

8th Red Cross International Humanitarian Law Moot (2010)
(An Inter-University Competition for Asia-Pacific Region)
(March 5-6, 2010)

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 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, 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 Malaysia, Indonesia, Thailand, Mainland China, the Philippines and South Asia, please contact the relevant person(s) at the local ICRC Delegations, who will arrange to provide air tickets. The respective contacts are as follows:

- ◆ ICRC Manila: Ms Evecar Cruz and Ms Anastasia Isyuk (Tel: (+632) 892 89 01; Email: manille.man@icrc.org)
- ◆ ICRC Jakarta: Ms Rina Rusman (Tel: (+6221) 720 7264; Email: djakarta.dja@icrc.org)
- ◆ ICRC Kuala Lumpur: Mr Fork Yow Leong (Tel: (+603) 2084 1800; Email: kuala_lumpur.kua@icrc.org)
- ◆ ICRC Beijing: Mr Guo Yang and Ms Yin Wenjuan (Tel: (+8610) 853 23290; Email: beijing.bej@icrc.org)
- ◆ ICRC Bangkok: Mr Teerapat Asavasungsidhi (Tel: (+66) 22 510 429 / 22 515 424; Email: bangkok.ban@icrc.org)

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- ◆ ICRC New Delhi: Mr Sanoj Rajan (Tel: (+91 11) 4221 1000; Email: new_delhi.del@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 Japan and 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: kuala_lumpur.kua@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: Mr Guo Yang and Ms Yin Wenjuan (Tel: (+8610) 8532 3290; Email: beijing.bej@icrc.org).
- iv) For teams coming from Australia and New Zealand, please approach your respective local Australian Red Cross Society branches and ICRC Suva respectively, if any financial assistance is required.

Reimbursement procedures

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

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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.

C. Accommodation

1. Free Accommodation

(Sponsored by Hopewell Holdings Limited and Panda Hotel)



Panda Hotel

Address: 3 Tsuen Wah Street, Tsuen Wan, Hong Kong (Appendix II)
(Transportation to the venues of the moot competition will be provided.)
Telephone: (852) 2409 1111
Fax: (852) 2409 1818
Toll Free: 10-800-152-9022 (China Telecom User)
10-800-852-9022 (China Netcom User)

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

i) Check In/Out Time*

Check in: 4 March 2010 2:00 p.m.

Check out: 8 March 2010 12:00 noon

**Any request on early check-in or late check-out, as well as departure from HK after 8 March 2010, please notify the HKRC not later than 8 February 2010 by completing the form in Appendix I. The arrangement 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\$590 (including breakfast for 2 persons)
 - 1 single room for 1 night--- HK\$540 (including breakfast for 1 person)
- The above mentioned price is just 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 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 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\$100 for person, with 2 pieces of luggage free of charge.
- 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/location.asp>).

**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 and luggage charge \$5 per piece). Each team will be responsible for its own expenses.*

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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 **8 February 2010** 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 after the moot competition should be responsible for their own accommodation for the extended stay.

D. Fee charged for Researchers and Observers

For researchers and observers, they 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 \$1,700 per person payable to the HKRC. The charge will cover accommodation (5days/4nights, sharing a twin-bed room with the same gender from the respective or another delegation), dinner on 5 March 2010, lunch and dinner on 6 March 2010 and transportation from hotel to competition venues.

Each delegation is not expected to have more than 4 observers coming to Hong Kong. Any teams having researchers and/or observers coming to Hong Kong during the event period should inform the HKRC (email: ihl@redcross.org.hk) by **8 February 2010** by filling in the form in Appendix I.

E. Insurance

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

F. 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 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.

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G. 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.

H. 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/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 moot competition.

I. Mobile Phone

For communication purpose, all non-local participants can bring along their own mobile phones (GSM900, GSM1800, 3G), where phone cards can be easily bought from various convenience stores (e.g. 7-Eleven, Circle K, etc.) in Hong Kong.

J. Other References

1. Money Exchange (<http://hk.finance.yahoo.com/currency>)

	Other Currencies			HKD Equivalent
				<i>(for indication only – based on 29 Dec 09)</i>
1.	AUD	1	=	6.8827
2.	CNY	1	=	1.1350
3.	IDR	1000	=	0.8213
4.	INR	1	=	0.1662
5.	KRW	1000	=	6.656
6.	JPY	1	=	0.08457
7.	MYR	1	=	2.2566
8.	PHP	1	=	0.1667
9.	SGD	1	=	5.5121
10.	THB	1	=	0.2325
11.	TWD	1	=	0.2402
12.	USD	1	=	7.7573

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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.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/eng/>) for details.

5. New policy of smoking prohibition in HK

The Smoking (Public Health) (Amendment) Bill 2005 (“the Bill”) was passed into law in the Legislative Council on 19 October 2006. With the passage of the bill, the vast majority of indoor areas of workplaces and public places, such as restaurants, offices, schools, hospitals, markets, karaokes and bars which are frequented occupied by people of different ages, are required to ban smoking from 1 January 2007. Under the law, all “public pleasure grounds”, including almost all restaurants, government buildings, school campus as well as public transportation are designed as non smoking areas. Under the "Fixed Penalty (Smoking Offences) Ordinance" that takes effect from 1 September 2009, any person who smokes or carries a lighted cigarette, cigar or pipe in statutory no smoking areas or on public transport carries, will be issued with a \$1,500 fixed penalty notice by enforcement officers. You may refer to the website <http://www.tobaccocontrol.gov.hk/> for more details.

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 8th Red Cross International Humanitarian Law Moot

From : _____ (name of coach) of _____ (name of university)

A. Accommodation for Researchers and Observers

	Name		Male (M) / Female (F)	Will pay HKD \$1,700 / person for accommodation, meals and transportation (details referred to Note D)	Food restriction*
	Last name	First name			
Researcher				✓	
Observer(s)** (pls add lines if needed)				✓	

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

***Please restrict the number of observers to the maximum of 4 only.*

B. Early check-in or Late check-out time (please indicate with a “✓” if applicable)

☐ Early check-in time: _____ on the date _____

☐ Late check-out time: _____ on the date _____

C. 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

