

Note to All Participating Teams

Important Messages	
A.	Event Programmes
B.	Activities on March 13, 2015
C.	Filming / Photo Taking
D.	Appendix I – Notification to Organizer
E.	Locations
Note to Non-local Participants Only	
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
Appendix I – Notifications to Organizers	
Appendix II – Map to Panda Hotel Hong Kong	

The 13th Red Cross International Humanitarian Law Moot (2015)
(An Inter-University Competition for Asia-Pacific Region)
(March 12-14, 2015)

Important Messages

A. Event Programmes

Participants could find itinerary of the Competition from event website (<http://www.redcross.org.hk/web/moot13/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). Absentees will not be issued the certificate from the organizers.

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 12-13, 2015

To inspire students viewing humanity issues from different perspectives and allow exchange among students, there will be 2 activities for participants on March 12-13, 2015:

An International Humanitarian Law Role Play Contest

- To allow participants to further understand IHL
- To experience practical situations involving IHL and action

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

- Prominent experts and practitioners from academic, judiciary and diplomacy circles will share insights on international humanitarian law and international criminal law.
- 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 2015. Students (mooters) of participating teams are required to join both the role play contest and seminar.

The 13th Red Cross International Humanitarian Law Moot (2015)
(An Inter-University Competition for Asia-Pacific Region)
(March 12-14, 2015)

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 **13 February, 2015 (Friday)**, to notify us the followings:

All teams

- Participation in Activities on March 12-13, 2015

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 13th Red Cross International Humanitarian Law Moot (2015)
(An Inter-University Competition for Asia-Pacific Region)
(March 12-14, 2015)

Note 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).

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) for issuance of letter as supporting document for visa application.

G. Air Fare (provided by the ICRC)

The **International Committee of the Red Cross** will sponsor the air fares of team members of non-local participating institutions provided that prior request for financial assistance has been made to the ICRC. All requests for financial assistance will be considered on the basis of financial capacity of the participating teams and their institutions.

For the purpose of financial assistance, teams may comprise two (2) mooters and one (1) coach/researcher. Please contact the following persons at ICRC Delegations for financial assistance and travel arrangements:

Cambodia, Lao PDR, Thailand and Vietnam

ICRC Bangkok

Mr Teerapat Asavasungsidhi Tel: (+66) 22 510 424 BAN_IHL@icrc.org

Mainland China, Mongolia, Republic of Korea and Taiwan

ICRC Beijing

Ms Song Tianying Tel: (+86 10) 853 23290 BEJ_IHL@icrc.org

Indonesia

ICRC Jakarta

Ms Rina Rusman Tel: (+62 21) 720 7264 DJA_COM@icrc.org

Japan

ICRC Tokyo

Ms Chikako Masuzaki Tel: (+81) (0) 3 6459 0750 TOK_COM@icrc.org

The 13th Red Cross International Humanitarian Law Moot (2015)
(An Inter-University Competition for Asia-Pacific Region)
(March 12-14, 2015)

Malaysia and Singapore

ICRC Kuala Lumpur

Mr Fork Yow Leong

Tel: (+60 3) 2084 1812

fyowleong@icrc.org

Philippines

ICRC Manila

Ms Monalisa L. Barro

Tel: (+63 2) 892 89 01

MAN_COM@icrc.org

Bangladesh, India, Nepal and Sri Lanka

ICRC New Delhi

Ms Anuradha Saibaba

Tel: (+91 11) 4221 1000

DEL_IHL@icrc.org

For teams from **Australia and New Zealand**, please approach ICRC's Mission in Australia if any financial assistance is required. ICRC Canberra: Ms Netta Goussac, tel: +(61) 2 6273 2968, e-mail: can_canberra@icrc.org.

Reimbursement procedure

The ICRC **will not** provide financial assistance in advance.

ICRC's reimbursement may not exceed travel expenses in accordance with its standards. Travel expenses include economy class return airfare, visa fees, airport tax, and local transport to and from airports (place of departure and arrival). For further information, please check with the respective ICRC Delegations.

With ICRC's prior approval, teams' members may buy their air tickets – only economy class tickets (Y-class). Reimbursement by the ICRC shall be done through bank transfer after receiving and processing all the required documents including:

- ◆ The original round-trip air tickets or print out of e-tickets;
- ◆ 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.

All the non-local participating institutions are expected to present all relevant documentation, together with bank account details in writing signed by their respective team coach, for the purpose of reimbursement. Please take note that for every reimbursement claim, documentary proof has to be provided in **original copies**.

The amounts to be reimbursed will be transferred to only ONE bank account per team which indicated by the team's coaches. Thank you to provide the following details:

The 13th Red Cross International Humanitarian Law Moot (2015)
(An Inter-University Competition for Asia-Pacific Region)
(March 12-14, 2015)

Name of Account holder (exact name)	
Bank Account Number	
Swift Code Number	
Beneficiary's Bank Name and Address (including branch, office information, etc, when applicable)	

Any further enquiries should be addressed directly to the **concerned ICRC Delegation** (not the Hong Kong Red Cross).

Each participant is responsible for re-confirming seats with their respective airlines before departure to and from Hong Kong, if necessary.

The 13th Red Cross International Humanitarian Law Moot (2015)
(An Inter-University Competition for Asia-Pacific Region)
(March 12-14, 2015)

H. Accommodation *(provided by the HKRC)*



Panda Hotel

Address: 3 Tsuen Wah Street, Tsuen Wan, Hong Kong (Appendix II)
(Transportation to venues of the mooting competition and other official activities 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 (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: 11 March 2015 14:00

Check out: 15 March 2015 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\$1,090 (including breakfast for 2 persons)
 - 1 single room for 1 night--- HK\$1020 (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\$150 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 please visit the Hotel website for details (<http://www.pandahotel.com.hk/en/location/map>).

The 13th Red Cross International Humanitarian Law Moot (2015)
(An Inter-University Competition for Asia-Pacific Region)
(March 12-14, 2015)

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 11, 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\$3,000/person

While these additional members have to arrange their own airtickets, there will be a fixed charge of HK\$3,000 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), lunch and dinner on 12-14 March 2015, 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 11 March 2015. **Hong Kong currency** can be exchanged at the airport or hotel. Receipt will be issued to the teams by the teams' departure.

The 13th Red Cross International Humanitarian Law Moot (2015)
(An Inter-University Competition for Asia-Pacific Region)
(March 12-14, 2015)

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)

APPENDIX I

NOTIFICATIONS TO ORGANIZERS

*Please return the form (email to ihl@redcross.org.hk) by **13 February 2015***

To : Secretary of the 13th Red Cross International Humanitarian Law Moot (2015)
 From : _____ (name of coach) of _____ (name of university)

A. Participation in Activities on March 12-13, 2015 (please indicate with a “✓” if applicable)

	Mooters ¹	Researcher ¹	Team Coach	Observers
International Humanitarian Law Role Play Contest ²	✓	✓		
Seminar on IHL ³	✓	✓		

Remarks

¹ All registered students, mooters and researcher, will be arranged to join both the International Humanitarian Law Role Play Contest and seminar. Absentees will not be issued the certificate from the organizers.

² Team Coach and Observers may enjoy their free time during the period.

³ Team Coach and Observers are all welcome to join the Seminar on IHL.

B. Visa application status & Flight Information (please indicate with a “✓” if applicable)

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.

The Flight Information:

- All of our team members are as follows
- Name of Participant** _____
 Role / Capacity : Team Coach Mooters Researcher Observers Others (pls specify): _____

	Flight Number	Date ⁴	Expected Time	Early check-in needed? ⁵ (Please provide date & time)	Late check-out needed? ⁵ (Please 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

⁴ For arrival / departure dates beyond 11-15 March 2015, please complete Section D below.

⁵ Special request beyond the specified covering period will be subject to the availability and discretion of the hotel.

C. Accommodation for Additional Members⁶

Prof/Dr/Mr/Ms	Last name	First name	Male (M) / Female (F)	Role / Capacity ⁷ (Team Coach / Researcher / Observers ²)	Will pay HKD \$3,000 per person for accommodation, meals & transportation (details referred to Note J)	Food restriction ⁸
					✓	
					✓	
					✓	
					✓	

Remarks

⁶ Please restrict the number of additional members to the maximum of 4 only.

⁷ 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.

⁸ 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	Direct Payment settle 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>)

