



Global River Cities Summit
11.14-15, 2018

NOTIFICATION

2018全球拥江发展城市高峰论坛

Information for Representative Groups (1)

To the liaisons of the representative groups:

First, we would like to extend a warm welcome to all of the representative groups that will be participating in the H2O Global River Cities Forum. We are very excited that in 20 days, you will be arriving in Hangzhou, China, and we are looking forward to meeting all of the group members and holding a discussion on your cities' experiences with river development.

Information about your visas, plane tickets, hotel bookings, the conference itself, related materials, speech preparation, etc are all listed below. Representative group liaisons, please confirm and plan accordingly.

I. Preparation of materials

1, Promotional video about your city. We request that each city provide a high-quality promotional video that we will edit into the forum promotional video, which will be played at the event as well as intermittently broadcast on TV, Hangzhou public transportation, and some digital large screens. Please do your best to provide a promotional video with high image quality (1080p would be best) to the Organizing Committee (we recommend AVI or RMVB format) and ensure that the video or other materials about your city all include some scenes related to the river.

2, Materials related to development along rivers. Please provide introductory materials, videos, text, or images in English and/or Chinese about these two main themes: 1) refinement and passing down of city river culture and 2) sustainable development and planning in river cities.

Note: Please send your promotional video and supplementary materials to Ou Li (sharken@greenzhejiang.org) before October 31st.

3, Childrens' river city artwork. Please arrange for an artistically talented child from your country to create a 2:1 length:width ratio drawing that encompasses the relationship between cities and water, as well as your city's unique and special features. On the morning of 11/14, city representative teams will bring the artwork to the opening ceremony of the forum.

On the afternoon of November 14th, we will arrange for these artworks to be painted onto the Qiantang River Seawall, where they will be preserved for a long time and be concluded by the representative teams. Please note, the drawing will be printed onto various types of promotional materials, so please make sure that your country’s flag is included and ensure high-quality artwork.

Note: After scanning, please send the drawing to Li Wei (weili@greenzhejiang.org) along with the full name, age, and school of the artist.

II. Confirmation of participants and itinerary

1, Airport (or train station) pickup/drop-off

On November 13th, the Organizing Committee will arrange pickups from Shanghai Pudong Airport (PVG), Hangzhou Xiaoshan Airport (HGH), and Hangzhou East Railway Station. From the night of November 14th to November 16th, drop-offs to these two airports and the railway station will be arranged. Please determine the most convenient flight itinerary in accordance with the pickup/drop-off time windows. Group liaisons can also just fill in a desired date, and the Organizing Committee will look up flights on that day and provide recommendations. It is not required for the liaison to write the contact information of all participants, but we recommend that at each group gives the contact information of at least two contact people to avoid the possibility of being unable to contact anyone. Please use a “*” to specify the primary contact person (this person’s contact information must be included).

Full name	Gender	Passport number	Planned arrival date, time, flight/train #, itinerary	Planned departure date, time, flight/train #, itinerary	Contact information
Example name —	M	M8888888	11/13 18:10 CZ3054/CZ3847 REP-CAN-HGH	11/16 21:35 K6957 HGH-REP	

This table will be used to confirm the list of participants. Please include all group members (including accompany guests) in the table and fill in their information based on the example above.

(1) In the “arrival” section, the date and time are referring to when the flight lands in China (please write the date in month/day format). Please do not write the date and time of takeoff. Similarly, in the “departure” section, please write the date and time that your flight leaves China.

(2) In the “flight number” section, if you have connecting flights, write the flight numbers in this format: first flight number / second flight number / etc. For the “itinerary” section, please clearly state each airport from takeoff to departure (we recommend that you use the 3-character airport code). This will make it more convenient for us to get real-time updates on your flights.

If your arrival or departure does not fall within the time period in which we are offering pickups and drop-offs at the airport, please state whether or not you need this service or if you are planning to arrange this on your own. We will do our best to send someone to pick you up or drop you off if needed. We will provide the license plate number, driver name, and driver

contact information to each representative team’s liaison prior to pickup and drop-off. Please recognize the H20 logo when you come out of the exit.

2, Round trip airfare

In accordance with the information above, we will purchase plane tickets on behalf of conference participants. The Organizing Committee will pay for round trip airfare for one city representative group leader and one accompanying guest. Due to limited forum funds, in principle, we can only provide economy-class seats. In situations where the flight time is >10 hours and the mayor him/herself is personally attending the event, we will do our best to arrange for business class seats or premium economy seats. The Organizing Committee will discuss details with the representative team liaison, and the tickets will be booked on or before November 4th. Please send scanned copies of the passports of all participants who we will be buying tickets for to the contact person for your representative groups (you can find this information in the table at the end of this document). Please also CC the City Liaison Department co-director, Katherine Olson(katherine@greenzhejiang.org), in your email

3, Activity and event plans

Throughout the conference, we have planned several site visits, forum discussions, and side activities. If your entire group is planning to participate in any particular event, please write “entire group”. If only part of your group or one individual is participating, please write a list of participant names.

Before October 31st, we will confirm with the representative group liaison details about attendance and speeches at the 11/14 afternoon forum. Due to the limited time at the forum event, based on our plans, every city will only have one primary representative. Each primary city representative will speak one time (opening speech, interview during the signing ceremony, main event speech, culture/science workshop, etc) and show up together. In order to promote more interaction and discussion, we encourage guests to sign up for the other side events and to sign up for an opportunity to speak on behalf of their city.

Event	Participants (please write “entire group” or the full name of individual participants)	Are you willing to speak?
11/14 morning: Opening Ceremony & Keynote Speeches		No formal speaking events
11/14 lunch (provided by Marriott)		No formal speaking events
11/14 afternoon: Salon Discussion		Planned by Organizing Committee and representative groups
11/14 Visit Qianjiang New Area & dinner banquet		You can apply to be a speaker at the dinner banquet ()

11/14 night: Qiantang River light show		No formal speaking events
11/15 morning: Alibaba Group tour		Panel discussion You can apply to be a speaker ()
11/15 afternoon: Meet with Hangzhou elementary school students		There will be formal discussions. You can apply to answer 10 questions from children about river cities ()
11/15 night: Government Q&A at Zhejiang University		There will be formal speeches. You can apply to give a speech or comment on others' speeches ()

While in Hangzhou, if the representative groups have any other special requests such as a visit to a school or a tour of a company, please contact the contact person for your group and we will do our best to make arrangements.

III. Hotel rooms

The Organizing Committee will arrange for 3 nights of hotel rooms (11/13, 11/14, and 11/15). Hotel rooms will be fully covered for one group leader and one accompanying guest for each city representative group. In principle, the primary city representative will stay in their own room with a double bed, and other individuals will stay in a standard twin bed room. Please fill in the table below indicating how rooms will be divided among attendees. If someone in your representative group needs a special type of room, please specify in the table.

Room	Full name	Gender	Notes
Room 1 (double bed)	Example name	M	Non-smoking room
Room 2 (2 single beds)	Example name	F	Smoking room
	Example name	F	Smoking room

If the representative group's amount of group members or number of days in Hangzhou exceeds the Organizing Committee's budget for that city, the Committee will still book hotel rooms as needed, but funds will need to be provided by the representative group themselves. 4-star and 5-star hotels near the location of the summit will be offering conference prices in a range of 350 to 1200 RMB per night, depending on the type of room. Please contact the Organizing Committee for more information. Based on the needs of the representative groups, the Organizing Committee will book hotel rooms before November 5th.

IV. Visas

1, Normal visa application: In order to help with visa applications, the Organizing Committee will provide the External Affairs Department with the participant list from the table above to double-check for accuracy. The visa applicants will need invitation letters: please send the full names and passport numbers of each participant to the City Liaison Department director, Hao Xin (greenxinhao@gmail.com). We recommend that all conference participants do their best to get a standard Chinese visa (as opposed to option 2). On the “contact information” section of the visa application, all applicants can fill in this information:

忻皓, H20 全球拥江发展高峰论坛执行委员会秘书长, 电话: +86 18515880000, 邮箱: greenxinhao@gmail.com, 地址: 杭州市余杭塘路 888 号浙江大学管理学院 901 室

Hao Xin, H20 Global River Cities Forum Executive Committee Secretary-General, Phone: +86 18515880000, Email: greenxinhao@gmail.com, Address: Zhejiang University School of Management Office 901, 888 Yuhangtang Road, Hangzhou

2, 144 hour visa-free policy: If the representative group is from the United States, France, Hungary, Germany, Italy, Switzerland, Brazil, Serbia, Australia, or South Korea AND will be entering and leaving Chinese borders via Shanghai Pudong Airport (PVG), Shanghai Hongqiao Airport (SHA), or Hangzhou Xiaoshan Airport (HGH) (it is not required that representative groups enter and leave from the exact same airport, but where they enter and leave from must be on the above list) in a time frame of <144 hours on an already-confirmed flight to another country or region (“region “referring to Hong Kong, Taiwan, or Macau), as long as they bring their passports and fill out foreigner border entry cards, they can receive a 144 hour transit visa. With this visa, it is possible to go to the city of Shanghai or any city within Jiangsu and Zhejiang provinces.

V. Contact information

The Committee has arranged a main contact person for each representative group. He or she will coordinate various things related to your group’s stay in Hangzhou. We recommend that representative groups get in contact with their main contact person, who will then contact the department related to the task at hand. Please also CC the City Liaison Department co-director, Katherine Olson (katherine@greenzhejiang.org) in your emails. This will ensure the highest level of efficiency.

If you are unable to reach the main contact person, you can also contact individual staff members:

Conference office director (information collection): Qi Qin, qinqi@greenzhejiang.org

City Liaison Department director: Hao Xin, greenxinhao@gmail.com

City Liaison Department co-director: Katherine Olson, katherine@greenzhejiang.org

Materials Department director: Ou Li, sharken@greenzhejiang.org

Materials Department co-director (in charge of collecting drawings): Wei Li, weili@greenzhejiang.org

Country	Contact person	Email address
United States	Fei Huyan	huyanfei@greenzhejiang.org
France	Qi Qin	qinqi@greenzhejiang.org

Italy	Yan Wang	290510683@qq.com
Switzerland	Beibei Shi	shibeibei@greenzhejiang.org
Hungary	Hua Lu	luhua@greenzhejiang.org
Norway		
Nepal	Hui Jiang	149089549@qq.com
Serbia	Lan Ding	213261674@qq.com
Cambodia	Qinfan Zhang	963689337@qq.com
Sri Lanka		
Germany	Wei Li	weili@greenzhejiang.org
Brazil		
Nigeria		
Sudan		
India		
England	Hongchao Wang	ericwhc@163.com
Kenya	Shu Dong	dongshu@greenzhejiang.org
South Korea		
Mongolia		
Australia		
Bangladesh		
Other countries		

H2O Global River Cities Summit Executive Committee
10/25/2018



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11.14-15, 2018

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Information for Representative Groups (2)

To all the group liaisons:

Attached is the current forum itinerary (version 5.1), for reference only. If participants have any thoughts on how to further improve the conference itinerary, your feedback is welcome. The itinerary plan will continuously be updated and perfected to meet the needs of the representative groups and the organizers. Representative team liaisons, please communicate thoroughly and enthusiastically with participants. We particularly encourage guests to interact and speak throughout the afternoon of the 14th as well as at that night's dinner banquet and at the side events. We will continue to add to and improve the conference plan and even though we only have a limited time frame of two days, we will continuously promote maximizing the amount of networking and site tours that take place in order to get the best results out of this event.

H2O Global River Cities Summit Executive Committee

10/25/2018



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CONFERENCE AGENDA

2018全球拥江发展城市高峰论坛

(v5.1)

Conference topic: Rivers – The Veins of Sustainable Urban Development

11/14 (Wednesday)

Forum & Site visits

Conference location: Hangzhou Marriott Hotel Qianjiang

Tour location: Hangzhou Qianjiang New Area

Opening Ceremony 10.00-10.40	
10.00-10.05	Opening musical performance
10.05-10.10	Host introduces conference background and attending guests
10.10-10.15	Opening speech on behalf of the initiators of H20 <i>- Yong Teng / CCP Secretary of Jianggan District, Hangzhou</i>
10.15-10.20	Welcome speech by Hangzhou mayor
10.20-10.25	Speech on behalf of representative cities
10.25-10.30	Signing of Qiantang River • Seine River (China/France) Sustainable Water Resources Development Cooperation <i>- Jianzhong Lou / District Chief of Jianggan District, Hangzhou</i> <i>- Marc Tourelle / Vice Mayor of Versailles Grand Parc, France and District Chief of Noisy-le-roi District</i> <i>- Luc Watelle / Vice Mayor of Versailles Grand Parc, France and District Chief of Bougival District</i>
10.30-10.33	Engaging Qiantang River international culture volunteers
10.33-10.38	“One River, One Dream” : display of 20 artworks by children from the representative cities
10.38-10.40	Provincial leader declares the official start of the H20 Global River Cities Forum
10.40-11.00	Group photos & tea break

Keynote speeches

11.00-12.00

11.00-11.15	Rivers bring more life to cities - <i>Robert F. Kennedy Jr. / President of Waterkeeper Alliance</i>
11.15-11.30	City development and river culture - <i>Chengchao Miu / Deputy Mayor of Hangzhou, China</i>
11.30-11.45	Cities grow and evolve through melding with their rivers - <i>Balázs Szeneczey / Deputy Mayor of Budapest, Hungary</i>
11.45-12.00	Green development and urban civilization - <i>Jinfeng Zhou / Secretary-General of China Biodiversity Protection and Green Development Foundation</i>

Lunch

12.00-13.30

12.00-13.30	Buffet lunch
13.45-13.55	Representative teams enter

Culture · Science+

14.00-16.00

14.00-15.00	The refinement and passing down of city river culture <u>Host:</u> - <i>Jian Hu / Head of Qiantang River Culture Research Association, Former Executive Vice Minister of Zhejiang Province Provincial Party Committee</i> <u>Guest Speakers:</u> - <i>Michael Spencer / Chairman of Alliance for Water Stewardship</i> - <i>Eduardo de Castro / Secretary of the Environment, Saint Paolo, Brazil</i> - <i>Oliver Wang / Deputy Mayor of 19th District of Paris, France</i> - <i>So Platong / Mayor of Siem Reap, Cambodia</i> - <i>Lamzav Enkhbat / Mayor of Karakorum, Mongolia</i> - <i>Evalyn Aruasa / Deputy Governor of Narok, Kenya</i> - <i>Beom-seok Lee / Mayor of Cheongju, South Korea</i> (TBD)
15.00-16.00	Sustainable planning and development in river cities <u>Host:</u> <i>TBD, Urban research expert</i> <u>Guest Speakers:</u> - <i>Marco Borradori / Mayor of Lugano, Switzerland</i> - <i>Péter Szegvári / Chief Advisor to the Mayor, Budapest, Hungary</i> - <i>Tommy Ray Calvert Jr. / Bexar County Commissioner, San Antonio, U.S.</i> - <i>Narendra Raj Basnet / Chairman of High Power Committee for Integrated Development of Bagmati Civilization, Nepal</i> - <i>Kunle Ogundipe / State Counselor of Lagos, Nigeria</i> - <i>Chandana Karunarathne / Mayor of Nuwara Eliya, Sri Lanka</i> - <i>Wenmei Dubbelaar / Arcadis Water Expert</i> (TBD)

Visit Qianjiang New Area 16.30-19.30	
16.30-16.50	Participate in “One River, One Dream” Qiantang River Seawall mural activity
16.50-16.30	Visit the urban balcony and Qiantang River Museum
16.30-17.30	Tea break & watch Qiantang River folk music performance
17.30-19.00	Dinner banquet
19.00-19.30	Watch Qianjiang New Area light show

11/15 (Thursday)

Side Events & Site visits

Enterprise tour 10.00-13.00 Alibaba Group	
10.00-11.00	Tour Alibaba exhibit area #9
11.00-12.00	Panel discussion
12.15-13.00	Lunch
Conversation between “River Angels” and H20 Mayors 14.00-16.00© Zhejiang Hangzhou High School	
14.00-14.05	Opening words by host
14.05-14.10	Welcoming speech by Hangzhou Gaoji Middle School principal
14.10-13.18	Performance: “ <i>We are River Angels</i> ”
14.18-14.22	River Angels flag ceremony
14.22-15.55	River Angels ask ten questions to H20 mayors
15.55-16.00	City leaders and River Angels take a photo together
Purple Collar Government Q&A 18.30-20.30 Zhejiang University	
18.30-18.35	Opening words by host
18.35-19.50	Guest speeches - <i>Marco Borradori / Mayor of Lugano, Switzerland</i> (TBD)
19.50-20.10	Commentary - <i>Ling Chen / President of Zhejiang University School of Entrepreneurship</i>
20.10-20.25	Q&A session
20.25-20.28	Give out commemorative trophies
20.28-20.30	Final words by host