REGISTRATION

If you have yet to pre-register online at mageep.wustl.edu, please do so as soon as possible. All pre-registered attendees will receive an email notification prior to the availability of final registration in October 2008. After final registration has been completed, a confirmation packet will be sent to each attendee with hotel confirmation information, a transportation schedule, symposium itinerary and other valuable information.

AIRFARE AND RESERVATIONS

The McDonnell Academy will not be responsible for securing air travel for symposium participants; as schedules vary, attendees must make travel arrangements to Hong Kong independently. Airfare rates are dependent upon many variables, and increase daily. As of August 6, 2008, approximate airfare rates are (based on coach class, round-trip travel from St. Louis-Lambert, exclusive of taxes):

- United Airlines: $829.00
- Continental Airlines: $1171.00
- American Airlines: $1,429.00
- Cathay Pacific: $1,798.00 (code-sharing with another U.S. carrier within the U.S.)

During the final registration process you will be required to provide your airline itinerary with arrival and departure information.

HOTEL INFORMATION

The 2008 International Symposium on Energy & Environment will be held at the Island Shangri-La Hotel in Central Hong Kong. For the purpose of participant accommodations, the McDonnell Academy has confirmed blocks of rooms at the Island Shangri-La and the Charterhouse Hotel.

Island Shangri-La: Pacific Place, Supreme Court Road, Central Hong Kong
Room Rates: Deluxe Room - $360.00 per night (single occupancy)
            $385.00 per night (double occupancy)
*room rates are inclusive of breakfast, exclusive of taxes and surcharges. Please inquire about additional room types and rates.
Charterhouse Hotel: 209 – 219 Wanchai Road, Hong Kong
(distance from Island Shangri-La - 10 minutes (by car))
Web address: http://www.charterhouse.com/
Room Rates: Standard Room - $130.00 per night (single or double occupancy)
*room rates are not inclusive of breakfast or taxes and surcharges.

Important Note: Students are encouraged to share accommodations to reduce the amount of expenses. Booking at alternate hotels is discouraged – transportation arrangements to symposium venue will not be provided.

Reservation Procedure:

During the final registration process you will be required to request hotel accommodations and provide your selected hotel, room type (if applicable), and your dates of stay. After your registration has been confirmed, an additional document will be sent to you requesting specific details to confirm your hotel accommodations.

VISA INFORMATION

Entry requirements into Hong Kong vary based on your country of origin.

For more information on visa requirements to Hong Kong, please visit the Government of Hong Kong’s Department of Immigration website at: http://www.immd.gov.hk/ehtml/hkvisas_4.htm.

If a visa is required, it is recommended that you consult with a visa processing service that specializes in obtaining visas for citizens of your respective country.

TRANSPORTATION

Transportation will be provided for most events related to the symposium, both at and away from the Island Shangri-La Hotel. Daily transportation from/to the Charterhouse to attend symposium events will be provided as well. Each attendee is responsible for his/her own transportation from the Hong Kong International Airport to/from their respective hotel, and for any personal or recreational activities. Helpful information on the available transportation in Hong Kong can be found at: http://www.hong-kong-travel.org/Transportation.asp.

REIMBURSEMENT PROCEDURE

For Washington University faculty and students:

To obtain reimbursement for expenses incurred while in Hong Kong, a travel report along with original receipts and all other supporting documentation must be completed and submitted to the appropriate business manager or department administrator.

For non-Washington University MAGEEP/I-CARES team members:

Principal Investigators are encouraged to consult with the appropriate business manager or department administrator to determine what additional information or documentation is required for pre-payment or reimbursement.
CONTACT INFORMATION

For up-to-date information - MAGEEP website: mageep.wustl.edu

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