



## Regions 12 and 13

January 11 and 12, 2013

**Beijing, China**

### Hotel

Renaissance Beijing Chaoyang Hotel

36 Xiao Yun Road

Chaoyang District-Beijing

100027 Beijing, China

Phone: +86-10-64689999

### Room Reservations

Room rate: 720 CNY per night (\$115 USD per night) plus applicable taxes for single occupancy (includes breakfast)

Room rate: 840 CNY per night (\$135 USD per night) plus applicable taxes for double occupancy (includes breakfast)

To receive the discounted room rate, please make your hotel reservation by **December 20, 2012**. Reservations can be made filling out the [Hotel Reservation Form](#) and emailing it to [rhi.bjsrh.reservation@renaissancehotels.com](mailto:rhi.bjsrh.reservation@renaissancehotels.com). If you prefer to call the hotel to make your reservation, tell the reservation agent you are attending the Toastmasters International meeting.

### Meals

Breakfast and lunch will be provided on both training days.

### Travel

World Headquarters reimburses travel costs (air, bus, train or mileage if driving) as outlined in **Policy 8.3**.

### Driving

If you drive to the meeting, you will receive mileage reimbursement at 0.555 cents (USD) per mile, not to exceed the amount of the lowest airfare rate. You must provide a supporting document from a source such as **Mapquest** or **Google Maps** when submitting your reimbursement form.

### Airfare

If you prefer to use a local travel agency or website to make your airline arrangements, you are welcome to do so.

To be reimbursed, email your completed travel reimbursement form and a copy of your airfare receipt to

**[crupp@toastmasters.org](mailto:crupp@toastmasters.org)**.

You may also book your flight using Toastmasters International's official travel management provider, Ultramar.

Please contact our dedicated Ultramar agent, Dana Marion, at **[dana.marion@ultramarttravel.com](mailto:dana.marion@ultramarttravel.com)** or 1-720-359-3432.

When contacting Ultramar, please provide your travel dates, departure airport and seating preferences.

*For full reimbursement, airline reservations must be made no later than 21 days prior to your departure date. In this case, please purchase your tickets by **December 20, 2012**.*

### Visa Information

Visa requirements vary by country and the process of obtaining a visa can be lengthy. Please contact your embassy as soon as possible to confirm required visa documentation and begin the application process. If your embassy requires a Letter of Invitation, please request one by emailing Catherine Rupp at **[crupp@toastmasters.org](mailto:crupp@toastmasters.org)**. If you reside in India or New Zealand, it is recommended that you apply for a **business visa**. Residents of all other countries should apply for a **tourist visa**.

### Airport/Transportation

The hotel is 22 kilometers (15 miles) from the Beijing Capital International Airport. Transportation to and from the airport is available through the hotel for a fee. Contact the hotel to schedule your ground transportation.