ETOP 2017- “How To” Guide for International Attendees

This document is intended to assist attendees to:

• Register to attend the meeting
• Request a VISA letter
  • Including how to requesting a letter for a guest
• Request hotel and lodging for the meeting
  • Including how to extend your stay and western hotel options
  • Map of hotels (All within walking distance)
• Payment of registration fee
  • Including an online credit card option for registration fee through OSA
• Traveling to China tips and suggestions
Step 1 - Registration

- Go to the ETOP 2017 website
- Click on the Registration tab
- Complete the personal details
  - Only complete this once then use the “username” / Password to login on right side of screen.
Step 2 - VISA Invitation Letter

• On the bottom of the registration page complete the Visa Invitation Letter
  • Upload a copy of your passport and any guests that will be traveling with you.
• Click “Register” and you have completed the registration process
  • You can access your account through the login on the top right to make any future changes

VISA Invitations Letters will take ~5 working days to receive
Step 2 – VISA helpful links

• Helpful Links to guide you through the VISA process (X2 = Study in China for less than 180 days and L = Tourist VISA’s)
  • [https://travel.state.gov/content/passports/en/country/china.html](https://travel.state.gov/content/passports/en/country/china.html)

• Fees
  • [http://www.china-embassy.org/eng/visas/fees/](http://www.china-embassy.org/eng/visas/fees/)

• Frequently Asked Questions
Step 3 – Hotel Options

- Hotel rooms are pre-booked for 4 nights 28-31 May
  - Hotel locations on next slide map
- Attendee is responsible for payment of the room costs at check-in/out.
  - Prices are shown in the 4th column
- Select the hotel and put the number of rooms requested “1”
- Click the “Submit” button

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Type</th>
<th>Number</th>
<th>Price</th>
<th>reservation count</th>
<th>remaining number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zijingang Hotel</td>
<td>Standard room</td>
<td>50</td>
<td>358</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: Shenhua</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Road No. 75, Hangzhou</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: 0571-89877007</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ERO Hotel</td>
<td>balcony cubicle</td>
<td>11</td>
<td>598</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: Gudun Road No.680, Hangzhou</td>
<td>King size room</td>
<td>44</td>
<td>412</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: 0571-28231111</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weisi Heston Hotel</td>
<td>King size room</td>
<td>20</td>
<td>328</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address: Gudun Road No.707, Hangzhou</td>
<td>Standard room</td>
<td>70</td>
<td>318</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: 0571-28291111</td>
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</tr>
</tbody>
</table>

Note: If you want to book the hotels before or after the meeting duration, please send the request by email to ‘385422842@qq.com’
# Hotel Locations

#1 Zijingang Hotel  
Shenhua Road No. 798, Hangzhou  
Tel: 0571-89977007

#2 EBO Hotel  
Gudun Road No. 660, Hangzhou  
Tel: 0571-28231111

#3 Weisi Heaton Hotel  
Gudun Road No. 707, Hangzhou  
Tel: 0571-28291111

Step 3 – Hotel Options

• To extend your stay at a conference hotel please contact the local organization committee by sending email to 385422842@qq.com.
Step 4 – Fee Payment Options

- Payment can be made on site or by bank transfer.

- OSA is providing an online link for credit cards as an alternative option for international attendees:
  - If paying through the CC link please select “on-site payment” and OSA will provide the list of all paid registrants.

- CC payment will require members to login to OSA.org.

- Click the “Submit” button.
Tips for Traveling to China


Airports:
- Airport Guide - [http://www.hzairport.com/en/%E8%88%AA%E7%AB%99%E6%A5%BC%E7%A4%BA%E6%84%8F%E5%9B%BE2.34m%C3%971.36.pdf](http://www.hzairport.com/en/%E8%88%AA%E7%AB%99%E6%A5%BC%E7%A4%BA%E6%84%8F%E5%9B%BE2.34m%C3%971.36.pdf)

Ground Transportation:
- You can utilize the bus system or a taxi to travel to/from the airport

Tourist Guides:
- Hangzhou
  - [https://www.travelchinaguide.com/cityguides/hangzhou.htm](https://www.travelchinaguide.com/cityguides/hangzhou.htm)