

# **International Conference on Artificial Intelligence and Education**

Beijing, China, 16-18 May 2019

## **Practical Information**

## 1. Conference information

International Conference on Artificial Intelligence and Education

Website: <https://en.unesco.org/themes/ict-education/ai-education-conference-2019>

Organizers:

- UNESCO
- Ministry of Education of the People's Republic of China
- Chinese National Commission for UNESCO
- Beijing Municipal Government

Date of arrival and registration: 15 May 2019

Date of the Conference: 16-18 May 2019

## 2. Venue

### Beijing Hotel (北京饭店)

- Address: No.33 East ChangAn Avenue, Beijing, China
- Tel: +86 (10) 65137766-795
- Fax: +86 (10) 65137703
- E-mail: [wh@chinabeijinghotel.com.cn](mailto:wh@chinabeijinghotel.com.cn)
- Website: <http://www.beijingshotel.com/>

## 3. Registration

### **Online pre-registration (to confirm participation):**

All participants are required to pre-register themselves online to confirm their participation. Participants can contact the Secretariat of the Conference at [aied@unesco.org](mailto:aied@unesco.org) to obtain the pre-registration web address.

### **On-site registration (for identity badge and working documents):**

A registration desk will be set at the lobby of Beijing Hotel (on the ground floor) from 10:00 to 24:00 on 15 May. For the production of a personal identity badge, every participant will need to take a photo during on-site registration. Please register at your earliest convenience upon arrival to leave sufficient time to produce the badge.

Participants who are not able to arrive before 24:00 on 15 May could also register in the early morning of 16 May before the Opening Ceremony at the same place.

For security reasons, participants will be requested to show their valid passports to collect badges and working documents. Participants are asked to wear their badges during the Conference in order to guarantee access to the conference venue.

## 4. International Travel and local transportation

### **International Travel:**

Participants are kindly requested to make their own international travel arrangements to Beijing Capital International Airport (BCIA).

Funds are available to assist international travel of up to two participants from each of the Least Developed Countries (LDCs) upon request. **The Secretariat of the Conference at UNESCO will purchase the flight tickets for the sponsored participants.**

### **Local Transportation Arrangement:**

The host city will make the arrangements for airport pick-up service on 15 May 2019 and drop-off service on 19 May 2019. Shuttle bus between BCIA and Beijing Hotel will be provided hourly. Participants can find reception desk at the exit of international arrival at BCIA and the lobby of the Hotel. It will take about 60 minutes from the Airport to the Hotel.

All participants are kindly requested to provide detailed information of their arrival and departure (date, time and flight number) during online pre-registration or later through email when the information becomes available.

Please be noted that participants arriving before 15 May 2019 or departing after 19 May 2019 will need to arrange their travel between the Airport and the Hotel by themselves.

### **Taxi:**

There are taxi stops at BCIA. Participants can take a taxi to or from the airport. The taxi fare is about RMB 100-150 Yuan and takes 1 to 1.5 hours depending on traffic between the airport and the Beijing Hotel.

Airport Taxi Dispatch Management Number: +86 (10) 64541100

### **Public Shuttle Bus: Beijing Capital International Airport (BCIA) Line 10**

\* BCIA -- Wangfujing Street (family Imperial-Court Hotel) [RMB 25 Yuan]

Time: 9:00-21:00

\* Wangfujing Street (family Imperial-Court Hotel) [RMB 25 Yuan] -- BCIA

Time 7:00-19:00

Airport shuttles depart every 60 minutes or earlier when full.

### **Subway:**

Single Trip: RMB 28/per person (RMB 25 for Airport Express Train and RMB 3 for subway line 2 & 1)

Take the Airport Express Train (toward Dongzhimen direction) to Dongzhimen Station. Then take Subway Line 2 (toward Dongsitiao direction) to Jianguomen Station. Transfer to Subway Line 1 (toward Pingguoyuan direction) at Jianguomen Station and get off at Wangfujing station. Follow signs for Exit C1 and Beijing Hotel is right beside it.

Local transportation related to the Conference's programme will be provided by the host city. Detailed information will be offered during the Conference. Taxis are available at the front gate of Beijing Hotel. Alternatively, participants may ask hotel staff at the concierge's desk to book a taxi at their own costs. There are several bus stations close to the hotel.

## **5. Accommodation and meals**

Participants are recommended to stay at Beijing Hotel, which is also the conference venue.

**Non-sponsored participants are responsible for making their own hotel reservation.** A credit card may be required to reserve a room. For room reservation, participants need to complete the **Accommodation Reservation Form** (see Annex) and return it by email to [wh@chinabeijinghotel.com.cn](mailto:wh@chinabeijinghotel.com.cn) (Mr Wang Hui from Beijing Hotel, see Section 15 for detailed information) as soon as possible and no later than 8 May 2019. Rooms at Beijing Hotel are limited and may only be reserved on a first-come-first-served basis.

There are five types of rooms, and special rates will be offered for participants to the Conference: Superior Standard Room (RMB 950 per day), Superior Deluxe Room (RMB 1150-1300 per day), Executive Deluxe Room (RMB 1350-1500 per day), Ambassador Suite Room (RMB 2600 per day) and Executive Suite Room (RMB 3500 per day).

**For sponsored participants (up to two participants from each Least Developed Country):** Rooms will be reserved upon receipt of their online pre-registration.

Please be noted that costs of accommodation incurred out of the duration of the Conference (15 May for arrival and 19 May for departure) and any other personal expenses (e.g. telephone, fax, mini-bar, laundry, etc.) will be covered by the participants.

During the course of the Conference, lunches will be provided by the host city from 16 to 18 May 2019.

## 6. General programme

16 May	AM	Opening Ceremony Keynote Speeches Plenary Session
	PM	Plenary Session Breakout Sessions Reception
17 May	AM	Plenary Session Breakout Sessions
	PM	Plenary Session Breakout sessions
18 May	AM	Study visits to local Institutions and Exhibition on AI and Education
	PM	Plenary Session Closing Ceremony

The final version of the Conference Programme will be provided to all participants upon their registration at the Conference hotel.

Resource persons and participants who will deliver presentations are invited to send their PPTs and short bios to the Secretariat of the Conference at [aied@unesco.org](mailto:aied@unesco.org) before 15 April 2019, and cc to [literacy@moe.edu.cn](mailto:literacy@moe.edu.cn).

## 7. Languages

The working languages of the Conference are Chinese, English and French. Simultaneous interpretation will be provided in these three languages.

## 8. Computer and Internet access

Participants are advised to bring their personal laptops for their own use during the Conference. A corner with a number of computers connected to the Internet will be available at the venue.

Wi-Fi service will be available at the hotel. Please ask the hotel reception desk for detailed

information.

### **9. Weather**

The temperature in Beijing during May ranges from 18°C to 29°C.

For more information, please visit: <http://www.weather.com.cn/english/>.

### **10. Electricity**

The standard electricity supply in China is 220V/50HZ. If you need a portable plug adapter, it is suggested that you bring one by yourself or you may contact the front desk of the hotel.

### **11. Currency**

The currency unit of the People's Republic of China is Renminbi yuan, also known as RMB or yuan.

There are two coins of different denominations: 1 cent, and 1 yuan.

There are six banknotes of different denominations: 1 yuan, 5 yuan, 10 yuan, 20 yuan, 50 yuan and 100 yuan.

One US dollar is equivalent to RMB 6.77 yuan (January 2019 exchange rate). The exchange rate may vary slightly.

### **12. Visa**

Participants requiring an entry visa for China are advised to contact the nearest Chinese Embassy or Consulate in order to secure, in a timely manner, the required entry visa prior to departure. The organizers will not cover the visa fees for any participants.

Please note that your passport must be valid for a period of at least six months after the date on which you travel to China, and bear in mind that you may need a visa for the countries through which you transit.

### **13. Medical Insurance**

Only first-aid service will be provided for participants at the Beijing Hotel, any other medical services will not be covered. Participants will be expected to assume the cost of any medical treatment that they receive while in China. It is recommended that medical or accident insurances be purchased in your home country for your travel to and stay in China, as well as for any other destination of your journey.

### **14. Contact information**

All inquiries concerning the organization of the Conference should be addressed to the contact persons:

#### 1. For online pre-registration (including air ticket booking for participants from LDCs)

Ms Huhua Fan (from UNESCO HQ)

Email: [aied@unesco.org](mailto:aied@unesco.org)

Tel: +33 (0)145682106

#### 2. For visa issues:

Ms CHENG Kang (from the Chinese National Commission for UNESCO)

E-mail: [chengkang@moe.edu.cn](mailto:chengkang@moe.edu.cn) , [literacy@moe.edu.cn](mailto:literacy@moe.edu.cn)

Tel: +8610-66097509

Fax: +8610-66017912

#### 3. For hotel room booking

Mr Wang Hui (from Beijing Hotel)

E-mail: [wh@chinabeijinghotel.com.cn](mailto:wh@chinabeijinghotel.com.cn)

Tel: +86 (10) 65137766-795

Ms Wu Lei (Beijing local organizer)

Email: [wulei@biece.bjedu.cn](mailto:wulei@biece.bjedu.cn)

Tel:+8610-6352-2717

4.For airport pick-up and drop-off service:

Mr Guo Tao (Beijing local organizer)

Email: [jaoliubu@biece.bjedu.cn](mailto:jaoliubu@biece.bjedu.cn)

Tel:+8610-6351-1435

### 15.Map around the Beijing Hotel



### 16. General information about Beijing

Beijing, the capital of the People's Republic of China, covers an area of 16,410.54 square kilometres (sq.km). Nestled on the north of the North China Plain, it borders Tianjin Municipality on the east and Hebei Province in all other directions.

Beijing is a famous city with rich culture and a long history. Beijing boasts a history of more than 3,000 years that has been proved by words and cultural relics. It has been the capital of the Liao, Jin, Yuan, Ming and Qing dynasties. This municipality carries the millennium historical culture and the halos of prosperous age of the five dynasties. There are over 7,300 cultural relics and historic sites and over 200 tourist spots.

Beijing is an international metropolis with unique fashion charm. Beijing is the seat of foreign embassies in China and representative offices of major international organizations in China and has gathered a number of regional headquarters of multinational enterprises, thus gradually becoming a financial center city with international influence. Only in Beijing Central Business District (hereinafter referred to as "CBD"), there are 117 enterprises from World Top 500. The numbers of foreigners, who come to study, work, live and settle down in Beijing, are increasing year by year. They live in harmony with Beijingers and have become a part of the population of this municipality.

As the capital of China, Beijing is the nation's political and cultural center and is becoming a center for technology innovations and international exchanges. As the host city of the 2008 summer Olympic Games and the 15th World Championships in Athletics, Beijing will host the 2022 Winter Olympic Games. Beijing is the education center of China, with many of the best universities in the country. To fulfill the capital's strategic positioning and build a world-class metropolis that is harmonious and livable, Beijing is implementing the innovation-driven development strategies, and stepping up efforts to build Beijing into a national center for scientific discovery and technology innovation. Home to more than 20 million people, Beijing has more to see than you could get through in a lifetime.