four sides there is a frame enclosed by water motifs representing the Four Seas while the pot represents peace / In the front frame is the APEC logo / In the back frame is the image of the main APEC venue, Yanqi Lake in Beijing / In the two side frames are images of the Heavenly Temple and a section of the Great Wall, two landmarks of Beijing / A decorative wooden base about six inches in diameter is included / A cloth scroll containing information regarding the pot and the history of the type of artwork is included in the case / The case holding the pot, base, and scroll is a light brown or tan color felt with a dark brown runner down the middle with the APEC logo as well as a handle and gold colored fasteners / The case is designed to hold the pot, base, and scroll

**Damage:** The wooden base for the pot is broken.

**Circumstances:** The official gift of the Beijing Municipal People's Government to leaders of the APEC member economies attending the meeting.

**Gift Office****Comments:**

**Gifts Notes:** Donor is the President of the People's Republic of China.

NARA GIFT UNIT	
PICK-UP TRIP NO.	
DATE	
STAFF INITIAL	
COMMENTS	
BOX NUMBER	
DATA ENTRY DATE	
PHOTO DATE	
RECALLED	

**Gift Part Value:** \$

## Gift Office Information

**Case Number:** 20150210-05048529**Total Gift Value:** \$ 0.00**Gift Part Number:** GIF-101625

**Received By:** Staff Member

**Written Enclosure:** No

**Response Code:** PFORVIP

**Preferred Disposition:** Unknown

**Appraisal Method:** Appraiser

**Gift Part Appraised By:**

Dr. Jerome Ford

**Presented:** 11/7/2014

**Screened:** 1/12/2015

**Created:** 2/10/2015 4:03 PM

**Created By:** Kelly Poduch

**Appraisal Form Number:**

Gift 5 of 5

FIRST FAMILY  
GIFT DISCLOSURE  
THE WHITE HOUSE



INSTRUCTIONS:

1. Email form within 24 hours of receiving gift.
2. Complete all fields thoroughly.
3. Include ALL items accompanying gift.
4. Make TWO forms per gift. Email one to the Gift Office. Attach the other form to the gift.

Staff Member Accepting Gift: Leigh Garland		Title: Gifts Officer
Office: Office of the Chief of Protocol		Date Form Completed: 11/13/2014
Form Completed By (If Not Staff Member Accepting Gift): Julie Korb		Title: Beijing Protocol
Email Address: korbje@state.gov	Phone: 8531-3000	Pick-up Location: delivered to Embassy in Beijing

<b>GIFT INTENDED FOR</b>	<input checked="" type="checkbox"/> President <input type="checkbox"/> President & First Lady <input type="checkbox"/> First Lady <input type="checkbox"/> First Family <input type="checkbox"/> First Family Children <input type="checkbox"/> Other (specify):
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<b>PREFERRED DISPOSITION</b>	<input checked="" type="checkbox"/> Unknown <input type="checkbox"/> Turn Over to Government <input type="checkbox"/> Mark for Official Use <input type="checkbox"/> Purchase <input type="checkbox"/> Personally Retain
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GIFT INFORMATION	DONOR INFORMATION	GIFT DESCRIPTION
		Title and Name of Donor: President Xi Jinping  Organization (if applicable): Peoples' Republic of China  Complete Address (include country for foreign donors): all correspondence delivered via the Ministry of Foreign Affairs for the People's Republic of China  <i>arrived via dip pouch 12/23/14</i>
	Email Address: NA  Phone Number:	Circumstances of the Donation (Event, Location, etc.): Presented to all leaders during APEC
	Donor Category: <input type="checkbox"/> General Public <input type="checkbox"/> Elected Official <input type="checkbox"/> U.S. Government Agency <input checked="" type="checkbox"/> Foreign Government Official <input type="checkbox"/> Lobbyist <input type="checkbox"/> Personal Friend Additional Information:	Gift Received: <input type="checkbox"/> By Member of First Family <input checked="" type="checkbox"/> Staff Member <input type="checkbox"/> Mail <input type="checkbox"/> Other (specify):
		Thank You Letter To Be Generated By: <input type="checkbox"/> Gift Office/OPC <input type="checkbox"/> Office of the First Lady <input type="checkbox"/> None <input type="checkbox"/> Other (specify):

<b>SIGNATURE</b>	Signature of Staff Member:	Date:
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QC/#002

**"RECEIVED DAMAGED"**

\*\*\*Gifts without forms attached will not be picked up by Mail Services\*\*\*

✓ **#015**

**485**  
JAN 15 2015



## NARA Information

## DONOR

**Name:** Xi Jinping**Title:** President of the People's Republic of China**Organization:****Category:** Foreign Government Official**Address:** Beijing, China

## GIFT

**Intended:** President

**Description:** A commemorative stamp set placed in a box of fine, dark woodworking. In the box, there are eight screen panels wrapped in silk-floss sheets. Sixteen photographs depicting the past and present of Beijing are printed on both sides of the panels. Mounted below the photographs are stamps featuring China's landscape, architecture, technology, culture, and arts. The screen panels are each accompanied by a wood base into which they may be inserted.

**Damage:** No damage.

**Circumstances:** The official gift of the Beijing Municipal People's Government to leaders of the APEC member economies attending the meeting.

**Gift Office****Comments:**

**Gifts Notes:** Donor is the President of the People's Republic of China.

NARA GIFT UNIT	
PICK-UP TRIP NO.	
DATE	
STAFF INITIAL	
COMMENTS	
BOX NUMBER	
DATA ENTRY DATE	
PHOTO DATE	
RECALLED	

**Gift Part Value:** \$

## Gift Office Information

**Case Number:** 20150210-05048529**Gift Part Number:** GIF-101623**Received By:** Staff Member**Written Enclosure:** No**Response Code:** PFORVIP**Preferred Disposition:** Unknown**Appraisal Method:** Appraiser**Gift Part Appraised By:**

Dr. Jerome Ford

**Total Gift Value:** \$ 0.00**Presented:** 11/7/2014**Screened:** 1/12/2015**Created:** 2/10/2015 4:03 PM**Created By:** Kelly Poduch**Appraisal Form Number:**

Gifts 2 of 5

43

FIRST FAMILY  
GIFT DISCLOSURE  
THE WHITE HOUSE



- INSTRUCTIONS:
1. Email form within 24 hours of receiving gift.
  2. Complete all fields thoroughly.
  3. Include ALL items accompanying gift.
  4. Make TWO forms per gift. Email one to the Gift Office. Attach the other form to the gift.

Staff Member Accepting Gift: Leigh Garland		Title: Gifts Officer
Office: Office of the Chief of Protocol		Date Form Completed: 11/13/2014
Form Completed By (If Not Staff Member Accepting Gift): Julie Korb		Title: Beijing Protocol
Email Address: korbje@state.gov	Phone: 8531-3000	Pick-up Location: delivered to Embassy in Beijing

<b>GIFT INTENDED FOR</b>	<input checked="" type="checkbox"/> President <input type="checkbox"/> President & First Lady <input type="checkbox"/> First Lady <input type="checkbox"/> First Family <input type="checkbox"/> First Family Children <input type="checkbox"/> Other (specify):
--------------------------	--

<b>PREFERRED DISPOSITION</b>	<input checked="" type="checkbox"/> Unknown <input type="checkbox"/> Turn Over to Government <input type="checkbox"/> Mark for Official Use <input type="checkbox"/> Purchase <input type="checkbox"/> Personally Retain
------------------------------	--

GIFT INFORMATION	DONOR INFORMATION	GIFT DESCRIPTION
	Title and Name of Donor: <b>President Xi Jinping</b>  Organization (if applicable): <b>Peoples' Republic of China</b>  Complete Address (include country for foreign donors): <b>all correspondence delivered via the Ministry of Foreign Affairs for the People's Republic of China</b> <i>arrived via dip pouch 12/23/14</i>  Email Address: <b>NA</b>  Phone Number:  Donor Category: <input type="checkbox"/> General Public <input type="checkbox"/> Elected Official <input type="checkbox"/> U.S. Government Agency <input checked="" type="checkbox"/> Foreign Government Official <input type="checkbox"/> Lobbyist <input type="checkbox"/> Personal Friend Additional Information:	Date Gift Was Received (mm/dd/yyyy): <b>11/07/2014</b>  Detailed Description of Gift (include damage): <b>1 Computer Bag with 2 Huawei Media Pad (Model No. is M 1 8.0), 2 Pad Cases            1 Case of 2 Cloisonné Pen Set.            1 Case of "He • Rong" Photographs and Stamps.            1 Case of Decorative Cloisonné Pot Featuring Peace Across Four Seas            1 Case of Metal Key with Resembles Ruyi on the Top, Jade Ornament and Carved with Seven World Cultural Heritage Sites in Beijing            1 Scroll Painting Depicting with City Scenes along the Middle Axis of Old and Modern Beijing.            2 silk tunic/blazers and 2 scarves. One in turquoise and one in aubergine. (clothing items were delivered to POTUS at hotel, not pouched back)</b>
	Circumstances of the Donation (Event, Location, etc.): <b>Presented to all leaders during APEC</b>	Gift Received: <input type="checkbox"/> By Member of First Family <input checked="" type="checkbox"/> Staff Member <input type="checkbox"/> Mail <input type="checkbox"/> Other (specify):  Thank You Letter To Be Generated By: <input type="checkbox"/> Gift Office/OPC <input type="checkbox"/> Office of the First Lady <input type="checkbox"/> None <input type="checkbox"/> Other (specify):

200#100

"RECEIVED DAMAGED"

<b>SIGNATURE</b>	Signature of Staff Member:	Date:
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\*\*\*Gifts without forms attached will not be picked up by Mail Services\*\*\*

JAN 15 2015

#015

THE WHITE HOUSE  
WASHINGTON, DC 20502

1162780  
GI002

Enclosed:

APEC Delegate Handbook



## 2014 APEC ECONOMIC LEADERS' WEEK

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# DELEGATE HANDBOOK



BEIJING, CHINA | 5-11 NOVEMBER 2014



**Asia-Pacific  
Economic Cooperation**



**APEC  
CHINA 2014**

# **DELEGATE HANDBOOK**

## **APEC CHINA 2014**

**THE CONCLUDING SENIOR OFFICIALS' MEETING (CSOM)**

**THE APEC MINISTERIAL MEETING (AMM)**

**THE APEC ECONOMIC LEADERS' MEETING (AELM)**

**BEIJING, PEOPLE'S REPUBLIC OF CHINA**

**5-11 NOVEMBER 2014**

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# 1. WELCOME AND INTRODUCTION

The People's Republic of China warmly welcomes all participants to the final meetings of the APEC 2014 Host Year, culminating in the 22<sup>nd</sup> APEC Economic Leaders' Meeting (AELM). The APEC China 2014 Organizing Committee is committed to providing a program of meetings and activities that will enable delegates to effectively carry out their work while enjoying their stay in Beijing.

This Delegate Handbook provides meeting information as well as comprehensive details about administrative procedures, meeting logistics and requirements of APEC 2014 the Concluding Senior Officials' Meeting (CSOM), the 26<sup>th</sup> APEC Ministerial Meeting (AMM) and the 22<sup>nd</sup> APEC Economic Leaders' Meeting (AELM) for the participants.

This Delegate Handbook also includes information related to APEC Business Sector Events, including ABAC4, APEC CEO Summit and ABAC Dialogue with Leaders. However, for detailed information and meeting arrangements for these Events, please kindly refer to materials from the Business Sector Channel.

Amendments to this Handbook, if any, may be issued as necessary by the APEC China 2014 Organizing Committee through the SOM Chair's Office or through the Host Economy Liaison Officer (HELO).

APEC China 2014 Organizing Committee wishes all participants an enjoyable and most productive stay in Beijing.



## 2. MEETING DATES AND VENUES

The Concluding Senior Officials' Meeting (CSOM) and the APEC Ministerial Meeting (AMM) will be held from **5-8 November 2014** at:

### **China National Convention Center (CNCC)**

No.7 Tianchen East Road, Chaoyang District

Beijing, China 100105

<http://cnccchina.com/en/>

The APEC Economic Leaders' Meeting (AELM) will be held on **11 November 2014** at:

### **Beijing Yanqi Lake International Conference Center (ICC)**

Huairou District, Beijing, China

Other Leaders' Week events will include the following:

- The APEC CTI FotC on Strengthening REI and Advancing FTAAP Meeting, 4 November at CNCC
- The APEC SOM FotC Meeting on Connectivity, 4 November at CNCC
- The CSOM Working Lunch, 5 November at CNCC
- The AMM Welcome Dinner, 7 November at InterContinental Beijing Beichen Hotel
- The 4<sup>th</sup> ABAC Meeting (ABAC4), 5-8 November at Waldorf Astoria Beijing Hotel
- The APEC CEO Summit Welcome Reception, 8 November at China World Hotel Beijing
- The APEC CEO Summit, 9-10 November at CNCC
- The ABAC Dialogue with Leaders, 10 November at CNCC
- The AELM Welcome Dinner and Cultural Performance, 10 November at the National Aquatics Center (Water Cube)
- The Leaders' Spouse Program: Group Tour, 11 November at the Summer Palace, and Lunch
- The AELM Working Lunch, 11 November at Yanqi Hotel

Please refer to **Annex A** for maps with Leaders' Week Venues.

### 3. LEADERS' WEEK PROGRAM

The Leaders' Week Program is attached as **Annex B**. Amendments to the program, if any, may be issued by the APEC China 2014 Organizing Committee through the SOM Chair's Office or the Host Economy Liaison Officer (HELO).

## **4. LUNCH AND OFFICIAL DINNER**

### **4.1 APEC Concluding SOM Working Lunch**

APEC Concluding SOM Working Lunch will be hosted by the Host on 5 November 2014 at CNCC. The dress code for the Lunch is formal attire. The Host invites the following people to the Lunch:

- Senior Official plus 1
- ABAC Chair plus 1
- APEC Secretariat Executive Director plus 1
- Committee Chairs (BMC, CTI and EC)

*Please wear and display the Lapel Pins/ID Badges while inside the venue.*

### **4.2 APEC Ministerial Meeting (AMM) Welcome Dinner**

APEC Ministerial Meeting (AMM) Welcome Dinner will be hosted by the Co-Chairs of the AMM on 7 November 2014 at InterContinental Beijing Beichen Hotel. The dress code for the Dinner is formal attire. The Co-Chairs invite the following people to the Dinner:

- Ministers (2 persons) plus 4 (including Minister's Spouse and Senior Official)
- ABAC Chair plus 1
- APEC Secretariat Executive Director plus 1
- ASEAN Secretary-General plus 1
- PECC Co-Chairs plus 1 (each)
- PIF Secretary-General plus 1
- WTO Director-General plus 1

*Please bring the Invitation Cards to the venue. Invitation Cards will be distributed to Delegation Liaison Officer (DLO) via Host Economy Liaison Officer (HELO). Upon preliminary request, whispering interpreter for Minister will be given access and seating place to the Dinner. .*

### **4.3 AELM Welcome Dinner and Cultural Performance**

The AELM Welcome Dinner and Cultural Performance will be hosted by the President of the People's Republic of China and the President's wife on 10 November 2014 at the Water Cube. Traditional attire prepared by the Host will be provided for APEC Leaders and Spouses for the Event. A Family Photo occasion for APEC Leaders and Spouses will be arranged before the Dinner. The following people are invited to the Welcome Dinner and Cultural Performance:

- APEC Leaders and Spouses plus 15 (including Ministers, Ministers' Spouses, Senior Officials, etc.)
- ABAC Chair
- APEC Secretariat Executive Director
- ABAC Members and APEC CEO Summit principal participants
- Guests

*Please bring the Invitation Cards to the venue. Invitation Cards will be distributed to Delegation Liaison Officer (DLO) via Host Economy Liaison Officer (HELO). Upon preliminary request, whispering interpreter for Leader, Spouse and Minister will be given access and seating place to the Dinner.*

#### **4.4 AELM Working Lunch**

The AELM Working Lunch will be hosted by the Chair on 11 November 2014 at the Yanqi Hotel. The dress code will be formal attire. Only APEC Leaders will be invited to the Lunch.

*Please wear and display the Lapel Pins to the venue. Simultaneous interpretation will be provided.*

## 5. LEADERS' SPOUSE PROGRAM

The Leaders' Spouse Program will be held on 10 and 11 November 2014. Participants will enjoy the great vitality, rich culture and beautiful scenery of Beijing and China. The tentative program of activities is as follows and is subject to further adjustments:

Leaders' Spouse Program			
Date	Time	Meeting/Event	Venue
10 November (Monday)	Evening	AELM Welcome Dinner & Cultural Performance (with Family Photo before the Event)	Water Cube
11 November (Tuesday)	Morning	Group Tour	Summer Palace
	Noon	Lunch	(TBC)

The Tour in the Summer Palace on 11 November will last for less than 2 hours.

## 6. CONTACT INFORMATION

*Please DO NOT send the same inquiry to unrelated addresses of the China APEC Team unless being advised otherwise.*

- Inquiries related to registration and accreditation may be directed to:

**[APEC2014credentials@mfa.gov.cn](mailto:APEC2014credentials@mfa.gov.cn)**

- Inquiries related to documentation and reproduction may be directed to:

**[APEC2014documentation@mfa.gov.cn](mailto:APEC2014documentation@mfa.gov.cn)**

- Inquiries and requests related to transportation may be directed to:

**[APEC2014transport@mfa.gov.cn](mailto:APEC2014transport@mfa.gov.cn)**

- Inquiries related to accommodation and office equipment renting may be directed to:

**[APEC2014accommodation@mfa.gov.cn](mailto:APEC2014accommodation@mfa.gov.cn)**

- Inquiries and requests related to bilateral room reservations may be directed to:

**[APEC2014bilateral@mfa.gov.cn](mailto:APEC2014bilateral@mfa.gov.cn)**

- Inquiries related to visa application may be directed to:

**[APEC2014visa@mfa.gov.cn](mailto:APEC2014visa@mfa.gov.cn)**

- Inquiries related to media issues and press registration for the Leaders' Week meetings may be directed to:

**[APEC2014mediacenter@mfa.gov.cn](mailto:APEC2014mediacenter@mfa.gov.cn)**

- Inquiries and requests related to interpretation may be directed to:

**[APEC2014interpretation@mfa.gov.cn](mailto:APEC2014interpretation@mfa.gov.cn)**

- Inquiries related to protocol may be directed to:

**[APEC2014protocol@mfa.gov.cn](mailto:APEC2014protocol@mfa.gov.cn)**

- Inquiries related to security may be directed to:

**[APEC2014security@mfa.gov.cn](mailto:APEC2014security@mfa.gov.cn)**

- Inquiries related to hospitality may be directed to:

**[APEC2014hospitality@mfa.gov.cn](mailto:APEC2014hospitality@mfa.gov.cn)**

- Inquiries related to policy issues for the CSOM, AMM and AELM may be directed to:

**[APEC-China@mfa.gov.cn](mailto:APEC-China@mfa.gov.cn)**

- All other inquiries may be directed to:

**[APEC2014@mfa.gov.cn](mailto:APEC2014@mfa.gov.cn)**  
**(ONLY when options above not applicable)**



## 7. ACCOMMODATIONS

### 7.1 Complimentary Hotel Accommodation

The Host will provide complimentary accommodations in designated hotels for the following high-level delegates:

High-level Delegate	Accommodation	Dates
APEC Leaders	Complimentary Accommodation	9-12 November 2014 <i>Three nights Or as appropriate with their arrival and departure dates</i>
AMM Ministers	One-Bedroom Suite	6-12 November 2014 <i>Six nights</i>
APEC Secretariat Executive Director	One-Bedroom Suite	6-12 November 2014 <i>Six nights</i>
Heads of Delegations of the Official Observer Organizations (ASEAN Secretariat, PECC Co-Chairs, PIF Secretariat)	One-Bedroom Suite	6-9 November 2014 <i>Three nights</i>

Costs beyond this hospitality, such as additional nights, suite upgrades, additional meals and incidentals, room mini-bar use, and long-distance phone or fax charges shall be paid by the respective delegation directly to the hotel.

Delegations requiring parking spaces, meeting rooms, or additional suites or suite upgrades should contact the respective hotel as soon as possible in as much as increased demand may limit availability. Requests relating to event catering should also be sent directly to the respective hotel. All other inquiries regarding the hotel accommodations process may be addressed to Host Economy Liaison Officers (HELOs).

## 7.2 Designated Hotels

The following is a list of 24 designated hotels the Host has selected for APEC Economies and Delegations to stay during AELM in Beijing. Designated hotels meet the logistic and security requirements by the APEC China 2014 Organizing Committee during the Leaders' Week, and will have standard meeting services, such as shuttle buses and medical center, etc. The list of designated hotels is as the following:

<p><b>1. Diaoyutai State Guesthouse</b> <a href="http://www.chinadyt.com/en/index.html">http://www.chinadyt.com/en/index.html</a> No.2 Fucheng Road, Haidian District Beijing 100830, China</p> <p>Contact Person: Mr. Wang Xiaodong Tel: +86 10 5859 1597; +86 18901025897 Fax: +86 10 5887 3988 Email: leo_dyt@sina.com</p>	<p><b>2. China World Hotel Beijing</b> <a href="http://www.shangri-la.com/beijing/chinaworld/">http://www.shangri-la.com/beijing/chinaworld/</a> No.1 Jianguomenwai Avenue, Chaoyang District, Beijing 100004, China</p> <p>Contact Person: Ms. Lu Yuhong Tel: +86 10 6505 2266 ext. 6405; +86 13501062745 Fax: +86 10 6505 4323 Email: kitty.lu@shangri-la.com</p>
<p><b>3. St. Regis Beijing</b> <a href="http://www.stregis.com/beijing">http://www.stregis.com/beijing</a> No.21 Jianguomenwai Avenue, Chaoyang District, Beijing 100020, China</p> <p>Contact Person 1: Ms. Bai Yuhong Tel: +86 10 6460 6688 ext. 2378; +86 13910010285 Fax: +86 10 6532 1610 Email: bessieyuhong.bai@stregis.com</p> <p>Contact Person 2: Ms. Song Quan Tel: +86 10 6460 6688 ext. 2405; +86 13811626347 Fax: +86 10 6532 1610 Email: samantha.song@stregis.com</p>	<p><b>4. Beijing Hotel</b> <a href="http://www.chinabeijinghotel.com.cn/en/index.html">http://www.chinabeijinghotel.com.cn/en/index.html</a> No.33 East Chang'an Avenue, Dongcheng District Beijing 100006, China</p> <p>Sales Department: Tel: +86 10 6513 7766 ext. 703, 704 Fax: +86 10 6523 2383 Email: sales@chinabeijinghotel.com.cn</p> <p>Contact Person 1: Ms. Qi Yongxin Tel: +86 13901095405 Contact Person 2: Ms. Zhang Wen Tel: +86 15101130920 Contact Person 3: Mr. Shen Nan Tel: +86 13671127203 Email: allen.shen@chinabeijinghotel.com.cn</p>

<p><b>5. Grand Hyatt Beijing</b>  <a href="http://www.beijing.grand.hyatt.com/en/hotel/home.html">http://www.beijing.grand.hyatt.com/en/hotel/home.html</a>  No.1 East Chang'an Avenue,  Dongcheng District, Beijing 100738, China</p> <p>Contact Person 1:  Mr. Huang Hai (for Host Economy)  Tel: +86 10 6510 9398; +86 13601079087  Fax: +86 10 6510 9508  Email: stark.huang@hyatt.com</p> <p>Contact Person 2:  Ms. Chen Naixin (for Other Economies)  Tel: +86 10 6510 9244; +86 18600095838  Fax: +86 10 6510 9508  Email: shanice.chan@hyatt.com</p>	<p><b>6. Regent Beijing</b>  <a href="http://www.regenthotels.com/EN/Beijing">http://www.regenthotels.com/EN/Beijing</a>  No.99 Jinbao Street, Dongcheng District  Beijing 100005, China</p> <p>Contact Person: Ms. Wang Kunying  Tel: +86 10 8522 1888 ext. 5532;  +86 15330289800  Fax: +86 10 8522 1011  Email: cathy.wang@regent-beijing.com</p>
<p><b>7. Legendale Hotel Beijing</b>  <a href="http://www.legendalehotel.com/">http://www.legendalehotel.com/</a>  No. 92 Jinbao Street, Dongcheng District  Beijing 100005, China</p> <p>Contact Person: Ms. Lv Jing  Tel: +86 10 8511 3388 ext. 8801;  +86 13261006696  Fax: +86 10 8522 1850  Email: crystal.lv@legendalehotel.com.cn</p>	<p><b>8. China World Summit Wing Beijing</b>  <a href="http://www.shangri-la.com/beijing/chinaworldsummitwing/">http://www.shangri-la.com/beijing/chinaworldsummitwing/</a>  No.1 Jianguomenwai Avenue, Chaoyang District  Beijing 100004, China</p> <p>Contact Person 1: Ms. Wang Jing  Tel: +86 10 6505 2299 ext. 6309;  +86 13718906513  Fax: +86 10 6505 8811  Email: cherry.wang@shangri-la.com</p> <p>Contact Person 2: Mr. Xu Jinsong  Tel: +86 10 6505 2299 ext. 6311;  +86 13701166696  Fax: +86 10 6505 8811  Email: samson.xu@shangri-la.com</p>
<p><b>9. Grand Hotel Beijing</b>  <a href="http://en.grandhotelbeijing.com/earticle/list-56.html">http://en.grandhotelbeijing.com/earticle/list-56.html</a>  No.35 East Chang'an Avenue,  Dongcheng District, Beijing 100006, China</p> <p>Contact Person 1: Ms. Hu Xin  Tel: +86 10 6513 7788 ext. 241;  +86 13601134152  Fax: + 86 10 6513 0050  Email: shelly.hu@grandhotelbeijing.com</p> <p>Contact Person 2: Ms. Li Jiajing  Tel: +86 10 6513 7788 ext. 247;  +86 18600032147  Fax: + 86 10 6513 0050  Email: lijiajing@grandhotelbeijing.com</p>	<p><b>10. Hotel Kunlun</b>  <a href="http://www.hotelkunlun.com/default-en.html">http://www.hotelkunlun.com/default-en.html</a>  No.2 Xin Yuan Nan Lu, Chaoyang District  Beijing 100004, China</p> <p>Contact Person: Mr. Pu Jingchun  Tel: +86 10 6590 3388 ext. 5222;  +86 15611906702  Fax: +86 10 6590 3228  Email: gmoffice@hotelkunlun.com</p>

<p><b>11. Hotel New Otani Chang Fu Gong</b>  <a href="http://www.cfgbj.com/indexen_US.html">http://www.cfgbj.com/indexen_US.html</a>  No.26 Jianguomenwai Avenue,  Chaoyang District, Beijing 100022, China</p> <p>Contact Person: Mr. Han Xu  Tel: +86 10 5877 5503; +86 13910157016  Fax: +86 10 6513 0868  Email: hanxu@cfgbj.com</p>	<p><b>12. Sofitel Wanda Beijing</b>  <a href="http://www.sofitel.com/gb/hotel-6215-sofitel-wanda-beijing/index.shtml">http://www.sofitel.com/gb/hotel-6215-sofitel-wanda-beijing/index.shtml</a>  No.93 Jianguo Road, Tower C Wanda Plaza,  Chaoyang District  Beijing 100022, China</p> <p>Contact Person: Ms. Li Rui  Tel: +86 10 8599 6666 ext. 6803;  +86 18600157708  Fax: +86 10 6581 0528  Email: dos_mice@sofitelwandabj.com</p>
<p><b>13. InterContinental Beijing Beichen Hotel</b>  <a href="http://www.ihg.com/intercontinental/hotels/gb/en/beijing/peghc/hoteldetail">http://www.ihg.com/intercontinental/hotels/gb/en/beijing/peghc/hoteldetail</a>  No.8 Beichen West Road, Chaoyang District  Beijing 100105, China</p> <p>Contact Person: Mr. Liao Chunsen  Tel: +86 10 8437 1188 ext. 1282;  +86 15010892577  Fax: +86 10 8437 1318  Email: andy.liao@icbjb.com</p>	<p><b>14. Beijing Hotel Raffles</b>  <a href="http://www.affles.com/beijing">www.affles.com/beijing</a>  No.33 East Chang'an Avenue, Dongcheng District  Beijing 100004, China</p> <p>Contact Person: Ms. Wang Ying  Tel: +86 10 8500 4366  Fax: +86 10 8500 4380  Email: jasmine.wang@affles.com</p>
<p><b>15. Kerry Hotel, Beijing</b>  <a href="http://www.shangri-la.com/beijing/kerry">http://www.shangri-la.com/beijing/kerry</a>  No.1 Guanghai Road, Chaoyang District  Beijing 100020, China</p> <p>Contact Person: Ms. Zhang Min  Tel: +86 10 8565 2637; +86 13910148614  Fax: +86 10 8529 9977  Email: crystal.zhang@thekerryhotels.com</p>	<p><b>16. Westin Beijing Chaoyang Hotel</b>  <a href="http://www.westin.com/chaoyang">http://www.westin.com/chaoyang</a>  No.7 East 3rd Ring North Road, Chaoyang District  Beijing 100027, China</p> <p>Contact Person: Mr. Xu Weili  Tel: +86 10 5922 8608; +86 13911337497  Fax: +86 10 5922 8625  Email: allen.xu@westin.com</p>
<p><b>17. Kempinski Hotel</b>  <a href="http://www.kempinski.com/">http://www.kempinski.com/</a>  No.50 Liangmaqiao Road, Chaoyang District  Beijing 100125, China</p> <p>Contact Person: Mr. Ding Zhi  Tel: +86 10 6410 4099; +86 18600095621  Fax: +86 10 6410 4080  Email: alan.ding@kempinski.com</p>	<p><b>18. Peninsula Hotel</b>  <a href="http://beijing.peninsula.com/en/default">http://beijing.peninsula.com/en/default</a>  No.8 Goldfish Lane, Wangfujing,  Dongcheng District, Beijing 100006, China</p> <p>Contact Person: Mr. Zhu Peng  Tel: +86 10 6510 6087; +86 13811707751  Fax: +86 10 6510 6308  E-mail: masonzhu@peninsula.com</p>

<p><b>19. Great Wall Sheraton Hotel Beijing</b>  <a href="http://sheraton.com/greatwall">http://sheraton.com/greatwall</a>  No.10 East 3rd Ring North Road,  Chaoyang District, Beijing 100125, China</p> <p>Contact Person 1: Mr. Yu Jianguo  Tel: +86 10 6590 5566 ext. 2350;  +86 13701264540  Fax: +86 10 6590 5504  E-mail: <a href="mailto:danny.yu@sheraton.com">danny.yu@sheraton.com</a></p> <p>Contact Person 2: Ms. Gu Ran  Tel: +86 10 6590 5566 ext. 2445;  +86 13810153280  Fax: +86 10 6590 5504  E-mail: <a href="mailto:belinda.gu@sheraton.com">belinda.gu@sheraton.com</a></p>	<p><b>20. Beijing International Hotel</b>  <a href="http://www.bih.com.cn/en">http://www.bih.com.cn/en</a>  No.9 Jianguomennei Avenue, Chaoyang District  Beijing 100009, China</p> <p>Contact Person 1: Ms. Li Yuan  Tel: +86 10 8513 5556; +86 13511073275  Fax: +86 10 6512 9970  E-mail: <a href="mailto:lilyli@bih.com.cn">lilyli@bih.com.cn</a></p> <p>Contact Person 2: Ms. Chu Yinglin  Tel: +86 10 8513 5685; +86 13911377603  Fax: +86 10 6512 9970</p>
<p><b>21. Westin Beijing Financial Street</b>  <a href="http://westin.com/beijingfinancial">http://westin.com/beijingfinancial</a>  No.9B Financial Street, Xicheng District  Beijing100140, China</p> <p>Contact Person: Ms. Guo Yanmei  Tel: +86 10 6606 7588; +86 13501603164  Fax: +86 10 6629 7502  E-mail: <a href="mailto:sherry.guo@westin.com">sherry.guo@westin.com</a></p>	<p><b>22. Ritz-Carlton Beijing, Financial Street</b>  <a href="http://www.ritzcarlton.com/hotels/beijing_financial">www.ritzcarlton.com/hotels/beijing_financial</a>  No.1 Jin Cheng Fang Street East,  Financial Street, Xicheng District,  Beijing 100033, China</p> <p>Contact Person: Ms. Li Min  Tel: +86 10 6629 6676; +86 18911773018  Fax: +86 10 6629 6677  E-mail: <a href="mailto:becky.li@ritzcarlton.com">becky.li@ritzcarlton.com</a></p>
<p><b>23. Beijing Parkview Wuzhou Hotel</b>  <a href="http://www.v-continent.com/beijingwuzhou">http://www.v-continent.com/beijingwuzhou</a>  No. 8 North Si Huan Zhong Road,  Chaoyang District, Beijing 100101, China</p> <p>Contact Person 1: Mr. Li Qiulun  Tel: +86 10 8498 2288 ext. 719;  +86 15901179478  Fax: +86 10 6499 3183  E-mail: <a href="mailto:john.li@v-continent.com">john.li@v-continent.com</a></p> <p>Contact Person 2: Ms. Tian Tian  Tel: +86 10 8498 2288; +86 13810221976  Fax: +86 10 6499 3183  E-mail: <a href="mailto:girrena.tian@v-continent.com">girrena.tian@v-continent.com</a>;  <a href="mailto:reservation@v-continent.com">reservation@v-continent.com</a></p>	<p><b>24. Beijing Conference Center</b>  <a href="http://www.beijinghuiyizhongxin.com/en/">http://www.beijinghuiyizhongxin.com/en/</a>  No. 88 Laiguangying Westroad, Chaoyang District  Beijing 100012, China</p> <p>Contact person: Mr. Cui Xu  Tel: +86 10 8490 1458; +86 18210313118  Fax: +86 10 8492 5218  E-mail: <a href="mailto:cuilingxu123@163.com">cuilingxu123@163.com</a></p>

## 8. TRANSPORTATION

### 8.1 Courtesy Transportation

As part of hospitality arrangements, accredited transport services with the dedicated drivers will be provided for the entire day during APEC Leaders' Week in Beijing:

Head of Delegation	Period of Service
Leader	As of 9-12 November 2014*
Leader's Spouse	As of 9-12 November 2014*
AMM Minister	As of 6-12 November 2014*
Senior Official	As of 4-12 November 2014
ABAC Chair	As of 4-12 November 2014
APEC Secretariat Executive Director	As of 4-12 November 2014
Heads of Delegations of the APEC Observers (ASEAN Secretariat, PECC Co-Chairs , PIF Secretariat)	As of 4-9 November 2014

\* *Period of service is as appropriate with the arrival and departure dates.*

*One seat of the vehicles will be reserved for the Host Economy Security Officer.*

### 8.2 Shuttle Services

Transport services will be provided for Leaders' Week participants in Beijing. The participants will be provided with shuttle buses that serve particular routes as follows:

Route	Shuttle Bus Schedule
CNCC — Designated Hotels	07:00-09:00, 18:00-19:00: Depart every 15 minutes 09:00-18:00: Depart every 1 hour <b>From 3-11 November 2014</b>
CNCC — Yanqi Lake	Depart every 1 hour <b>From 5-11 November 2014</b>
Beijing Capital International Airport — Designated Hotels	08:00-23:00: Depart every 30 minutes <b>From 1-13 November 2014</b>

The schedule of the shuttle buses will be available at the APEC Information Desks at the meeting venues. Bus will not depart without passenger on board.

On the date of departure, delegates should check-in for the Shuttle Bus at the reception desk located in the lobby of designated hotels. Shuttle buses travelling from the designated hotels to the airport will be available from 0800 hrs to 2300 hrs during **1-13 November 2014**. The buses will depart on an hourly basis. Delegates are expected to register at the APEC Information Desk located in the lobby of the designated hotels at least one day before the departure time. For more information, please consult the APEC Information Desk at the designated hotels. It is the responsibility of the passengers to confirm that they are on the bus to the correct terminal.

### **8.3 Public Transportation and Taxi**

Delegates are highly recommended to use licensed taxi for transportation. Additional information regarding transportation facilities and taxi services will be available at the APEC Information Desk at the meeting venue and at the reception desks of the designated hotels.

All licensed taxis charge passengers by the meter. Airport taxi stands are located at the following areas: Terminal 1: Outside Gate 1 to 5 on F1; Terminal 2: Outside Gate 5 to 9 on F1; Terminal 3: Please refer to the signs inside the terminal building. For more information, please refer to: <http://en.bcia.com.cn/traffic/taxi/index.shtml>.

### **8.4 Car Rentals**

Economies are required to rent chauffeured vehicles from the designated **Shou Qi Group** to meet additional transportation demand of their delegation members during APEC Leaders' Week in Beijing. For inquires related to the available types of vehicles, pricing and reservation, please contact:

*Mr. Wang Jian*

*Email: guobindui@sqqf.com*

*Tel: +86 10 6436 0300; +86 18810093073*

## 9. MEETING ACCESS PROCEDURES AND SECURITY

### 9.1 Pick-up and Display of ID Badges

Access to meeting venues requires that all guests go through security check points.

**DLO Badge Pick-up:** DLOs may collect badges for members of their respective delegation upon presenting proof of identity and signing a custody receipt. ID badges will be available for pick-up at the **Registration Center** located on the ground floor of **Digital Beijing Plaza**. **DLOs are strongly encouraged to collect the badges for all members of their delegations in bulk.**

**Delegate Badge Pick-up:** Delegates who do not receive their ID badges from their DLOs may receive badges at the **Registration Center** located on the ground floor of **Digital Beijing Plaza** by presenting passports or other applicable travel documents. The Registration Center will open daily from **0800 hrs to 1800 hrs on 3-11 November 2014.**

Delegates are requested to visibly display their ID badges at all times while at meeting venues. ID badges are required for entry into the meeting venue and to board shuttle buses.

### 9.2 Lapel Pins

**Lapel pins** with different designs will be provided to the following high-ranking APEC delegates in order to expedite entry to meeting venues and official events:



Delegate	Effectiveness
APEC Leaders	All venues
Spouses of APEC Leaders	All venues
AMM Ministers and Spouses	All venues for the AMM and CSOM periods
Senior Officials; ABAC Chair; APEC Secretariat Executive Director; Heads of Delegation of the Official Observer Organizations (ASEAN Secretariat, PECC Co-Chairs and PIF Secretariat); APEC Committees' Chairs (BMC, CTI,EC)	All venues for the AMM and CSOM periods

***Lapel pins are non-transferable. Each lapel pin is digitally tagged and can clear meeting access for its designated wearer only. Mixed use of the lapel pin will jeopardize meeting access and individuals/delegations concerned will be subject to inquiries by security staff.***

*Lapel pins will be given to Delegation Liaison Officers (DLOs) by the Host Economy Liaison Officers (HELOs) for distribution prior to the beginning of the meetings.*

### **9.3 Plenary Session Overpasses for CSOM and AMM**

In addition to ID Badges, meeting overpasses will be required in order to enter certain plenary sessions that will take place during Leaders' Week. Each Economy delegation will be provided with an identical number of overpasses, while the ABAC Secretariat, the APEC Secretariat and the three Observer Organizations will be provided with an appropriate number. These procedures are intended to expedite access for authorized delegates to restricted plenary meetings and to ensure adequate and comfortable seating for all.

Overpasses will be issued in the following numbers:

Event/Venue	Identification
Concluding Senior Officials' Meeting (CSOM)	6 overpasses per Economy
APEC Ministerial Meeting (AMM)	8 overpasses per Economy

Simultaneous interpreters for AMM from Economies who need to enter the meeting venue would be provided with access to the booths upon request. A maximum of TWO simultaneous interpreters will be allowed for each Economy.

## 9.4 AELM Retreat and Working Lunch Access and AELM Venue Overpass Plan

Delegates will be required to possess an overpass to enter restricted areas at the AELM venue (Yanqi Lake), except for Leaders with Lapel pins.

AELM Retreat and Working Lunch venues are for Leaders only (with Lapel pins). Each Member Economy will be provided with TWO overpasses, including One for the Leader's Assistant and One for Senior Official, which could give them access to shortly enter the AELM Retreat and Working Lunch venues upon request by their Leaders.

Overpasses will be issued as the following plan:

Identification	Access to Event/Venue
2 overpasses per Economy (One for the Leader's Assistant and One for Senior Official)	ICC, including AELM Retreat Viewing and Listening Room on the 2nd Floor of ICC, and Yanqi Hotel, including AELM Working Lunch Viewing and Listening Room in Yanqi Hotel, could shortly enter the AELM Retreat and Working Lunch venues upon request by their Leaders
3 overpasses per Economy (Two for Ministers and One for Entourage); 1 overpass for APEC Secretariat Executive Director	ICC, including AELM Retreat Viewing and Listening Room on the 2nd Floor of ICC, and Yanqi Hotel, including AELM Working Lunch Viewing and Listening Room in Yanqi Hotel, no access to the AELM Retreat and Working Lunch venues
2 overpasses per Economy (For other Entourage)	ICC (ONLY the Ground Floor, without viewing and listening room), and Yanqi Hotel (ONLY Public Area)
6 overpasses per Economy (For Delegates need to enter Economy Delegation Work Rooms at the Yanqi Hotel)	Yanqi Hotel (ONLY Public Area), no access to ICC

Simultaneous interpreters for AELM Retreat and Working Lunch from Economies who need to enter the ICC and Yanqi Hotel will be provided with access to the booths upon request. A maximum of TWO simultaneous interpreters will be allowed for each Economy.

*Please be advised that there will be high-security inspection in certain areas around the meeting venues of which the mobility of people will be limited and highly scrutinized.*

*Overpasses will be given to Delegation Liaison Officers (DLOs) by the Host Economy Liaison Officers (HELOs) for distribution prior to the beginning of the meetings.*

## **9.5 Car Access**

Special car passes are required for access to the venues of the APEC Leaders' Week events. Inquiries related to car passes may be addressed to [APEC2014transport@mfa.gov.cn](mailto:APEC2014transport@mfa.gov.cn).

## 10. MEETING VENUE FACILITIES, SERVICES AND ACTIVITIES

### 10.1 Registration Center

The **Registration Center** is located on the ground floor of **Digital Beijing Plaza**. Registration Center will be open daily from **0800 hrs to 1800 hrs on 3-11 November 2014**.

### 10.2 Common Delegation Room

A Common Delegation Room for CSOM and AMM will be available at CNCC from **4-11 November 2014**. The room will be available for use by all meeting participants and staffed from 0800 hrs to 2000 hrs daily. The room will be equipped with computers, printers, copiers, worktables, wireless internet access and telephones.

### 10.3 Interpretation Services

English is the official language of the APEC Leaders' Week. APEC China 2014 Organizing Committee will provide technical equipment for simultaneous interpretation for requesting Economies. Interpretation will be done by interpreters arriving at the meetings as a part of relevant delegations. The same arrangements are envisaged for consecutive interpretation. Booths for simultaneous interpretation are expected to be installed in the areas adjacent to the meeting venues.

Simultaneous interpretation is envisaged for the AMM meetings and other relevant events on 7-8 November and for AELM meetings and other relevant events on 10-11 November 2014. Interpreters will be provided with interpreters' special passes to access AMM and AELM venues respectively (Please see **Section 9.3 and 9.4**). Requests for interpretation facilities and detailed information on interpreters should be submitted by sending the completed **Interpreter Support Request Form** (please refer to the Administrative Circular No.5 distributed on 19 September 2014 for details) to **[APEC2014interpretation@mfa.gov.cn](mailto:APEC2014interpretation@mfa.gov.cn)**.

## 10.4 Economy Delegation Work Rooms

Each APEC Economy and APEC Secretariat will be provided with complimentary work room at Yanqi Hotel (Level 3) for use as delegation workspace on **11 November 2014**. Rooms will be equipped with a work table and basic office equipment in a boardroom setting and will be available for delegation use during the meeting period. HELOs will provide rooms' keys to respective DLOs.

*Access to the Economy Delegation Work Rooms will be highly restricted only to the accredited delegates with special overpasses.*

## 10.5 Bilateral Meeting Rooms

At CNCC, bilateral meeting rooms will be available at no cost to delegations on a reservation basis from 0800 hrs to 2000 hrs daily from **4-11 November 2014**.

At the Yanqi Lake venue, bilateral meeting rooms will be provided at ICC at no cost to delegations on a reservation basis on 11 November 2014. Delegations are kindly advised that the availability of bilateral meeting rooms at the Yanqi Lake is limited and the agenda of the AELM is tight.

These rooms will be available in 15-minute increments. Delegates should allow 15 minutes between bilateral meetings for room refreshment.

Bilateral Meeting Rooms may be reserved in advance by emailing a completed **Bilateral Meeting Room Booking Form** (please refer to the Administrative Circular No.5 distributed on 19 September 2014 for details). Bilateral meeting rooms may also be reserved onsite by either submitting a Bilateral Meeting Room Booking Form via email or visiting the APEC Information Desk at the meeting venue.

Bilateral meeting rooms will be equipped with complimentary writing pads, pens and drinking water. Inquiries regarding bilateral meeting rooms may be directed to:

***APEC2014bilateral@mfa.gov.cn.***

*Taking into account that the access to meeting facilities during AELM will be highly restricted and to facilitate access of delegations, Economies holding bilateral meetings are requested to register their delegations in accordance with the Administrative Circular No.5 distributed on 19 September 2014.*

## 10.6 Viewing and Listening Room for CSOM and AMM

A room with audio and video feeds will be available at CNCC for accredited delegates who wish to follow proceedings of the Concluding Senior Officials' Meeting (CSOM) and the APEC Ministerial Meeting (AMM). **The room is Function Hall A, located on Level 1 (Convention Area) of CNCC.**

## 10.7 Viewing and Listening Room for AELM

Rooms with audio and video feeds will be available at ICC and Yanqi Hotel for high-level delegates with special overpasses in order to follow proceedings of the AELM Retreat and Working Lunch respectively.

Please see **Section 9.4** for additional information.

## 10.8 Prayer Rooms

Prayer rooms with washrooms located nearby will be available at the meeting venues:

CNCC: VIP Room 2-1, 2<sup>nd</sup> Floor (Convention Area)

Yanqi Hotel: Room 2261 (Male) & Room 2265 (Female), 3<sup>rd</sup> Floor

## 10.9 Medical Services

Leaders' Week participants will be provided with free basic medical services and first aid in medical centers at meeting venues during meeting hours, and at designated hotels round-the-clock:

CNCC: VIP Room 3-2, 3<sup>rd</sup> Floor (Convention Area)

ICC: Medical Center between Room 204 and Room 205, 2<sup>nd</sup> Floor

Yanqi Hotel: Room 2233, 3<sup>rd</sup> Floor

Charged transfer services for emergency cases are available at both meeting venues and designated hotels.

Please note that medical centers at meeting venue and designated hotels will only provide services for emergency medical cases and injuries but not for chronic medical complaints. Medical services for chronic diseases will be accessed at designated hospitals.

The designated hospitals are:

### **Peking Union Medical College Hospital**

No.1 Shuaifuyuan, Dongcheng District, Beijing

Tel: +86 10 6915 5284 Out-patient

+86 10 6915 9180 Emergency

[www.pumch.cn](http://www.pumch.cn)

### **Beijing Hospital**

No.1 Dahua Road, Dongdan, Dongcheng District, Beijing, China

Tel: +86 15699847570

[www.bjhmoh.cn](http://www.bjhmoh.cn)

The fees incurred by the transfer to and treatment in designated hospitals or any other hospitals as well as any subsequent treatment will be borne by participants.

Economies and Delegations should advise the Host through protocol channel necessary health information of Leaders and Spouses, AMM Ministers and Spouses, Senior Officials and Heads of Delegations.

#### **10.10 Information Desk**

Information Desks will be operating on site at CNCC from **0800 hrs to 2000 hrs daily on 3-12 November 2014** to facilitate meeting logistics and to provide participants with information and assistance.

#### **10.11 Documentation Center**

The **Documentation Center** will be located at CNCC and will be open from **0800 hrs to 1800 hrs daily from 4-8 November 2014**.

Meeting documents will be distributed in rooms approximately 30 minutes prior to the start of each meeting. Other correspondence will be distributed via inboxes for each delegation that will be located in the Common Delegation Room.

## 11. GENERAL INFORMATION

### 11.1 Beijing

The history of Beijing as a city dates back to more than 3000 years. It is renowned for its numerous historical monuments as well as natural and cultural heritage sites. At the heart of the city lies the Forbidden City and Tiananmen Square, the largest city square in the world. Popular tourist sites such as the Summer Palace, the Temple of Heaven, the Great Wall, etc. are also within or close to the city. As the capital of China, Beijing also offers visitors a complete and exciting range of culinary choices from China and across the world.

The 22<sup>nd</sup> APEC Economic Leaders' Meeting (AELM) will be held at Beijing Yanqi Lake International Conference Center. Situated at the conjunction between Hongluo Mountain and Yunment Mountain, the Lake is 50 kilometers and 45 minutes' drive from the downtown area and 30 minutes' drive from Beijing Capital International Airport. Its name Yanqi, literally meaning swans dwelling, refers to the fact that flocks of swans fly to and reside by the lake during spring and autumn.

The construction of Yanqi Island is guided by the concept of "low carbon, environment friendly and scientific and technological innovation." More than 70 world-leading ecological technologies are adopted to realize 100% clean energy use, solar-heated water use, urban refuse decontamination, recycling of kitchen waste, sewage treatment rate, implementation of soil and water conservation plans, and ecological embankment of water bodies.

### 11.2 Weather

In November Beijing slowly begins to turn wintry, and the first snow usually falls in this month, but otherwise it is very dry. The average lowest and highest temperatures are -1 °C (31 °F) and 10 °C (50 °F). Please be advised to bring winter clothes such as sweaters and thick winter coats.

### 11.3 Time

The Beijing Standard Time is 8 hours ahead of GMT. DST is not adopted in China.



## **11.4 Currency and ATM Service**

The official currency of China is RMB. Retailers in Beijing will generally not accept other currencies so it is necessary for visitors to change foreign currency into RMB in advance in order to make cash payments. No restrictions are imposed on the amount of foreign currency, traveler's checks or credit cards to be brought into China. However, non-residents carrying more than USD 5,000 (or equivalent in other foreign currencies) or RMB 20,000 in cash should declare to the Customs.

Major world currencies and travelers checks can be converted to/from RMB. Currency exchange points are located at Beijing Capital International Airport, main hotels, banks throughout the city. Banks usually take commission for money exchange and participants are advised to take it into consideration. When making a currency exchange, some banks also ask to provide a passport or other documents. Automated Teller Machines (ATMs) are found throughout the city.

It is also possible to use the ATMs located in banks, hotels, large shopping centers. Information about the location of ATMs can be obtained at the APEC Information Desks.

## **11.5 Credit Cards**

Visa, MasterCard, American Express, JCB, Diners Club, Discover and other major international credit cards are accepted at most establishments or can be used to retrieve cash from ATMs throughout the city, although some small shops and restaurants may only accept cash payments.

## **11.6 Electricity and Water Supply**

The power supply in China is 220-240 volts, 50 hertz. Two/three-pronged plugs are used. Please check before using an appliance. Tap water is not drinkable. We advise the participants to consume bottled water which can be purchased at the hotel or any nearby convenient stores.

## **11.7 Postal Service**

Post Offices generally open from 0830 hrs to 1700 hrs.

## **11.8 Restaurants**

Information on local restaurants will be available at the APEC Information Desk.

## 11.9 Tipping

Tipping in China is not customary for restaurant waiters or taxi drivers.

## 11.10 Useful Telephone Numbers

Police: 110, Fire: 119, and Medical: 120

## 11.11 Mobile Phone Information

Local phone services are reliable. Both GSM and CDMA mobile phone systems are in operation. Most modern cell phones can work in several settings that can use roaming services in different networks. Most of the GSM-phones in use in China support the protocols of GSM-900 and GSM-1800. Long distance calls within China may be made by direct dialing through International Direct Dial (IDD) in major cities or through operated assisted calls. Telex and Fax services are readily available in major hotels.

## 11.12 Smoking

There is no general prohibition on smoking in public areas in Beijing. Restaurants, bars and food courts are divided into smoking and nonsmoking zones. Inside shopping centers, theaters, museums and other cultural or educational institutions smoking is totally prohibited, though designated areas are usually provided for smokers.

## 11.13 Travel Health Insurance

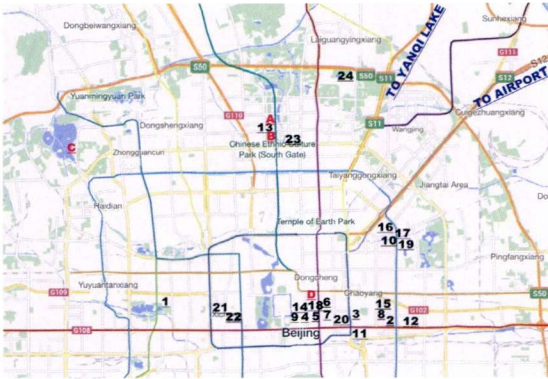
Despite the fact that first aid will be provided to the participants of the events free of charge (Please see **Section 10.9**), medications and any medical services provided by clinics, hospitals, pharmacies or other health care institutions must be paid by the participants.

# ANNEX A. MAP OF LEADERS' WEEK VENUES

## Map of Leaders' Week Venues



## Map of Leaders' Week Venues



- |                                    |  |
|------------------------------------|--|
| A. CNCC                            | 11. Hotel New Otani Chang Fu Gong          |
| B. Water Cube                      | 12. Sofitel Wanda Beijing                  |
| C. Summer Palace                   | 13. InterContinental Beijing Beichen Hotel |
| D. Waldorf Astoria Beijing Hotel   | 14. Beijing Hotel Raffles                  |
| 1. Diaoyutai State Guesthouse      | 15. Kerry Hotel, Beijing                   |
| 2. China World Hotel Beijing       | 16. Westin Beijing Chaoyang Hotel          |
| 3. St. Regis Beijing               | 17. Kempinski Hotel                        |
| 4. Beijing Hotel                   | 18. Peninsula Hotel                        |
| 5. Grand Hyatt Beijing             | 19. Great Wall Sheraton Hotel Beijing      |
| 6. Regent Beijing                  | 20. Beijing International Hotel            |
| 7. Legendale Hotel Beijing         | 21. Westin Beijing Financial Street        |
| 8. China World Summit Wing Beijing | 22. Ritz-Carlton Beijing, Financial Street |
| 9. Grand Hotel Beijing             | 23. Beijing Parkview Wuzhou Hotel          |
| 10. Hotel Kunlun                   | 24. Beijing Conference Center              |

## Map of Yanqi Lake



## ANNEX B. APEC CHINA 2014 LEADERS' WEEK PROGRAM

### APEC China 2014 Leaders' Week Program

Concluding Senior Officials' Meeting (CSOM)			
Date	Time	Meeting/Event	Venue
4 November (Tuesday)	1400-1730	APEC CTI FotC on Strengthening REI and Advancing FTAAP Meeting	Function Hall C, Level 1 (Convention Area), CNCC
	1900-2130	APEC SOM FotC Meeting on Connectivity	Function Hall C, Level 1 (Convention Area), CNCC
5 November (Wednesday)	0900-1245	CSOM Opening, Family Photo & Plenary	Ballroom A, Level 1 (Convention Area), CNCC
	1245-1400	CSOM Working Lunch	Functional Hall B, Level 1 (Convention Area), CNCC
		Buffet Lunch for Delegates	Ballroom C, Level 1 (Convention Area), CNCC
	1400-1800	CSOM Plenary	Ballroom A, Level 1 (Convention Area), CNCC
	1800-2000	Buffet Dinner for All Delegates	Ballroom C, Level 1 (Convention Area), CNCC
6 November (Thursday)	0900-1115	CSOM Plenary & Closing	Ballroom A, Level 1 (Convention Area), CNCC
	1200-1400	Buffet Lunch for All Delegates	Ballroom C, Level 1 (Convention Area), CNCC
APEC Ministerial Meeting (AMM)			
Date	Time	Meeting/Event	Venue
7 November (Friday)	1400-1730	AMM Opening, Family Photo & Plenary	Ballroom A, Level 1 (Convention Area), CNCC
	1830-2000	AMM Welcome Dinner	Grand Ballroom, Level 2, InterContinental Hotel Beijing Beichen
8 November (Saturday)	0830-1200	AMM Plenary & Closing	Ballroom A, Level 1 (Convention Area), CNCC
	1215-1245	AMM Press Conference	Media Center, Exhibition Hall 1+2, Level 1 (Exhibition Area), CNCC
	1300-1430	Buffet Lunch for All Delegates	Ballroom C, Level 1 (Convention Area), CNCC

<b>APEC Economic Leaders' Meeting (AELM)</b>			
<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>Venue</b>
10 November (Monday)	1515-1630	ABAC Dialogue with Leaders	309A+B and other venues nearby, Level 3 (Convention Area), CNCC
	1800-2100	AELM Welcome Dinner & Cultural Performance (with Family Photo before the Event)	Water Cube
11 November (Tuesday)	0915-0925	AELM Reception of Leaders' Arrival	Hongyan Hall, Level 1, ICC, Yanqi Lake
	0930-1130	AELM Retreat I	Jixian Hall, Level 2, ICC, Yanqi Lake
	1135-1140	AELM Family Photo	Hongyan Hall, Level 1, ICC, Yanqi Lake
	1145-1200	AELM Tree Planting	Summer Garden, Yanqi Lake
	1215-1345	AELM Working Lunch	Haiyan Hall, Level 2, Yanqi Hotel, Yanqi Lake
		Lunch for Ministers and Senior Officials	Conference Room A, B, C, E, Level 1, Yanqi Hotel, Yanqi Lake
		Lunch for Staff Members	Waterside, Level 1, Yanqi Hotel, Yanqi Lake
	1400-1600	AELM Retreat II	Jixian Hall, Level 2, ICC, Yanqi Lake
1615-1630	Host Press Conference	Hongyan Hall, Level 1, ICC, Yanqi Lake	
<b>APEC Business Sector Events</b>			
<b>Date</b>	<b>Time</b>	<b>Meeting/Event</b>	<b>Venue</b>
5-8 November	---	The 4 <sup>th</sup> ABAC Meeting (ABAC4)	Waldorf Ballroom, Level 2 and other venues nearby, Waldorf Astoria Beijing Hotel
8 November (Saturday)	1730-2000	APEC CEO Summit Welcome Reception	Level 1, China World Hotel Beijing
9 November (Sunday)	0900-1815	APEC CEO Summit	Plenary Hall A+B, Level 4 (Convention Area), CNCC
	1900-2030	APEC CEO Summit Networking Dinner	Exhibition Hall 3+4, Level 1 (Exhibition Area), CNCC
10 November (Monday)	0830-1730	APEC CEO Summit	Plenary Hall A+B, Level 4 (Convention Area), CNCC
	1500-1630	ABAC Dialogue with Leaders	309A+B and other venues nearby, Level 3 (Convention Area), CNCC

*Amendments to the program, if any, may be issued by the APEC China 2014 Organizing Committee through the SOM Chair's Office or the Host Economy Liaison Officer (HELO).*

## ANNEX C. VENUE PLAN

### APEC 2014 CSOM/AMM Venue Arrangements

	VENUE NAME	LOCATION
Conference Room	Conference Room	Ballroom A, Level 1 (Convention Area), CNCC
	Function Hall C	Function Hall C, Level 1 (Convention Area), CNCC
Function Area	Viewing and Listening Room	Function Hall A, Level 1 (Convention Area), CNCC
	Function Hall B	Function Hall B, Level 1 (Convention Area), CNCC
	Media Center	Exhibition Halls 1+2, Level 1 (Exhibition Area), CNCC
	Bilateral Meeting Room 1	301A, Level 3 (Convention Area), CNCC
	Bilateral Meeting Room 2	301B, Level 3 (Convention Area), CNCC
	Bilateral Meeting Room 3	302A, Level 3 (Convention Area), CNCC
	Bilateral Meeting Room 4	302B, Level 3 (Convention Area), CNCC
	Bilateral Meeting Room 5	303A, Level 3 (Convention Area), CNCC
	Bilateral Meeting Room 6	303B, Level 3 (Convention Area), CNCC
	Bilateral Meeting Room 7	305, Level 3 (Convention Area), CNCC
	Bilateral Meeting Room 8	402A+B, Level 4 (Convention Area), CNCC
	Bilateral Meeting Room 9	403, Level 4 (Convention Area), CNCC
	Bilateral Meeting Room 10	Function Hall B, Level 1 (Convention Area), CNCC
	Documentation Center	203A+B, Level 2 (Convention Area), CNCC
	Prayer Rooms	VIP Room 2-1, Level 2 (Convention Area), CNCC
	Medical Center	VIP Room 3-2, Level 3 (Convention Area), CNCC
	Registration Center	Ground floor, Digital Beijing Plaza
Office Area	APEC 2014 SOM Chair's Office	215, Level 2 (Convention Area), CNCC
	APEC Secretariat Executive Director's Office	201, Level 2 (Convention Area), CNCC
	APEC Secretariat's Meeting Room	202A, Level 2 (Convention Area), CNCC
	APEC Secretariat's Office	202B, Level 2 (Convention Area), CNCC
	Common Delegation Room	205A+B, Level 2 (Convention Area), CNCC



# China National Convention Center

## (Convention & Exhibition Area)



## L1

1. Ballroom A: Conference Room
2. Ballroom C: CSOM Buffet Lunch/Dinner, AMM Buffet Lunch
3. Function Hall A: Viewing and Listening Room
4. Function Hall B: CSOM Working Lunch / Bilateral Meeting Room 10
5. Function Hall C: Friends of the Chair Meetings
6. Exhibition Hall 1+2: Media Center

# China National Convention Center (Convention Area)

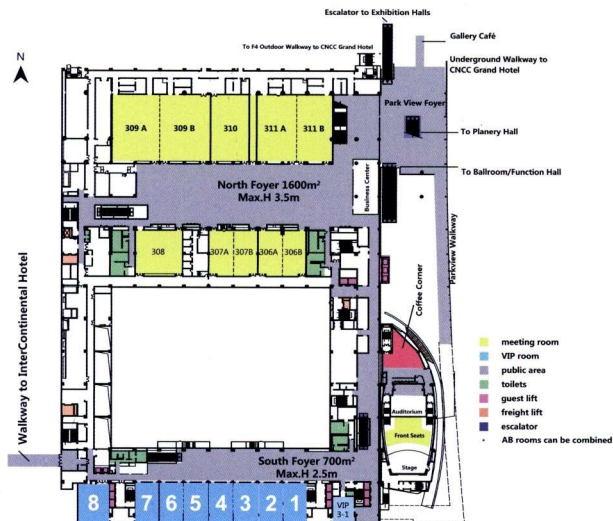


## L2

1. 215: APEC 2014 SOM Chair's Office
2. 201: APEC Secretariat Executive Director's Office
3. 202A: APEC Secretariat's Meeting Room
4. 202B: APEC Secretariat's Office
5. 205A+B: Common Delegation Room
6. 203A+B: Documentation Center
7. VIP Room 2-1: Prayer Room

# China National Convention Center

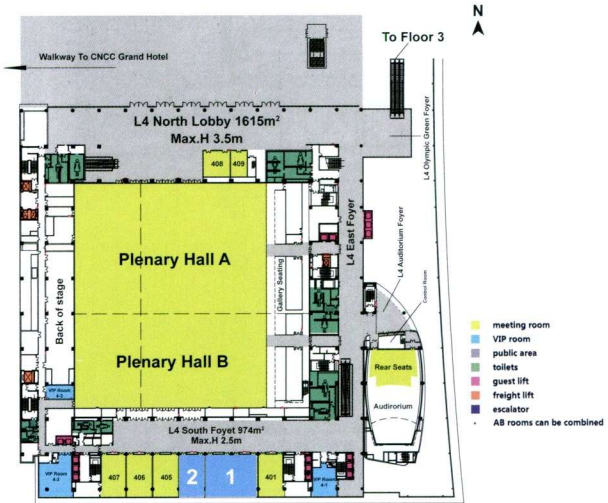
(Convention Area)



## L3

1. 301A: Bilateral Meeting Room 1
2. 301B: Bilateral Meeting Room 2
3. 302A: Bilateral Meeting Room 3
4. 302B: Bilateral Meeting Room 4
5. 303A: Bilateral Meeting Room 5
6. 303B: Bilateral Meeting Room 6
7. 305: Bilateral Meeting Room 7
8. VIP Room 3-2: Medical Center

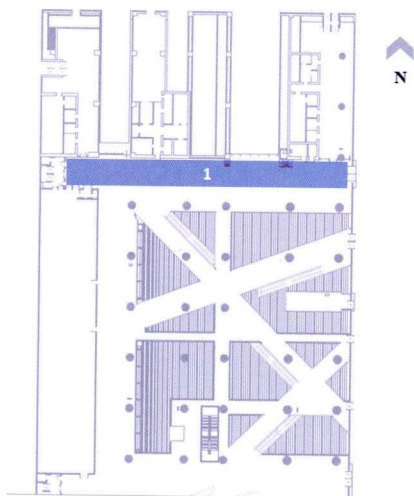
# China National Convention Center (Convention Area)



## L4

1. 402A+B: Bilateral Meeting Room 8
2. 403: Bilateral Meeting Room 9

## Digital Beijing Plaza



**L1**

1. Registration Center



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