

## Conference Logistics

### Inaugural Global Forest Biodiversity Initiative Conference

### & GFBI-FECS Joint Symposium 2017

#### Visa application:

You should contact your nearest Embassy or Consulate of the People's Republic of China and make arrangement for your visa application. Our official invitation and a copy of conference program (see attached, also downloadable from <http://www.gfbinitiative.org/symposium2017> ) will be needed for your visa application. We will send you the formal invitation letter in April.

#### Flight schedule, tickets:

**Conference participants:** please book your own flight and make sure you will arrive at Beijing Capital International Airport (PEK) before September 6th, 2017. Send a copy of your flight itinerary to our travel coordinator <[lihui@bjfu.edu.cn](mailto:lihui@bjfu.edu.cn)>, so that we can pick you up at the airport.

**Guest speakers and invited participants:** please book your own flight and make sure you will arrive at Beijing Capital International Airport (PEK) before September 6th, 2017. Send a copy of your flight itinerary to our travel coordinator <[lihui@bjfu.edu.cn](mailto:lihui@bjfu.edu.cn)>, so that we can pick you up at the airport. We will reimburse your ticket when you come to Beijing in September (retain all your boarding passes for reimbursement).

**Pre-conference trip participants:** please book your own flight and make sure you will arrive at Beijing Capital International Airport (PEK) before September 3th, 2017. Send a copy of your flight itinerary to our travel coordinator <[lihui@bjfu.edu.cn](mailto:lihui@bjfu.edu.cn)>, so that we can pick you up at the airport.

#### Hotel accommodation:

**Travel support recipients:** We will reserve a room for you at the Beijing Xijiao Hotel during the course of the conference (September 5-9). Hotel address is Building No. 9 (<http://www.xijiao-hotel.com.cn/>), No.18 Wangzhuang Road, HaiDian District, Beijing, China. P.C:100083, Tel: (8610)-62322288 Fax: (8610)-62311142

You may choose to stay over extended periods (prior to Sep 5, or later than Sep 9) at the same hotel at your own cost. Please contact our travel coordinator <[lihui@bjfu.edu.cn](mailto:lihui@bjfu.edu.cn)>.

**Non-travel support recipients:** we recommend that you reserve a room at the same hotel for the convenience of commuting (Booking link: <http://gfbifecs.csp.escience.cn/dct/page/65559> ).

#### Meals:

We will have a dinner banquet at Beijing Xijiao Hotel on Sep 6. Other meals are all-you-can-eat buffets at Beijing Xijiao Hotel.

## Conference Venue:

The Xueyan Building of the Beijing Forestry University. We will organize a shuttle service to commute between the Hotel and the Conference Venue.

**For non-GFBI members:** your registration fee will be \$120 (to cover meals and excursions). Payments with Credit card or money-order will be accepted starting April 15. This registration fee can be waived for participants submitting a full length manuscript to Forest Ecosystems (<https://forestecosyst.springeropen.com/>) by August 1st, 2017.

For any other questions or specific needs regarding this conference, please contact Dr. Li Hui at [lihui@bjfu.edu.cn](mailto:lihui@bjfu.edu.cn).

## Common Questions:

### 1. Shall I submit a manuscript for the conference proceedings?

Those who require travel support are obliged to submit their manuscript at the Forest Ecosystems website (<https://forestecosyst.springeropen.com/>). Self-funded participants are not required to submit a manuscript.

For all travel-support recipients, the deadline for manuscript submission is August 1<sup>st</sup>, 2017. The deadline may be extended to August 25<sup>th</sup>, but approval must first be obtained; please approach the Organizing Committee before 1<sup>st</sup> August, if you require extension.

### 2. How can I apply for a visa to go to China?

The procedure is different for different countries, so if you have special requirements, please contact us by email ([lihui@bjfu.edu.cn](mailto:lihui@bjfu.edu.cn)).

### 3. What shall I do after my plane arrives in Beijing?

Our volunteers will hold a sign indicating the name of the conference, they are waiting for you at the exit of International Arrival at the Beijing Airport (where you will see many other local people waiting to pick-up their guests). Please look for the sign. They will take you to the hotel.

Please email [lihui@bjfu.edu.cn](mailto:lihui@bjfu.edu.cn) ahead to time to let us know of your arrival date, time, and flight info. The emergency contacts are 0086+18610241605 (Dr. Li) and 0086+13811405380(Ms. Huang). If you have any problems, please contact us.

### 4. What are the policies for people who will, at their own expense, book the hotel, attend the banquet and the excursion

We will book rooms for all participants. If you come at your own expense, you should pay at the hotel reception when checking out.

The price for banquets and excursion is \$120, you can pay by credit card at the hotel reception or by cash at the reception desk.

### 5. How to pay for banquets and excursion for additional guests and family members?

We welcome all guests and family members to participate in our conference! Entourages of GFBI members can get a discount price of \$100, which will cover the banquets and meals, as well as excursions. This can be paid by credit card at the hotel reception or by cash at the reception desk.