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# CHINA TRIP INFORMATION PACKET

CEE 176F/276F

Energy Systems Field Trips

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2. MAP Sustainable Energy Travel Grant Agreement

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2. China Visa Application Form
3. How to Complete China Visa Application Form
4. ZVS (Visa Processing Service) Order Form

### China Travel Guide

#### TRIP ADMINISTRATIVE CONTACTS:

Judith Henley: (650) 543-1629  
(650) 324-9098 fax  
judith@maproyalty.com

Kirst Virtue: (650) 543-1623  
kirst@maproyalty.com

## ACTION DATES:

### January 18

*Due by E-mail to Judith:*

- Passport number
- Passport country of issue
- Meal preference (vegetarian or standard)

*Due in Class:*

- Deposit payment due in class
- Signed Travel Grant form due in class for eligible students

### February 1

*Due in Class:*

- Passport
- Completed visa application forms
- Passport photo

### February 15

*Due in Class:*

- Final payment
- Signed liability waiver

January 11, 2006

# GENERAL TRIP INFORMATION AND DRAFT ITINERARY

## GENERAL INFORMATION

This trip will follow a rigorous educational agenda. It is very likely that some days may begin early in the morning and end late in the evening. Please be prepared to participate in a very exciting but physically demanding learning experience.

Several trip details are not complete as of the production of this information packet. The schedule presented below is subject to change as events are finalized.

## TRIP SCHEDULE AS OF JANUARY 11, 2006

### March 23 Thursday

Depart from San Francisco International Airport, United Airlines Flight UA 889 at 1:25 pm to arrive at the Beijing Capital Airport on Friday, March 24th at 5:55 pm.

### March 24 Friday

Pickup from Beijing Airport and transfer to hotel.

### March 25 Saturday

AM: Presentation by Fuqiang Yang of Energy Foundation Beijing Office on overview of China's energy situation.

PM: Tour to the Forbidden City and Great Wall.

### March 26 Sunday

AM: Presentation by Chen Qing of SN in Zhongshan Park on overview of China's environment and related policies/measures; Lunch in the Park [tentative];

PM: Site visit to a rural energy case [biogas-tbc] & rural homes burning biogas and coal. [tbc]

### March 27 Monday

AM: Meeting and presentation by Zhou Dadi of NDRC/ERI or his colleague on China's policy overview of new and renewables and conventional energy and energy efficiency. [tbc]

PM: Site visit to MoST green building demonstration.

Transfer to airport for Yichang.

### March 28 Tuesday

Transfer to San Dou Ping for site visit to the Three Gorges Dam. Back to Yichang [or Wuhan for overnight tbc].

### March 29 Wednesday

Fly from Yichang [or Wuhan] to Kunming.

Possible sightseeing in Kunming depending on flight schedule [tbc].

### March 30 Thursday

Visit a solar water equipment manufacture and solar water application community [tbc].v.

Fly to Nanjing late in the afternoon.

## **TRAVEL ITINERARY (DRAFT) Continued**

### **March 31 Friday**

AM: Presentation on Jiangsu EPP/DSM project by the DSM Center and presentation by Wang Shubao of Jiangsu Kexu Energy Service Co. on ESCO services.

PM: Time permitting, visit a coal plant [tbc].

Late afternoon: Travel to Shanghai by bus.

### **April 01 Saturday**

AM: Presentation by Chen Rumei, the head of Shanghai Energy Conservation Supervision Center, or her colleagues on Energy Law implementation and Green Power [wind] scheme in Shanghai. [tbc]

PM: Sightseeing at the Bund. This may change, depending on arrangement of possible solar visit.

### **April 02 Sunday**

Visit to wind farm [tbc].

### **April 03 Monday**

Depart from Pu Dong Airport in Shanghai at 12:45 pm to arrive at San Francisco International Airport on Monday, April 3, at 8:40 am.

# ANTICIPATED EXPENSES AND PAYMENT SCHEDULE

Trip details have not been finalized, but every effort is being taken to keep trip costs as close to the range of \$3,700 - \$3,800 as possible. Toward that end, lodgings will be shared and air fare will be coach class. Until trip plans are finalized, however, please understand that all estimates are approximate.

A travel account is being established through the University, into which your payment checks will be deposited.

## **GENERAL ANTICIPATED EXPENSES (APPROXIMATE):**

Round Trip Coach Air Fare:	\$1,000
Visa Application	\$75
In-Country Travel	\$2,700

The in-country travel cost will include meals, transportation to and from points within the country, and some gratuities. Additional details will be presented as they become available.

## **PAYMENT SCHEDULE:**

Checks should be brought to class for collection on the dates below. These will most likely be made payable to Stanford University. Final instructions will be provided as they become available.

January 18, 2006:

A non-refundable initial payment of \$500 is due.

February 15, 2006:

The remainder of the cost of the trip is due. This will most likely be \$1,500 for students who are participating in the MAP Sustainable Energy Travel Grant program and \$3,300 for those who are not.

If you are an enrolled student and wish to take advantage of the subsidy, please give a signed copy of the MAP Sustainable Energy Student Travel Grant agreement to Judith by January 18, 2006.

# MAP SUSTAINABLE ENERGY STUDENT TRAVEL GRANT

In consideration of your undertaking to provide 50 volunteer hours of your time towards the furtherance of sustainable energy initiatives, Mineral Acquisition Partners, Inc. (MAP) will grant to you by way of a travel subsidy, \$1,800 paid as cost defrayment directly to the providers of travel related services incurred by you for the Stanford University sponsored Energy Systems Field Trip to China. These 50 hours of volunteer time must be performed in the course of the 12-month period beginning April 2006 and ending no later than April 30, 2007. An account of your volunteer hours is acceptable at any time in that period, but is ultimately due no later than April 30, 2007 and is to be submitted to the attention of Peggy Propp, Manager of Philanthropic Programs at MAP.

In confirmation of your agreement of the foregoing, please sign and return the enclosed duplicate copy of this document.

I agree to this travel subsidy, and undertake to carry out the above and to present a beneficiary-verified report of the 50 hours volunteer I provided. I also agree to perform these 50 volunteer hours in the course of the 12-month period beginning April 2006 and ending no later than April 30, 2007.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# VISA OVERVIEW

Visa applications will be arranged using Zierer Visa Service (ZVS) in order to ensure timely procurement. Please fill out the forms provided and bring them to class on February 1, 2006 along with your passport. Application forms and passports will be delivered to the ZVS San Francisco office for processing.

## 1. Paperwork Required

Each traveler must submit the following:

1. A signed and completed visa order form
2. A valid passport that is in effect through October 3, 2006 and that has at least two blank pages
3. An additional passport photo for the visa
4. A signed and partially-completed ZVS order form. Since the visa requests will be processed and paid for as a group, please only fill out the top portion of the order form.

The application forms vary based upon your country of birth. If you were born in a country other than the US, please see Judith or Kirst to get the appropriate documentation.

## 2. Cost

Payment will be made for all visa applications as a group.

## 3. Timing

ZVS usually requires seven days to process travel visas for US citizens with passports in good standing. Additional lead time may be required for some individuals. For this reason, forms and passports will be collected on February 1st.

## 4. Travel Visa Terms

You will receive a tourist class travel visa which will expire 90 days after the date of issue.

Travelers may only stay in the country for 30 consecutive days at a time.

### VISA CHECKLIST

- ✓ Passport valid through October 2006?
- ✓ Two blank pages in passport?
- ✓ Need different forms for country of birth?
- ✓ Have one additional passport photo?



**PAYMENT: Total payment must include:**

- CONSULAR FEES and/or PASSPORT AGENCY FEES** (see *VISA REQUIREMENTS and/or PASSPORT REQUIREMENTS* form)
- ZVS SERVICE FEES**
- VISA/PASSPORT RUSH/EMERGENCY SURCHARGE** (if applicable)
- SHIPPING FEE** (per address.)

**ZVS SERVICE FEES (Effective October 1, 2005-September 30, 2006)**

**Visa Processing**

Tourist Visas (standard-rate countries)	\$ 55.00 per visa
Tourist Visas (special-rate countries except Libya)	\$ 70.00 per visa
Special rates apply to the following visas: Azerbaijan, Belarus, Georgia, Iran, Kazakhstan, Kyrgyzstan, Laos, Moldova, Nigeria, Turkmenistan, Ukraine and Uzbekistan.	
Business, Transit, and Short-Term Work Visas (except Libya)	\$ 70.00 per visa
Libya Visas (all nationalities)	\$ 80.00 per visa
Non-US Citizen Visa Processing (all destinations except Libya)	\$ 80.00 per visa
Rush Surcharge (4 - 7 business days)*	\$ 50.00 per visa
Emergency Surcharge (3 business days or less)*	\$ 130.00 per visa
Australian ETA visa:	\$ 35.00 per visa

**Passport Processing**

Standard Service (11 business days or longer)	\$ 75.00 per passport
Rush Surcharge (4 to 10 business days processing)**	\$ 25.00 per passport
Emergency Surcharge (3 business days or less processing)**	\$ 75.00 per passport

\*Same day processing is available at specific locations only. Contact ZVS for details.

**Other Miscellaneous Fees**

Completion of visa application form	\$ 25.00
Cancellation Fee	\$ 20.00
Russian Invitations	\$ 25.00
Foreign National Research Fee	\$ 20.00

**SHIPPING FEE (all deliveries are by traceable overnight shipping service)**

TWO DAY - two business day delivery by 5:00 PM	\$ 17.00 per order
STANDARD - next business day delivery by 3:00 PM	\$ 19.00 per order
EXPRESS - next business day delivery by 12:00 PM	\$ 21.00 per order
SATURDAY - next day Saturday delivery by 5:00 PM	\$ 31.00 per order
AMERICAS SHIPPING (Alaska, Canada, Hawaii, Puerto Rico or the U.S. Virgin Islands)	\$ 37.00 per order
INTERNATIONAL SHIPPING	\$ 48.00 per order

\*The "Rush Surcharge" for Visa processing, applies when ZVS is given from 4 to 7 business days for processing after our receipt of COMPLETE application materials. The "Emergency Surcharge" applies when ZVS is allowed 3 business days or less for processing after our receipt of COMPLETE application materials.

**NOTE: Rush is not available for all visas; please call ZVS if rush processing is required**

\*\*The "Rush Surcharge" for Passport processing, applies when ZVS is given from 4 to 10 business days for processing after our receipt of COMPLETE application materials. The "Emergency Surcharge" applies when ZVS is allowed 3 business days or less for processing after our receipt of COMPLETE application materials

**PAYMENT (Please calculate your total payment):**

1) CONSULAR FEES and/or PASSPORT AGENCY FEES:	\$ _____
2) ZVS SERVICE FEES:	\$ _____
3) RUSH/EMERGENCY SURCHARGE(S) (if applicable):	\$ _____
4) SHIPPING FEES:	\$ _____
<b>TOTAL PAYMENT TO ZVS:</b>	<b>\$ _____</b>

**Thank you for choosing Zierer Visa Service!**  
ZVS Customer Service Center (Toll Free) 866-788-1100

**Washington DC**  
1625 K St. NW, Ste 102  
Washington DC  
20006-1667

**New York**  
119 West 57<sup>th</sup> St., Ste 207  
New York NY  
10019-2401

**San Francisco**  
703 Market St., Ste 100  
San Francisco CA  
94103-2118

**Houston**  
Two Greenway Plaza, Ste 275  
Houston TX  
77046-0297

## How to Complete the Application Form for a Visa to:

### The Peoples' Republic of China

1. **Chinese Name:** If you are of Chinese decent (do you have a Chinese last name?) you must write your name in Chinese Characters, regardless of where you were born.
2. **Former Name:** Do you have a former name? This question also applies to maiden names.
3. **Sex:** Check the appropriate box. "M" is for male, and "F" for female.
4. **Name:** As your name reads in your passport, you must enter your last name first and then your first name. Enter in the respective areas. If your name as been amended in your passport, enter as it reads on the amendment.
5. **Date of Birth:** First you must enter the year of your birth, then the month. Last you enter the day you were born.
6. **Place of Birth:** If born in the US, just enter the city and state where you were born. If you were born out side of the US, enter the city and country. *Note: if you were born in either Taiwan (The Republic of China) or Tibet, there could be processing delays.*
7. **Nationality:** This is the country you hold a passport from. Do not list your ethic background. For example, if your were born in Italy or are of Italian decent but are now traveling on a US passport, you put "USA."
8. **Former Nationality:** If you ever held citizenship of a country other than that of the passport you are now traveling with, list it here. *If you enter, China, Taiwan or Tibet, expect processing delays.*

9. **Occupation:** List your current occupation. If retired or student, enter as such. *Note: Any occupation associated with the media (i.e.: Journalist, Publishing, Editor, Photographer, Film, etc) will result in processing delays and visa restrictions.* **Office Tel:** Enter your work telephone number, if applicable. If you do not have a work number, enter "N/A" for Not Applicable. **Name of Company:** List the name AND address of where you are employed. If you are not employed, enter "N/A."
10. **Home Address:** Enter your full home address, including street address, city, state and zip code.  
**Home Tel:** Enter your full home phone number including your area code.
11. **Passport Type:** Passport type is "Regular" unless the front of your passport states otherwise. Mark the box accordingly. **Passport Valid Until:** This is the expiration date of your passport listed inside the passport on the information page, near your photo. List year first, then month and date last.  
**Issued by:** Place of issue as listed on information page of passport. **Passport No.:** Passport number as listed on information page of passport.
12. **Purpose of Journey:** List "Tourism" or "Business." If purpose of journey is business, see information sheet for additional requirements. You cannot apply with purpose as "Business" and travel as a tourist.
13. **Province, City or Country to Visit in China:** List the cities you will enter in China. Hong Kong and Macau do not qualify as China. Also, if you list Tibet, Xizang (Chinese name for Tibet) or any city in Tibet, you will need additional support to get the visa.
14. **Tentative Number of entries:** Enter how many times you plan to enter China. Reminder: there are no multiple entry tourist visas.
15. **Tentative Date of (Each) Entry to China:** Enter the year, month and then date you expect to enter China. This only need be an estimate as the visas are not date specific. If more than single entry requested in question #14, do the same for your second date of entry.
16. **Duration of (Each) stay in China:** Enter the number days you expect to be in China. If you requested other a single entry in question #14, do the same for your second entry.

17. **(Processing Time):** Check the appropriate box for processing. If allowing ZVS normal processing pre information sheet, check "Regular." If visa is needed in less than normal processing, check "Express." The last option is "Rush/Same Day." If this service is needed, please contact ZVS before sending in your paperwork.
18. **Names, Address & Phone No. of Inviting Organization or Person in China:** If you entered "Tourism" on #12, enter "Not applicable." If you entered "Business" on #12, list the requested specifics for your contact in China.
19. **Have you ever applied for a Chinese visa before?** Mark "Yes" or "No."
20. **Have you ever been declined for your Chinese visa application?** Mark "Yes" or "No." If you mark "yes," enter when and where you had filed the application that was rejected.
21. **Signature:** Your application must be signed. Also, put the current year, month and day.

# CHINA TRAVEL GUIDE

Stanford University

CEE 176F/276F  
Energy Systems Field Trips

March 23, 2006 to April 3, 2006

Prepared January 11, 2006  
Contents subject to change

Thank you for joining the **China Energy Systems Field Trip, departing March 23, 2006, returning April 3, 2006.**

This guide provides information concerning travel documents, accommodations, weather, packing suggestions and other important details to help you prepare for the program. Should you have any questions after reading through these pages, please contact Judith Henley [Judith@maproyalty.com](mailto:Judith@maproyalty.com) or Kirst Virtue [Kirst@maproyalty.com](mailto:Kirst@maproyalty.com).

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## WHAT TO EXPECT

For most activities on this itinerary, a relatively moderate level of exertion is required. You must be able to walk a moderate distance over rough terrain. Temperatures will range from the high 40s to high 70s, with high levels of humidity. The following is a useful Web-based resource for monitoring weather in China: <http://weather.china.org.cn/english/>

A spirit of adventure and a willingness to explore new areas in an open and receptive way along with a flexible attitude will ensure your enjoyment of this program. In agreeing to go on this trip, you will be required to participate in all planned activities. The itinerary will be quite full and very busy. While we are sure you will be pleased with the exciting educational program provided, we want you to be aware of the pace, and know there will be little time for any sightseeing outside of the planned visits/tours.

In-country travel arrangements are being coordinated in conjunction with the recently established Beijing office of the National Resources Defense Council. Specific information about lodging and other travel arrangements will be provided as it becomes available.

## TRAVEL DOCUMENTS

Visa applications for everyone will be handled as a group through a travel document processing service based in San Francisco. If you are not a U.S. citizen, there will be additional forms in addition to those made available to all in the class in order to procure your visa and participate in this trip. Please contact Judith or Kirst to ensure that you have the required appropriate additional forms to ensure that your entry documents will be properly processed.

If you are traveling to any other countries after the group program, please check the visa requirements with the local consulates of each country you plan on visiting.

## PASSPORTS

To travel to China, you need a valid passport. Please check your passport for the following:

- The expiration date is valid for at least six months after the date of completion of your trip (valid through **October 3, 2006**). If the expiration date is before this date, additional steps will need to be taken to have your passport renewed right away. It is likely that this can be done through the visa service simultaneous to the China visa application process
- Your passport has **two (2)** blank pages for the entry and exit stamps required on our itinerary.

**You must have a valid passport before you can apply for a visa.** If you do not have a passport, it is unfortunately unlikely that you will be in a position to attend this trip, due to the short lead time before departure. Please contact the Judith or Kirst to discuss your options if this is the case.

As with any travel, it is recommended that you make a photocopy of the photo I.D. page and carry it with you on the trip, separate from your passport. Should your passport be lost or stolen, the copy will make it easier to obtain a replacement. It may be prudent to carry two extra passport-size photos that will also expedite replacement. You will need to procure one extra passport photo for your China visa; it would be advantageous to order that extra set for precaution.

## VISAS

A visa is required for U.S. citizens traveling to **China**. For your convenience, and to ensure their timely procurement, we have arranged to use a travel document service, ZVS Visa Service, to secure the necessary visas for all travelers. There will be a reasonable fee (\$55 - \$75 approximately) attached to this service. Payment will be advanced by Mineral Acquisition Partners, Inc. (MAP). For those taking advantage of the MAP Sustainable Energy Travel Grant, this payment will be covered by the subsidy. For those not eligible or not taking advantage of the grant, a record of account will be presented to you for reimbursement to MAP.

A VISA APPLICATION PACKET with instructions will be distributed in class and will also be made available on the course Web site and in CourseWork. Please complete the application packet and promptly return it along with your passport to Judith Henley, 2555 Park Blvd., Palo Alto, CA 94306, using a traceable delivery service such as Federal Express or UPS. Alternatively, you may hand it in at class to Jane or Aaron. Of note:

1. February 1st is the deadline. Visa applications must be turned in no later than February 15<sup>th</sup>, and must be COMPLETE. Any applications that do not have all of the appropriate information may be rejected and the visa denied.
2. All information must be typed or printed, and the forms must be signed and dated at the bottom. We will obtain your visa, and your passport(s) will be returned to you.
3. Please read and follow the instructions in the visa application packet carefully. Please be sure your passport has been signed and that there are at least two blank pages.

Upon receipt of your Chinese visa, please call Judith Henley and let her know your visa number. The number is stamped on the visa entry in your passport.

## AIR ARRANGEMENTS

Economy class airfare on United Airlines from the West Coast is included in the cost of this program.

## HEALTH & MEDICAL CONSIDERATIONS

The following information should be used only as a guideline. We recommend that you consult your local travel medicine insurance provider or personal physician for medical advice on this program.

Medical care and facilities are readily available in China, but accessibility and standards of medical services may vary. **The prospect of illness or hospitalization while on tour should not be taken lightly.** If you have a serious medical problem or a medical condition that might be adversely affected by moderately strenuous travel, please consult your personal physician for further advice on the advisability of taking this trip.

### TRAVEL HEALTH RESOURCES

In addition to your Travel Medicine provider or your personal physician, other resources for obtaining Immunization and Travel Health information include your state or county public health department and travelers' clinics usually associated with university medical centers. The Centers for Disease Control and Prevention (CDC) in Atlanta offers excellent, up-to-date, pre-recorded information on health precautions for travelers; call 877-FYI-TRIP (877-394-8747). You may also receive the CDC's information by fax; call 888-232-3299 and follow the recorded instructions. Information can also be obtained from their website <http://www.cdc.gov>. Another good reference is *Travel Health Online*, a Web site that contains health and safety recommendations and advice for over 220 countries. It also includes a list of travel medicine providers throughout the world. The site can be found at [www.tripprep.com](http://www.tripprep.com).

Other helpful sites include:

World Health Organization at [www.who.int/ith/en](http://www.who.int/ith/en)

Public Health Agency of Canada at <http://www.travelhealth.gc.ca>

International Travel Health Guide: [www.travmed.com/thg/travel\\_health\\_guide.htm](http://www.travmed.com/thg/travel_health_guide.htm)

### IMMUNIZATIONS

At the present time, no immunizations are required for travel with our group, however several are to be recommended. For most international travel, the CDC recommends that your normal childhood vaccines be up-to-date, including tetanus and polio. You should also consult your physician about the advisability of obtaining the Hepatitis A vaccine (Havrix® and VAQTA® are the two vaccines currently licensed in the U.S.), as protection against viral hepatitis. For long-term Hepatitis A protection, travelers should obtain the proper booster shots after returning home (6 to 12 months after initial vaccine).

There are several other travel related vaccines to consider for this trip, depending in part on your underlying health; the most common would include vaccines against the flu and hepatitis B. Again, individual recommendations depend not only on this trip's specific itinerary but also your medical history as well as personal view on vaccine risk / benefit.

### AVIAN FLU

The following information on avian flu is taken directly from the World Health Organization (WHO)'s and CDC's websites. For the most recent updates, you can access the WHO's website at <http://www.who.int> or the CDC's website at <http://www.cdc.gov> and search for "avian flu."

Avian flu is a contagious disease that commonly occurs in birds and sometimes in humans and pigs. The disease can occur in any bird, though domestic poultry flocks are more susceptible. Avian flu is caused by the influenza virus type A. Rarely, the infection jumps from infected birds or their infected material (bird droppings) to human beings. Even though there are large epidemics of the disease in birds, very few human beings in some countries have suffered from the infection. At present, there is no concrete evidence to confirm human-to-human transmission of the disease.

Countries that have reported large epidemics of avian flu among domesticated bird populations include Indonesia, Thailand, Vietnam, Cambodia, China, Pakistan, Japan, Korea and Taiwan. WHO is not recommending any restrictions on travel to these countries. In these affected countries, people who work in poultry farms are at primary risk of contracting the disease. Until there is evidence for human-to-human transmission, the disease will most likely remain confined to those who come in direct contact with sick birds or their droppings.

During our China Energy field trip, we will not be visiting any poultry farms or markets where large numbers of poultry or other livestock are sold. If you are traveling on your own prior to or after the program in an affected country, the CDC recommends the following precautionary measures to avoid getting infected:

- Avoid settings where infected poultry may be present, such as commercial or backyard poultry farms and live poultry markets.
- Do not eat uncooked or undercooked poultry or poultry products, including dishes made with uncooked poultry blood.
- As with other infectious illnesses, one of the most important preventive practices is careful and frequent handwashing. Cleaning your hands often, using either soap and water (or waterless, alcohol-based hand rubs when soap is not available and hands are not visibly soiled), removes potentially infectious materials from your skin and helps prevent disease transmission.

**CDC does not recommend the routine use of masks or other personal protective equipment while in public areas.**

#### **FOOD & WATER**

The following general information obtains to overseas travel. Eat only food that is served piping hot, and avoid peeled or cut fruit sold from a market or street vendor. Drink only bottled water. Sealed bottles will be provided in your room, and we suggest you use this water for drinking and brushing your teeth. Do *not* drink the tap water. A wide-mouth lightweight plastic container is nice to have for carrying water into which you may choose to add a packet of sport drink powder or rehydration salt. Carbonated beverages add an extra level of security due to the antibacterial effect of carbonation. Clean your hands frequently and always before eating, and bring sanitizing hand wipes or lotions with you on your trip.

Because **traveler's diarrhea** is the most common health-related travel concern, it is prudent to travel with a self-treatment course of antibiotics (usually ciprofloxacin) and anti-diarrheal medication (Imodium AD®). Some like the peace of mind or comforting taste of Pepto Bismol®. You should consult your personal physician about an appropriate treatment to bring along in the event you do contract traveler's diarrhea. The United States Public Health Service for Disease Control does **not** recommend the use of antibiotics as preventives. Our experience suggests that the best treatment is Imodium or Pepto-Bismol in adequate dosage coupled with an antibiotic treatment course for moderately severe symptoms. You may also want to consider bringing some Metamucil®, Fiberall® or Colace® for regularity as travel-related constipation can also be a problem.

#### **MOTION SICKNESS**

If you are susceptible to motion sickness on cars or planes, you should plan to bring a supply of motion sickness preventive. Some people find that the use of elasticized bands (or now even small electronic devices) worn on each wrist can control motion sickness by putting "acupressure" on a certain point. These are available at many pharmacies and nautical or dive shops, and through various mail-order catalogues for travel or health care products. Alternative agents include over-the-counter or prescription medication. Keep in mind that there may be domestic flight times ranging from one to two hours, and in-country driving may be over winding roads.

### **PERSONAL MEDICATIONS / MEDICAL RECORDS**

You are responsible for bringing an adequate supply of your personal medications as well as medicines for common ailments such as vitamins, aspirin or other analgesic, band-aids and topical antibiotic, motion sickness preventive, insect repellent and insect-bite relief products, and sunscreen and sunburn relief products. Be sure to carry all your prescription drugs in their original bottles inside your carry-on luggage. If you wear prescription glasses or contact lenses, you may want to bring an extra pair.

Additionally, if relevant, it is useful to carry a copy of a recent ECG (electrocardiogram) or other relevant lab or imaging studies in the event you need treatment on trip. Of course, it is a good idea to carry the telephone number (ideally "back office" or cell phone) and e-mail address of your personal physician, along with an up-to-date record of known allergies and chronic medical problems so that emergency treatment, if necessary, can be carried out with minimal risk to your health.

Please be sure to know the generic names for the medicines you take. This information is vital if you need to replace your medication or if you need medical care to help the local physician provide the best treatment. It is also advisable to let the trip leaders know of any medical conditions you are aware of so that appropriate actions can occur should there be a problem.

### **HEALTH INSURANCE**

Check with your personal health insurance provider to see if they have a set of documents and forms for you to carry when you travel; many companies do. (Please note that Medicare does not cover medical services outside the United States).

All travelers will be included in medical, accident and evacuation coverage under a group-travel insurance policy that has been purchased specifically for this trip. This group policy is intended to provide minimal levels of protection while you are traveling on this program. If you choose to purchase additional medical coverage specifically for this program, be sure to take the certificate with you on the trip, because you will be asked to show it should you require medical attention.

### **BAGGAGE & WEIGHT RESTRICTIONS**

On the group flights from the U.S., each passenger may check **two** pieces of luggage (not to exceed **70** pounds each). You may also carry one piece of hand luggage (in addition to a purse or handbag), which must fit under your seat or in the overhead luggage compartment. Participants are responsible for their own overweight luggage charges, so please be aware of your limits and how much luggage you are checking. If you are traveling on a different airline from the group flight, we suggest you check its latest baggage allowance rules, as many airlines have recently tightened their restrictions.

In addition, the domestic flight carriers within China further limit your luggage to **20 kilograms (44 pounds) per person**. This may be one or more pieces of baggage, but may not exceed the 20 kilogram-per-person limit. You may also carry **one piece of hand luggage** (in addition to a purse or handbag), which must fit under your seat or in the overhead luggage compartment.

It is a good idea to start the trip with checked baggage well under the weight limit. If you plan to make any purchases during the trip, these items will quickly increase your luggage weight.

Your carry-on bag should include anything you may need in transit, such as essential toiletries, prescription medications and a change of clothing appropriate for the initial activities of our itinerary. You will be more comfortable in the unlikely event that your baggage is delayed in transit or is slow to be delivered to your room upon arrival.

Please be sure you can lock your checked luggage and bring extra luggage locks for use throughout the program. Remember that new security procedures now require that all checked baggage on flights to and from the U.S. either be **unlocked** or be locked by a **TSA (Transportation Security Administration)-approved lock only**. The latter can be opened and relocked by TSA inspectors using a special key. Several manufacturers now make these types of locks: KeysByCode.com [www.keysbycode.com](http://www.keysbycode.com), TravelSmith [www.travelsmith.com](http://www.travelsmith.com), and Magellan's [www.magellans.com](http://www.magellans.com). When purchasing, please check with the retailer that your locks are TSA-approved for security screenings.

For up-to-date information on security restrictions and packing tips, please visit the TSA's website at <http://www.tsatraveltips.us>.

For a list of important items to bring with you, please see the CLOTHING and SUGGESTED PACKING LIST sections of this packet.

## CLIMATE

Temperatures during our program can be variable, ranging from the high 70s (°F) during the day to the high 40s in the early mornings and evenings. In general be prepared for warm to hot weather during the days and cooler weather in the mornings and evenings. The weather can be quite humid or rainy. Please remember that daily temperature can range widely.

The following are average temperatures (°F) and rainfall in some of the locations on our itinerary during the month of April. To determine if the region is experiencing unusual temperatures, precipitation or other atypical weather patterns, you may wish to check current weather conditions closer to departure in *USA Today*, on the Weather Channel or at <http://www.weather.com>.

	<u>High</u>	<u>Low</u>	<u>Days of Rain</u>
Shanghai	66	50	13.4
Suzhou	68	52	14
Beijing	68	44	4.6
Xian	69	48	8.9
Guilin	72	60	20.9
Hong Kong	79	67	15.1

## CLOTHING

A comfortable wardrobe that you can layer is recommended. Formal dress is not required anywhere on our journey. However, you may want to bring one outfit that can be dressed up a bit.

You should definitely pack **very comfortable walking shoes**. Avoid even moderately high heels—walking on uneven surfaces is easiest in low-heeled, broken-in shoes.

Pack a **collapsible umbrella** and **lightweight rain gear** for possible inclement weather.

Our most urgent advice on the subject of what to bring is to **travel light**. If you are traveling with friends, you may want to share adapter plugs or your supply of extra batteries.

## SUGGESTED PACKING LIST

The following packing list should help you prepare for the program. We consider these items the essentials; you will want to make your own variations.

### CLOTHING & ACCESSORIES

- comfortable, broken-in walking shoes
- long pants
- shorts (zip-off pants allow for flexibility)
- long-sleeved shirts
- short-sleeved shirts
- sweater, sweatshirt or light jacket
- waterproof rain coat
- windbreaker
- socks and undergarments
- sleepwear
- dressier outfits for welcome and farewell dinners
- bathing suit

### MISCELLANEOUS

- wide-brimmed hat and sunglasses
- collapsible umbrella
- hand laundry supplies such as Woolite for laundering your own garments
- camera equipment and film\*
- voltage converters and plug adapters
- lightweight day pack or tote bag
- money belt
- earplugs and/or eyeshade for light sleepers
- small flashlight
- water bottle
- travel alarm clock
- pocket calculator for currency conversions
- journal, pens/pencils

- plastic bags (Ziploc) for storing film, supplies and keeping camera equipment dry
- luggage locks
- "International Certificate of Vaccination" or "Yellow Card"\*
- passport and air tickets\*
- photocopies of credit cards\*
- extra passport photos

### TOILETRIES & FIRST-AID

- toilet paper
- sunscreen and lip protection
- motion sickness preventives
- shampoo, conditioner and soap (these are also provided at all our hotels)
- toothbrush and toothpaste
- extra pair of eyeglasses or contacts\*
- travel sewing kit
- anti-bacterial lotion or towelettes
- tissues (small travel packs)
- alcohol wipes
- antibiotic ointment
- Band-Aids
- Aspirin/Tylenol, etc.
- cold remedies
- anti-diarrheals (Imodium AD® or Pepto Bismol®)
- prescription medications (in their original containers)\*

*\*Pack these items in your carry-on luggage*

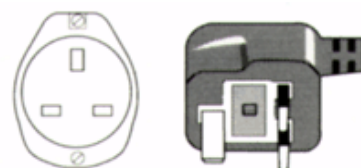
## ACCOMMODATIONS

Trip participants will be asked to share lodgings. If you have a partner you wish to have as your roommate, please be sure and let Judith Henley know by the second week of class.

## ELECTRICITY

The electrical current in China is 220 volts, 50 cycles. If you plan to bring any electrical appliances that operate on 110 volts, you will need to bring your own electrical converter. Note that most laptop computers and digital camera battery chargers can operate on a range of currents from 110-240 volts, in which case a converter is not necessary. Check the specifications of your equipment before departure and make sure you have the necessary accessories.

Regardless of your equipment's operating voltage, the plugs must fit the triangular, three-prong, British-style outlets found in China and Hong Kong (refer to picture at right). You will need plug adapters if your equipment is made for a straight-prong, U.S.-type outlet.



There are many retail sources for electrical converters and plug adapters, including TravelSmith (<http://www.travelsmith.com>), Brookstone (<http://www.brookstone.com>) and specialty travel outlets such as Travel Oasis (<http://www.traveloasis.com>).

## MONEY MATTERS

The cost of this tour includes accommodations, transportation and group meals. You should need money only for personal expenses, meals on your own, beverages not provided at group meals and for individual purchases. The following are some guidelines for exchanging and obtaining money during our program.

### CURRENCY & EXCHANGE RATES

Up-to-date information on exchange rates is available at <http://www.oanda.com>, at some banks and in the Monday edition of the *Wall Street Journal*. The following is a list of currencies and exchange rates as of January 2006 for the countries on our itinerary:

USD \$1 = 8.07 Chinese Yuan Renminbi  
USD \$1 = 7.75 Hong Kong Dollar

### EXCHANGING MONEY

U.S. dollars can only be used to pay vendors for small purchases amounting to one or two dollars. However, it is difficult for vendors to convert U.S. dollars, so it's best to use Chinese *yuan*. All other transactions will be in Chinese *yuan* and you will need to carry local currency with you throughout the trip. Money can be exchanged at the hotels or shops at a rate slightly lower than the official bank rate. Foreign currency can also be exchanged at bureaus such as Thomas Cook and American Express. We recommend that you keep your receipts when changing money as you may need to show them if you have foreign currency left over and wish to convert it back into U.S. dollars when you depart the country.

### CREDIT CARDS

Major credit cards (VISA, MasterCard and American Express) may be used in virtually all hotels, as well as at most restaurants and large shops for personal charges. Additionally, these cards can be used in many bank automatic teller machines (ATM) to obtain a cash advance; check with your credit card company to ensure that you have a valid PIN. Note that, although credit cards tend to offer the best exchange rate, companies vary widely in the amount of surcharge they may add to each transaction.

Your credit card company can tell you the specifics for your account. We recommend that you photocopy your credit cards and note the international numbers for reporting lost or stolen cards, taking one copy with you and leaving another at home.

### **ATMs**

Automatic teller machines (ATMs) are readily available in Shanghai, Beijing and Hong Kong, but they may not be available in other cities. Be aware, however, that many ATMs in China (except for those found in airports) do not offer screen options in English. In addition, you may find that you have to split off from the group on excursions in order to seek one out. These machines dispense cash in local currency. They can be used with your ATM card from home, as long as you have arranged for an international personal identification number (PIN) in advance (check with your bank). Although most banks charge a transaction fee, the rates of exchange at ATMs are often very favorable. Please note: you should also know your PIN numerically, if you are accustomed to recalling it alphabetically.

### **TRAVELER'S CHECKS**

We recommend that some of your money be carried in the form of traveler's checks issued by **American Express**. Please note that travelers on past China seminars have experienced difficulty exchanging traveler's checks from Citibank or other banks. If you choose to purchase checks from a bank other than American Express, be sure to bring the *original* purchase receipt(s) with you. Since it is safest to carry only a small amount of cash at a time, you may want to purchase your traveler's checks in denominations of \$20 and \$50. Your traveler's check numbers should always be carried separately from the checks along with the phone numbers to call in case of loss or theft.

### **GRATUITIES**

Efforts are being made to include gratuities to guides, waiters, porters and hotel staff for all group activities in the cost package. However, this aspect of the trip has not yet been finalized and it would be wise to plan for payment of some. Please be prepared to handle gratuities for any meals, taxi rides or excursions that you take on your own (not that we will have much time!) Hotel restaurants usually add a service charge of 10% of the bill. In these cases, you are not expected to tip. If no service charge is indicated, you may wish to add 10% to your bill. It is not customary to tip in taxis.

### **LANGUAGE**

While we have bilingual guides throughout our trip, it could be beneficial to learn a little bit of Mandarin or brush up on the Mandarin that you do know for when you are out on your own and/or want to communicate with locals. Please see the enclosed **Chinese Language Guide** for some helpful phrases and vocabulary, which you may find useful during the trip.

### **SHOPPING**

On this program, there will be limited opportunities to purchase local handicrafts and souvenirs, although we will attempt to introduce some flexibility into the schedule where possible for excursions of this nature. We realize such purchases support the local economy as well as make an important contribution to your experience. We must, however, remind you that shipping services and packing materials may be very limited. Although we are happy to contact our local operators regarding shipping arrangements, we cannot guarantee assistance will be available. Since the choice to purchase items is yours, you are solely responsible for the shipping arrangements and any associated costs. Please note that the purchase of "national treasures" for export from any country is strictly illegal.

While in China, you will find hawkers congregating in the parking lots of major tourist destinations and crowding around the tour bus doors, exhibiting their goods. You may find these hawkers to be useful in purchasing everything from batteries and postcards to handicrafts. Bargaining in these situations can be fun and rewarding as long as you are prepared for the crowds of salesmen that will inevitably surround

you upon realizing your interest. If you do not want to purchase anything from the hawkers, remember to avoid eye contact and any communication with them. They will take any acknowledgement from you as a sign of interest and will become even more aggressive in their pursuit of a sale.

## **TIME DIFFERENCE**

China is 15 hours ahead of Pacific Daylight Time. When it is 12:00 noon in San Francisco, it is 3:00 a.m. the following day in China and Hong Kong.

## **CONTACT INFORMATION**

A list of our hotels' addresses and phone/fax numbers will be provided prior to departure. Please bring a copy with you and leave the others with family, friends or business associates. Fax service is available at most hotels throughout the tour, though fax and telephone service is somewhat unreliable and particularly expensive from the more remote areas. E-mail availability may be available at some of the hotels on the itinerary.

## **PHOTOGRAPHY**

We'll be seeing spectacular places at every point in our journey, and any kind of camera is worth bringing along. We recommend bringing at least two 36-exposure rolls of film per day of touring. If you use a digital camera we recommend that you bring plenty of memory cards, extra batteries and a battery charger. Please refer to the ELECTRICITY section of this packet to see if adapters and/or voltage converters may be necessary to charge your equipment. If you've purchased a new digital camera, it helps to bring the manual along for reference and to overestimate the amount of memory you think you may need.

Please keep in mind that flash photography may be prohibited in some indoor areas such as museums or temples; if you wish to take photos in these low-light conditions, a sufficient quantity of high-speed film, such as ISO 200 or 400, is recommended. When taking pictures of people, it is always polite to ask permission first.

To reduce the amount and size of packed film, you might wish to remove all rolls from their individual boxes and place them in clear Ziploc-type plastic bags. This will also speed the security process when inspecting your hand luggage at airports. Carry film in hand luggage only. Generally, film with speeds slower than 1,000 ASA are safe to send through airport-security X-ray machines as long as they are in your carry-on luggage. Do not pack your film or camera in your checked luggage, as those bags are scanned at a higher intensity.

## **SMOKING POLICY**

Out of consideration for other members of the group, smokers are asked to refrain from smoking in vehicles, during lectures and meals and other times when we are in close proximity to one another. In accordance with smoking regulations governing international flights, smoking is not permitted in the aircraft at any time.

## **SECURITY**

Take the same precautions you would in any major city in the U.S. Carry only what you need with you. Leave your passport, airline tickets, traveler's checks and credit cards in a safe deposit box in your room whenever possible.

Before you leave home, make photocopies of important documents, such as your credit cards and the "picture" page of your passport. Put one passport copy, with two photos, in a safe place in your luggage (the receipts for your traveler's checks should go in the same place). Should you lose your passport, these items will help you obtain a new one more easily. Keep the other copy with you to use when changing traveler's checks. If you have travel insurance, bring the certificate with you.

To minimize the risk of loss or theft, we recommend the following:

- Leave your good watches and jewelry at home.
- Insure your camera equipment and any valuables that you bring with you (e.g. your wedding ring, if you feel you must wear it at all times).
- Carry only small amounts of cash and traveler's checks (enough for your next meal or an afternoon's shopping) when you leave your room.
- Keep your suitcase locked during transit *and* when it is in your room.
- Be careful how you carry your camera bag or purse when in crowded areas or on city streets. Have a good grip on it at all times, especially if carrying it over your shoulder. NEVER leave personal items unattended.

Trip sponsors and our tour operators are not responsible for any lost or stolen items.

## UNITED STATES CUSTOMS

When re-entering the United States, you are allowed to bring back \$800 worth (retail value) of goods duty-free. Purchases above \$800 but under \$1,800 will be charged duty at the rate of 3% of value. One member per family must complete the front side of the customs declaration form, which you will be given on your return flight, indicating the total value of goods acquired. Purchases over \$1,800 must be itemized in writing on the customs form and will be subject to duty at the legally established rate for the articles involved.

These rules mean that you should be prepared to make an accurate oral declaration of items acquired up to \$1,800 in total value. It is recommended that each traveler keep receipts and an account of items as acquired. Before arriving at the point of entry, add up the costs and convert the total to U.S. dollar value for presentation to a U.S. customs official upon request. It is a good idea to keep major purchases along with their receipts in one part of your luggage to speed inspection if required.

For further information, we will send a U.S. Customs Information packet in your final document mailing, or you may visit the Customs Service website at <http://www.customs.gov>.

### Final Documents

Final documents will be distributed to you prior to departure.

***If you do not plan to be at your current address three weeks before departure, please let Judith know where these important final documents should be sent.***