

4th Red Cross International Humanitarian Law Moot (2006)
(An Inter-University Competition for Asia-Pacific Region)
(March 17-18 2006)

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). If assistance for applying visa to HK is required, please write to the Deputy Secretary General of Hong Kong Red Cross (HKRC) (email: ihl@redcross.org.hk) for issuance of letter as supporting document for visa application.

B. Air Fare

The International Committee of the Red Cross (ICRC) will reimburse air fares of team members of non-local participating institutions, 2 members of the competing teams plus 1 coach in principle, provided that **prior request for financial assistance has been made directly to the ICRC (ICRC Kuala Lumpur Email: kuala.lumpur@icrc.org).**

i) For teams from Malaysia, Indonesia, Mainland China and the Philippines:

Please contact the local ICRC Delegations, which will arrange to provide air tickets.

The respective contacts are as follows:

- ICRC Manila: Ms Cecilia Follente (Tel: (+632) 892 89 01; Email: manille.man@icrc.org)
- ICRC Jakarta: Ms. Iburina Rusman (Tel: (+62 21) 720 72 52; Email: djakarta.dja@icrc.org)
- ICRC Kuala Lumpur: Ms. Altaf Deviyati Ismail. (Tel: (+603) 209 39 962; Email: kuala.lumpur@icrc.org)
- ICRC Beijing: Mr. Guo Yang (Tel: (+86 10) 85323235; Email: beijing.bej@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. For details, please check with the local ICRC Delegations.

ii) Other teams 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;

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- 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 note that for every reimbursement claim, documentary proof has to be provided in original. Relevant teams, who will be reimbursed by ICRC, should contact ICRC Kuala Lumpur directly for details. Please expect to present all relevant documentation, together with a bank account number with bank details in writing signed by their respective team coach, for transfer of amounts to be reimbursed. The amounts will be transferred to only ONE account. Sharing of reimbursement is to be organized by individual teams' coach.

Kindly buy the economy class tickets, and look for those economical ones 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 from Hong Kong.

C. Accommodation

1. Free Accommodation

(Sponsored by Hopewell Holdings Limited and Hong Kong Panda Hotel)



Hong Kong Panda Hotel

Address: 3 Tsuen Wah Street, Tsuen Wan, Hong Kong (Appendix I)
(Transportation to the venue of the mooting competition will be provided.)

Telephone: (852) 2409 1111

Fax: (852) 2409 1818

Toll Free: 10-800-852-0922 (China)

Website: <http://www.pandahotel.com.hk/>

Free accommodation (5 days/4 nights) will be provided to non-local participants, 2 members of the competing teams plus 1 coach only, while individual delegation will be responsible for the accommodation cost for additional members coming along.

i) Check In/Out Time*

Check in: 16 March 2006 2:00 p.m.

Check out: 20 March 2006 12:00 p.m.

*Any request on early check-in or late check-out, as well as departure from HK after 20 March 2006, please notify the HKRC in advance for pre-arrangement.

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ii) Rooms Allocation

- 2 team members of the same gender from each delegation will share one 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.

iii) Airport Shuttle Bus to the Panda Hotel

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

- An airport shuttle bus service is available at the airport on Level 5 – Arrival Hall. A single trip ticket of the airport shuttle bus costs HK\$90 for person, with 2 pieces of luggage free of charge. Additional luggage will be charged at HK\$50 per piece.
- For location of airport shuttle counter, bus schedule, and different alternatives to get to Panda Hotel from the Airport, please visit the website of Panda Hotel for details (http://www.pandahotel.com.hk/en/aboutus_index.asp).

**Taking airport shuttle bus to the Hotel is recommended for your convenience only. Each team will be responsible for its own expenses.*

2. Self-Financed Accommodation

Any teams wishing to stay in a hotel closer to the HKRC and the High Court should inform the HKRC (email: ihl@redcross.org.hk) by **1 March 2006** to cancel their free accommodation at Panda Hotel. In this case, they may seek HKRC's assistance in reserving other hotels by providing their preference and budget. Any teams planning to stay after the moot competition are to pay for their own accommodation for the extended stay.

D. Insurance

All non-local participating institutions are advised to purchase suitable travel insurance to cover emergency medical expenses.

E. Use of Library

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

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F. Food

If any non-local participants have food restriction, e.g. vegetarian or Muslim, please inform HKRC (email: ihl@redcross.org.hk) by **27 February 2006** for prior arrangement on catering.

G. 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 now 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 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 moot competition.

H. Mobile Phone

For communication purpose, all non-local participants can bring along their own mobile phones (GSM900 or GSM1800), where phone cards can be easily brought from various convenience stores in Hong Kong.

I. Other References

1. Money Exchange

	Other Currencies			HKD Equivalent <i>(for indication only – based on 21 Feb. 06)</i>
5.	CNY	100	=	96.4383
1.	IDR	1000	=	0.839196
2.	KRW	1000	=	8.00530
3.	MYR	1	=	2.08254
4.	PHP	1	=	0.149128
6.	SGD	1	=	4.76077
7.	TWD	100	=	23.9148
8.	USD	1	=	7.76178

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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.weather.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/eng/>) for details.

5. Social Activities by HKRC

HKRC will arrange local transportation and a number of meals relating to pre-arranged official functions for participants. While the 2 registered students plus 1 coach will be either free of charge or just need to pay a minimal amount, additional members will have to pay in full, or may not be able to join subject to enrolment capacity. Further details will be available in due course.

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>

High Court Building

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

The University of Hong Kong

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

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 – MAP

