



Attendee's Manual

国家卫生健康委国际交流与合作中心

International Health Exchange and Cooperation Center NHC PRC

Dear Attendees,

Welcome to *the Training Course*.

This seminar is sponsored by the Ministry of Commerce of the People's Republic of China, and organized by the International Health Exchange and Cooperation Center under National Health Commission of the People's Republic of China (IHECC).

We will try our best to ensure you a satisfactory stay in China. We have prepared this Manual for you to make sure that everything goes well. It includes the necessary information regarding this course. Please read it any time you need all through your stay in China.

In this Manual, you will find:

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Wish you a fruitful seminar and a pleasant stay in China!

Section I : Seminar Schedules

The schedules of your course will be found in the course introduction. It includes all the activities you need to attend during the seminar in China.

There will be a daily registration for attendance-check. Please remember to tick on the registration sheet on-site to record your participation in all the lectures.

Please follow the schedule strictly and attend every activity 10 minutes earlier than the starting time.

If you are unable to attend any lectures, please contact us in advance and submit a written leave-note with your signature.

Section II : Notes

i Reminders

1. Badge: The attendee's badge represents your identity and helps attendees know each other. Your name and country are printed on the front of your badge, while on the back there are important contacts (e.g. staff contact information, the address of hotel etc). Please wear it in all the activities.
2. Lecture Materials: All necessary materials for lectures including PPT will be uploaded on this website in time. Please do the preview before the lecture at your convenience, and use it during the lecture.
3. After each lecture, please fill out the evaluation form for the lecture as well as the lecturer on line. Your feedback is of great significance to the subsequent lectures. We highly appreciate it if you take it seriously.
4. Dress code: Please dress formally or wear ethnic clothes on important occasions, including the welcome banquet, opening ceremony and closing ceremony.
5. During the seminar, you will be granted allowances. Your signature is requested after you take it
6. City tours will be arranged on the weekends. If you would like to go out by yourself, please inform our staff in advance. You will be responsible for your own traveling arrangements and expenditure. Considering your safety, it is suggested that notifications should be given to our staff before you leave.
7. According to the itinerary, there will be an on-site visit to **other provinces or cities**, during which you need to check out from the hotel in Beijing. You can either carry the luggage all the way or leave part of your luggage in rooms that we've prepared for storage. The weight limit for domestic flights is 20kg.
8. At the end of the seminar, please fill out the Questionnaire, leave your

evaluation, feedback and suggestions and hand it to our staff.

9. We will arrange a seeing-off for your flight back home. Please be aware that according to relevant regulations, you need to check-in at the airport at least 2 hours before your flight. Please follow our arrangement thus to avoid missing the flight.

ii Living Tips

1. Laws and Safety

During your stay in China, you will be under the protection of Chinese laws. Please abide by the Chinese laws and local customs.

Please take care of your passport, return ticket and personal belongings carefully.

Please note that any form of massage service in your room in the hotel is illegal in China.

For any emergency, please contact our staff or dial the following numbers for help:

Police: 110 Fire: 119 Traffic Accidents: 122 First Aid: 120/999

2. Dining

We have arranged free daily dining for you during your stay in China. Please enjoy your breakfast buffet at the cafeteria with your room card. For lunch and dinner, please follow our instructions or check the itinerary for the dining location and show your badge before entering the cafeteria. If you have any special dietary requirements, please inform our staff for your dining arrangements.

3. Medical Care

There are hospitals next to Beijing Shangyuan Hotel. Please contact staff or call 120 for first aid if you feel sick.

4. Travelling

Transportation nearby the hotel in Beijing is usually very convenient. You can take a taxi or subway. For subway, please refer to the Beijing Subway Map attached in this manual. If you want to take a taxi, please

remember to bring the hotel card with you and ask the driver for receipt. We would like to remind you NOT to forget any of your belongings in the taxi. Remember to show the hotel card or the back of your badge to the taxi driver when you come back.

When you are in other cities, please contact the local staff for transportation information.

Please pay attention to your personal safety when you take public vehicles or walk on the road.

5. Shopping

When you go shopping by yourself, please remember to ask for the receipt or invoice. However, if you buy too much, you will be charged extra for overweight luggage on your return flight.

Please pay attention to the counterfeit money.

6. Weather

The average temperature in Beijing from June to September is 33-36°. It is much cooler in the morning and at night. Please wear appropriate clothes accordingly.

7. For your convenience, the daily allowance given to you will be in local currency. Currency exchange service is available in the hotel and banks.

Section III: Contact Us

Our staff:

Miss. Liu Yage: +86 15801299062, liuyage@ihecc.org

Miss Cao Yingjie: +86 13691198561, caoyingjie@ihecc.org

Section IV: Map of China

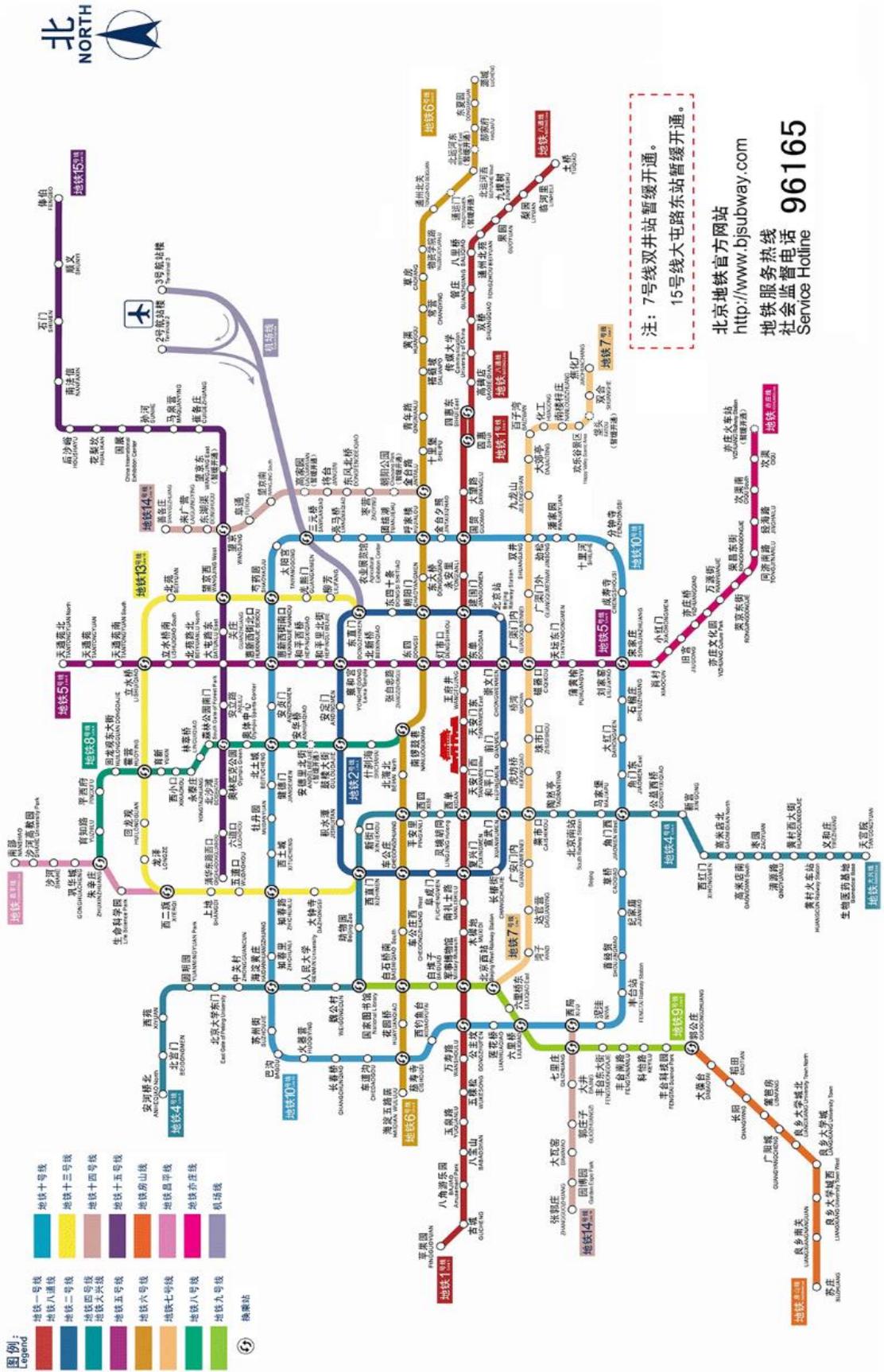
We have prepared Map of Beijing for your convenience. Please keep it carefully.

Appendix 1 — Map of China

请补充 中国地图

北京地铁线路图

Beijing Subway Map



Appendix 3 —Daily Chinese

| Chinese (中文) | English(英语) |
|------------------------------|-------------------------|
| Ni hao!\Ni hao ma?你好 | Hello! /How are you? |
| Good evening! 晚上好 | I'm fine. |
| Zaoshang hao 早上好 | Good morning! |
| Xiawu hao 下午好 | Good afternoon! |
| Wanshang hao 晚上好 | Good night! |
| Ni jiao shen me 你叫什么 | What's your name? |
| Wo jiao/Wo shi 我叫/我是 | My name is...\I'm... |
| Ni shi na guo ren 你是哪国人 | What's you nationality? |
| Wo shi fei zhou ren 我是非洲人 | I'm an African. |
| Ni lai zi na li 来自哪里 | Where are you from? |
| Xie xie 谢谢 | Thanks. |
| Bu yong xie/Bu ke qi 不用谢/不客气 | You are welcome. |
| Zaijian 再见 | Bye. |
| Dui bu qi!对不起 | Excuse me/Sorry |
| Mei guanxi 没关系 | That's all right. |
| Duo shao qian?多少钱 | How much? |

About the Organizer

International Health Exchange and Cooperation Centre, National Health Commission, P.R. China (IHECC) is an independent legal entity under the direct leadership of the National Health Commission. Actively engaged in the inter-and-intra-national (including Hong Kong, Macao and Chinese Taipei) non-governmental exchange and cooperation, IHECC functions as a bridge between domestic and international health community and non-governmental organizations, academic societies, foundations, enterprises and individuals.

Our Aim:

To serve China's diplomacy

To serve health reform and development

To serve China's economic development

Our Missions:

Focusing on healthcare undertaking in China, the primary mission of IHECC is to carry out extensive inter-and-intra-national non-governmental exchange and cooperation and to provide professional service for international health exchange and technical cooperation. IHECC is responsible for conducting theoretical, policy and development strategy research in the field of international healthcare exchanges and cooperation; providing policy and technical advisory services on legislation, government decision-making, regulatory planning, etc.; assisting in the draft of regulations and technical norms in international healthcare exchange and cooperation; undertaking medical and foreign aid work; carrying out international and domestic public welfare healthcare cooperation projects; carrying out healthcare industry development and global cooperation; carrying out relative work to international and domestic medical rescue industry development; and other matters of National Health Commission.

According to the aforementioned tasks, IHECC consists of eight departments: Department of Party and Government Matters; Department of Inspection and Supervision, Department of Finance and Assets Management, Department of

Passport and Visa Service; Administrative Department of China Medical Team Affairs; Large Medical Equipment Procurement Center; Department of Health Express, Medical Rescue and External Relations and Cooperation; Department of Healthcare Industry Promotion. "China Medical Tribune" is an IHECC-owned independent legal entity.

Ever since its establishment in 1982, IHECC has already developed very good cooperative relations with dozens of countries and regions worldwide in health field. With its professional and extensive services, IHECC has achieved a series of accomplishments in the bringing-in of advance technology, equipment, oversea investment, qualified personnel, as well as in the exchange of health information and advanced management experience, and personnel training, etc. Its contribution in promoting international exchanges and cooperation and enhancing mutual friendship has been highly recognized among the health community both at home and abroad.