2018年中非合作论坛北京峰会
The 2018 Beijing Summit of the Forum on China - Africa Cooperation
Sommet de Beijing 2018 du Forum sur la Coopération sino-africaine

MEDIA GUIDE
Welcome

Dear journalists,

Welcome to the 2018 Beijing Summit of the Forum on China-Africa Cooperation.

In order to facilitate media coverage of the Summit, we have established a media center in the Beijing Jianguo International Convention Center. The Media Center is equipped with Media Service Area, Media Working Area, Rentable Media Booths, Press Conference Area, MCR Area, Cultural Exhibition Area, Media Catering and Tea Break Area and Off-site Area. Services in terms of news interviews, information, television and broadcast, and Internet access are also provided at the Media Center. We have also launched a website (http://www.focac2018.com) for the convenience of accredited journalists. The Media Center is committed to delivering efficient, high-quality services.

Beijing is the capital of the People’s Republic of China, and the country’s political, cultural, international exchange, and scientific and technological innovation centers. It is also transforming itself into a world-class harmonious and livable city. The widespread participation and strong support of the press are indispensable for the success of any major event.

We wish all accredited journalists a pleasant stay in Beijing!

Media Center of the 2018 Beijing Summit of the Forum on China-Africa Cooperation
August 2018

Media Center Website
http://www.focac2018.com

Media Center Smartphone Application
At the 2018 Beijing Summit of the Forum on China-Africa Cooperation, please use mobile devices to scan the QR code below; this will allow you to access the Media Center Smartphone App, where you can make enquiries and review real-time notices and trending stories from the event.

Media Center Contacts
Tel: +86 10 8904 0381 (Chinese and English)
   +86 10 8904 0382 (Chinese and French)
Fax: +86 10 8904 0383
Email: focac_media@163.com

Media Center Wireless Broadband Service
Wireless broadband service is available in the Media Center. Accredited journalists can search for the “FOCAC-Beijing” wireless network. People with Chinese mainland phone numbers can access the Internet via SMS verification. Accredited journalists can access the Internet with identified accounts and passwords.

Useful Phone Numbers
Police: 110
Fire: 119
Ambulance: 120
Notes for Media

➢ Only accredited journalists are allowed to report and interview at the 2018 Beijing Summit of the Forum on China-Africa Cooperation.

➢ After arrival in Beijing, accredited journalists should pick up their credentials from the Media Reception Center. Please refer to the “Media Credentials” section for details of the venue and collection times.

➢ There are two types of media credentials: media registration cards and accompanying venue cards. Media registration cards are used for gaining access to both the Media Center and media hotels. Venue cards allow accredited journalists to enter designated areas during certain sessions. Accredited journalists can only use their own media credentials and must not lend their credentials to any other individuals.

➢ The Media Center will provide media organizations with free access to the Host Broadcaster (HB) signals and images of major events during the 2018 Beijing Summit of the Forum on China-Africa Cooperation.

➢ Accredited journalists can check the Media Center’s website or LED screens in the Media Center to familiarize themselves with the latest news, service information and public notices related to the Summit.

➢ During the 2018 Beijing Summit of the Forum on China-Africa Cooperation, we recommend that accredited journalists use the free shuttle buses between the media hotels and the Media Center. Accredited journalists should show their media registration cards at the shuttle bus stops, which have been set up at the media hotels. We discourage accredited journalists from driving to the Media Center. Accredited journalists who are staying at non-media hotels can go to the nearest shuttle bus stop; bus times are indicated on the website.

Note: Accredited journalists should comply with the safety and security regulations and procedures that are in place during the 2018 Beijing Summit of the Forum on China-Africa Cooperation at all times. Flammable and combustible items, explosives and other dangerous articles are strictly prohibited.
Contents

Media Center .......................................................... 5
Media Center Function Areas ................................. 6
Media Center Floor Plan ........................................ 10
Media Credentials .................................................. 20
Booking and Rental ................................................ 21
Television and Broadcast Services ......................... 24
Image Center ........................................................ 26
Catering ................................................................ 26
City Interviews ..................................................... 27
Transportation ....................................................... 28
Media Hotels ......................................................... 30

Media Center

The Media Center is the major venue for press releases, providing HB signals and facilitating journalism during the 2018 Beijing Summit of the Forum on China-Africa Cooperation. It is located at the Beijing Jianguo International Convention Center (9 Jianguomennei Dajie, Dongcheng District, Beijing).

Operation Hours
8 a.m.–8 p.m., August 31 and September 1
8 a.m.–midnight, September 2
7 a.m.–midnight, September 3–4
8 a.m.–3 p.m., September 5

Contacts
Tel: +86 10 8904 0381 (Chinese and English)
     +86 10 8904 0382 (Chinese and French)
Fax: +86 10 8904 0383
Email: focac_media@163.com
Media Center Function Areas

The Media Center is composed of the Media Service Area, Media Working Area, Rentable Media Booths, Press Conference Area, MCR Area, Cultural Exhibition Area, Media Catering and Tea Break Area and Off-site Area.

Media Service Area

Located on the first and third floors of the Media Center, the Media Service Area (A01–A08) is equipped with Media Service Desk, Public Services, Information Desk, Booking Service, Prayer Rooms and Meditation Room, Clinic, Media Reception Center and Media Assembly Area.

The Media Service Desk (A01) provides information services in Chinese, English and French, and services for lost and found, borrowed items and releasing of materials.

The Public Services (A02) offer postal services, communications and banking services.

The Information Desk (A03) provides guidance and answers to enquiries.

The Booking Service (A04) provides the booking and rental for rentable media booths, public facilities and furniture, HB signals and satellite transmission.

Two Prayer Rooms (A05) for men and women, respectively, and a Meditation Room (A06) are provided for religious activities.

The Clinic (A07) provides medical services for journalists, volunteers and staff.

The Media Assembly Area (A08) provides accredited journalists with guidance and services related to interviews.

The Media Reception Center is located in the West Entrance Lobby of the Beijing International Hotel to the west of the Media Center and provides accredited journalists with media credentials and issues materials.

Media Working Area

The Media Working Area (B01–B04) is located on the third floor of the Media Center and is equipped with 496 free work spaces, 156 of which are for desktop computers with Chinese, English and French operating systems. Each work space is installed with a port for high-speed broadband Internet access, power outlets and 16-channel digital audio interface.

There are four Live Stand-up Positions (B01) in the Media Working Area. Power outlets, lines connecting to the MCR and satellite uplink (excluding satellite space) and video and lighting services are offered at the positions.

A 16.5x3-m LED display and HD TV sets are installed in the area to broadcast real-time HB signals and other information and notices.

The Media Working Area is also equipped with high-speed copying machines, printers and smart facial-recognition lockers, which are free to use for accredited journalists.

Rentable Media Booths

There are Rentable Media Booths (C4–C20), a TV Studio (C01) and Interview Rooms (C02 and C03) on the first and third floors of the Media Center.

The Rentable Media Booths are equipped with power outlets, ports for broadband Internet access, HB signals and cable TV access. Other office furniture and
equipment will be provided and charged, including telephone sets, fax machines, printers, computers, tables and chairs, and facial-recognition lockers.

There is a 42-sq.m TV Studio in the area, which has power outlets, lighting equipment, backdrops, satellite transmission interface, broadband Internet access and some furniture.

Two Interview Rooms that are 20 sq.m each are equipped with backdrops and basic lighting equipment.

**Press Conference Area**

There are two press conference halls on the second floor of the Media Center. Press Conference Hall A (D01) can hold 200 people and Press Conference Hall B (D02) can hold 50 people. Each is equipped with VIP rooms, tables and chairs, lighting equipment, speakers and simultaneous interpretation conference systems. They are furnished with backdrops, green plants and other decorations. Table signs and drinking water services are also available.

**MCR Area**

The MCR Area is located on the first and third floors of the Media Center, providing services such as HB signal gathering, reception and delivery, satellite transmission and video format conversion. The area is equipped with the Master Control Room, Signal Reception Room (E02), Satellite Transmission Room (E03), Image Center (E04), Satellite Uplink and Operation Monitoring Room.

**Cultural Exhibition Area**

The Media Center will feature the “Colourful Africa” Photo Exhibition on the first floor to showcase African cultural heritage and natural landscapes. The Photo Exhibition “Charming Beijing” and the “Intangible Cultural Heritage Exhibition” on the second floor will allow journalists to experience some of Beijing’s many intangible cultural heritage items such as colored moon-shaped fans. The “Beijing Snapshot” area on the third floor will provide journalists with a multimedia interaction.

The Media Center will also feature Publications on the three floors, displaying various types of free communication materials for journalists’ use.

**Media Catering and Tea Break Area**

The Media Catering Area (G01) is located in the International Hall and Sunshine Hall on the second floor of the Beijing International Hotel. The areas are equipped with LED screens, HD TV sets and provide free lunch and dinner during the media center service hours.

The Tea Break Areas (G02 and G03) are located on the first and third floors of the Media Center and feature free cold dishes, tea and other beverages for accredited journalists.

**Off-site Area**

The parking area for media shuttle buses will be to the west of the Media Center.
Catering Area Plan
Media Credentials

There are two types of media credentials for the 2018 Beijing Summit of the Forum on Beijing-Africa Cooperation: media registration cards and accompanying venue cards. Media registration cards are used for gaining access to both the Media Center and the media hotels. Venue cards allow accredited journalists to enter designated areas during certain sessions. After arriving in Beijing, accredited journalists should pick up their credentials from the Media Reception Center during the permitted collection times.

Issuing Hours for Credentials

8 a.m.–8 p.m., August 29–September 1
8 a.m.–10 p.m., September 2–4

Pick-up for Credentials

Please refer to the Media Center’s website (http://www.focac2018.com) for information on which ID cards are required to collect credentials.

Pick-up location: Media Reception Center (West Entrance Lobby of Beijing International Hotel, 9 Jianguomennei Dajie, Dongcheng District, Beijing)

Booking and Rental

The Media Center will provide media organizations with Rentable Media Booths, TV Studio, Press Conference Halls, Interview Rooms, Live Stand-up Positions, and office facilities and furniture, as well as television and broadcast, telephone communication and Internet services. Reservations can be made via the Media Center’s website by email or at the Booking Service (A04) in-person on the third floor of the Media Center. Press Conference Halls and Interview Rooms can be used free of charge after making a reservation.

Booking and Rental Flowchart

Online Booking

Applying media organizations should download the related service information, charging standards and corresponding request forms from the “Reservation Application” section on the Media Center’s website (http://www.focac2018.com). The request forms should be completed and returned via email (focac_booking@163.com). The Media Center will send a confirmation letter regarding technical services to the email of applying media organizations within three days of receiving the request forms.

Applying media organizations should remit the lump-sum payment to the designated account of the Media Center before August 29 after receiving the confirmation letter. The “order number” should be noted in the remark column of the cash remittance with the column of remittance purpose marked with “conference service fee.” Orders which are not paid
timely will be canceled. No service fees shall be returned upon payment.

The applying media organization should send the remittance receipt to the booking email or bring the remittance receipt to the Booking Service (A04) on the third floor of the Media Center during operation hours to complete the booking process.

**Notes:** Booking service fees for telephone communications and Internet shall be paid on site after receiving a confirmation letter at the “China Unicom” section of the Public Services (A02) on the first floor of the Media Center during operation hours.

**On-site Booking**

From August 29, media organizations can book technical services on site and obtain related service information and charging standards at the Booking Service (A04) on the third floor of the Media Center.

Media organizations should fill in the corresponding request forms. The staff at the Booking Service will confirm the bookings and provide confirmation letters to media organizations. The related service fees should be paid in a lump sum.

**Notes:** The booking service fees for telephone communications and Internet shall be applied and paid on site at the “China Unicom” section of the Public Services on the first floor of the Media Center. No service fees shall be returned upon payment.

**Delivery**

After remittance confirmation, the Media Center will deliver the booked articles and services. Both parties should sign the technical services confirmation letter during the delivery.

---

**Settlement Currency and Terms of Payment**

**Currency**

During the 2018 Beijing Summit of the Forum on China-Africa Cooperation, rental of media booths, office facilities and furniture, television and broadcast services are US dollar-dominated, while telephone communication and Internet services are yuan-dominated. Both currencies are accepted, however. If yuan are used, the US dollar-yuan exchange rate issued by the People’s Bank of China on the day the technical service confirmation letter is offered will be applied.

**Terms of Payment**

Cash, credit cards and bank transfers are all accepted payment methods for booking.

Credit cards bearing the China UnionPay, Visa and MasterCard endorsements are accepted at POS terminals. Accepted currencies: Yuan, US dollars
Television and Broadcast Services

The Media Center will provide television and broadcast services, including HB signals, satellite transmission, live stand-up positions, interview rooms and TV studio. Bookings can be made at the Booking Service (A04) on the third floor of the Media Center.

HB Signals

The media organizations in the Rentable Media Booths can get access to the HB signals in the area. Other accredited media organizations can receive and download the HB signals in HB Signal Reception Room (E02).

- Signal format: HD1080i/50 (16:9)
- Interface standard: BNC (Q9)
- Video system standard: PAL

TV Studio

The TV Studio (C01) is located on the third floor of the Media Center. Bookings can be made via email or on site. The TV Studio will be rented out on an hourly basis, with a maximum of two hours for each booking.

Media organizations can also apply for customized configurations (such as renting office equipment, facilities and video interfaces) and will be charged accordingly.

Satellite Transmission

Satellite transmission services can be reserved on a first come, first served basis and will be charged.

Live Stand-up Positions

Live stand-up positions can be reserved on a first come, first served basis and will be charged.
Image Center

The Image Center (E04) is located on the third floor of the Media Center and will allow accredited journalists to download images free of charge during the 2018 Beijing Summit of the Forum on China-Africa Cooperation. The service will be offered on a first come, first served basis. Accredited journalists can also log onto the Media Center’s website (http://www.focac2018.com) to inquire about, browse and download images free of charge.

Catering

The Media Center will offer accredited journalists free buffets and tea breaks during operation hours.

Media Catering Area

The Media Catering Area (G01) is located in the International Hall and Sunshine Hall on the second floor of the Beijing International Hotel, to the west of the Media Center.

- Dining form: buffet
- Dining hours:
  - August 29–September 4: Lunch: 11:30 a.m.–2 p.m.
    Dinner: 5:30–8 p.m.
  - September 5: Lunch: 11:30 a.m.–2 p.m.

Tea Break Area

Tea Break Area is located on the first and third floors (G02 and G03) of the Media Center.

City Interviews

During the 2018 Beijing Summit of the Forum on China-Africa Cooperation, the Media Center will organize a series of city interviews regarding the topics of the Summit. Accredited journalists can book city interviews they are interested in on the Media Center’s website or in-person at the Media Service Desk. The Media Center will arrange the interviews accordingly. This service will be arranged on a first come, first served basis.
Transportation

For the convenience of accredited journalists during the 2018 Beijing Summit of the Forum on China-Africa Cooperation, we will provide a free shuttle bus service between the airport and the media hotels, between the media hotels and between the media hotels and the Media Center. Accredited journalists also can use taxi-hailing apps at their own expense.

Arrival and Departure

The Media Center will set up an “Information Desk” in both terminals 2 and 3 (T2 and T3) of the Beijing Capital International Airport (BCIA), providing transportation information and free shuttle bus services between the airport and the media hotels for accredited journalists. Accredited journalists should take shuttle bus with their registration confirmation letters. For specific airport transportation information, please refer to the Media Center’s website (http://www.focac2018.com).

Accredited journalists can alternatively take an Airport Shuttle Bus, Airport Express train or taxi to the urban area of Beijing. Those who are taking other forms of transportation to Beijing should make their own arrangements.

Shuttle Bus

For the convenience of accredited journalists’ event coverage, we will provide free shuttle bus services between the media hotels and the Media Center. For information on bus routes and timetables, please check the Media Center’s website (http://www.focac2018.com).

Taxi-hailing Service

An official taxi-hailing platform has been set up to enable accredited journalists to hail taxis on their own and at their own expense during the 2018 Beijing Summit of the Forum on Beijing-Africa Cooperation.

Reservations:
(1) By telephone: +86 10 1010 5678 (Chinese and English)
Reservation hours: 8 a.m.–10 p.m.
(2) Download the “Shouqi Limousine & Chauffeur” app by scanning the QR code below to hail a taxi.
Media Hotels

For the convenience of accredited journalists during the 2018 Beijing Summit of the Forum on China-Africa Cooperation, we recommend four media hotels for convenient coverage. Accredited journalists are advised to book as early as possible due to the limited supply of hotel rooms. Free shuttle bus services will be provided from the media hotels to the Media Center. An information desk and clinic will be set up in each media hotel, where high-speed Internet access is available.

Jinglun Hotel
Address: 3 Jianguomenwai Dajie, Chaoyang District, Beijing
Tel: +86 10 6500 2266, ext. 8143/8144
Fax: +86 10 6592 6251
Email: rsv@jinglunhotel.com

Guoyi Hotel
Address: 1 Wenxing Dongjie, Xicheng District, Beijing
Tel: +86 10 6831 6611
Fax: +86 10 6836 6451
Email: guoyi_xsb@126.com

Beijing Chong Wen Men Hotel
Address: 2 Chongwenmenxi Dajie, Dongcheng District, Beijing
Tel: +86 10 6512 1577
Fax: +86 10 6512 2211, ext. 10139
Email: 1134093712@qq.com

Park Plaza Beijing Wangfujing
Address: 97 Jinbao Jie, Dongcheng District, Beijing
Tel: +86 10 8522 1999, ext. 5193/5194/5195
Fax: +86 10 8522 1290
Email: jerry.guo@regent-beijing.com
reservation@parkplaza-beijing.com
Media Hotels

Media Center and Media Reception Center

- Beijing Subway Line 1 (Jianguomen Station), Beijing Subway Line 2 (Jianguomen Station and Beijing Railway Station)
- Bus No. 24/674 (Beijingzhankou North), Bus No. 120/Te 2 (Beijingzhankou East), Bus No. 938/804/805 (Beijingzhan East), Bus No. 39 (Beijingzhankou West)