

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
*(An Inter-University Competition for Asia-Pacific Region)*  
**(March 13-15, 2014)**

**Notes to All Participating Teams**

<b>Important Messages</b>	
A.	Event Programmes
B.	Activities on March 14, 2014
C.	Filming / Photo Taking
D.	Appendix I – Notification to Organizer
E.	Locations
<b>Notes to Non-local Participants</b>	
F	VISA to Hong Kong
G.	Air Fare
H.	Accommodation
I.	Self-financed Accommodation
J.	Additional Members
K.	Confirmation of Flight Information
L	Insurance
M	Use of Library
N	Other Useful Information
<b>Appendix I – Notifications to Organizers</b>	
<b>Appendix II – Map to Panda Hotel Hong Kong</b>	

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
*(An Inter-University Competition for Asia-Pacific Region)*  
**(March 13-15, 2014)**

## **Important Messages**

### **A. Event Programmes**

Participants could find itinerary of the Competition from event website (<http://www.redcross.org.hk/web/moot12/programmes.html>). Non-local participants however, should refer to the latest version of the itinerary which will be found in the welcoming kits upon arrival.

**Registered participants are required to attend all scheduled programmes punctually and follow the arrangements of the organizers. Absence from any activities will require prior approval from the Assistant Secretary(ies).**

For non-local participants staying at the hotel arranged by the organizer, transportation will be provided from the hotel to venues of the competitions/activities, transit to the next activities (if any) and the return trip back to the hotel.

### **B. Activities on March 14, 2014**

To inspire students viewing humanity issues from different perspectives and allow exchange among students, there will be 2 activities for participants on March 14, 2014:

#### **Exploration Activity on Humanity (10:00 – 13:00 tentatively)**

- Allow participants to experience the meaning of humanity.
- Registered students, 2 mooters plus a researcher (if any), of participating teams will be arranged to join this exploration activity.
- Observers are also welcome to join, if seats are available.
- Team coaches may have free time in the morning.
- Students from participating teams entering quarter-final round may opt out but they still have the right to join this valuable experience to better understand humanity issues through action – oriented and interactive activity.

#### **Seminar on IHL (14:00 – 17:00 tentatively)**

- Speakers from ICRC and academic professional knowledgeable on IHL will share insights on IHL.
- All participants, students, team coaches and observers alike, are strongly recommended to attend.

Further details of the above activities will be announced in our website around mid February 2014.

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
*(An Inter-University Competition for Asia-Pacific Region)*  
**(March 13-15, 2014)**

**C. Filming / Photo Taking**

Photo-taking is not allowed during the oral hearings to avoid disturbance to competing teams. Photo-taking during the oral hearings and at the ceremony, as well as video-taping of the final round will be arranged by the organizing body. The organizer will prepare for all participating teams discs containing photos and videos of the event.

On the other hand, in accordance to the rules of the High Court, NO filming or photo-taking is allowed in its premises. Special permission has been obtained with consent from the High Court to allow filming and photo-taking by the organizing bodies for internal record and future academic use only. Accordingly, 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 moot competition. Please strictly respect such rules imposed by the High Court.

**D. Appendix I – Notification to Organizers**

All Participating Teams please complete and return Appendix I by **February 5, 2014**, to notify us the followings:

***All teams***

- Participation in Activities on March 14, 2014

***Non-local teams only***

- Visa application status and flight information (*details referred to Sections F, G & K below*)
- Notification of additional members (*details referred to Section J below*)
- Request for early check-in or late check-out (*details referred to Section H below*)
- Request for extended stay in Hong Kong beyond covering period (*details referred to Section H below*)

**E. Locations**

**Hong Kong Red Cross Headquarters**

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

**The University of Hong Kong**

Address : Pok Fu Lam Road, Hong Kong  
(Cheng Yu Tung Tower)  
Website : <http://www.hku.hk> ([Map](#))

**High Court Building**

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

**The Chinese University of Hong Kong**

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

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
*(An Inter-University Competition for Asia-Pacific Region)*  
**(March 13-15, 2014)**

## **Notes to Non-local Participants Only**

### **F. 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/ehtml/hkvisas\\_4.htm](http://www.immd.gov.hk/ehtml/hkvisas_4.htm)).

***Please check well in advance to confirm if the requirement applies to your country, and ensure sufficient time for the application process.*** 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](mailto:ihl@redcross.org.hk)) for issuance of letter as supporting document for visa application.

### **G. Air Fare (provided by the ICRC)**

The International Committee of the Red Cross (ICRC) 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, Greater China, Japan, Indonesia, Lao PDR, Malaysia, the Philippines, Thailand, Vietnam, South Korea 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:

- ◆ **Cambodia, Lao PDR, Thailand and Vietnam** – ICRC Bangkok: Mr Teerapat Asavasungsidhi (Tel: (+66) 22 510 424; Email: [BAN\\_IHL@icrc.org](mailto:BAN_IHL@icrc.org))
- ◆ **Greater China, Mongolia and Republic of Korea** – ICRC Beijing: Ms Song Tianying (Tel: (+8610) 853 23290; Email: [BEJ\\_IHL@icrc.org](mailto:BEJ_IHL@icrc.org))
- ◆ **Indonesia** – ICRC Jakarta: Ms Rina Rusman (Tel: (+6221) 720 7264; Email: [DJA\\_COM@icrc.org](mailto:DJA_COM@icrc.org))

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
*(An Inter-University Competition for Asia-Pacific Region)*  
**(March 13-15, 2014)**

- ◆ **Japan** – ICRC Tokyo: Mr Takanori Hosokawa (for team from Japan) (Tel.: +81(0) 3 6459 0750; Email: [TOK\\_COM@icrc.org](mailto:TOK_COM@icrc.org))
- ◆ **Malaysia** – ICRC Kuala Lumpur: Mr Fork Yow Leong (Tel: (+603) 2084 1812; Email: [fyowleong@icrc.org](mailto:fyowleong@icrc.org))
- ◆ **Philippines** – ICRC Manila: Ms Evecar Cruz or Mr Carl Carumba (Tel: (+632) 892 89 01; Email: [MAN\\_COM@icrc.org](mailto:MAN_COM@icrc.org))
- ◆ **South Asia** – ICRC New Delhi: Mr Charles Sabga (Tel: (+91 11) 4221 1000; Email: [DEL\\_IHL@icrc.org](mailto:DEL_IHL@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) Team 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 (Tel: (+603) 2084 1812; Email: [fyowleong@icrc.org](mailto:fyowleong@icrc.org)))
- iii) For teams from Australia and New Zealand, please approach ICRC's Mission in Australia if any financial assistance is required (Contact person: Mr Len Blazeby (Tel: (+612) 9388 9039; Email [CAN\\_canberra@icrc.org](mailto:CAN_canberra@icrc.org)))

**Reimbursement procedures**

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

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.

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
*(An Inter-University Competition for Asia-Pacific Region)*  
**(March 13-15, 2014)**

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.**

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
*(An Inter-University Competition for Asia-Pacific Region)*  
**(March 13-15, 2014)**

**H. Accommodation** *(provided by the HKRC)*



**Panda Hotel**

Address: 3 Tsuen Wah Street, Tsuen Wan, Hong Kong (Appendix II)

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 (5 days/4 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, Any teams planning to stay beyond the period covered by the HKRC should be responsible for their own accommodation.

i) Check In/Out Time

Check in: 12 March 2014 14:00

Check out: 16 March 2014 12:00

*(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\$1,020 (including breakfast for 2 persons)
- 1 single room for 1 night--- HK\$950 (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.
- If 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.

iii) Airport Shuttle Bus to Panda Hotel **(No pick-up service by the HKRC)**

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

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
*(An Inter-University Competition for Asia-Pacific Region)*  
**(March 13-15, 2014)**

**Non-local teams are strongly recommended to check in the hotel first upon arrival to ensure us you have safely arrived Hong Kong. If any teams do have special arrangement, please kindly notify us by email beforehand.**

iv) Reception (set up by HKRC)

A reception counter will be set up by the Hong Kong Red Cross (HKRC) at the lobby of the hotel to welcome participants on March 12, from 14:00-20:00. All non-local teams should get the welcoming kits from the counter upon their arrival.

**I. Self-financed Accommodation**

Any teams that plan to arrange their own accommodation should inform the HKRC to cancel their accommodation at Panda Hotel. In such case, please arrange the accommodation and transportation by yourself unless you have encountered any problems.

**J. Additional Members**

Additional members (not covered by the HKRC as stated under Section H) coming along with the delegation have to pay for their airfares, accommodation and meals during their stay in Hong Kong. Each delegation is not expected to have more than 4 additional members, regardless of their role and capacity, coming to Hong Kong.

Fee charge of HK\$2,800/person

While these additional members have to arrange their own airtickets, there will be a fixed charge of HK\$2,800 per person payable to the HKRC, covering accommodation (5days/4nights, sharing a twin-bed room with the same gender from the respective or another delegation), dinner on 13 March 2014, lunch and dinner on both 14 & 15 March 2014, as well as transportation from hotel to competition venues. Such fee, payable in CASH (*HKD*), will be collected at the HKRC's reception counter on 12 March 2014. **Hong Kong currency** can be exchanged at the airport or hotel. Receipt will be issued to the teams by the teams' departure.

**The 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)**  
(An Inter-University Competition for Asia-Pacific Region)  
(March 13-15, 2014)

**K. Confirmation of Flight Information**

Please provide flight details **once available**. Failing which will affect the room reservation and arrangement, as any late request will be subject to the hotel availability and there is no guarantee on the provision.

**L. Insurance**

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

**M. Use of Library**

If non-local participants need library facilities, The Chinese University of Hong Kong and The University of Hong Kong might issue temporary library passes for individual participants upon request.

**N. Other Useful Information**

- i) Hong Kong Tourism Board (<http://www.discoverhongkong.com/eng/index.jsp>)
  - Halal & Vegetarian  
(<http://www.discoverhongkong.com/eng/dine-drink/what-to-eat/special-diets/index.jsp>)
  - Using Mobile Phones / Telephones  
(<http://www.discoverhongkong.com/eng/plan-your-trip/practicalities/communications/mobile-phone-usage.jsp>)
  - Other Information (e.g. Electricity, Useful Contact No., etc.)  
(<http://www.discoverhongkong.com/eng/plan-your-trip/practicalities/other-information/index.jsp>)
- ii) Hong Kong Observatory (<http://www.hko.gov.hk/>)
- iii) Money Exchange Rate (<http://www.exchangerate.com/>)
- iv) Smoking Restriction ([http://www.tco.gov.hk/english/legislation/legislation\\_sa.html](http://www.tco.gov.hk/english/legislation/legislation_sa.html))

**APPENDIX I**

**NOTIFICATIONS TO ORGANIZERS**  
*Please return the form (email to [ihl@redcross.org.hk](mailto:ihl@redcross.org.hk)) by **5 February 2014***

To : Secretary of the 12<sup>th</sup> Red Cross International Humanitarian Law Moot (2014)

From : \_\_\_\_\_ (name of coach) of \_\_\_\_\_ (name of university)

**A. Participation in Activities on March 14, 2014** *(please indicate with a “✓” if applicable)*

	Mooters <sup>1</sup>	Researcher <sup>1</sup>	Team Coach	Observers
Exploration Activity on Humanity <sup>2</sup>	✓	✓		
Seminar on IHL <sup>3</sup>	✓			

**Remarks**

<sup>1</sup> *All registered students, mooters and researcher, will be arranged to join both the exploration activity (except for teams entering quarter-final round) and seminar. Absence from any of the above 2 activities will require prior approval from the Assistant Secretary(ies).*

<sup>2</sup> *Observers are welcome to join Exploration Activity, while Team Coach may enjoy their free time during the period.*

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

**B. Visa application status & Flight Information**

Please be advised of our teams’ visa application status as follows:

- Our visa application is in progress. Date of submission: \_\_\_\_\_; No. of Applicants: \_\_\_\_\_
- We have OBTAINED travelling visa / permit to come to Hong Kong.
- We DO NOT require travelling visa to come to Hong Kong.

Name of Participant \_\_\_\_\_

Role / Capacity :  Team Coach  Mooters  Researcher  Observers  Others (pls specify): \_\_\_\_\_

	Flight Number	Date <sup>4</sup>	Expected Time	Early check-in needed? (pls provide date & time)	Late check-out needed? (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.**

**Remarks**

<sup>4</sup> *For arrival / departure dates beyond 12-16 March 2014, please complete Section D below.*

### C. Accommodation for Additional Members<sup>5</sup>

Last name	First name	Male (M) / Female (F)	Role / Capacity <sup>6</sup> (Team Coach / Researcher / Observers <sup>2</sup> )	Will pay HKD \$2,800 per person for accommodation, meals & transportation (details referred to Note J)	Food restriction <sup>7</sup>
				✓	
				✓	
				✓	
				✓	

**Remarks**

<sup>5</sup> Please restrict the number of additional members to the maximum of 4 only.

<sup>6</sup> Free accommodations (5 days/4 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 J.

<sup>7</sup> The organizing body will try to take care of the needs as far as possible, but there is no guarantee on the service provision.

### D. Stay beyond Coverage Period

Our team will stay beyond the period covered by the Hong Kong Red Cross.

Please assist to reserve room(s) at Panda Hotel with details as follows:

Period (Dates involved)	No. of Nights	Name(s) of Participants	No. of Rooms Required	Self-settlement with Hotel
				✓
				✓

We shall arrange our own accommodation at another hotel. Name of hotel and contact number will be provided one week before the competition.

### E. Self-financed Accommodation

Our additional members **WILL NOT** stay at Panda Hotel. We shall provide the name of hotel and contact number one week before the competition.

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

