

**INTERNATIONAL WROUGHT COPPER COUNCIL****IWCC TECHNICAL SEMINAR
DOWNSTREAM PROCESSES
SHANGHAI & TONGLING
3-8 MARCH 2019
INFORMATION SHEET****Dates and Venues**

The 2019 IWCC Technical Seminar will be held in Shanghai, with the plant visits being held in the city of Tongling.

From 3-5 March, the Seminar will be held at the Hyatt on the Bund hotel where accommodation has been reserved:

Hyatt on the Bund
199 Huangpu Road
Hongkou Qu
Shanghai
China, 200000

Tel: +86 21 6393 1234

On 6 & 7 March the plant visit programme will be held in the city of Tongling, where overnight accommodation has been reserved for the night of 6 March at the Tongquetai New Century Hotel:

Tongquetai New Century Hotel
West Section of Jianshe East Road
Tongling
Anhui
China, 244001

Tel : +86 562 887 7777

Technical Seminar

The subject of the Technical Seminar will be "Downstream Processes" in the semis manufacturing process. The list of papers to be presented, 26 of which have been confirmed, is included in the Registration Pack (P.18/412). The list of papers will be available on the IWCC website.

All papers (where available) and slides will be posted to the members' area of the IWCC website for downloading after the Seminar.

Programme

Details are given in the programme (P.18/413).

The final version of the programme will be issued to all participants on arrival in Shanghai: this will also include the names of delegates, their companies and positions.

Interpretation

The main language of the Seminar will be English. However, there will be full simultaneous interpretation between English, Japanese, Korean and Mandarin Chinese.

In Tongling, for the International Copper Forum, there will be simultaneous interpretation between English and Mandarin Chinese only.

Plant Visits

There will be four plant visits in the city of Tongling:

- Anhui Tongguan Copper Foil Co., Ltd. (electro-deposited foil)
- Hailiang (Anhui) Copper Tube Co., Ltd.
- Tongling Jinvi Copper Corp. (flat rolled products)
- Tongling Non-ferrous Metals Stock Tongguan Brass Bar Co., Ltd. (brass rod & wire)

Important Information

As part of the plant visit programme the IWCC will be required to purchase train tickets on behalf of delegates. In China when purchasing train tickets it is necessary to provide passport information to the rail company. Therefore, it will be necessary to complete the Visa & Plant Visit Questionnaire (P.18/416) even if a visa is not required. If the form is not completed and returned to the IWCC then delegates will not be able to attend the plant visits.

Delegates will travel between Shanghai and Tongling as a group. It will not be possible to alter the train reservations for individual delegates once the tickets have been purchased.

Registration

Delegates are asked to complete the Registration Form (P.18/415) and return to the IWCC Secretariat before **Friday 11 January 2019**. For delegates registering after this date accommodation cannot be guaranteed although every effort will be made to meet such requests.

Registration acknowledgements will be sent by email following the receipt of registration forms.

There is no restriction to the number of delegates whom may attend from each company.

Accommodation

Accommodation in Shanghai

Accommodation, which must be arranged through the IWCC Secretariat, has been reserved at the Hyatt on the Bund hotel for the nights of Saturday 2 March to Friday 8 March. If an extended stay is required, the Secretariat will make a request to the hotel on your behalf. The rate for a River View Room, single occupancy is CNY 1,400 per room per night plus applicable taxes (currently 15%). For double occupancy the rate is CNY 1,550 per room per night plus applicable taxes (currently 15%). The quoted bedroom rates include breakfast and internet access.

It is recommended to retain the accommodation in Shanghai for the duration of the full programme. However, if delegates wish to check-out of the Hyatt on 6 March and re-check-in on 7 March this is possible.

All accommodation costs in Shanghai must be paid by the delegates.

Accommodation confirmations for Shanghai will be issued to delegates in February 2019.

Accommodation in Tongling

The cost of accommodation, to include breakfast, lunch, internet access and taxes, at the Tongquetai New Century Hotel in Tongling is included in the Plant Visit Fee. The IWCC will make the accommodation arrangements.

Access to the Hyatt on the Bund hotel, Shanghai

The hotel is located close to the Bund on the Puxi side of Shanghai, and situated very close to the Huangpu river.

Shanghai is served by two airports: Hongqiao International Airport (SHA) which is located 20km from the hotel and Pudong International Airport (PVG) which is located 45km from the hotel.

Airport Transfer

It is recommended to use the airport transfers organised by the hotel to reach the Hyatt on the Bund. More details about the transfers available will be issued with the Transport Questionnaire in January 2019.

Dress Codes

The dress codes are as follows:

Sunday 3 March	Tour of Shanghai Welcome Reception	Casual Jacket & tie
Monday 4 March	Technical Seminar Dinner	Jacket & tie Business casual
Tuesday 5 March	Technical Seminar Dinner	Jacket & tie Business casual
Wednesday 6 March & Thursday 7 March	Plant Visits	Business casual

* - Business casual means jacket but no tie

Currency and Exchange Rates

The unit of currency in China is the Chinese Yuan (CNY) sometimes known as the Renminbi (RMB). Approximate exchange rates as at November 2018 are:

EUR 1	CNY 8
GBP 1	CNY 9
JPY 100	CNY 6
KRW 1,000	CNY 6
USD 1	CNY 7

Credit and charge cards are widely accepted in hotels and restaurants.

Visas

Nationals of nearly all countries will require a visa to enter China. It is recommended that delegates obtain a business visa.

Delegates are strongly advised to check with their local embassy or consulate to obtain the latest visa requirements.

If an invitation letter is required please complete the Visa & Plant Visit Questionnaire (P.18/416) and return it to the IWCC as soon as possible. The invitation letter will state that the expected date of entry will be early March 2019 and will refer to a single-entry three-month visa. Some nationals may need to provide finger-prints at a designated embassy or consulate. Sufficient time should be allowed to complete the visa application process.

Please note that there is no guarantee that a visa will be issued by the Chinese authorities, although refusal is rare.

Time

In March, Shanghai will be 13 hours ahead of New York, 8 hours ahead of London, 7 hours ahead of Berlin and 1 hour behind Tokyo and Seoul.

Climate

March is early spring in Shanghai. Day-time temperatures average 13C.

Practicalities

Taxis are available at the Hyatt on the Bund hotel.

In hotels and international restaurants some members of staff will speak English. Elsewhere, including taxis, English is rarely spoken. When leaving the hotel and using a taxi please ask the hotel staff to provide the address of your destination in Chinese Mandarin. Always have some hotel cards with the hotel address written in English and Chinese Mandarin for the return journey. It is recommended at the hotel to inform the door staff of your destination: the door staff will then communicate with the taxi driver. It is recommended to pay taxis with cash.

Security

It is suggested that delegates leave all valuables in the safe in their hotel room. Delegates should take care of their belongings at all times, especially in public places.

Fees

The following fees apply per delegate:

IWCC Member Companies	GBP 2,350
Core Group of Copper Producers	GBP 2,350
Non-Member Companies (first time as delegate)	GBP 2,350
Non-Member Companies (second or subsequent times)	GBP 4,700
Plant Visit Fee	GBP 275

The delegate fee includes all of the events listed in the programme from 3-5 March.

The plant visit fee includes train tickets, breakfasts, lunches and accommodation in Tongling.

The IWCC is a non-profit-making company and all fees are solely to cover costs.

Payment

Please do not send any payment details with your registration form.

After registration, an invoice will be issued with full details of payment procedures either by bank transfer or credit card.

Payment must be made in advance of commencement of the Seminar.

IWCC Terms and Conditions

The following terms and conditions apply to the fees charged for the Seminar and Plant Visit Programme.

Seminar

Cancellation up to and including 31 January	no charge
Cancellation from 1 February onwards	100% delegate fee

Plant Visit Programme

Cancellation up to and including 31 January	no charge
Cancellation from 1 February onwards	100% plant visit fee

The IWCC Secretariat reserves the right to amend or cancel the arrangements dependent on the number of bookings. Any major change will be notified to those concerned as soon as possible. In the unlikely event of the cancellation of the Seminar or of the Plant Visit Programme a full refund will be made.

The Hyatt on the Bund hotel cancellation policy is that all guaranteed reservations cancelled from 31 January 2019 will be considered by the hotel as a "late cancellation" and the hotel reserves the right to charge for each cancelled room night. The IWCC Secretariat will seek to have these charges minimised. However, any cancellation charges incurred will be passed to the delegate(s) concerned.

Upon checking into the Hyatt on the Bund hotel, the delegate takes over responsibility for the accommodation reserved through the IWCC Secretariat and may be charged by the hotel for unused room night(s) when checking out earlier than planned.

Registration confirms acceptance of all terms and conditions.

Insurance

The IWCC cannot accept liability for any loss or damage of property or injury or illness suffered during the course of the Technical Seminar and associated programme activities, plant visits and tours howsoever caused. Delegates must ensure they have appropriate insurance cover, including medical insurance.

Data Protection Policy

The IWCC is registered with UK Information Commissioner and the IWCC is compliant with the UK Data Protection Act. Further details can be found on the following link:

www.coppercouncil.org/about-us/compliance