



Training

Beijing Training Center



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Welcome from the Director

Welcome to IATA and thank you for choosing to train with us.

The entire IATA Training team wants to ensure the very best experience for you during your stay with us. Our goal is to provide you with a safe learning environment where you can maximize your potential.

The following pages set out some important logistical and practical information about our Beijing Training Center to help you get the most out of your time with us. Please take a moment to read about our services and procedures. Our team of training coordinators, instructors, and product managers will be happy to assist you with any questions or special needs you may have.

I wish you a successful stay in Beijing and a rich, educational experience during your course. Thank you for your interest in IATA Training.

Director
IATA Training

1. Accessing the Beijing Training Center

1.1 Flying to Beijing

Beijing is serviced by many airlines with direct flights to many European cities or through transit via Zurich, Amsterdam, London, Frankfurt, Paris, etc. [Beijing Capital International Airport](#) is situated Northeast of Beijing, about 20 km from the city center.

- Passengers arriving at Beijing Capital International Airport can obtain a free luggage trolley.

1.2 Transportation from the airport

- **Subway** - The Airport express departing from Beijing Capital International Airport stops in the city center subway station. The journey takes approximately 15 minutes. If you wish to travel to other destinations in Beijing, consult the [Visit Beijing website](#).
- **Buses** can take you from the Airport to the city center. The travel time is approximately 30 minutes. (Bus routes may be consulted on the [Beijing Public Transport website](#)).
- **Taxis** are located at Beijing Capital International Airport outside the arrival level. The taxi fare between the airport and the downtown area is approximately USD10, including the tip and VAT. Fares are supervised by the police authority and are subject to change. In case of difficulties, note the cab's identity number and ask for a receipt.

1.3 Getting around in Beijing

- **Subway** - Visit the [Beijing Metro website](#) for routes and timetables.
- **Bus** routes and timetables can be found on the [Beijing Public Transport website](#).
- **Taxis** are a convenient way to travel in the city. Many taxi drivers speak English. In case of difficulties, note the cab's identity number and ask for a receipt.

1.4 Training Center location

The Beijing Training Center is located in the IATA office. It is about 11 km from the Beijing Capital International Airport. Travel by taxi takes about 25 minutes for a cost of around USD5. Train and bus lines are also available, giving you access to several hotels, restaurants and shopping areas.

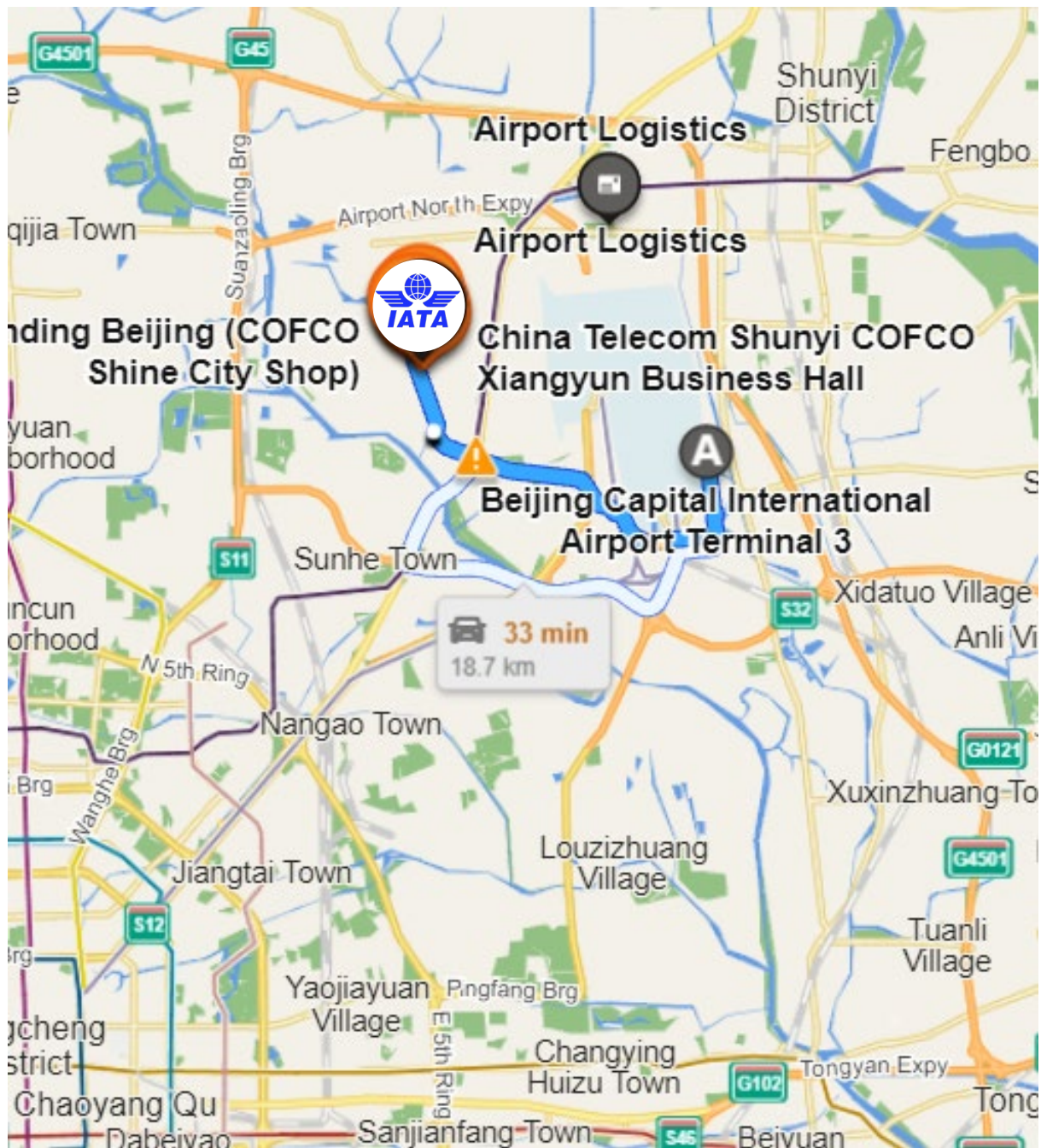
1.5 Contact information

IATA Training
8F, Building 4 of Beijing GLP, Block 12, Anxiang Avenue,
Shunyi District, 101318,
Beijing, People's Republic of China

Phone: +86 10 8571 9909

Fax: +86 10 8571 9916

E-mail: training.bjs@iata.org



2. About the IATA Training Center

2.1 Reception

The IATA Reception desk can be found on the 8th floor. Upon your arrival you will be given a visitors badge by the IATA Receptionist, who will direct you to your classroom. Please always keep this badge on your person and kindly return it at the end of your stay. Opening hours are Monday to Friday from 09:00 to 12:30 and 13:00 to 17:00. In case of absence, you may contact extension number 9909.

2.2 Business center

- **Please bring your laptop to your course to access your course material**, and don't forget to pack your **laptop cables and adaptors to connect to the Chinese plugs** as we are unable to provide them.
- Complementary wireless internet access is available in the Training Center. The Training Coordinator will be able to provide you with the username and password. For access, please log on to the network. Please also ensure that your laptop is properly configured for Wi-Fi access, as the IATA IT staff cannot provide support on external laptops.
- There is a breakout room in the IATA Training Center. The breakout room is equipped with computers with internet access. IATA Training participants are welcome to use these computers and the printer, which is in the corridor of the IATA Training area.

2.3 Language of instruction

Our courses are delivered primarily in English. A number of courses are delivered in Chinese. Please refer to the specific course details for more information.

2.4 Restrooms

Restrooms are located on the 8th floor, near the IATA Conference Desk and the IATA Training Rooms. Don't hesitate to ask the IATA Conference and Training Staff for the exact location.

2.5 Dress code

Our recommended dress for classroom courses is business casual. As the Training rooms are air-conditioned, we strongly suggest that you bring with you a jacket or a jumper to ensure that you are comfortable.

2.6 Personal belongings

As we have other guests within our premises, please ensure that you always take care of your belongings. IATA is not responsible for the loss of any personal items.

2.7 Storage of luggage

Luggage can be placed outside the IATA Training Rooms. However, as this is an open space, kindly note that items left in this area are unattended.

2.8 Breaks and lunch

The nearest restaurants to the IATA Beijing Training Center are about 5-15 minutes' walk. We suggest that you have Chinese currency available, as not all restaurants accept credit cards.

2.9 Smoking

Smoking is not permitted anywhere in the IATA Center. Smoking is permitted only outside the building.

2.10 Travel arrangements

We recommend that you travel on confirmed tickets as late arrival could mean denied participation. Please ensure that you obtain all required visas, health and insurance documents well in advance of your course.

Please contact the airline directly should you need to change or re-confirm your flights. You can also go to the Airport check-in level to speak with the airline company directly.

2.2 Fire alarm (IATA Building)

If you hear an alarm.

- Leave the building immediately through the nearest available exit
- Take only personal belongings with you
- Follow the instructions of the evacuation team
- Do not use the elevators

3. Visas and Banking Information

3.1 Visas and entry information

Visit the visa application [Chinese Visa Application Service website](#) for full details. We recommend that you allow a minimum of 4 weeks to process your visa application. IATA cannot intervene in the application process or guarantee such documentation.

However, should the Chinese Embassy require an invitation letter from IATA, please contact the training coordinator assigned to your course. Any such letter can only be released by IATA after course fees have been paid in full.

3.2 Banks and foreign exchange

Banks and Foreign Exchange offices are located at Beijing Capital International Airport.

3.3 IATA bank details for course fee payment

Complete payment must be received prior to the beginning of the course. Please note that the IATA does NOT accept CASH payments. Credit card, bank transfer and Clearing House payments are welcome.

Bank wire transfers should be made to:

Industrial and Commercial Bank of China, Beijing Municipal Branch, Beijing, P. R. China
Address: 7/F Building 4, Block 12, Anxiang Avenue, Shunyi District, Beijing 101318, P.R China

Name of Account: Beijing IATA Information Technology Co. Ltd.
IATA account number: 0200227909020117967
SWIFT Code: ICBKCNBJBJM

4. Hotel Accommodation

4.1 Hotel booking/confirmation

You are responsible for making your reservation directly with the hotel. It is highly recommended that you make your hotel reservation at least 3 weeks prior to the course start date since the hotel will release any unconfirmed rooms after this time.

To make a reservation, complete the registration form provided in your registration confirmation and email (or fax) it directly to the hotel. The hotel will confirm the booking to you by fax or e-mail.

Payment for the room, tax and incidentals is the responsibility of the participant. Please note that IATA cannot accept any responsibility for your liability to the hotel.

4.2 Recommended hotels

These hotels are both approximately 15 minutes by taxi from the IATA Training Center.

[Crown Plaza Beijing International Airport](#)

60, Fuqian 1 Sr, Tianzhu
Shunyi District, Beijing
101312
P.R. China

[Ramada By Wyndham Beijing Airport](#)

No. 13 Tianzhu Fuqian Ave
Shunyi District, Beijing,
101312
P.R. China

5. Where to Eat

We recommend that you budget approximately 200 RMB for meals per day. We also suggest that you have Chinese currency available as not all restaurants accept credit cards.

Beijing has many restaurants and bistros where you can enjoy a variety of local and international cuisines.

6. Tourist Information

Free brochures and tourist information can be obtained at the Tourist Information Counter, located in the Arrival area of the Airport, after the customs control. For more information, please visit the [Visit Beijing website](#).

6.1 Museums

In addition to the magnificent Palace Museum (The Forbidden City), Beijing has lots of interesting museum for you to visit. For more details, please visit the [Visit Beijing website](#).

6.2 Around Beijing

The suburbs of Beijing are perfect for hiking and fishing. In addition, if you enjoy exploring ancient sites, there are several lesser-known areas of the ancient great wall and tombs waiting for you to discover.

6.3 Shopping

Beijing offers a variety of [shops and markets](#).

- **Liulichang Ancient Cultural Street** - traditional Chinese goods. Located in South side of Peace Gate, Xuanwu District. Tel: 010-63017989. Opening Times: 09:00—18:30.
- **Wangfujing shopping street** - Wangfujing Dajie, Dongcheng district. As one of the oldest shopping streets in Beijing, Wangfujing features many "Time-Honored Brands" stores; most are more than 100 years old. International brands, shops, cinemas and restaurants, bookstores and an old, refurbished Western-styled church epitomize modern Beijing.

6.4 Entertainment in Beijing

To find out what's on, what's new and what's hot in the city, visit the [Visit Beijing website](#).

- Bars and pubs: the best bars and pubs are located in two areas: Gongti and Houhai.
- Theatre and concerts

6.5 Beijing Weather

Prior to travelling to Beijing, you can consult the [BBC weather online](#).

7. In case of Emergency

7.1 Emergency situations

In case of an emergency, please contact the following numbers. You can contact these numbers for free from any public telephone booth:

- Police: 110
- Ambulance: 120
- Fire: 119
- General 24-Hour Information Service: 999

7.2 Hospitals

In Beijing if you need to go to the hospital for an emergency or routine check-up, you can visit any hospital without making a reservation. The nearest hospital to our training center is:

Beijing Jingshun Hospital
15 Fuqian, W St Beijing
Tel: 6942 3999

8. IATA Training Policies

8.1 Training Terms and Conditions

Please read the IATA Training [Terms and Conditions](#) to know more about our General Conditions applicable to all IATA Training courses, and the Special Terms and Conditions applicable to the various course formats.

8.2 Training Policies

Visit the IATA website to find out about [IATA Training's Policies](#), including the Grading Policy and Academic Integrity Policy.

8.3 Frequently Asked Questions (FAQs)

A [list of FAQs](#) can be found on our website. If you have a question that has not already been answered, please [Contact Us by raising a case through our Customer Portal](#).

8.4 Complaints Process

If you would like to make a complaint to IATA Training, please submit your complaint [by raising a case through our Customer Portal](#). Your training experience is very important to us. Please include the title 'Complaint' and we shall prioritize your message.