



**Meeting of G-20 Finance and Central Bank Deputies**  
**Chongqing, P.R. China, 14-15 March, 2005**

## **Administrative Circular**

### **Venue and dates**

The meeting of G-20 Finance and Central Bank Deputies will be held from Monday, 14 March, to Tuesday, 15 March 2005, at the Golden Resources Hotel, Jiangbei District, Chongqing, P.R. China.

### **Delegate accreditation and security policy**

Please note that access to the meeting room on 14-15 March will be restricted to Deputies plus two delegates for each country. For security reasons, all participants must be accredited and be in possession of their identification badges at all times, including at social events. Deputies will receive red badges; delegates will receive blue badges.

**All participants in the G-20 Deputies meeting are requested to complete the online registration form and submit it to the Secretariat before 21 February 2005.** To register online, please click on the link to the special registration website on the G-20 Members Forum (<http://www.g20.org/g20memberenglishweb>). The user-ID and password for the G-20 Members Forum have already been sent to you by mail.

If you do not have your user-ID and password to hand, please contact the Secretariat for assistance (E-mail to [organization@g20.org](mailto:organization@g20.org) and indicate your fax number as we will not send the password by e-mail).

Identification badges will be provided to all participants at the registration counter upon arrival at the Golden Resources Hotel in Chongqing. The registration counter will be located in the lobby of the Golden Resources Hotel and will be open from 15:00 to 23:00 on Sunday, 13 March 2005. Late arrivals will find another registration counter at the gate of the International Conference Hall from 8:00 to 12:00 on Monday, 14 March 2005.

### **Accommodation and reservations**

Please note that the G-20 Organisation Secretariat has made block reservations at the Golden Resources Hotel (details below).

No.1, the 2nd Branch, Jianxin North Road  
Jiangbei District  
Chongqing  
P.R.China  
[Http://www.grhotel.cn](http://www.grhotel.cn)

Contact Person: Ms. Ru AN  
Phone: +86 23 67958888 ext 5801  
Mobile: +86 13110217171  
Fax: +86 23 67958688

Please note that the Golden Resources Hotel will be directly responsible for all reservations. To reserve accommodation at the Golden Resources Hotel, participants are requested to download the registration form at the link (<http://www.g20.org/docs/hotelchq.doc>), complete and fax the form to the Hotel. **All room reservation requests must be received before 21 February 2005 through fax.** The Golden Resources Hotel provides the following options:

**Superior Standard Room:** \$120 per night  
**Deluxe Standard Room:** \$132 per night  
**Deluxe Suite:** \$168 per night  
**Executive Standard Room:** \$150 per night  
**Executive Suite:** \$180 per night

Room rates include breakfast and tax. A valid credit card number is required for confirming reservations. Rooms cannot be guaranteed at the negotiated rate if reservations are received after 21 February 2005. Delegates requiring early morning check-in must reserve their rooms for the previous night. Current international hotel industry regulations and practices shall apply to cancellations and "no shows".

Note: All participants will be responsible for the individual payment for their room and all incidental expenses.

### **G-20 Members Forum**

For further information, please consult the password-protected G-20 Members Forum. The website will be updated periodically as information becomes available. We recommend that you consult it regularly.

### **G-20 Secretariat Office**

A Secretariat Office with full secretariat staff have been established to provide the assistance for all delegations. The Secretariat will function from 17 January 2005 and can be contacted through the following channels:

Phone +86 10 68535417; 68535421; 68535423; 68535424; 68535425;  
Fax +86 10 68535415  
E-mail [organization@g20.org](mailto:organization@g20.org) [policy@g20.org](mailto:policy@g20.org)

In addition the Secretariat will have a service counter located directly in the Golden Resources Hotel during the meeting.

The Secretariat has been divided into two groups:

#### **Organisation Secretariat (meeting accreditation)**

Phone: +86 10 6853 5421  
Fax: +86 10 6853 5415  
E-mail: [organization@g20.org](mailto:organization@g20.org)

Policy Secretariat (agenda, documents, meeting procedures)

Phone: +86 10 6853 5417  
Fax: +86 10 6853 5415  
E-mail: [policy@g20.org](mailto:policy@g20.org)

**Entering China**

Please note that a valid passport or an appropriate travel document is required to enter China. Delegations should contact the nearest Chinese diplomatic mission for information on Chinese entry/immigration requirements.

**Arrival in Chongqing and transportation to the Hotel**

Chongqing Airport is located approximately 20 km from Chongqing city centre. During 13-16 March 2005, coach will be provided for the transportation between the airport and the hotel for all participants. To facilitate the arrangement of transfers, participants are requested to confirm travel information on the online registration form. Changes to travel plans should be communicated to the Secretariat well before the planned arrival date (contacts see above).

**Meeting room**

The Deputies meeting will take place in the "International Conference Hall", located on the third floor of the Golden Resources Hotel.

**Language**

The working language of the meeting will be English. Interpretation facilities will not be available.

**Dress code and clothing**

Please note that the dress code for the meeting and the social events is formal (except for the Dazu site tour on Tuesday, 15 March, where the dress code will be "casual").

The usual temperature in Chongqing during March is approximately 14°C (57°F). Average temperatures range between daytime highs of 20°C (68°F) and evening lows of 10°C (50°F). Warm clothing is highly recommended.

**Common delegation office**

A common delegation office (located on the third floor) will be equipped with personal computers (including internet access), printers and telephones. Copying machines will be provided.

**Social events**

On the evening of 13 March 2005, the Vice Minister of Finance and the Deputy Governor of Central Bank will have the pleasure of hosting a reception dinner for delegations at the Banquet Hall of the Golden Resources Hotel. Dress code is formal.

On the evening of 14 March 2005, the Mayor of Chongqing will have the pleasure of inviting delegations to a welcome dinner and cruise tour. Dress code is formal.

On the afternoon of 15 March 2005 all delegates are invited (optional) to take part in site visit to the Buddhist Stone Carvings in Dazu. Participants will be accompanied by an English-speaking guide.

During 14-15 March, delegate spouses will have the following options:

1. Downtown Shopping.
2. Visit to local charity.
3. Visit tourist site- Hechuan Fishing Town.

**Please indicate on the registration form whether you wish to attend the above-mentioned events.**

### **Medical services**

Participants will be financially responsible for all medical services and are advised to make appropriate arrangements for insurance to cover medical, surgical, dental and hospital expenses while in P.R.China. The telephone number for emergency calls in P.R.China is 120.

### **Electricity**

The power supply in P.R.China is 220/230 volts, AC/50 cycles. Delegates are advised to bring adapters with them.

### **Currency and credit cards**

The Chinese currency is the RMB, which is divided into 100 cents. The current exchange rate is:

US\$100 = RMB 828

Euro€100 = RMB 1078

Japanese Yen100 = RMB 8.08

Major credit cards are accepted in most hotels, restaurants and department stores.

## Banquet & Conference Area

