

第七届

中国·成都

Chengdu · China

2017年9月6-7日

September 6-7, 2017

世界木材与木制品贸易大会参会指南

7th China Global Wood Trade Participants' Guide



大会时间及地点 Time and Venue

会议时间: 2017 年 9 月 6 日 -7 日

会议地点: 成都锦江宾馆

全体会议: 卢浮花园

分会场 1: 鸿宾厅

分会场 2: 锦江 B 厅

分会场 3: 锦江 A 厅

商务洽谈: 卢浮花园侧厅

展览地点: 四川省人大会议中心

地 址: 中国四川省成都市人民南路二段 80 号

电 话: +86 (0) 28-85506818

Time: Sept 6-7, 2017

Place: Chengdu Jinjiang Hotel

Plenary Conference : Louvre Garden

Session A: Dignitary Hall

Session B: Jinjiang B Hall

Session C: Jinjiang A Hall

Business Matching Area: Foyer of Louvre Garden

Exhibition: Sichuan Province National People's Congress Conference Center

Address: No.80 Renmin Road South, Chengdu, Sichuan Province, P.R.China

Telephone: +86(0)28-85506818





大会报到 Conference Registration

9月5日全天报到；地点：成都锦江宾馆

- ◆ 因参会代表众多，为避免过长等待，代表请在报到台办理报到及入住手续；
- ◆ 参会代表在报到时将领取会议资料一套，代表证一个以及9月6日大会当天的午餐和晚宴餐券；
- ◆ 会议期间，所有参会代表进入会场须佩戴代表证。未佩戴代表证者，谢绝进入会场；
- ◆ 请保管好个人财物，贵重物品随身携带；

- ◆ Participants may register for the conference all day on September 5 in the lobby of Chengdu Jinjiang Hotel.
- ◆ Participants will be provided with a package of conference materials, a name badge and meal coupons upon registration.
- ◆ Participants should wear name badges when entering the conference room, otherwise he/she will not be allowed to enter.
- ◆ Please take care of your personal belongings and keep valuables with you.



日程安排 Conference Program

9月6日：全天大会

- ◆ 大会将于9点00分准时开始，请参会代表提前10分钟入场；
- ◆ 开会期间，请将移动电话关闭或设置为静音状态；
- ◆ 请务必携带有效证件（身份证或护照）领取同传耳机；

9月7日：行业参观

- ◆ 大会专设行业参观环节，并将参观成都地区的优秀企业代表以及城市港口码头建设；
- ◆ 参观的出发时间为9月7日8:00，请参观人员届时于锦江宾馆的大堂集合；
- ◆ 参观结束时间为9月7日17:00，并将乘车返回锦江宾馆；

特别提示：

- ◆ 领导及演讲嘉宾请在会场前排指定区域桌牌前就座；
- ◆ 大会官方语言为中文和英文。面对主席台左侧的幕布将投放演讲者所使用语言的幻灯片，右侧幕布将投放另一语言的演讲幻灯片，请参会代表依照语言需要入座；

September 6: One-Day Conference

- ◆ The Conference will start at 9:00 am. participants are advised to enter the conference room 10 minutes in advance.
- ◆ Mobile devices are required to be switched off or be at silent mode.
- ◆ Please exchange headset for simultaneous translation with your identification card or passport.

September 7: Industry Tour

- ◆ The program includes an industry tour to the port, manufactures and industry park.
- ◆ The departure time is 8:00 and visitors should gather in the lobby of the hotel before 8:00.
- ◆ The industry tour will be finished at 17:00 and visitors will be sent back to the hotel.

Special Reminder:

- ◆ VIPs and speakers should take the front seats in designated area according to the signage on the table.
- ◆ PPT in English will be displayed in the left screen when a non-Chinese speaker gives his/her speech while the Chinese version will be on the right screen. The screen display will be opposite during the Chinese speakers' time. Participants should take seat in the section of the conference which helps him/her to read the PPTs best in the language of his/her preference.



大会语言 Conference Language

大会语言为中文和英文。会议期间，所有会场将提供中英俄日文同声传译服务，参会人员在进入会场之前，凭有效证件（身份证或护照）领取同传耳机。请妥善保管接收耳机。

Chinese and English will be used in the conference. Simultaneous or consecutive translation in Chinese, English, Russian, Japanese will be provided in plenary and parallel sessions. Participants shall exchange headsets before entering into the conference room with identification card or passport, use the headset with care and return up after the conference.



接送站服务 Transport Service

本次大会不设接送站服务，请直接乘坐交通工具抵达会场。

There is No-free shuttle service to and from Airport/Railway station, participants should arrange it on his/her own.



宾馆住宿和房间电话使用 Accommodation and Use of Telephones

本次大会设有标准大床房和标准双床房，价格均为 550RMB/晚。房间数量有限，先预定者先得。如果房间不够，大会秘书处将协助参会代表另订房间。

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请参会代表注意：您通过会务组预定的酒店天数和房间数务必住满，一旦取消预订，酒店有权要求参会代表补付 100% 的全部房费。代表在房间内如需拨打成都市内电话和国内长途电话，须到总服务台办理有关手续后开通。

酒店退房时间为退房当天中午 12 点。请代表于退房当天中午 12 点前大堂总服务台办理退房手续。通过会务组预定提前抵达本酒店或会议结束后继续留住的代表，9 月 15 日前可继续享受本次会议优惠住宿房价标准。

There will be Single Bed Room and Twin Bed Room for the participants with the price of RMB 550 per night. The rooms are limited in quantity and will be reserved based on a “first come, first served” principle. The conference secretariat may reorganize the room reservations when rooms are not enough. Participants shall check in at the reception of the hotel with confirmation of reservation. Please note that it is not permitted to cancel or reduce the number of rooms or duration of the stays for the reservation made through the conference secretariat. 100% penalty will be applied for any cancellation. If participants need to make local or long call with the telephones in the room, activation of telephone service should to be arranged at the reception desk.

Participants should check out at the reception desk by 12:00 on the departure day. Rooms reserved by conference participants through conference secretariat from September 4 to September 15 could enjoy discounted group room rate of the conference.





大会餐饮 Food and Drinks

大会将为参会代表提供 9 月 5 日的晚餐 9 月 6 日大会当天的午餐、会议期间茶点以及招待晚宴，并在 9 月 7 日为参加当天行业参观的代表提供午餐。请凭相应餐券到以下指定地点用餐：

日期	用餐时间	地点	餐票种类
9 月 5 日晚餐	18:00—20:00	紫竹餐厅（贵宾楼一楼）	凭晚餐券
9 月 6 日午餐	12:00—13:30	紫竹餐厅（贵宾楼一楼）	凭午餐券
9 月 6 日晚餐	18:00—21:00	卢浮花园（主楼一楼）	凭晚餐券
9 月 7 日午餐	另行通知	另行通知	凭参观券

The conference offers dinner on September 5th lunch, coffee & tea and welcome reception on September 6th and lunch for participants of the Industry Tour on September 7th. Please see the table below for details:

Item	Time	Venue	Coupon Used
Dinner (Sept.5)	18:00—20:00	The Bamboo Garden (1st Floor of VIP Building)	Dinner Ticket
Lunch (Sept.6)	12:00—13:30	The Bamboo Garden (1st Floor of VIP Building)	Lunch Coupon
Welcome Reception (Sept. 6)	18:00—21:00	Louvre Garden (1st Floor of North Wing)	Dinner Ticket
Lunch (Sept. 7)	To be Informed	To be Informed	Visiting Ticket



其他服务 Other Services

- ◆ 房间免费上网，大堂、公共区域均无线宽带覆盖。
- ◆ 凭房卡免费使用酒店健身房、游泳馆。
- ◆ Free internet access in rooms, free Wifi in the lobby and public areas;
- ◆ Free access to fitness center and swimming pool with room card.



大会秘书处 The Secretariat of the 7th GWT China Conference

总策划人：申伟 木材进出口商分会秘书长、国际交流与合作部主任 wei.shen@cnwood.org

日程、宣传及会务负责人：杨俊逸 国际交流与合作部宣传及会展专员 junyi.yang@cnwood.org

招商负责人：胡帆 进出口商分会会员发展与联络专员 fan.hu@cnwood.org

宣传及会务专员：谭艺 国际交流与合作部实习生 intern@cnwood.org

General Manager

Shen Wei, Secretary General, China Wood Importers Committee, Director of International Exchange & Cooperation Division of CTWPDA, wei.shen@cnwood.org

Agenda, Communication & Event Management

Yang Junyi, Communication & Event Management Officer, International Exchange and Cooperation Department of CWTPDA, junyi.yang@cnwood.org

Sales & Marketing

Hu Fan, Membership Liaison & Development Officer, International Exchange and Cooperation Department of CWTPDA, fan.hu@cnwood.org

Communication & Event Assistance

Tan Yi, Communication & Event Management Assistant Officer, International Exchange and Cooperation Department of CWTPDA, intern@cnwood.org

联系方式:

电话: +86 (0) 10 6839 2607

传真: +86 (0) 10 6839 2652

邮箱: int@cnwood.org

网址: www.gwtchina.org

Conference Secretariat Contact:

Tel: +86 (0)10 6839 2607

Fax: +86 (0)10 6839 2652

Email: int@cnwood.org

Web: www.gwtchina.org

会议现场联系人:

大会总联系人: 申伟

+86 (0) 15801544904

现场管控联系人: 杨俊逸

+86 (0) 15201437847

报道联系人: 胡帆

+86 (0) 18810584952

报道联系人: 谭艺

+86 (0) 18813102513

酒店住宿联系人: 陈洁

+86 (0) 15201338156

发票联系人: 宋楚蕾

+86 (0) 13910585758

会展联系人: 孟祥云

+86 (0) 18813062286

Conference Secretariat On-site:

Shen Wei

+86 (0) 15801544904

Yang Junyi

+86 (0) 15201437847

Registration: Hu Fan

+86 (0) 18810584952

Registration: Tan Yi

+86 (0) 18813102513

Accommodation: Chen Jie

+86 (0) 15201338156

Invoice: Song Chulei

+86 (0) 13910585758

Exhibition: Meng Xiangyun

+86 (0) 18813062286

