

AD15 Participants Guidance

Dear Delegates,

Thanks for registering the 15th IWA World Conference on Anaerobic Digestion (AD-15) which will be held during October 17-20, 2017 at the China National Convention Center (“国家会议中心” in Chinese and abbr. CNCC) in Beijing, China. Below are notices & information for your easy arrival and stay in Beijing. It's recommended to bring this file with you during the conference.

1. Arrival: Airport –CNCC

All flights arrive at Beijing Capital International Airport, which is 30 kilometers from town, and is served by major international airline companies. Airport shuttle bus connect the airport to different parts of downtown Beijing, including China National Convention Center.

1.1 By Airport Shuttle Bus

It's convenient to take an Airport Shuttle Bus to the conference site if you travel light. Please select Airport Shuttle Bus Line No. 6, which runs from Beijing Capital International Airport to Shangdi Holiday Inn (上地智选假日酒店 in Chinese). Please get off at Aoyuncun Station (奥运村 in Chinese), at a cost of 26 Yuan bus ticket, from where it's about 10 minutes' drive by taxi to China National Convention Center (abbr. CNCC). It's recommended to take a taxi here to CNCC, costing around 13 Yuan for single way ride. The earliest bus from Airport leaves at 08:30, while the last one departs at 21:30 from the Airport.

1.2 By Subway

Should you master a few “Chinese” word adequate to asking for directions, taking subway from the airport to CNCC is fun to discover. Take the Airport Express Line from the “Airport T3/T2 Station” (机场地铁站 in Chinese), getting off at “San Yuan Qiao Interchange Station”(三元桥换乘站 in Chinese) and change to Subway Line No. 10, then ride the side towards “BA GOU STATON” (巴沟站 in Chinese). Get off Subway Line No. 10 at “Bei Tu Cheng Interchange Station” (北土城换乘站 in Chinese) and change to Subway Line No. 8 then heading to “Olympic Green Station” (奥林匹克公园站 in Chinese). Exit

the “Olympic Green Station” from “Exit E”, you’ll see the CNCC right head of you. Then overall subway ride will be around 1.5 hours at cost of 29.00 Yuan per person / one way ride.

✧ **Note:** *Subway staffs DO NOT speak English. Better to ask for colleague/friend fluent in Chinese to accompany or their number in case for assistant call.*

1.3 By Taxi

The total cost from Airport to CNCC is around 80 Yuan (appr. US\$ 12, kindly noted the driver only accept Chinese currency (Renminbi) in cash, and no credit card), including the expressway fee. Driving time is around 40 minutes. If encountering a heavy traffic, the cost may be higher. Also the time spent may be longer. This option is strongly recommended for the “first comer”, you could show below note to the taxi driver.

TAXI NOTE

司机师傅您好，请送我去国家会议中心，谢谢！
地址：北京市朝阳区奥林匹克公园天辰东路7号（近奥林匹克公园地铁站）

Please take me to China National Convention Center, thank you!
(Address: No.7 Tianchen East Road, Olympic Green, Chaoyang District, Beijing)

Please note that you need to just ignore any “taxi” drivers inside the airport terminal, and proceed directly to the official taxi waiting area (only one in each terminal) by following the airport signage (both in Chinese and English), to an official taxi with a sign on the roof and with the driver's registration card.

Tips:

It is recommended that passengers should make sure the taxi is metered and ask for a receipt when alighting from a car because the details of the car are listed in it. This is useful should you have any problems such as leaving property behind.

2. Transportation in Beijing

2.1 The Subway

The subway system in Beijing has 15 lines. The fare is 3-9 Yuan. Trains run from 5:30 in the morning until 11:00 in the evening. A ticket can be bought at the ticket office at each station or at an automatic ticketing machine. Subway stops are announced over the train's speaker system in Chinese and English. Commonly, there are four entrances in four directions for each stop. So, you should make sure which one to take when getting out of the station or you will probably get lost. You can find signs with the main destinations at crossings of the passageway. Passengers can find toilets on the platform level or in the ticket hall of each stop.

2.2 Airport Express Train

The Airport Express Line of the Subway serves the airport from Terminal 3 to Terminal 2 and then takes passengers to Dongzhimen (东直门 in Chinese) via Sanyuanqiao (三元桥 in Chinese). This line was opened just prior to the 2008 Summer Olympics. It carries passengers to the airport in twenty minutes from the city center, covering a distance of 28 kilometers.

Tips:

1. Tickets are issued for one-way use only.
2. It is suggested to prepare loose change beforehand to take metro. At most stations passengers can buy the ticket either at the Customer Service Center or self-service ticket vending machine, but some stations are only equipped with ticket vending machines which accept 1 Yuan coin, 5 Yuan and 10 Yuan banknotes.

2.3 Taxis

Taxis in Beijing have several colors. All of them show a taximeter inside. You can easily find them in every part of Beijing. All Taxis will charge 2.3 Yuan per kilometer with a base rate or minimum charge of 13 Yuan.

Tips:

The price is calculated exactly by every 500 meters (547 yards) and every 2.5 minutes.

1. The price will be rounded to the whole number of Chinese Yuan. For example, 15.4 Yuan will be rounded down to 15 Yuan, and 15.6 Yuan will be rounded up to 16 Yuan.

2. The toll for an expressway or a bridge should be extra paid by the passengers.
3. There is an empty run of about 50 kilometers (31 miles) while returning to the city center. So, few drivers would like to have a single run to the spot. It is best to hire one for a round trip under this circumstance.

3. Venue Map and How to Get to CNCC from the City by Subway



Take subway line 8 to “Olympic Green Station” (奥林匹克公园站 in Chinese, use Exit E) and you’ll see the CNCC right head of you, walk to the C3 Gate of venue (this will take approximately 5 minutes).

Take subway line 15 to “Olympic Green Station” (奥林匹克公园站 in Chinese) (use Exit H) and you’ll see the CNCC right head of you, walk to the C3 Gate of venue (this will take

approximately 5 minutes).

4. Conference Registration Onsite

4.1 Registration Desk

A Registration Desk will be set-up on the 1st floor at CNCC during the following days and time, please look for the registration signage:

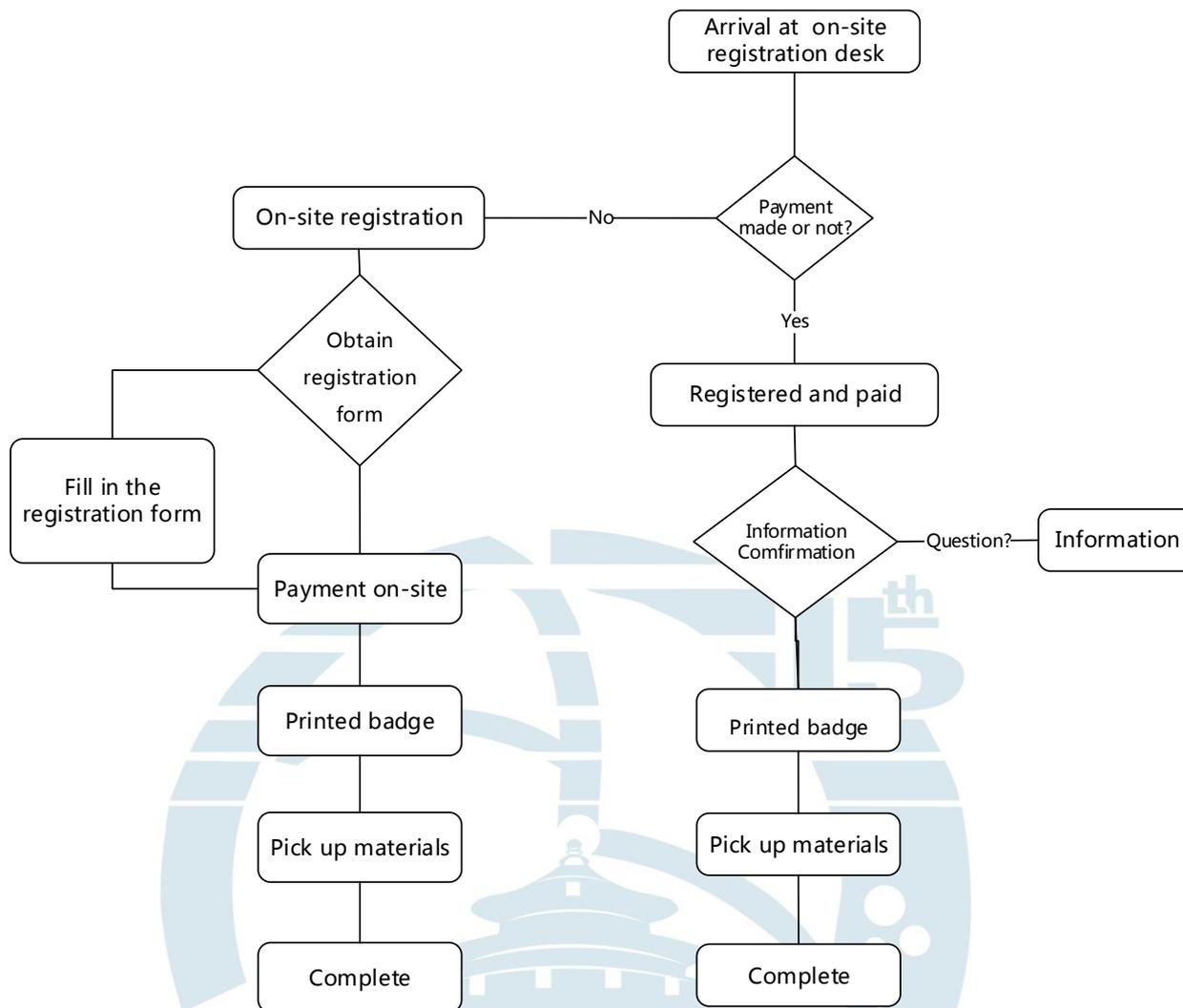


Date	Time
Oct 17 th , 2017 (Tuesday)	08:00-21:00
Oct 18 th , 2017 (Wednesday)	08:00-18:00
Oct 19 th , 2017 (Thursday)	08:00-18:00
Oct 20 th , 2017 (Friday)	08:00-18:00

Download the programme:

http://www.ad15.org.cn/Upload/user/546848/file/20171001/20171001110353_7409.pdf

4.2 The Flow of Registration



* Upon your arrival at the registration area, please tell your last name used for online registration to one of the staffs stationed at the registration counter in checking your status.

* Student should bring his/her Student ID for registration on-site.

4.3 Registration Fees on Site from Oct 17th :

On Site	HIC	LIC
IWA Member	4500 RMB	3800 RMB
Non IWA Member	5200 RMB	4500 RMB
Student	2200 RMB	
Gala Dinner	550RMB	
Registration Fee includes: Book of abstracts, coffee/tea breaks, meals of lunch & welcome reception.		
HIC: High Income Countries		LIC: Low Income Countries

Technical Tour	CNY
Technical Tour Line 1: Xiaohongmen Municipal WWTP, Beijing	350
Technical Tour Line 2: Deqingyuan Ecological Park, Beijing	350

Any inquiries about the registration, social events and excursion, etc. could be consulted with staffs at the registration desk, where delegates picking up conference materials and Fapiao (for Chinese delegates only).

4.4 Items to be collected during registration:

1. Name Badge
2. Welcome Reception and Lunch Coupon, Gala Dinner Ticket (for IWA Member, None Member and Students who purchased the gala dinner),
3. Technical tour for delegates purchased the tour only
4. Conference Program & Abstract Proceedings
5. Conference Bag, pens, etc

5. Presenter Guidelines:

5.1 Oral Presentation

- Presentations using Microsoft PowerPoint are strongly recommended, ensuring they display well on a Windows-operating computer. Presentations in Plenary Hall B need to prepare your file in 16:9 format. For other breakout rooms, the PPT should be 4:3. Embedded files (such as videos) and sounds are discouraged unless arranged in advance with the secretary. Please bring your presentation file with USB memory stick to speaker ready room at least 24 hours before your presentation time, and include your full name in the file name.
- Location: Speaker Ready Room (TBA)
- Open Hours: 17-20 October (Tuesday-Friday), 08:00~18:00
- Each meeting room comes equipped with computers, projector, screen, and a laser pointer. The computers will be configured with Windows 7 Operating System as well as with Microsoft Office (2010 or above) and Adobe Acrobat Reader (9.0 or above).

- Please arrive at the presentation room at least 15 minutes before your session in order to check if anything would change and discuss with the session chair. Please bring your USB memory stick with you to the presentation room as a backup in case of emergency.

Presentation Type [↕]	Length of Time Per Speaker [↕]
Plenary [↕]	30 min [↕]
Keynote [↕]	25 min [↕]
Oral [↕]	15 min [↕]
Short Oral [↕]	5 min [↕]

- For more details please check the website
<http://www.ad15.org.cn/Content/63813>

5.2 Poster Presentation:

All posters are to conform to the following standards: portrait orientation only, pre-printed sheet size 90 cm [35 in] (width) x 120 cm [47 in] (length). AD15 conference organizers will provide each presenter with a board (2.4 metre high by 1 metre wide) for the poster. Authors will be responsible to do printing and put up/take down the poster. Glue provided for poster mounting (you could start to put up your poster from 18th October 2017 and take down on 20th October 2017). Board ID Number= Abstract ID Number (IWA-#####).

- Venue: 3F North Foyer of China National Convention Center
- Poster Session Time: Poster Presentations:
 - (1) 18 October (Wednesday), 18:00~19:00
 - (2) 19 October (Thursday), 18:00~19:00
- Poster Size: Vertical/Portrait 90cm (width) × 120cm (length).
- Set up time: 18 October(Wednesday), 08:00~18:00
- For more details please check the website
<http://www.ad15.org.cn/Content/63813>

Note: All presenters should be in front of their own poster during the presentation time.