

## **General explanation of accreditation, visa and hotel reservation forms for the 1st World Press Briefing from 25<sup>th</sup> to 28<sup>th</sup> September 2006 in Beijing**

Interested Press and Media representatives are requested to fill in the accreditation, visa and hotel reservation forms and return the completed forms both by fax and email to Ms. Jiao Xiao Li at [jiaoxiaoli@beijing-olympic.org.cn](mailto:jiaoxiaoli@beijing-olympic.org.cn) ; phone: +86-10-66692039; fax: +86-10-66698007 before **28th July 2006**. These forms can be downloaded from the BOCOG website [www.beijing2008.com](http://www.beijing2008.com).

BOGOC will give due consideration to all the applications and the official invitation letters will be sent to those to be invited.

The accreditation and visa application forms will be used to collect information for accreditation and visa application.

Only one **Organization Accreditation Application Form** is required per organization. Each member of the organization should also fill in the **Individual Accreditation and Visa Form** to provide us with necessary information for visa and accreditation application.

Interested individual attendees should only fill in the **Individual Accreditation and Visa Form**. This information will be used by us for our records and to provide necessary information for visa and accreditation applications. Again, it would be very much appreciated if all forms were returned both by fax and email before the above deadline.

A special Olympic rate has been arranged for your accommodation at the five star Swissôtel (\$110 for single room, including breakfast and 15% service charge). Each attendee should fill in one **Room Reservation Form**. Please return these to both Ms. Natalie Yu at [cateringsales.beijing@swissotel.com](mailto:cateringsales.beijing@swissotel.com) and to Ms. Jiao Xiao Li at [jiaoxiaoli@beijing-olympic.org.cn](mailto:jiaoxiaoli@beijing-olympic.org.cn).

We will provide a service desk for the attendees' transfer arrangement from Beijing Capital Airport to the Swissôtel on arrival. And we will also arrange seeing-off shuttle bus from hotel to Beijing Capital Airport. We would appreciate it if you could let us know your estimated time of arrival and estimated time of departure when such information are available.

Please consult our website from time to time as we will be posting more updated information for your reference.

For any further queries, please feel free to contact Ms. Jiao Xiao Li at the above email. She looks forward to providing you with any information that you might require.