



亚洲文明对话大会  
Conference on Dialogue of Asian Civilizations

# MEDIA GUIDE

### Media Center Website

<http://mediacenter.2019cdac.com>

### Palmtop Media Center

Scanning the QR code below during the Conference on Dialogue of Asian Civilizations will allow you to log on to the Palmtop Media Center and access the information that is released on the media center's website (<http://mediacenter.2019cdac.com>) in real time.



### Media Center Contacts

Tel: +86 10 6452 9701 (Chinese/English)

+86 10 6452 9702 (Chinese/English)

Fax: +86 10 6452 9703

Email: [ywhmc\\_media@163.com](mailto:ywhmc_media@163.com)

### Media Center Wireless Broadband Service

Wireless broadband service is available in the Media Center. Accredited journalists can search for the "CDAC2019" wireless access point. Those with a Chinese mainland phone number can access the Internet by entering an SMS confirmation code, and those with identified accounts can log on the Internet with a password.

### Useful Phone Numbers

Police: 110

Fire: 119

Ambulance: 120

## Welcome

Dear journalists,

Welcome to the Conference on Dialogue of Asian Civilizations.

In order to facilitate media coverage of the conference, we have established a media center in the China National Convention Center. The Media Center features a Media Service Area, Media Working Area, Rentable Media Booths, Press Conference Area, MCR Area, Cultural Exhibition Area, and Media Catering and Tea Break Area. Services for interviews, information, television and broadcast, and Internet access are also available at the Media Center. We have also launched a website (<http://mediacenter.2019cdac.com>) to provide online services for accredited journalists. The Media Center is committed to delivering efficient, high-quality services.

Beijing is the capital of the People's Republic of China. It serves as the country's political, cultural, international exchange, and scientific and technological innovation centers. It is also transforming itself into a world-class, harmonious and livable city. We sincerely welcome every friend from the media to Beijing to learn more about the city and report on it.

We wish all accredited journalists a pleasant stay in Beijing!

Media Center  
Conference on Dialogue of Asian Civilizations  
May 2019

## Notes for Media

- Only accredited journalists are permitted to cover and conduct interviews at the Conference on Dialogue of Asian Civilizations.
- Accredited journalists should collect their credentials from the Media Reception Center after arriving in Beijing. Please refer to the “Media Credentials” section for details about the venue and collection times.
- There are two types of media credentials: media registration cards and accompanying venue cards. Media registration cards are used for gaining access to both the Media Center and media hotels. Venue cards allow accredited journalists to enter designated areas during certain sessions. Accredited journalists may only use their own media credentials and must not lend them to any other individuals.
- The Media Center will provide media organizations with free access to the Host Broadcaster (HB) signals and images of major events during the conference.
- Accredited journalists can check the Media Center’s website or LED screens at the Media Center to familiarize themselves with the latest news, service information and public notices related to the conference.
- During the Conference on Dialogue of Asian Civilizations, we recommend that accredited journalists use the free shuttle buses between the media hotels and the Media Center. Accredited journalists should show their media registration cards at the shuttle bus stops that have been set up at media hotels. We discourage accredited journalists from driving to the Media Center. Accredited journalists who are staying at non-

media hotels can go to the nearest shuttle bus stop at the scheduled bus times.

**Note:** Accredited journalists should comply with the safety and security regulations and procedures that are in place during the Conference on Dialogue of Asian Civilizations at all times. Flammable and combustible items, explosives and other dangerous articles are strictly prohibited.

## Contents

Media Center.....	5
Media Center Function Areas.....	6
Media Center Floor Plan.....	10
Media Credentials.....	12
Booking and Rental.....	13
Television and Broadcast Services.....	16
Image Center.....	18
Catering.....	18
City Interviews.....	19
Transport Services.....	21
Accommodation.....	23

## Media Center

The Media Center is the major venue for press releases, providing HB signals and facilitating journalism during the Conference on Dialogue of Asian Civilizations. The main Media Center is located at Exhibition Hall 1 (E1) and Exhibition Hall 2 (E2) in the China National Convention Center (7 Tianchen Donglu, Chaoyang District).

### Service Hours

May 13: 8 a.m.–9 p.m.

May 14: 8 a.m.–10 p.m.

May 15: 6 a.m.–12 midnight

May 16: 8 a.m.–9 p.m.

## Media Center Function Areas

The Media Center is composed of the Media Service Area, Media Working Area, Rentable Media Booths, Press Conference Area, MCR Area, Cultural Exhibition Area, and Media Catering and Tea Break Area.

### Media Service Area

Located in Exhibition Hall 1 (E1) and Exhibition Hall 2 (E2), the Media Service Area includes the Information Desk, Public Services, Booking Service, Prayer Rooms, Clinic and Media Assembly Area.

The Information Desk (A01/A04) provides information services in Chinese and English. It also provides the ability to borrow items, the releasing of materials and lost and found services.

Public Services (A02) offers postal and communication services.

Booking Service (A03) features booking and rental services for Rentable Media Booths, the Interview Room, the TV Studio, Live Stand-up Positions, office equipment and furniture, HB signals, satellite transmission and audio headsets.

Two Prayer Rooms (A05/A06) for men and women, respectively, are provided for religious activities.

The Clinic (A07) provides medical services for journalists, volunteers and other staff.

The Media Assembly Area (A08) provides accredited journalists with guidance and services related to city interviews.

### Media Working Area

The Media Working Area (B01–03) is located in Exhibition Hall 2 (E2) and contains 546 free work spaces, 210 of which are equipped with laptop computers with operating systems in Chinese and English. Each work space features a port for high-speed broadband Internet access, power outlets and a 16-channel digital audio interface.

There are three Live Stand-up Positions (B01) in the Media Working Area. Power outlets, lines connecting to the MCR and satellite uplink (excluding satellite space) as well as video and lighting services are offered at the positions.

An LED display (19 meters x 3.5 meters) is located in the area broadcasting real-time HB signals as well as other information and notices.

The Media Working Area is also equipped with high-speed photocopiers, multifunction printers and smart facial recognition lockers that are free to use for accredited journalists.

### Rentable Media Booths

Rentable Media Booths (C3–C17) are located in Exhibition Hall 1 (E1) of the Media Center and feature the TV Studio (C01) and Interview Room (C02).

The Rentable Media Booths are equipped with power outlets, ports for broadband Internet access, HB signals and cable TV access. Other office furniture and equipment will be provided and charged if necessary, including telephone sets, multifunction printers, computers, tables, chairs and lockers.

The 43-sq.m TV Studio in the area is equipped with power outlets, lighting equipment, backdrops, satellite transmission interface, broadband Internet access and some furniture.

The 28-sq.m Interview Room is equipped with power outlets, basic lighting equipment, backdrops and furniture.

### **Press Conference Area**

There are two press conference halls situated in E1. Hall A (D01) can hold up to 250 people, and Hall B (D02) can seat approximately 150 people. Each is equipped with VIP rooms, tables, chairs, lighting equipment, speakers and simultaneous interpretation conference systems. Other decorations and supplies are also available in the halls, including backdrops, decorative plants, seating cards and bottled water.

### **MCR Area**

The MCR Area is located in E1 and E2 of the Media Center and provides services such as HB signal gathering, reception and delivery; satellite transmission and video format conversion. The area features the Master Control Room (E01), Operation Monitoring Room (E02), Signal Reception Room (E03), Satellite Transmission Room (E04) and Image Center (E05).

### **Cultural Exhibition Area**

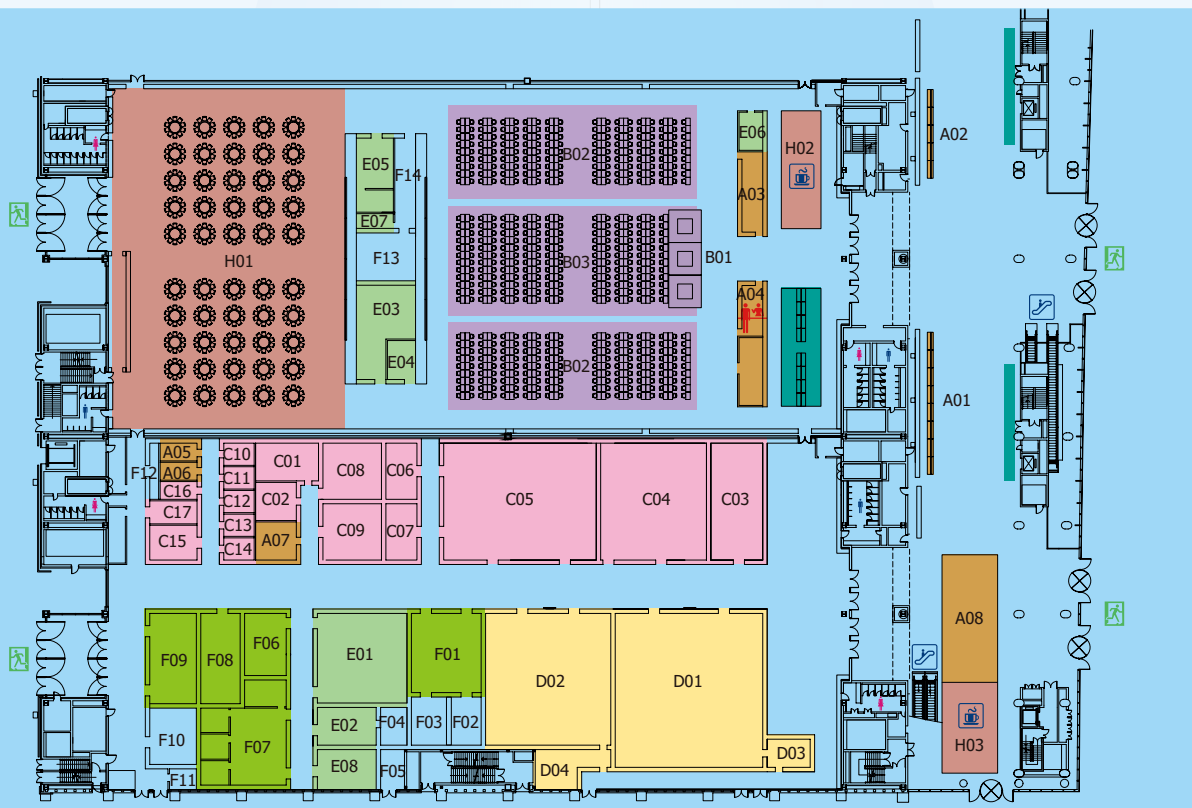
The Cultural Exhibition Area is located in the Media Center and other areas in the National Convention Center. It includes a photo exhibition, snapshot area, interactive multimedia area, Chinese intangible cultural heritage interactive area, LED display, VR experience area, and publication distribution.

### **Media Catering and Tea Break Area**

The Media Catering Area (H01) is located in the west of E2. It is equipped with LED screens and provides free meals during the Media Center service hours.

The Tea Break Areas (H02, H03) are located in the east of E2 and south of the Information Desk. Free cold snacks, tea and other beverages are available for accredited journalists.

## Media Center Floor Plan



**A** Media Service Area

**A01/04** Information Desk

**A02** Public Services

**A03** Booking Service

**A05/06** Prayer Room

**A07** Clinic

**A08** Media Assembly Area

**B** Media Working Area

**B01** Live Stand-up Positions

**C** Rentable Media Booths

**C01** TV Studio

**C02** Interview Room

**D** Press Conference Area

**D01** Press Conference Hall A

**D02** Press Conference Hall B

**E** MCR Area

**E01** Master Control Room

**E02** Operation Monitoring Room

**E03** Signal Reception Room

**E04** Satellite Transmission Room

**E05** Image Center

**F** Operation Support Area

**F01/06/07/08/09** Office Area

**G** Cultural Exhibition Area

**H** Media Catering And Tea Break Area

**H01** Media Catering Area

**H02/03** Tea Break Area

## Media Credentials

There are two types of media credentials for the Conference on Dialogue of Asian Civilizations: media registration cards and accompanying venue cards. Media registration cards are used for gaining access to both the Media Center and media hotels. Venue cards allow accredited journalists to enter designated areas during certain sessions. After arriving in Beijing, accredited journalists should collect their credentials from the Media Reception Center during permitted collection times.

### Issuing Hours for Credentials

May 13 8 a.m.–6 p.m.

May 14 8 a.m.–6 p.m.

May 15 8 a.m.–12 noon

### Pick-Up for Credentials

ID cards are required to collect credentials. Please refer to the Media Center Website (<http://mediacenter.2019cdac.com>) for details.

Pick-up location: Media Reception Center (F1, lobby, Beijing Continental Grand Hotel, 8 Beichen Donglu, Chaoyang District, Beijing)

## Booking and Rental

The Media Center will provide applying media organizations with Rentable Media Booths, a TV Studio, Press Conference Halls, an Interview Room, Live Stand-up Positions, and office facilities and furniture, as well as television and broadcast, telephone communication and Internet services.

Reservations can be made via email or at the Booking Service (A03) area in the Media Center.

Press Conference Halls and the Interview Room can be used free of charge after making a reservation.

### Booking and Rental Process

#### Online Booking

Applying media organizations should download related service information, charging standards and corresponding request forms from the “Reservation Application” section on the Media Center’s website (<http://mediacenter.2019cdac.com>). Request forms should be completed and returned via email to: [ywhmc\\_booking@163.com](mailto:ywhmc_booking@163.com). The Media Center will send a confirmation letter regarding technical services to the email addresses provided by applying media organizations within three days of receiving the request forms.

Applying media organizations should remit the lump-sum payment to the designated Media Center account before May 12 after receiving a confirmation letter. The order number should be noted in the remarks column of the cash remittance, and the remittance purpose column should be marked with “conference service fee.” Orders that are not paid for in a timely



manner will be cancelled. No service fees shall be returned upon payment.

Applying media organizations should send remittance receipts to the booking email or bring them to the Booking Service (A03) area in the Media Center during operation hours to complete the booking process.

**Note:** *Service fees for telephone communications and Internet shall be paid on site after receiving a confirmation letter at the “Telecommunications” section of the Media Service Area at the Media Center during service hours.*

#### On-site Booking

Beginning May 13, media organizations can book technical services on site and obtain related service information and charging standards at the Booking Service (A03) area in the Media Center.

Media organizations should fill out corresponding request forms. Booking Service staff will confirm bookings and provide confirmation letters to media organizations. Related service fees should be paid in a lump sum.

**Note:** *Booking service fees for telephone communications and Internet shall be applied for and paid on site at the “Telecommunications” section of the Media Service Area at the Media Center. No service fees shall be returned after payment.*

#### Delivery

After confirmation of remittance, the Media Center will deliver the booked articles and services. Both parties should sign the technical services confirmation letter upon delivery.

## Settlement Currency and Terms of Payment

### Currency

During the conference, the rental of Media Booths, office facilities and furniture, television and broadcast services are US dollar-denominated, while telephone communication and Internet services are yuan-dominated. Both currencies are accepted, however, if yuan are used, the US dollar-yuan exchange rate issued by the People's Bank of China on the day the technical service confirmation letter is offered will be applied.

### Terms of Payment

Cash, credit cards and bank transfers are all accepted payment methods for booking.

POS terminals: Credit and debit cards bearing UnionPay, Visa or MasterCard endorsements are accepted.

Accepted currencies: Yuan, US dollars

## Television and Broadcast Services

The Media Center will provide television and broadcast services and facilities, including HB signals, satellite transmission, live stand-up positions, an interview room and a TV studio. Bookings can be made at the Booking Service (A03) area in the Media Center.

### HB Signals

Media organizations in the Rentable Media Booths can access the HB signals in the area. Other accredited media organizations can receive and download the HB signals in the Signal Reception Room (E03).

Signal format: HD1080i/50 (16:9)

Interface standard: BNC (Q9)

Video system standard: PAL

### TV Studio

The TV Studio (C01) is located west of E1 in the Media Center. Bookings can be made via email or on site. The TV Studio will be rented out on an hourly basis, with a maximum of two hours for each booking.

Media organizations can also apply for custom configurations (such as renting office equipment, facilities and video interfaces) and will be charged accordingly.

## Satellite Transmission

Satellite transmission services can be reserved on a first come, first served basis and a fee will be assessed.

### Live Stand-Up Positions

Live stand-up positions can be reserved on a first come, first served basis and a fee will be assessed.

## Image Center

The Image Center (E05) is located in the E2 area of the Media Center. It allows accredited journalists to download images free of charge during the conference. The service will be offered on a first come, first served basis.

Accredited journalists can also log on to the Media Center website (<http://mediacenter.2019cdac.com>) to inquire about, browse and download images free of charge via the "Image Center" section.

## Catering

The Media Center will offer accredited journalists free buffets and tea breaks during operation hours.

### Media Catering Area

The Media Catering Area (H01) is located west of E2 in the Media Center.

Dining form: Buffet

Dining hours:

Lunch: 11:30 a.m.–2:30 p.m.

Supper: 5:30 p.m.–8:30 p.m.

### Tea Break Areas

The Tea Break Areas (H02, H03) are located in the east of E2 and south of the Information Desk in the Media Center.

Operation Hours: Media Center service hours

## City Interviews

Two city interviews will be organized on May 13 and 14, which accredited journalists can apply to take part in. Details are as follows:

- Log on to the Media Center Website (<http://mediacenter.2019cdac.com>) or Palmtop Media Center to download and fill in the application form for city interviews, and send it to [cdac2019\\_inter@126.com](mailto:cdac2019_inter@126.com) for application reservation.
- Application deadline: 10 a.m., May 12 for the Significant Construction Project; 10 a.m., May 13 for the Experiencing Ecological Civilization and Cultural Exchanges of the Ancient Capital.
- Participants is limited, so applications will be accepted on a first come, first served basis.

### Significant Construction Project

Time: 2:30 p.m.–4 p.m., May 13

Destination: Co-aligned section of Beijing Daxing International Airport Expressway

Departure time: 1 p.m., May 13

Departure point: Media Assembly area, Media Center, National Convention Center

Places and subjects: Journalists will visit the co-aligned section of the Beijing Daxing International Airport Expressway to learn about construction of the expressway, the new rail line to the airport, the Beijing–Xiong'an Railway and the underground utility tunnel.

## **Experiencing Ecological Civilization and Cultural Exchanges of the Ancient Capital**

Time: 10 a.m.–4 p.m., May 14 (Lunch will be provided.)

Destinations: Beijing Expo 2019 site, Badaling Section of the Great Wall

Departure time: 8 a.m., May 14

Departure point: Media Assembly area, Media Center, National Convention Center

Places and subjects:

In the morning: Journalists will visit the China Pavilion, International Pavilion, Life Experience Pavilion, Plant Pavilion and Performance Center of the Beijing Expo 2019.

In the afternoon: Journalists will visit the eastern part of the Badaling Section of the Great Wall. They will be afforded views of the Beijing Expo 2019 site and can learn more about the development of the Great Wall Cultural Belt.

## **Transport Services**

Shuttle bus and taxi-hailing services will be provided during the Conference on Dialogue of Asian Civilizations for the convenience of accredited journalists,.

### **Arrival and Departure**

A Welcome Desk will be set up in both terminals 2 and 3 (T2 and T3) of the Beijing Capital International Airport (BCIA) to provide transportation information and free shuttle bus services between the airport and the media hotels for accredited journalists. Accredited journalists should use their registration confirmation letters to board the buses. For specific airport transportation information, please refer to the Media Center Website (<http://mediacenter.2019cdac.com>).

Accredited journalists can alternatively take an Airport Shuttle Bus, Subway Airport Express Line or taxi to media hotels. Those who take other forms of transportation to Beijing will have to go to the Media Reception Center or media hotels on their own.

### **Shuttle Bus**

For the convenience of accredited journalists' event coverage, we will provide free shuttle bus services between media hotels and the Media Center. For information on bus routes and timetables, please check the Media Center Website (<http://mediacenter.2019cdac.com>).

### **Taxi-Hailing Service**

An official taxi-hailing platform has been created to enable accredited journalists to hail taxis on their own and at their

own expense during the Conference on Dialogue of Asian Civilizations.

Reservations:

(1) Tel: +8610 1010 5678 (Chinese/English)

Reservation hours: 8 a.m.–10 p.m.

(2) Download the “Shouqi Limousine & Chauffeur” app to hail a taxi.

(3) Scan the QR code below to enter the “Shouqi Limousine & Chauffeur” platform.



## Accommodation

We recommend that accredited journalists stay at one of the three media hotels during the Conference on Dialogue of Asian Civilizations. Free shuttle bus services will be provided between the media hotels and the Media Center. Accredited journalists are advised to book as early as possible after they receive their registration confirmation letters.

An information desk and clinic will be set up in each media hotel, and high-speed Internet access will be available.

### Beijing Continental Grand Hotel

Address: 8 Beichen Donglu, Chaoyang District, Beijing

Tel: +86 10 8498 5588 ext. 72547

Fax: +86 10 8498 7716

Email: yanruowei@bicc.com.cn

### North Star Huiyuan Prime Hotel

Address: 8 Beichen Donglu, Chaoyang District, Beijing

Tel: +86 10 6499 1037

Fax: +86 10 6499 1258

Email: hy@huiyuangongyu.com.cn

### Beijing Ramada Parkside

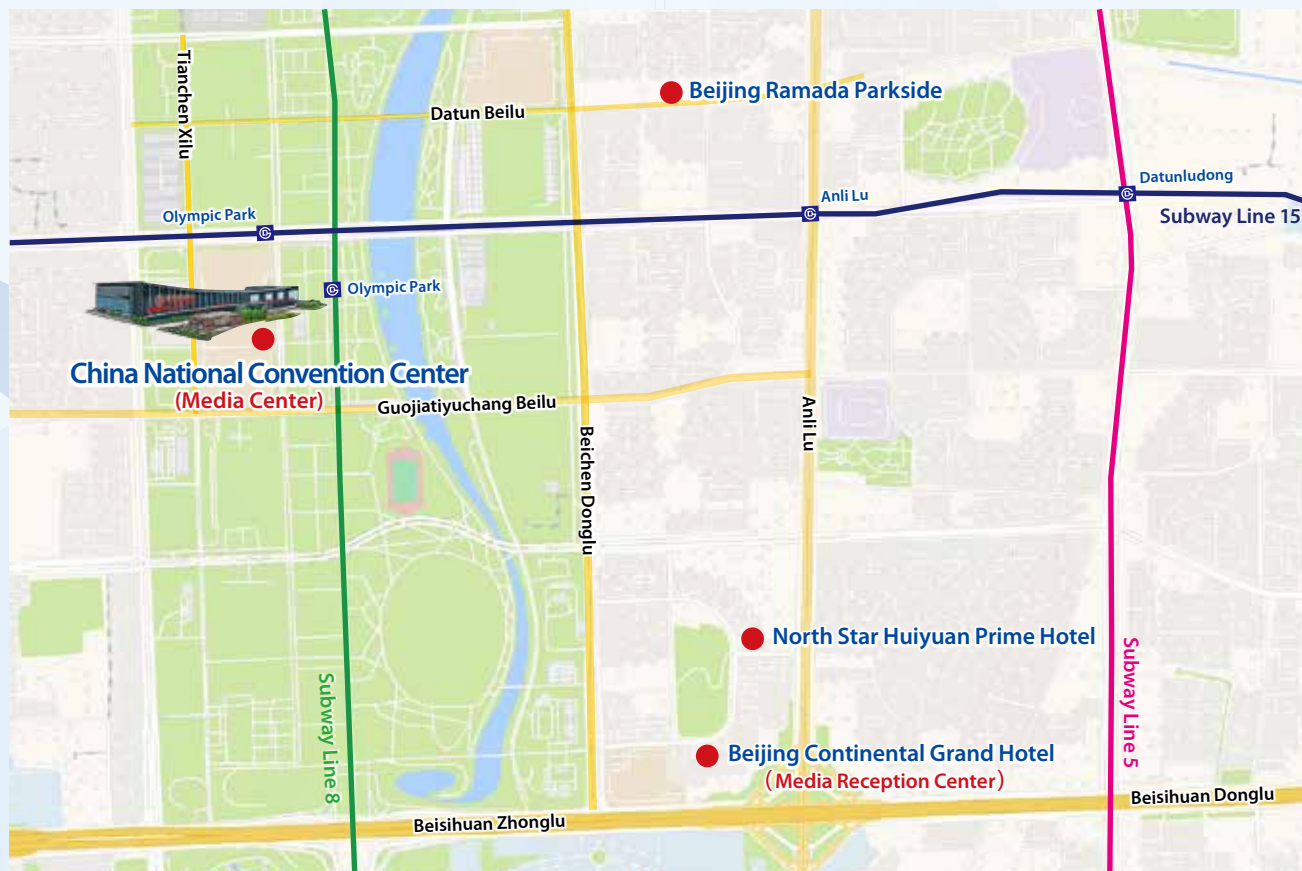
Address: Building 214, Huizhongbeili, Chaoyang District, Beijing

Tel: +86 10 6480 9988 ext. 8518 or 8604




Fax: +86 10 6480 0988

Email: daisy.liu@ramadabeijing.com

## Locations of Media Hotels



### Media Reception Center

-  Subway Line 5 (Change to buses at Datunludong Station),  
 Subway Line 15 (Change to buses at Anlilu Station)
-  Bus Routes: 124/380/387/415/419/538/694/T2/T11 (Anhuiqiaobei Stop)
-  Bus Routes: 311/407/419/490/538/695/983/T16 (Beichendonglu Stop)



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# MEMO