

ENGLISH ONLY

**The Sixteenth Intergovernmental Session of the IOC Sub-Commission for
the Western Pacific (WESTPAC-XVI)**

Hangzhou, China, 10-12 November 2026



Dear Participants,

We are pleased to welcome you to Hangzhou for the Sixteenth Intergovernmental Session of the IOC Sub-Commission for the Western Pacific (WESTPAC-XVI), to be held from 10-12 November 2026 in Hangzhou, China. The Session is kindly hosted by the Ministry of Natural Resources and its Second Institute of Oceanography.

To facilitate your travel preparations, please find herewith the practical information on logistical arrangements. We wish you a pleasant stay!

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1. Meeting Venue

Hangzhou Lakeview Hotel (杭州望湖宾馆)

No. 2 Huancheng West Road (环城西路 2 号)

Gongshu District, Hangzhou, Zhejiang 310006, China

Tel: +86 571 8707 8888

Fax: +86 571 8707 1350

E-mail: whhotel@hzlakeviewhotel.com

Homepage: <http://www.hzlakeviewhotel.com/>



Tip: When taking a taxi or ride-hailing car, you may simply show the driver:

“杭州望湖宾馆，环城西路 2 号”

2. Meeting Room

The plenary session on 10-12 November 2026 will take place at the **Four Seasons Hall, 3rd floor of the hotel**. The room is set up in a U-shape configuration with a capacity of about 78 participants.



The extended Advisory Group meeting will be held on 9 November 2026 at the **Diamond Hall, 2nd floor of the hotel**.



3. Working Documents

All working and information documents for participants are available on the IOC/WESTPAC Website: <https://ioc-westpac.org/event/westpac-xvii/>

4. Hotel Reservation

Unless otherwise advised by the organizers, participants are responsible for arranging and paying for their own hotel reservation. Two booking options are available — please select only one option.

Option 1 - Conference-rate booking through the Local Secretariat

The host institution has negotiated special conference rates with the hotel. If you wish to use this option, please complete the attached Hotel Reservation Form and send it to reservation@hzlakeviewhotel.com, with a copy to info-sctestpac16@sio.org.cn and n.saransuth@unesco.org. The hotel shall send a reservation number to you shortly for your check-in.

Please submit your request as early as possible, in any case no later than 15 October. Failure to meet this deadline may result in you no longer being eligible for the conference rate.

Option 2 - Booking online

Participants can also make their hotel reservation directly through the hotel or through an online hotel booking platform.

For example:

Trip.com: <https://www.trip.com/hotels/hangzhou-hotel-detail-995379/deefly-lake-view-hotel>

5. Invitation Letter and Visa/Entry Information

To facilitate your visa application or entry into China, all participants, including those eligible for visa-free entry, **are strongly advised to carry a copy of the official invitation letter when travelling to China**, as border inspection authorities may request supporting documents to verify the purpose of your visit.

To issue the letter, please complete the attached Registration form and return it to info-scwestpac16@sio.org.cn, with a copy to n.saransuth@unesco.org.

Upon receipt of all required information, the host agency will issue and send the official invitation letter to you as soon as possible.

Please note that all participants are responsible for verifying their individual visa or visa-free entry requirements. For authoritative and up-to-date information, please consult the official website of the Ministry of Foreign Affairs of the People's Republic of China (https://cs.mfa.gov.cn/lh/lhqz_149493/cjwd/), and/or the website of the relevant Chinese Embassy or Consulate-General in your country.

Should you have any queries, please do not hesitate to contact us at info-scwestpac16@sio.org.cn.

6. Travel to Hangzhou

Hangzhou is served by **Hangzhou Xiaoshan International Airport (HGH)**, with direct international flights to major destinations in East and South-East Asia, including **Tokyo, Osaka, Seoul, Bangkok, Singapore, Kuala Lumpur, and Manila**, as well as frequent domestic flights from major Chinese cities including **Beijing, Shanghai, Guangzhou, Xiamen, and Hong Kong**.

7. How to get to the hotel

From Hangzhou Xiaoshan International Airport (HGH) to the hotel

The Hangzhou Xiaoshan International Airport (HGH) is about 30 km from the Hangzhou Lakeview Hotel. Three options are available:

- **By Taxi (about 40–60 minutes, depending on traffic)**

Official taxis are available along the connecting corridor between **Terminal 4 and the GTC (Ground Transportation Center, 1F)** and at the taxi stands outside **Gate 14 of Terminal 3**. The journey costs about **CNY 120-140 including tolls**.

- **By Ride-Hailing (about 40–60 minutes, depending on traffic)**

DiDi and other ride-hailing services pick up passengers at the designated ride-hailing pick-up areas on **the B2 Floor of the GTC (Ground Transportation Center)**. A ride-hailing trip costs about **CNY 100-120 including tolls**, typically somewhat cheaper than a taxi for this distance. The DiDi app is available in English and accepts international credit cards. We recommend downloading and registering the app before you arrive in China.

- **By Metro (about 80–90 minutes)**

- 1) Take Metro Line 1 from **Xiaoshan International Airport Station** toward **Xianghu**, and get off at **Fengqi Road Station** (about 55 minutes; fare about CNY 8).
- 2) Leave the station via **Exit C4** and walk about **700 metres** (10 minutes) along Huancheng West Road to the hotel.
- 3) Metro fares can be paid with a single-journey ticket from the vending machines, or with the transit QR codes in the Alipay or WeChat apps.

For the hotel-to-airport journey, the same options can be used in reverse. From Fengqi Road Station, take Metro Line 1 toward Xiaoshan International Airport. For passengers carrying heavy luggage or travelling in groups, taxi or ride-hailing is the most convenient option.

8. Registration

The registration desk will be located in front of the meeting room and will open at 10:00 AM on Monday, 9 November 2026. Please collect your name badge and other meeting materials.



9. Reception

An official reception will be hosted by the Ministry of Natural Resources (MNR) and the Second Institute of Oceanography (SIO). The exact venue and other details will be announced during the Session.

10. Contact Point

For any questions or assistance regarding logistical arrangements, please contact:

- Ms Xiaomei Xu from SIO, at info-scwestpac16@sio.org.cn or
Tel / WeChat: +86 198 2598 2358
- Ms Nachapa Saransuth from WESTPAC, at n.saransuth@unesco.org

11. Emergencies

In the unlikely event of an emergency, you can contact the local contact point, hotel service, or the emergency hotlines in China as follows:

Service	Hotline
Police	110
Ambulance / medical emergency	120
Fire	119

12. General Information

About the City of Hangzhou

Hangzhou, a scenic core city in eastern China's Zhejiang Province, is a captivating destination where ancient traditions seamlessly blend with modern vitality. With a population of over 12 million, the city effortlessly harmonizes stunning natural landscapes, rich cultural heritage, and dynamic digital innovation. Boasting **a history of more than 2,200 years** and once serving as an imperial capital, Hangzhou has long been celebrated as "paradise on earth"—a title embodied by its two UNESCO World Heritage sites: **the serene West Lake and the historic Grand Canal**.

The city offers a wealth of unforgettable experiences. Visitors can wander the peaceful shores of West Lake, explore the sacred **Lingyin Temple**, or witness the thundering **Qiantang River tidal bore**—one of the world's largest. Food enthusiasts will delight in authentic local flavors, from the delicate aroma of Longjing tea to the savory richness of Dongpo pork and the subtle sweetness of Longjing shrimp. For moments of quiet leisure, the **city's lakeside gardens** provide a tranquil escape, with scenery that transforms beautifully with each passing season.

Getting around Hangzhou is effortless, thanks to its integrated public transport network of subways, high-speed rail, and an international airport. Whether you're drawn to ancient history, natural beauty, culinary adventures, or cutting-edge digital entertainment, Hangzhou promises a travel experience that lingers long after you leave.

Weather & Dressing Guide

November marks the transition from autumn to winter. Typical daytime temperatures are 15-19°C, falling to 8-12°C in the early morning and at night, with occasional light rain and a noticeable day-night temperature difference. Recommended clothing: long sleeves or a light sweater during the day; a windbreaker, wool coat or light down jacket in the morning and evening; comfortable closed shoes; and an umbrella.

Current weather: <https://en.weather.com.cn/weather/101210101.shtml>

Time Zone

Local time in China is GMT/UTC+8 hours.

Currency

The official currency is Renminbi (RMB, symbol ¥, code CNY). The circulating banknotes are 100, 50, 20, 10, 5 and 1 yuan; coins in 1 yuan, 5 jiao and 1 jiao. Indicative exchange rate: 1 USD ≈ 7.2 CNY (for reference only; actual rates fluctuate).

Payment Methods

- Mobile payment is ubiquitous in Hangzhou. WeChat Pay and Alipay are accepted at most restaurants, shops, hotels and transport services. International Visa, Mastercard, AmEx, JCB, Discover, and Diners Club can be linked to both apps (in-app registration and identity verification are required); it is advisable to complete the set-up before departure.
- Cash (RMB) remains legal tender and must be accepted by all merchants; it is still the most practical option at small stalls and local markets, so carrying some small-denomination notes is advisable.
- Major hotels and larger shops generally accept international credit cards at the counter.

Currency Exchange & ATM Withdrawal

- Foreign currency can be exchanged for RMB at airport exchange counters, Bank of China branches and authorized exchange services in Hangzhou; your original passport is required for any transaction. ATMs bearing Visa, Mastercard or UnionPay logos are widely available at airports, hotels and city centres.

Language

English will be the medium of communication during the meeting. No interpretation services will be available.

Electricity

The power supply in Hangzhou is **220 V / 50 Hz**. Most phone, laptop and camera chargers are marked "100-240 V" and can be used safely.

Appliances not marked 100-240 V may require a voltage converter (a plug adapter alone does not change voltage). Adapters are also available at the hotel front desk (often free of charge), at convenience stores near the hotel, and at airport shops.



China uses two types of standard power sockets:

Type A — Two parallel flat slots (for two-pin plugs)

Type I — Three flat slots in a triangular arrangement (for three-pin plugs).

Drinking water

Tap water in Hangzhou must be boiled before drinking. Complimentary bottled water is provided in hotel guest rooms, and bottled water is widely available in convenience stores, supermarkets and vending machines.

Internet/Wi-Fi

Wi-Fi will be available in the meeting rooms and at the hotel.

For international guests without a Chinese mobile number, please approach the hotel front desk for a separate Wi-Fi access code or assistance with login.

SIM Cards

China has three main mobile operators: China Mobile, China Unicom and China Telecom. SIM cards can be purchased at airport counters, official carrier stores and authorized resellers; your passport is required for registration. Alternatively, consider an eSIM or international roaming plan offered by your home operator.

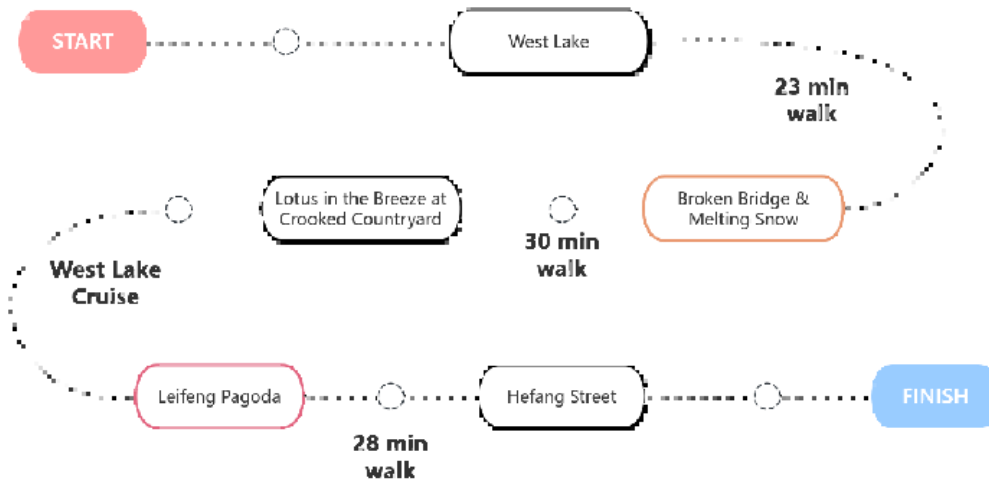
At Hangzhou Xiaoshan International Airport: An International Service Center is located at the international arrivals exit of Terminal 4 (T4), offering one-stop services including SIM card purchase, mobile payment setup, and currency exchange. Open daily 9:00-22:00. Short-term tourist SIM cards (7-day, 15-day, or 30-day validity) are available at most international airports. Some plans expire automatically — no need to cancel before departure.

Suggested sightseeing options

To help you **discover the charm of Hangzhou either before or after the meeting**, we have curated three half-day itineraries around the city, with accompanying photos for your

reference.

Itinerary 1



West Lake 西湖

Admission Fee: Free

Opening Hours: All day

Introduction: A UNESCO World Heritage Site renowned for its poetic scenery and cultural significance.

Lingering Snow on the Broken Bridge 断桥残雪

Admission Fee: Free

Opening Hours: All day

Introduction: A legendary bridge famous for its winter snowscape and association with the classic tale of the White Snake.

Breeze-Ruffled Lotus at Quyuan Garden 曲院风荷

Admission Fee: Free

Opening Hours: All day

Introduction: One of West Lake's Ten Scenes, famous for summer lotus blooms. In November, with lotus flowers gone, the garden offers poetic views of withered lotus stalks, fiery red maples and golden-hued cypress trees beside traditional Chinese pavilions.

Leifeng Pagoda 雷峰塔

Admission Fee: 40 RMB

Opening Hours: 8:00 - 17:30

Introduction: An iconic pagoda offering panoramic views of West Lake and rooted in ancient folklore.

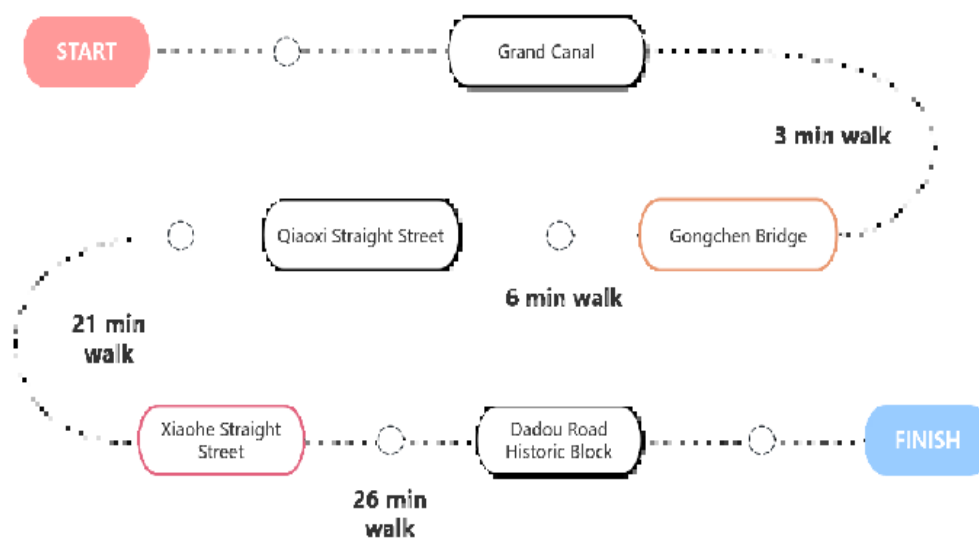
 Hefang Street hé fāng jiē 河坊街

Admission Fee: Free

Opening Hours: All day

Introduction: A bustling historic street showcasing traditional architecture, local snacks, and handicrafts.

Itinerary 2



 Grand Canal dà yùn hé 大运河

Admission Fee: Free

Opening Hours: All day

Introduction: The world's longest canal and a UNESCO World Heritage Site, reflecting China's ancient engineering brilliance.

 Gongchen Bridge gōngchénqiáo 拱宸桥

Admission Fee: Free

Opening Hours: All day

Introduction: A majestic stone arch bridge serving as a symbolic gateway to the Canal's historic center.

 Qiaoxi Straight Street qiáo xī zhí jiē 桥西直街

Admission Fee: Free

Opening Hours: All day

Introduction: A well-preserved Qing Dynasty street lined with traditional shops and museums.

 Xiaohe Straight Street xiǎo hé zhí jiē 小河直街

Admission Fee: Free

Opening Hours: All day

Introduction: A quaint waterside street blending old residential charm with modern cafés and crafts.

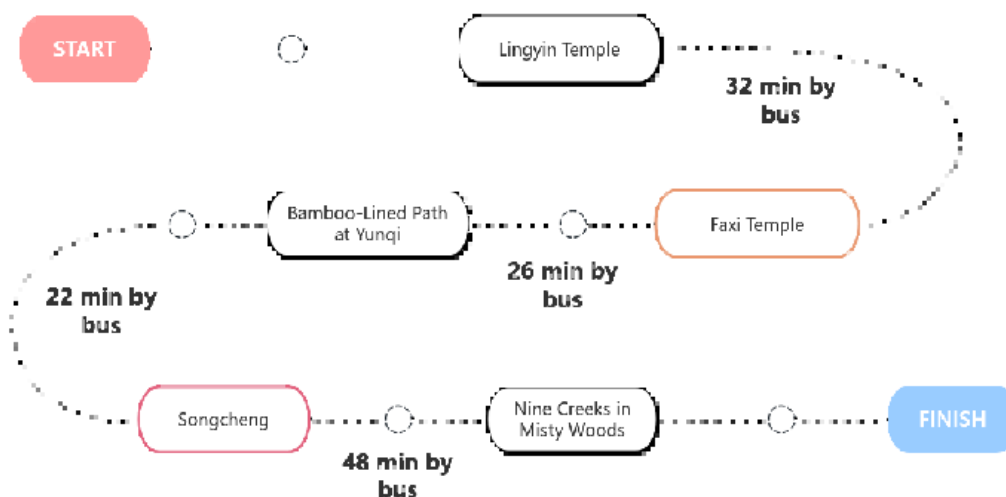
 Dadou Road Historic Block dà dǒu lù lì shǐ jiē qū 大兜路历史街区

Admission Fee: Free

Opening Hours: All day

Introduction: A cultural hub featuring renovated warehouses, temples, and trendy artistic spaces.

 Itinerary 3



 Lingyin Temple líng yīn sì 灵隐寺

Admission Fee: Free from 1 December 2025

Opening Hours: 7:30 - 17:30

Introduction: One of China's most influential Zen Buddhist temples, carved into lush forests and hills. You need to make a real-name reservation at least 1 day in advance through the Alipay or WeChat mini-program "Hangzhou Lingyin Feilaifeng".

 Faxi Temple fǎ xǐ sì 法喜寺

Admission Fee: 10 RMB

Opening Hours: 6:30 - 18:00

Introduction: A serene temple nestled in the mountains, known for its tranquil ambiance and panoramic tea field views.



Bamboo-Lined Path at Yunqi 云栖竹径

Admission Fee: 8 RMB

Opening Hours: 7:00 - 17:00

Introduction: A peaceful trail winding through towering bamboo groves, ideal for meditation and walks.



Songcheng 宋城

Admission Fee: 260 - 310 RMB

Opening Hours: 9:00 - 21:00

Introduction: A vibrant theme park recreating the culture and atmosphere of the Song Dynasty with live performances.



Nine Creeks in Misty Woods 九溪烟树

Admission Fee: Free

Opening Hours: All day

Introduction: A picturesque area of streams, waterfalls, and tea plantations shrouded in ethereal mist.

The meeting organizer disclaim all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, **it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.**