

**U.S.-CHINA DIALOGUE AND WORKSHOP ON THE CHALLENGES OF EMERGING
INFECTIONS, LABORATORY SAFETY, GLOBAL HEALTH SECURITY AND
RESPONSIBLE CONDUCT IN THE USE OF GENE EDITING IN VIRAL INFECTIOUS
DISEASE RESEARCH**

TRAVEL MEMORANDUM

TO: Harbin Travelers

FROM: Nicole Cervenka

SUBJECT: Travel Information for Harbin, January 2019

ARRIVALS

Traveler	Flight Number	Arrival	Time	Ticket Number	Cell Number
Gladue, Douglas*	MU 5197	January 6	9:25 PM		
Bowman, Katherine	CA 1639	January 6	10:15 PM	999 7270588053	
Rusek, Ben	CA 1639	January 6	10:15 PM	999 7270588052	
Higgs, Stephen	CA 1639	January 6	10:15 PM	999 7270588051	
Baric, Ralph	MU 5619	January 7	12:10 AM	006 726776464647	
Swayne, David*	MU 5619	January 7	12:10 AM		
Franz, David	CA 1623	January 7	2:50 PM	890 0745539926	
Shi, Pei-yong	G1205 (Train)	January 7	4:56 PM	(Train)	
Griffin, Diane	MU 5197	January 7	9:40 PM	781 7267764604	
Kanabrocki, Joseph	CA 1639	January 7	10:15 PM	999 7270587808	
LeDuc, James +1	CA 1639	January 7	10:15 PM	999 7267764578	
Relman, David	CA 1639	January 7	10:15 PM	999 7267764580	
Saif, Linda	CA 1639	January 7	10:15 PM	890 0745523287	

*May not be able to attend (due to USG shut down) If for some reason you are delayed or rerouted onto another flight, please e-mail or text Ben Rusek (brusek@nas.edu) and let him know your new flight information.

IMMIGRATION AND CUSTOMS PROCEDURES

While on the plane to your first destination in China, you will receive a landing card to complete. You will need some of the information in this memo to fill out the card so please print it and take it with you. After departing the plane, you will pass through immigration, following the signs for foreign citizens. China has now started requiring fingerprinting of travelers at immigration checkpoints so you may need to go to a machine to do this before entering the immigration line. The immigration officer will check your passport and visa. After you clear immigration if you checked a bag you will then collect your luggage. After you have your bags, you will go through customs. You should select the "GREEN" channel if you have nothing to declare. If you go through the Green channel, you will not be asked to complete a Baggage Declaration Form. From there, you will enter the transfer hall, recheck your baggage, go through security for domestic flights, and go to your gate. When you arrive in Harbin, you can pick up your rechecked bag at baggage claim.

GROUND TRANSPORTATION TO HOTEL

Upon arrival in Harbin, you will be met at the airport by a driver and an English-speaking volunteer from the Harbin Veterinary Research Institute (HVRI). They will be holding a sign with HVRI, your name written in English or “NAS,” and will take you to the **Aoluguya Hotel** (see address in hotel section) where you will stay while in Harbin. The area immediately outside of baggage claim may be crowded, you may have to take a second look, but the driver will be there. Should your flight be delayed, a driver will wait for you. Some people arrive on the same flights (see arrivals table) or at the same time so you may wish to communicate before arriving in Harbin and meet up on the plane or at the airport.

If you cannot find the driver after having thoroughly looked for the sign with your name, please take an OFFICIAL TAXI ONLY (do not take a taxi van) to the Aoluguya Hotel (see address below). The airport taxi stand is well marked after you leave the customs and immigration part of the airport. The cost of a taxi ride to the hotel from HRB is RMB 120 ¥ (approximately \$18). The Chinese currency is the Renminbi, abbreviated RMB, and the unit is the Yuan, abbreviated as ¥ or CNY; currently 1 USD = 6.88 CNY/RMB. You can use the currency exchange offices at the airports. Please ask for a receipt from the driver as you will need it for reimbursement. It is not customary to tip the drivers. Please pay by the meter in the taxi. DO NOT ACCEPT offers from unofficial drivers under any circumstances.

EMERGENCY CONTACT NUMBERS

Ben Rusek, traveling to Harbin

Katie Bowman, traveling to Harbin

Micah Lowenthal, in Washington, D.C.

Rita Guenther, in Washington, D.C.

Nicole Cervenka, in Washington, D.C.

U.S. Cell Phone (phone and data):

U.S. Cell Phone

U.S. Cell Phone:

U.S. Cell Phone:

U.S. Office Phone:

Kentlands Travel

, after hours:

3 (NAS Travel Code)

U.S. Embassy in China

No. 55 An Jia Lou Lu

Beijing, China, 100600

U.S. Consulate General in Shenyang

U.S. Consulate General in Shanghai

1469 Huai Hai Zhong Road

Shanghai, China, 200031

(in Beijing, China)

(Emergency Contact Number)

BeijingACS@state.gov

ShanghaiACS@state.gov

YOUR HOTEL IN HARBIN

Aoluguya Hotel

Address: No. 800 Chuangxin 3rd Road

Harbin, China, 150001

敖麓谷雅

黑龍江省哈爾濱市創新三路800號

Telephone:

SEE MAP AT THE END OF THIS MEMO

Aoluguya Hotel Information				
Traveler	Arrive	Depart	Confirmation #	# of nights
Gladue, Douglas*	January 6	January 11		5
Bowman, Katherine	January 6	January 11		5
Higgs, Stephen	January 6	January 11		5
Rusek, Ben	January 6	January 12		6
Baric, Ralph	January 7	January 11		5 (early AM arrival)
Swayne, David*	January 7	January 11		5 (early AM arrival)
Relman, David	January 7	January 10		3
Shi, Pei Yong	January 7	January 10		3
Griffin, Diane	January 7	January 11		4
Franz, David	January 7	January 11		4
Kanabrocki, Joseph	January 7	January 11		4
LeDuc, James +1	January 7	January 11		4
Saif, Linda	January 7	January 11		4

*May not be able to attend. Again if for some reason you are delayed or rerouted please e-mail or text Ben Rusek (brusek@nas.edu) and let him know.

MEETING LOCATION

The workshop will be held at the Harbin Veterinary Research Institute (HVRI), a ~45-minute drive from the hotel. A shuttle bus will take you from the hotel to HVRI each morning and return you to the hotel every evening. **The shuttle bus will leave the hotel for the HVRI at 7:50 AM on the first day of the meeting.** The HVRI campus is located at:

Harbin Veterinary Research Institute

Weihai N Rd, Xiangfang Qu, Haerbin Shi, Heilongjiang Sheng, China, 150060

中国农业科学院哈尔滨兽医研究所

中国黑龙江省哈尔滨市香坊区威海北路 邮政编码: 150060

SEE MAP AT THE END OF THIS MEMO

MEALS

The Aoluguya Hotel has restaurants on the premises. Breakfast each morning is included with your room. Most lunches and dinners will be provided. We will reimburse reasonable expenses for other meals up to \$101 per full day and \$75 for the first and last days (travel days).

TRAVEL ISSUES

If you have any issues during travel (e.g., weather delays), inform Ben and to rebook contact:

Kentlands Travel

after hour:

nas@uniglobekentlands.com

Reference number:

DEPARTURE INFORMATION

HVRI has arranged drivers to take you from the hotel to the airport to leave Harbin. **Specific departure information will be provided by HVRI staff or Ben during the meeting.** Please confirm your departure details with Ben at least one day prior to your departure.

DEPARTURES

Traveler	Flight Number	Departure	Time	Ticket number
Relman, David	CA 1644	January 10	11:50 AM	999 7267764580
Shi, Pei Yong	CZ 6318	January 10	3:30 PM	784 7270588034
Swayne, David*	MU 5620	January 11	7:15 AM	
Baric, Ralph	CZ 6219	January 11	8:25 AM	006 726776464647
Gladue, Douglas*	CZ 6219	January 11	8:25 AM	
Kanabrocki, Joseph	CA 1640	January 11	8:30 AM	999 7270587808
Saif, Linda	CA 1640	January 11	8:30 AM	890 0745523287
Franz, David	CA1644	January 11	11:50 AM	890 0745539926
Griffin, Diane	CA 1644	January 11	11:50 AM	999 7267764606
Bowman, Katherine	CA 1644	January 11	11:50 AM	999 7270588053
LeDuc, James +1	CA 1644	January 11	11:50 AM	999 7267764578
Higgs, Stephen	HU 7786	January 11	5:25 PM	
Rusek, Ben	CA 1644	January 12	11:50 AM	999 7270588052

*May not be able to attend

TRAVEL TIPS

Getting Around

Taxis are inexpensive and convenient to use. To make communication easier, have the hotel write your destination in Chinese. Be aware that some drivers will attempt to negotiate the price of a ride and that asking them to run the meter will help avoid potential conflicts.

You can also use the app **DiDi**, which is similar to Uber or Lyft in the U.S. If you plan on using the app, download it from your smart phone's app store and set it up on your phone before you leave.

The bus system in Harbin is the most convenient public transportation option. Signage is in Chinese, but the stops should be announced in both Chinese and English. Passengers can pay by touching on with an "IC" card or by putting ¥1 or ¥2 into the fare box as they board the bus.

If for some reason you need a car and driver while in Harbin, you may request a car at the hotel front desk. Please arrange for payment directly with the hotel or with the car and driver service. Taxis can also be called by the concierge. It is helpful to have the hotel concierge write your destination in Chinese for the driver. Likewise, have the hotel address in Chinese for your return.

What to Pack

The weather will likely be cold at around 15°F. Therefore, it is a good idea to bring plenty of warm clothes, a hat, gloves, etc. The meeting will begin with business attire (coat and tie) and hope that it becomes less formal as the meeting proceeds.

Be sure to bring any medications or other items you will need, preferably in a carry-on just in case your luggage is delayed. **Many common over the counter medications are not available in China.**

A list of useful items includes: plenty of business cards, a travel alarm clock, warm layers, a hat, gloves, a small flashlight, pocket-packs of tissues and wet wipes, cold medication, Imodium, a camera and chapstick. It is best not to bring anything that would be an attractive target for thieves, such as expensive camera equipment. You will have to decide whether to bring a laptop computer. If you do bring one, it is generally a good idea to keep it with you at all times.

Money

You may want to obtain some Chinese money of your own for souvenir shopping, drinks, entertainment, and sightseeing. The exchange rate on December 12, 2018 was 6.88 Yuan per dollar. For purchases or exchanges, please bring cash, debit cards, or credit cards. Traveler's checks are much less useful and very inconvenient – only a few banks in China will change them – so we do not recommend that you bring them. Some ATM machines will accept international cards, including Bank of China and China Merchants Bank, and provide instructions in English. If an ATM requires a six-digit PIN, try adding two zeros to the front of your number. There are also Western Union locations in almost every China Post 中国邮政 and Agricultural Bank 农业银行; look for the yellow western union sign.

Some shops and restaurants will accept international credit cards. However some only accept Union Pay branded cards. It's always good to have one with you in case of emergency, but you should **not** rely on being able to use credit cards for all your purchases. Even some businesses that say that they take credit cards only take Chinese network credit cards (not Visa, MasterCard, or Amex). If you bring cash, please make sure that the bills are clean. Worn, stained, marked, or old bills are often rejected in China. When carrying Chinese currency an assortment of denominations is useful, as you might not always be able to change large bills. (Many people use their phone and the Chinese app WeChat to pay for purchases.)

Health Concerns

Drinking tap water in China is **not** recommended. Please drink bottled water whenever possible. The air quality in Harbin averaged around 100AQI (moderate) in December and January 2018, but has recently reached the 300s (hazardous). The U.S. Department of State recommends sensitive individuals should consider limiting prolonged outdoor activities, and that everyone should avoid outdoor exertion when the air quality is at hazardous levels.

Global Assistance for Travelers

Before you travel please enroll in the U.S. Department of State Smart Traveler Enrollment Program (STEP) <https://step.state.gov/step/>. All travelers funded by NAS have been placed on the International SOS Global Assistance Program <http://www.internationalsos.com/en/>, (**member number** _____) while in Harbin. As a traveler for NAS, you can utilize this resource by calling an International SOS Assistance center, which has physicians, multilingual coordinators, operations managers, logistics support personnel and medical and security professionals on hand to speak with you 24/7. SOS can give medical advice, arrange for you to be seen at a nearby medical center (pre-evaluated for quality), arrange for prescription medications, or even arrange for evacuation, if needed. Note that this is assistance, not insurance, but SOS and NAS can arrange payment for services and work out reimbursement from your insurance later. The NAS membership number is 11BMMS000238. Your closest assistance center in China will be the Beijing office (______). SOS International Alarm Centers can also be contacted in Hong Kong at _____ and in the United States at _____. See the International SOS card or download the SOS App before you travel, which is the fastest way to access

help in case of an emergency. NAS staff has experience working with International SOS and can provide assistance if requested; please ask for our assistance should you have medical concerns. Ben will have hard copies of SOS cards.

International SOS Recommended Hospital in Harbin

HEILONGJIANG PROVINCIAL HOSPITAL HARBIN, CHINA

No.82 Zhongshan Road
Xiangfang District,
Harbin
P.R. China 150036
Tel:

International SOS Affiliated Medical Joint Venture Clinics & Assistance Center

BEIJING OFFICE

Suite 105, Wing 1
Kunsha Building, No 16 Xinyuanli
Chaoyang District
Beijing
P.R China 100027
Tel: -
Fax: -

Additional information on medical providers specializing in treating foreigners for general medical, dental and orthodontic problems are available at <https://china.usembassy-china.org.cn/>

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's hotline for international travelers at 1-800-CDC-INFO or via the CDC's Internet site at: <https://wwwnc.cdc.gov/travel/destinations/traveler/none/china>

For information about outbreaks of infectious diseases abroad consult the World Health Organization's (WHO) website at <http://www.who.int/en>. Further health information for travelers is available at: <http://www.who.int/countries/chn/en/>

REIMBURSEMENT INFORMATION

For travel being funded by NAS, after you return to the United States, you will use an electronic Travel Expense Report (eTER) to request reimbursement for reasonable travel expenses, including:

- **Taxi cabs, shuttles, and public transportation expenses for meeting related trips are reimbursable.** *Sedan services are only reimbursable if the cost is comparable to a taxi fare.*
- **Meal costs** (based on actual expenses not paid by NAS; NAS does not reimburse for alcohol).
- **Incidental expenses**

Please retain all receipts for any expenses over \$75 incurred during travel on Academy business, including original airline receipts, even if they were direct billed to NAS. No charges over \$75 can be reimbursed without an accompanying receipt. This includes items such as airfare, taxi charges, and meals as described

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above. It is Academies policy that all travel expense reports (TER) are completed within 25 days of travel. Sponsors may reject expenses not submitted on time. If you have questions, or trouble completing your TER, please contact your travel coordinator for assistance.

Please complete your Travel Expense Reimbursement (TER) via Concur, our online reimbursement tool (<https://www.concursolutions.com>) or download the mobile app (<https://www.concur.com/en-us/mobile>). Your Concur sign-in information, password, and detailed instructions for completing your TER will be sent in a separate email from your travel coordinator.

*If you are having trouble logging in to Concur, please contact the Travel Office traveloffice@nas.edu.

Your pre-populated TER will contain your itinerary and all items billed directly to the Academies. Please enter all out-of-pocket expenses and upload a PDF (when using the Concur website) or a picture (when using the Concur app) of receipts for all transportation costs and all other expenses over \$75. When you have entered your reimbursable expenses, please notify your travel coordinator. Please **DO NOT CLICK** "Submit Report".

The Travel code for this trip is PGA190018.

Map of the airport, hotel and HVRI:



Hotel location, zoomed in: