

10th Red Cross International Humanitarian Law Moot (2012)
(An Inter-University Competition for Asia-Pacific Region)
(March 8-10, 2012)

Notes to Non-Local Participants

A. VISA to Hong Kong

All team members of non-local participating institutions are responsible for ensuring their own visa's validity. Details on HKSAR visa requirements can be referred to the website of HKSAR Immigration Department (http://www.immd.gov.hk/ehhtml/hkvisas_4.htm). As it may take time to apply for visa to HK, *please check well in advance to confirm if the requirement applies to your country.* If assistance for applying visa to HK is required, please write to the Secretary of the Regional Mooting Competition at the Hong Kong Red Cross (HKRC) (email: ihl@redcross.org.hk) for issuance of letter as supporting document for visa application.

B. Air Fare

As instructed by the International Committee of the Red Cross (ICRC), they will reimburse the air fares of team members of some non-local participating institutions which will comprise 2 mooters plus 1 coach/researcher, if any, in principle provided that prior request for financial assistance has been made directly to the ICRC.

The coach must be a law teacher and a member of the teaching staff from the respective law school/law faculty to which the mooters belong. The coach must also be duly authorized by the Head of the law school/law faculty to coach the students and come to Hong Kong along with them.

Any request for financial assistance from the ICRC will be considered on the basis of financial capacity of the participating teams and their institutions.

i) For teams from Cambodia, Japan, Indonesia, Malaysia, Mainland China, the Philippines, Vietnam, Thailand and South Asia, please contact the following contact personnel at the local ICRC Delegations, who will arrange to provide air tickets. They are as follows:

- ◆ ICRC Bangkok (*for teams from Thailand and Vietnam*): Mr Teerapat Asavasungsidhi (Tel: (+66) 22 510 424; Email: BAN_IHL@icrc.org)
- ◆ ICRC Beijing: Ms Song Tianying (Tel: (+8610) 853 23290; Email: BEJ_IHL@icrc.org)
- ◆ ICRC Jakarta: Ms Rina Rusman (Tel: (+6221) 720 7264; Email: DJA_Com@icrc.org)

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- ◆ ICRC Kuala Lumpur: Mr Fork Yow Leong (Tel: (+603) 2084 1800; Email: KUA_Educ@icrc.org)
- ◆ ICRC Manila: Ms Evecar Cruz and Ms Ms Cynthia Lee (Tel: (+632) 892 89 01; Email: MAN_Com@icrc.org)
- ◆ ICRC New Delhi: Mr Sanoj Rajan (Tel: (+91 11) 4221 1000; Email: DEL_Com@icrc.org)
- ◆ ICRC Phnom Penh: Mr Teerapat Asavasungsidhi (Tel: (+66) 22 510 429 / 22 515 424; Email: BAN_IHL@icrc.org or PHN_Phnom_Penh@icrc.org)
- ◆ ICRC Tokyo: Mr Daisuke Shibasaki (Tel.: +81(0) 3 6459 0750; Email: TOK_Tokyo@icrc.org)

Kindly be advised that if some team members have already bought their tickets, ICRC's reimbursement may not exceed travel expenses in accordance with their norms. Travel expenses include economy class return airfare, travel within the country, if necessary, visa fees, airport tax and local transport in local country and at Hong Kong.

Local transport includes all the traveling expenses incurred by all non-local participating institutions to and from the airport of their home country. For further information, please check with the respective local ICRC Delegations.

- ii) Teams from Singapore may request ICRC assistance and support for travel expenses in writing to ICRC's Regional Delegation in Kuala Lumpur (Contact person: **Mr Fork Yow Leong, Legal Officer for Academic Circles**, (Tel: (+603) 2084 1800; Email: KUA_Educ@icrc.org).
- iii) For teams from Seoul and Taipei, any request for financial assistance and support may be made in writing to ICRC Regional Delegation in Beijing (Contact person: Ms Song Tianying (Tel: (+8610) 8532 3290; Email: BEJ_IHL@icrc.org).
- iv) For teams from Australia and New Zealand, please approach ICRC's Regional Delegation in the Pacific if any financial assistance is required (Contact person: Ms Monica Sliverwood (Tel: (+612) 9388 9039; Email syd_sydney@icrc.org)

Reimbursement procedures

The ICRC **will not** provide financial assistance in advance to all non-local participating institutions.

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With ICRC's prior approval, they may buy their air tickets, which will be reimbursed by the ICRC through a bank transfer after receiving and processing all the required documents. However, these teams have to produce:

- ◆ The original round-trip air tickets for verification and for making a copy for record;
- ◆ The original receipts/bills from the travel agent/airline indicating exactly the amount of the fare.
- ◆ Receipts for visas, airport tax, local transport bills/tickets, etc.

Please take note that for every reimbursement claim, documentary proof has to be provided in **original copies** only. All the non-local participating institutions who will be reimbursed by ICRC, should ***contact the concerned ICRC delegation directly*** (not the Hong Kong Red Cross) for further details.

All the non-local participating institutions are expected to present all relevant documentation, together with a bank account number with other bank account details in writing signed by their respective team coach, for the purpose of reimbursements.

The amounts to be reimbursed will be transferred to only ONE bank account only which will be organized by the individual teams' coach.

The bank account details to be provided for purposes of reimbursement are as follows:

- 1) **Name of account holder:**
- 2) **Name of Bank:**
- 3) **Bank Address:**
- 4) **Account No:**
- 5) **Swift Code No:**

For those teams that are allowed to buy their own air tickets must only buy the **economy class tickets (Y-class)**, and look for the most economical airfare as far as possible. Airfare should better include round trip airport tax and fuel duty.

All teams should re-confirm seats with the respective airlines before departure to and from Hong Kong.

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C. Accommodation

1. Free Accommodation

(provided by the HKRC)



Panda Hotel

Address: 3 Tsuen Wah Street, Tsuen Wan, Hong Kong (Appendix II)
(Transportation to the venues of the mooting competition will be provided.)
Telephone: (852) 2409 1111
Fax: (852) 2409 1818
Toll Free: 4001-201-922 (China toll-free for reservations)
Website: <http://www.pandahotel.com.hk/>

Free accommodation (6 days/5 nights) will be provided to non-local participants, 2 mooters of the competing teams plus 1 team coach/researcher only (3 members), while individual delegations will be responsible for the accommodation cost for additional members coming along, regardless of their role or capacity.

i) Check In/Out Time*

Check in: 7 March 2012 2:00 p.m.

Check out: 12 March 2012 12:00 noon

Any request for early check-in or late check-out, as well as extended stay in Hong Kong out of the above covering period, please notify the HKRC not later than **3 February 2012 by completing the form in Appendix I. (Due to high season in March, all room booking has to be confirmed at least one month prior to teams' arrival. Special request beyond the specified covering period will be subject to the availability and discretion of the hotel).*

Extra fee for extra night(s):

- 1 room with two single beds for 2 persons for 1 night--- HK\$870 (including breakfast for 2 persons)
 - 1 single room for 1 night--- HK\$800 (including breakfast for 1 person)
- The above mentioned price is for reference only. The actual charge will be subject to the final decision of the hotel.*

ii) Rooms Allocation

- 2 team members of the same gender from each delegation will share a twin-bed room.
- In case any member of a delegation is single out, he/she will share the twin-bed room with the same gender from another delegation of the same case.

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iii) Airport Shuttle Bus to Panda Hotel

(No pick-up service will be arranged by the HKRC.)

- An airport shuttle bus service is available at the Airport Shuttle Counter (A16 or B16) located at Hong Kong International Airport Arrival Hall. A single trip ticket of the airport shuttle bus costs HK\$120 for person, with 2 pieces of luggage free of charge.
- For location of airport shuttle counter, bus schedule, different alternatives to get to Panda Hotel from the Airport, as well as complimentary hotel shuttle bus service between Panda Hotel and some hot spots in Hong Kong (namely, Mongkok, Tsimshatsui, AsiaWorld-Expo, and HKCEC), please visit the website of Panda Hotel for details (<http://www.pandahotel.com.hk/en/location/map>).

**Taking airport shuttle bus to the Hotel is one of the options for your convenience only. If there are 2 or more members in your delegation, you may consider taking a taxi (with meter charge, tunnel fee, plus luggage charge at \$5 per piece). Each team will be responsible for its own expenses.*

(For taxi fare of Hong Kong, please refer to the website of Transport Department of HKSAR:

http://www.td.gov.hk/en/transport_in_hong_kong/public_transport/taxi/taxi_fare_of_hong_kong/index.html).

2. Self-Financed Accommodation

Any teams wishing to stay in a hotel closer to the HKRC and the High Court Building (one of the competition venues) should inform the HKRC (email: ihl@redcross.org.hk) by **3 February 2012** to cancel their free accommodation at Panda Hotel. In such case, please arrange the accommodation by yourself unless you have encountered any problems. Any teams planning to stay beyond the period covered by the HKRC should be responsible for their own accommodation.

D. Fee charged for Additional Members

Additional members (not covered by the HKRC as stated under Section C1 above) coming along with the delegation have to pay for their airfares, accommodation and meals during their stay in Hong Kong. While they have to arrange their own airtickets, there will be a fixed charge of HKD \$2,700 per person payable to the HKRC. The charge will cover accommodation (6days/5nights, sharing a twin-bed room with the same gender from the respective or another delegation), dinner on 8 March 2012, lunch on 9 March 2012, lunch and dinner on 10 March 2012, as well as transportation from hotel to competition venues.

Each delegation is not expected to have more than 4 additional members, regardless of their role and capacity, coming to Hong Kong. Any teams having additional members coming to

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Hong Kong during the event period should inform the HKRC (email: ihl@redcross.org.hk) by **3 February 2012** by filling in the form in Appendix I.

E. Confirmation of Flight Information

Please provide flight details **once available and no later than 3 February 2012**, by completing and returning Appendix I (email to ihl@redcross.org.hk) to facilitate arrangement of accommodation. Due to high season in March, all room booking has to be confirmed at least one month prior to teams' arrival. Late request will be subject to the hotel availability and there is no guarantee on the provision.

F. Activities on 9 March 2012

To inspire students viewing humanity issues from different perspectives and allow exchange among students, there will be 2 activities arranged for participants to be organized on 9 March 2012:

Exploration Activity on Humanity (10:00 – 16:00 tentatively)	Seminar on IHL (17:00 – 20:00 tentatively)
<ul style="list-style-type: none"> ● Organized by the Youth and Volunteers Department of the HKRC to allow participants experience the meaning of humanity. ● Students (mooters) of participating teams will be arranged to join this exploration activity. ● Students from participating teams entering Semi-final round on 10 March 2012 may opt out but are encouraged to join as this is a valuable experience to better understand humanity issues through action – oriented and interactive activity. ● Researchers and observers are also welcome to join. ● Team coaches may have free time during day time. If some team coaches would like to join, the HKRC will look to the situation and see if the arrangement could be made to accommodate more participants. 	<ul style="list-style-type: none"> ● Speakers from ICRC and academic professional knowledgeable on IHL will share insights on IHL in the seminar. ● Students (mooters) of participating teams will be arranged to attend. ● Team Coaches, researchers and observers are also welcome to join also.

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Transport will be arranged to pick up participants from hotel to the venue for exploration activity in the morning, as well as transit to the seminar venue in the late afternoon and then return back to hotel after the seminar. Lunch will be provided during the exploration activity while light refreshment will be provided before the seminar.

Further details about the exploration activity and the seminar will be promulgated around mid February 2012.

Students (mooters) of participating teams are required to join both the exploration activity (except for teams entering semi-final round) and seminar. Prior approval for absence from Assistant Secretary for any of the above 2 activities is required.

Please help indicate the interest of team coaches, researchers and observers to join the above activities in the form in Appendix I to facilitate the arrangement.

G. Insurance

All non-local participating institutions are advised to purchase suitable travel insurance to cover emergency medical expenses and relevant compensation if any.

H. Food Restriction

Any participants, who have food restriction due to personal habits or ethnic background, are advised to indicate on the registration form, or by completing the form in Appendix I or by writing to the Secretary/Assistant Secretary(ies) of the Regional Mooting Competition (email: ihl@redcross.org.hk) for arrangement. The organizing body will try to take care of the needs as far as possible, but there is no guarantee on the service provision.

For food outlets/restaurants with Halal Logo & Halal Restaurant Certificate, please refer to the list available at the Hong Kong Tourist Board (http://www.discoverhongkong.com/eng/dining/images/gp_pdf_hala.pdf).

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I. Use of Library

If non-local participants need library facilities, The University of Hong Kong, City University of Hong Kong, and The Chinese University of Hong Kong will issue a temporary library pass for individual participants upon request.

J. Filming / Photo Taking

In accordance to the rules of the High Court, *NO* filming or photo-taking is allowed in courtrooms. However, special permission has been obtained with consent from the High Court that filming and photo-taking are allowed to be conducted by the organizing bodies during the Moot competition for internal record and future academic use only. In this connection, photo-taking at general/semi-final/final rounds, as well as at the ceremony, and video-taping of the final round will be arranged by the organizing body. **Please strictly respect** such rules imposed by the High Court. Prior permission by the organizing body will be required for publishing any photos taken in the High Court. Universities, which were found in any circumstance fail to comply with the foresaid rules, will be disqualified for participating in the next mooted competition.

K. Mobile Phone

For communication purpose, all non-local participants can bring along their own mobile phones (GSM900, PCS1800, CDMA, and WCDMA). Rental of local SIM cards or mobile phones is available at the airport or in town. SIM cards can be easily bought from various convenience stores (e.g. 7-Eleven, Circle K, etc.) in Hong Kong.

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L. Other References

1. Money Exchange (<http://www.exchangerate.com/>)

	Other Currencies			HKD Equivalent <i>(for indication only – based on 30 Dec 11)</i>
1.	AUD	1	=	7.9320
2.	CNY	1	=	1.2329
3.	IDR	1000	=	0.857
4.	KRW	1000	=	6.723
5.	IRR	1000	=	0.700
6.	JPY	1	=	0.1004
7.	KHR	1000	=	1.928
8.	LKR	1	=	0.0685
9.	MYR	1	=	2.45
10.	PHP	1	=	0.1771
11.	NZD	1	=	6.0319
12.	SGD	1	=	5.9836
13.	THB	1	=	0.2456
14.	TWD	1	=	0.2565
15.	USD	1	=	7.7678
16.	VND	1000	=	0.369

2. Electricity

The electric current in Hong Kong is 220 volts. In order to meet the safety requirements, most of the electric plugs are designed to contain 3 rectangular prongs.

3. Weather

Please check the website of Hong Kong Observatory (<http://www.hko.gov.hk/>) for more details before leaving for Hong Kong.

4. Traveling in Hong Kong

Non-local participants, who are interested in traveling around Hong Kong, can visit the website of Hong Kong Tourist Board (<http://www.discoverhongkong.com/>) for details.

5. Smoking Restriction in HK

Smoking is prohibited in all indoor public places, including restaurants, karaokes, malls and bars. The smoking ban also covers both indoor and outdoor areas of some premises such as public beaches and swimming pools, escalators and the Hong Kong Wetland Park. It also applies to public transport carriers and facilities. Furthermore, no person shall smoke or carry a lighted cigarette, cigar or pipe in designated no smoking areas, or they shall be liable to a fixed penalty of HK\$1,500. You may refer to the website of Tobacco Control Office, Department of Health, for the list of no-smoking locations and other details (http://www.tco.gov.hk/english/legislation/legislation_sa.html).

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6. Others

Hong Kong Red Cross Headquarters

Address : 33 Harcourt Road, Hong Kong
Telephone : (852) 2802-0021
Fax : (852) 2802-7359
Website : <http://www.redcross.org.hk> ([Map](#))

The University of Hong Kong

Address : Pok Fu Lam Road, Hong Kong
(K K Leung Building)
Website : <http://www.hku.hk> ([Map](#))

Chinese University of Hong Kong

Address : Shatin, New Territories, Hong Kong
Website : <http://www.cuhk.edu.hk> ([Map](#))

High Court Building

Address : 38 Queensway, Hong Kong
(Courtroom number to be confirmed)

City University of Hong Kong

Address : Tat Chee Avenue, Kowloon, Hong Kong
Website : <http://www.cityu.edu.hk/> ([Map](#))

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APPENDIX I

Special Arrangement of Accommodation

To : Secretary of the 10th Red Cross International Humanitarian Law Moot (2012)
 From : _____ (name of coach) of _____ (name of university)

A. Flight information

Name of Participant _____
 Role / Capacity : Team Coach Mooters Researcher Observers Others (pls specify): _____

	Flight Number	Date	Expected Time	Early check-in required (pls provide date & time)	Late check-out required (pls provide date & time)
Arrival					
Departure					

** If members of the same team have different flight schedules, please provide information individually by duplicating the above table.

B. Accommodation for Additional Members¹

Last name	First name	Male (M) / Female (F)	Role / Capacity ² (Team Coach / Researcher / Observers ²)	Will pay HKD \$2,700 / person for accommodation, meals and transportation (details referred to Note D)	Food restriction ³
				✓	
				✓	
				✓	
				✓	

Remarks

¹ Please restrict the number of additional members to the maximum of 4 only.

² Free accommodations (6 days/5 nights) will cover 2 mooters of the competing teams plus 1 team coach/researcher only (3 members). Each additional member will have to pay for a fixed charge covering the accommodation, meals and transportation during the event period. For details, please refer to Note D.

³ The organizing body will try to take care of the needs as far as possible, but there is no guarantee on the service provision.

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C. Participation for activities on 9 March 2012 (please indicate with a “✓” if applicable)

	Mooters ¹	Researcher	Team Coach	Observers
Exploration Activity on Humanity ²	✓			
Seminar on IHL ³	✓			

Remarks

¹ *Students (mooters) of participating teams are required to join both the exploration activity (except for teams entering semi-final round) and seminar. Prior approval for absence from Assistant Secretary for any of the above 2 activities is required.*

² *Researchers and observers are welcome to join Exploration Activity, while Team Coach may enjoy their free time during day time.*

³ *Team Coaches, researchers and observers are all welcome to join the Seminar on IHL.*

D. Self-financed Accommodation (please indicate with a “✓” if applicable)

We **do not** need the accommodation provided by the Hong Kong Red Cross. We shall provide the name of hotel and contact number one week before the competition.

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APPENDIX II – MAP (<http://www.pandahotel.com.hk/en/location/map>)

