



## Conference Guide

This guide is a practical reference for participants of the 4<sup>th</sup> World Congress of Robotics-2019 (WCR-2019). It provides information on all conference-related aspects of logistics, transportation, food, accommodation etc.

1. Please note that the confirmed program will be updated at the early of August. If you would like to learn more, please contact Rikky via [liuhuanzhi@bitlifesciences.com](mailto:liuhuanzhi@bitlifesciences.com)
2. Please deliver your speech with a **PowerPoint**, which should be in **English version**.
3. All speakers should arrive at least 15 minutes earlier before the session starts and copy your presentation to the meeting room's computer. Generally speaking, all of the speakers are requested to use our computer unless your file could not be compatible with our projector (VGA) & computer system (Windows XP, English).
4. For the place and time for the lunch, dinner and welcome banquet, please kindly check your meal pass for details.
5. Only delegates wearing their congress name badges will be admitted to the scientific and social activities. And the name badges will be issued at the registration desk.

### Registration

Time: 09:00-22:00, August 30, 2019 (Friday)

Place: 10<sup>th</sup> Floor, **Shenyang Royal Wanxin Hotel (沈阳皇朝万鑫酒店)**,

Address: No. 390 Qingnian Street, Heping, 110003 Shenyang, China

Upon your arrival, please show your passport, confirmation letter, invitation letter or other valid documents to confirm your registration information at the registration desk before your check in. Please visit the registration desk directly for your conference kits.



## The 4<sup>th</sup> World Congress of Robotics 2019

Theme: AI and Robotics

Time: August 31 - September 1, 2019

Place: Shenyang, China



### Conference Venue

The Conference venue will be arranged at **Shenyang New World EXPO** (沈阳新世界博览馆), located in 2A-2 EXPO Road, Heping District, Shenyang, China

**Shuttle bus will be offered from Hotel to the conference venue.**

### Hotel

**Shenyang Royal Wanxin Hotel ★★★★★**(沈阳皇朝万鑫酒店)

Address: No. 390 Qingnian Street, Heping, 110003 Shenyang, China

**Note:**

**The conference organizing committee would offer the 3 days hotel, so please check it August 30, and check out on September 2, 2019.**

### Schedule

#### 1. Registration

Please go to **Shenyang Royal Wanxin Hotel** (Registration Desk, 10<sup>th</sup> Floor) for registration and picking up your conference materials on August 30, 2019 (09:00-22:00).

#### 2. Opening Ceremony and Keynote Forum

Date: August 31, 2019

Time: 09:00-12:00 13:30-15:00

Place: Conference Hall, 2F, Shenyang New World EXPO

#### 3. Lunch

Date: August 31-September 1, 2019

Time: 12:00-13:30

Place: Shenyang New World EXPO

Note: Please check your meal pass for specific location

#### 4. Robots Project Matchmaking Meeting

Date: August 31, 2019

Time: 15:10-17:00

Place: Conference Hall, 2F, Shenyang New World EXPO

#### 5. High-end Experts' Talk

Date: August 31, 2019

Time: 18:00-20:00



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### **6. Dinner**

Date: August 30, September 1, 2019

Time: 18:00-20:00

Note: Please check your meal pass for specific location

### **Airport Pick-up Service**

Airport Pick-up Service is only available on 30 August (09:30-22:00) for all the participants stay in Shenyang Royal Wanxin Hotel. So **please send me your flight information for further arrangement**

For the participants who will arrive at earlier or later time, please take a taxi to the Hotel or conference venue.

### **Conference in China**

#### **Visa**

Foreign attendees will need to apply for visa by themselves usually, so WCR-2019 recommends applying for visas as early as possible. Please check with your local China consulate or embassy to find out the earliest possible application date. Meanwhile, we strongly advise the foreign attendees to apply for the Tourist Visa instead of Business Visa in view of the adjustments for visa application to China last year, which is more accessible. We apologize for any inconvenience maybe caused to you. Any problem, please feel free to contact Emma at [rikky@bitcongress.com](mailto:rikky@bitcongress.com).

#### **Weather**

According to the weather forecasting: the average temperature during the period of conference is around 30°C.

#### **Currency**

The official currency is the RMB (CNY) or Yuan. Chinese money cannot be exported. Travelers' checks (restrict \$300 can be changed at hotel) and major credit cards are accepted (VISA, MASTERCARD) and foreign currency can be converted in airport, hotels, in stores and in subsidiaries of the Bank of China. The working hour of most foreign exchange centre is: 08:30-16:30. You are advised to exchange some RMB for your bus/taxi fares before your departure. The exchange rate between U.S. dollar and RMB Yuan is approximately at 1: 6. Please check for further updates. Usually, \$80-100 would be enough for your transportation fees. Though major



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credit cards are accepted at big stores and ATMs, cash is still more widely used.

### **Electricity**

A variety of electrical outlets can be found in China and an all-around adaptor set is recommended. Voltage in China is 220V 50Hz. If you will need to use an adapter, please be sure to use an appropriate transformer as well.

### **Mobile Phone Network**

Cell phones are widely used in China with networks of GSM (800 MHz, 900 MHz & 1800 MHz) and CDMA.

### **Working Language**

The working language of this conference is English.

The simultaneous interpretation will be provided for the plenary speech.

### **Cancellation and Refund Policy**

Deadline for Hotel cancellation is June 30.

### **Local time**

#### A. Time Difference

China is in one time zone – Beijing Time (GMT+ 8 hours).

#### B. Working Hours

Most business organizations are open at 09:00~18:00, government departments at 08:00~17:00, and banks at 09:00~17:00. Working week runs from Monday to Friday. Many stores stay open 12 hours a day, 7 days a week.

### **Insurance Policy**

It is advised to have insurance to cover sickness and other possible traveling problems. For hospitalization in China, you may have to pay first and then claim it back from your insurance company. The organizing committee will not take the responsibility for any personal injuries sustained or for loss of, or damage to, property belonging to conference participants or their accompanying persons, either during or as a result of the Conference.

### **Emergency numbers**

Police: 110

Fire Department: 119

Medical Emergency: 120

Public Security Bureau: 6357-6666

Visa Card Hotline: 10-800-110-2911

MasterCard Hotline: 10-800-11-0-7309 (only in certain provinces)