

SCIENTIFIC PROGRAM

CONFERENCE BID PROPOSAL
WORLD CONGRESS OF HERPETOLOGY (WCH)

With Participating Societies

China Herpetological Society (CHS)

China Zoological Society (CZS)

Asiatic Herpetological Research Society (AHRS)

Jiangsu Zoological Society (JZS)

Zhejiang Zoological Society (ZZS)

8-15 AUGUST 2016 – Joint International Congress

Hyatt Regency Hangzhou & Grand Metropark Hotel Hangzhou

Hangzhou, Zhejiang

China

Submitted by

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CHINA

INVITATION

Nanjing Normal University (NNU), Hangzhou Normal University (HNU) and the city of Hangzhou invite the World Congress of Herpetology (WCH) to hold its 8th international meeting in 2016 in beautiful Hangzhou, the capital of Zhejiang Province, which is a world-class conference city and offers a wealth of scientific resources, historic figures, cultural heritages and entertainment.

In preparing this invitation, we recognize that Dr. Long-Hui Lin of Hangzhou Normal University in Hangzhou, Zhejiang Province, also has a desire to submit a bid proposal for a WCH in 2016. These two proposals are similar in most aspects and are hence merged into one. In fact, the two host institutions are at the north (NNU) and south (HNU) wings of the Yangtze River Delta, respectively, and can work together with ease in the planning and organizing of the meeting. We will plan to invite the following societies to meet jointly with the WCH in Hangzhou:

- China Herpetological Society (CHS, 25th annual meeting)
- Asiatic Herpetological Research Society (AHRS, 6th Asiatic Herpetological Meeting)
- Jiangsu Zoological Society (JZS, biannual meeting scheduled in 2016)
- Zhejiang Zoological Society (ZZS, biannual meeting scheduled in 2016)

We anticipate attracting up to 1,000 participants to this congress.

China has a long history of herpetological research. Studies conducted in China have contributed significantly to our present day understanding of herpetology, global biodiversity and life science. "Spade-Food Toad Sperm as an Activating Agent in Producing Gynogenetic Haploid Embryos from *Rana* and *Pseudacris* eggs" first-authored by Professor Han-Bo Ding is the first Science paper published in 1950, and "Herpetology in China" first-authored by Professor Er-Mi Zhao is a highly cited scientific book published in 1993. China currently has a spirited and collegial herpetological community that extends from coastal to inland regions, and from the northernmost to southernmost parts of the country. Chinese researchers from across the country have established a significant international presence in diverse areas of herpetology. The 2016 WCH in Hangzhou will highlight China's southeast coast and the organizing committee naturally will draw largely from the significant herpetological expertise in that region. We will be aided by our herpetological colleagues in other parts of China, giving this congress a truly Chinese flavour. We promise a wonderful social and intellectual experience in one of the world's most beautiful settings.

Proposed Schedule:

- Distribution of First Announcement and Preliminary Registration Forms – 10 January 2015
- Distribution of Call for Papers and Registration Forms – 1 November 2015
- Last Date for Receipt of Abstracts and Early Registrations – 15 March 2016
- Conference – 8-15 August 2016

In January 2015, we also will set up a website with complete information about the congress and regular updates.



LOCAL ORGANIZING COMMITTEE AND HOSTS

We propose to hold the 8th World Congress of Herpetology in Hangzhou, the capital of Zhejiang Province in eastern China. The host institutions will be Nanjing Normal University in Nanjing, Jiangsu Province, and Hangzhou Normal University in Hangzhou, Zhejiang Province. Nanjing Normal University is a comprehensive, multidisciplinary institution with a very active program in herpetological research under the direction of Dr. Xiang Ji, who will lead the organization of this congress. Hangzhou Normal University, one of the largest universities in Zhejiang also has faculty members doing research in various areas of herpetology. Herpetologists from these two universities, Chengdu Institute of Biology (CAS), Institute of Zoology (CAS) and Anhui Normal University will work together in the planning and organizing of the meeting.

Local Organizing Committee

Dr. Xiang Ji, Chair

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This is an organizing committee of exceptional strength, experience and enthusiasm. Dr. Ji is the president-elect of CHS and have chaired all annual meetings of that society since 2005. He also was a secretary general, from 2000-2005, of CHS, which was responsible for planning, organizing and overseeing arrangements for annual meetings of the society during that period. Dr. Ji is a member of the executive committee of the 7th WCH, was co-organizer of the 1st International

Conservation and Breeding Workshop for the Chinese Giant Salamander held in Xi'an in May 2010, and was an indispensable member of the organizing committees for the 23rd International Congress of Conservation Biology (ICCB) held in Beijing in July 2009 and the 19th International Congress of Zoology held in Beijing in August 2004. Dr. Jiang is one of four vice presidents of CHS, was co-organizer of 4th joint meeting of CHS and AHRS held in Chengdu in July 2000, and will host the 5th joint meeting of CHS and AHRS held in Chengdu in June 2012. Dr. Wu is another vice president of CHS, hosted the annual meeting of CHS held in Wuhu in October 2003, and also was an indispensable member of the organizing committees for the 23rd ICCB in 2009. Dr. Du is a member of the standing committee of CHS, hosted the annual meeting of CHS held in Hangzhou in October 2002, and was co-organizer of the annual meeting of CHS held in Nanjing in April 2011. Dr. Lin is a syndic of CHS, and was an indispensable member of the organizing committees for the annual meetings of CHS between 2002-2011. In addition to these core members, we will recruit other colleagues as our plans develop. All members of this committee are active researchers who will ensure a well run, intellectually challenging meeting. Individual assignments for committee members are yet to be determined, but probable conference subcommittees and their general areas of responsibility are shown below. Dr. Ji will oversee and co-ordinate the entire planning process and its implementation.

The organizing committee will be superbly complemented by Yi Wang of Hangzhou Baolun Conference Services Limited (BCSL), who has had over 10 years' experience in conference planning, including all meetings since 2006 chaired and/or organized by Dr. Ji. Dr. Yan-Fu Qu of Nanjing Normal University will work with Tourism Hangzhou to handle travel plans for invited speakers and pre- and post-conference excursions. Dr. Qing Chang of Nanjing Normal University, who is currently the secretary general of CHS, will work with Yi Wang of BCSL in arranging and providing logistical and promotional support for the congress.

We believe that the composition of this group is second to none. We will strive to make the 8th WCH in Hangzhou an unforgettable event in every way.

POTENTIAL CONFERENCE SUBCOMMITTEES – ROLES AND RESPONSIBILITIES

Chair

- establish subcommittees and appoint chairs
- develop a planning schedule for planning and delivering the conference components
- prepare guidelines for each subcommittee in accordance with, and coordinated with, the planning schedule
- call and chair local organizing committee meetings; set and manage agenda
- direct the overall planning of the conference program
- monitor financial activities, in consultation with the finance chair, to guarantee revenues and expenditures are within budget projections
- liaise with participating societies

Secretary

- work with the chair to produce and distribute meeting agenda and minutes
- follow-up on action items
- liaise with subcommittee chairs regarding issues of general concern to the chair

Finance

- determine a budget, in consultation with the other subcommittee chairs, that accurately estimates the revenue and expenditures
- open a conference account and deposit all revenues into the account and pay all expenditures (in accordance with financial plan)
- monitor the financial activities, in consultation with the subcommittee chairs, to guarantee that revenues and expenditures are within budget projections
- approve all expenditures

Fundraising

- consult with the chair regarding the overall planning, development and outcomes of the conference program to develop and submit funding proposals
- provide follow-up to all funding applications
- liaise with the registration, publications and program subcommittees

Social Events/Hospitality

- plan and implement hospitality functions – locations, menus, time, transportation, program
- determine special function registration fees and function costs
- monitor registration numbers to confirm with suppliers
- arrange for VIP hospitality – airport pickup, upgraded accommodation, etc.
- determine suppliers and arrange for services/payment
- develop and manage entertainment program

Registration

- determine registration and refund policies, method and currency
- determine, in consultation with committee, registration fee categories and deadlines
- administer registrations, in keeping with GST legislation, and generate receipts
- provide population totals to committee for review
- produce participant lists, name tags and signage for on-site registration
- assemble registration packets & coordinate distribution to delegates
- design layout of registration area and assign appropriate staff
- handle special registrations (i.e. VIP's - speakers, funders on site)
- provide conference supplies for the committees
- provide pre-conference and on-site registration

Publications

- design and direct the printing of the conference logo, letterhead, call for papers / presentation, presenters' kits, advance program, final program, etc.
- determine a publication schedule and monitor progress in accordance with the conference timeline
- provide printing specifications to facilitate printing jobs
- approve all print materials for publishing

Program

- develop the conference theme, objectives and statement of benefits to delegation
- solicit keynote speakers to address theme(s)
- review and select abstracts
- select chairs for meeting sessions
- develop and establish a conference agenda including speakers, panels, technical sessions, exhibits, awards and ceremonies

Media Relations

- develop and implement a media campaign to promote the conference objectives and speakers
- assist media to connect with program speaker and guests for interviews

- provide on-site liaison and services to attending media

Field Trips

- develop and administer specialized trips and tours for participants
- determine suppliers, deadline dates, costs ,etc. in accordance with the conference plan
- appoint leaders and oversee development and implementation of trip/tour itineraries
- determine registration fees, policies, deadlines

Spouses/Children's Programs

- develop and implement a program of special events and activities for accompanying persons and children
- arrange all suppliers (speakers, transport, monitors, food, etc.) in accordance with finance subcommittee and provide on-site hospitality – activities leader, hospitality room, etc.
- determine a registration fee, policies/ deadlines
- provide on-site hospitality – activities leader, hospitality room, etc.

Marketing/Publicity

- develop, prepare and direct the distribution of pre-conference promotional materials
- develop and direct a promotional strategy for the conference (e.g. develop mailing lists to members, journalists, agencies, etc.)
- appoint a web master for the development and maintenance of a conference web site

Technical Services

- determine and arrange technical support needs for program and committee functions (e.g. AV, translation and interpretation, signers)
- liaise with registration regarding needs, set up
- arrange for and staff speaker preparation room
- provide on-site liaison with program speakers, guests

Volunteer

- consult with the subcommittee chairs regarding personnel requirements and develop a list of duties to be assumed by volunteers
- solicit volunteers to assist at the conference; develop a list of names, addresses, telephone numbers and the services they can provide (e.g. driving, reception)
- prepare a time schedule listing name, volunteers, job, duty, time and place and any special considerations
- provide an orientation and training session before the conference
- supervise volunteers on-site



PROPOSED SCIENTIFIC PROGRAM

The scientific program will feature the usual meetings of WCH and the participant societies. Program will begin daily with an address by a WCH Plenary Speaker. The opening day of the conference also will include a plenary address on behalf of CHS. The CHS President's address will have been part of the reception held the previous evening. Contributed paper and symposium sessions will fill out the remainder of the daily scientific program. We envision 5-7 concurrent sessions with 15-minute papers (or multiples of 15 minutes in the case of symposia). We favour extended coffee breaks and lunch breaks to allow participants ample opportunity to mix and talk. Poster sessions, with refreshments available, also will provide an excellent chance to meet colleagues and talk about research. In order to avoid conflicts, we also have shortened the afternoon programs on days when society business meetings are held. The entire program will be summarized in a book, including abstracts, which each attendee will receive.

As with the Vancouver proposal for the 7th WCH, we cannot identify who we will invite to make WCH plenary presentations at this stage, but they will be outstanding scientists with broad appeal. Also, it is impossible at this stage to determine the topics of symposia, but we will work with participating societies to identify those subjects that will address the wide but varied interests of conference participants. We anticipate that CHS will organize one symposium with a Chinese herpetological theme, and AHRS one symposium with an Asiatic herpetological theme.

The social program also is yet to be developed, but we will endeavour to provide an assorted and entertaining menu while keeping time free for participants to follow their own plans. We will include the usual mix of receptions, picnics and a conference-ending banquet, possibly featuring a closing plenary presentation. There is much to see and do in and around Vancouver as well. The mid-meeting break will allow attendees to visit Hangzhou or the surrounding area on their own, using either public transportation or rental cars, but we also will plan more organized group day trips to the West Lake, Crown Prince Bay, Song Dynasty Town, or other local sights. We will arrange similar outings for persons accompanying congress participants.

In addition to the academic and social programs, we expect to have exhibitors, including commercial publishers and book-sellers, equipment suppliers, etc. present throughout the meeting. We also hope to have a specially brewed conference yellow-rice wine available for consumption throughout the conference.

Pre- and post-conference excursions will not be planned for some time yet, but the possibilities from Hangzhou are nearly endless. They include:

- The Grand Canyon in western Zhejiang.
- Zhoushan Islands in eastern Zhejiang
- Qiandaohu (Thousand Islets Lake) in western-central Zhejiang
- Damingshan and Huangshan Mountains – beautiful scenery and natural botany garden.
- Shanghai – the largest cosmopolitan city in China, just 180 km from Hangzhou.
- The Great Wall in Beijing.
- Cruises southward to Guandong, Hainan and Hong Kong, westward to the Qing-Tibet Plateau and the Yunnan-Guizhou Plateau, northwestward to Xinjiang Uygur Autonomous Region, northward to Inner Mongolia, and northeastward to Heilongjiang.

A tabular outline of our tentative program follows.

Tentative Program

8 August 2016

0900-1700 WCH, CHS, AHRS Board Meetings
1800-2200 Welcome No-Host Reception, with CHS President's Address

9 August 2016

0900-1200
(break: 1030-1100) Welcome, CHS Plenary Lecture, WCH Plenary Lecture 1
1200-1400 Lunch
1400-1730
(break: 1530-1600) Concurrent Sessions: Symposia, Contributed Paper Sessions
1800-1900 Graduate Student Reception
1900-2200 General Reception, with CHS Multi-Media Presentations

10 August 2016

0830-0930 WCH Plenary Lecture 2
0930-1200
(break: 1030-1100) Concurrent Sessions: Symposia, Contributed Paper Sessions
1200-1400 Lunch
1400-1730
(break: 1530-1600) Concurrent Sessions: Symposia, Contributed Paper Sessions
0900-2200 Posters (authors present from 1430-1730)

11 August 2016

0830-0930 WCH Plenary Lecture 3
0930-1200
(break: 1030-1100) Concurrent Sessions: Symposia, Contributed Paper Sessions
1200-1400 Lunch
1400-1730
(break: 1530-1600) Concurrent Sessions: Symposia, Contributed Paper Sessions
1800-2200 Picnic

12 August 2016

All Day Free Time, Day Trips to Local Sights
0900-1700 Committee and Board Meetings: CHS Board of Governors, AHRS Board of Governors, CHS, JZS and ZZS Business Meetings, WCH Business Meeting
Evening Free Time

13 August 2016

0830-0930 WCH Plenary Lecture 4
0930-1200
(break: 1030-1100) Concurrent Sessions: Symposia, Contributed Paper Sessions
1200-1400 Lunch
1400-1730
(break: 1530-1600) Concurrent Sessions: Symposia, Contributed Paper Sessions
1800-2200 Barbecue, with CHS Auction

14 August 2016

0830-0930	WCH Plenary Lecture 5
0930-1200 (break: 1030-1100)	Concurrent Sessions: Symposia, Contributed Paper Sessions
1200-1400	Lunch
1400-1730 (break: 1530-1600)	Concurrent Sessions: Symposia, Contributed Paper Sessions
0900-2200	Posters (authors present from 1430-1730)
1900-2200	JZS-ZZS Banquet

15 August 2016

0830-0930	WCH Plenary Lecture 6
0930-1200 (break: 1030-1100)	Concurrent Sessions: Symposia, Contributed Paper Sessions
1200-1400	Lunch
1400-1730 (break: 1530-1600)	Concurrent Sessions: Symposia, Contributed Paper Sessions
1900-2200	WCH-CHS Congress Reception and Banquet



Hangzhou, China – A Year Round Destination

Known as Heaven on the Earth, Hangzhou is...

- one of the cradles of Chinese Civilization, with Kuahuqiao Culture having a history of 8,000 years, and Liangzhu Culture a history of 5000 years.
- one of the seven ancient capitals and the key scenic tourism and historical culture cities in China
- a center of Chinese tea culture and silk
- one of the most cosmopolitan cities in the world
- consistently ranked one of the most beautiful cities in the world
- regularly acclaimed one of the most liveable cities in the world
- the first city among Chinese Cities of Best Overall Investment Environments by the World Bank
- a golden city in Ranking List Of Chinese Cities' Competitiveness by the World Bank, and the International Garden City by International Park and Amusement Association
- the first place among Best Commercial Cities of Chinese Mainland by the Forbs Magazine
- one of the most accessible cities in the world for travelers with disabilities
- one of the safest cities in China
- a food-lover's paradise with local food noted for its elaborate preparation, sophisticated cooking, and refreshing taste
- only 180 kilometres away from Shanghai, and by air, one is capable of arriving at Beijing and Hong Kong within two hours

Time Zone: GMT + 8

Altitude: 20-1500 m ASL

Climate: subtropical monsoon climate, with four distinctive seasons and mild atmosphere

Currency: Renminbi (RMB)
\$1.00 US = ¥6.30 RMB
(subject to change)

Population:
City of Hangzhou – 3.6 million
Greater Hangzhou – 8.7 million

Language: Chinese

Location: in the coastal area of eastern China, on the lower reaches of the Qiantangjiang River, and at the south wing of the Yangtze River Delta and the south end of the Beijing-Hangzhou Grand Canal



Average Daily Temperatures (Fahrenheit /Celsius)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aver. High	46 °F 8 °C	50 °F 10 °C	57 °F 14 °C	70 °F 21 °C	79 °F 26 °C	84 °F 29 °C	91 °F 33 °C	90 °F 32 °C	82 °F 28 °C	72 °F 23 °C	63 °F 17 °C	52 °F 11 °C
Aver. Low	34 °F 1 °C	37 °F 3 °C	43 °F 6 °C	54 °F 12 °C	63 °F 17 °C	70 °F 21 °C	77 °F 25 °C	77 °F 25 °C	68 °F 20 °C	59 °F 15 °C	48 °F 9 °C	39 °F 4 °C

CONFERENCE SITE

CITY OF HANGZHOU

Hangzhou, located along southeast coast of China, is the capital of Zhejiang Province and works as the center of politics, economy, science, education and culture of the province. Hangzhou is a key national tourism city, historical city and sub-provincial level city as confirmed by the State Council. Hangzhou is renowned as Paradise on the Earth, Cultural State, Home of Silk, Tea Capital, Town of Fish and Rice, Oriental Capital of Leisure, and City of Quality Life.

Hangzhou is located at the south wing of the Yangtze River Delta, at the west end of Hangzhou Bay, on the lower reaches of Qiantang River, and at the south end of the Beijing-Hangzhou Grand Canal. It is one of the three key cities, of which the other two are [Shanghai and Nanjing](#), in Yangtze River Delta and a traffic hub in southeast China. The ordinate of Hangzhou is 30°16'N and 120°12'E. The northwest and southwest of Hangzhou belong to the West and Central Zhejiang Hill Region; while the northeast and southeast to the North Zhejiang Plain Region with dense river networks. The hill regions of the city accounts for 65.6% of the total area, the plains 26.4%, the rivers, lakes, ponds, reservoirs, etc. 8%.

Hangzhou is one of the cradles of Chinese civilization. Kuahuqiao Culture within Xiaoshan District has a history of 8,000 years and Liangzhu Culture, within Yuhang District, has a history of 5000 years. Since Hangzhou was set up as a county capital in Qin Dynasty, it has a history of more than 2200 years as a city. It used to be the capital of Wuyue State (during the Five-Dynasty-Ten-State Era in Chinese history) and South Song Dynasty; that made Hangzhou one of the seven ancient capitals in China. Hangzhou was once called as Qiantang in the ancient time. In 589, the 9th year of Kaihuang Period of Sui Dynasty, Qiantang County was upgraded as Hangzhou City, which was the first time when the name “Hangzhou” came into history. In 1129, the 3rd year of Jianyan Period of South Song Dynasty, Emperor Gaozong visited Hangzhou and upgraded it as Lin’an prefecture. In 1138, the 8th year of Gaozong’s Shaoxing Period, South Song Dynasty established its capital in Lin’an and the city remained to be the national capital for over 140 years. In the 13th century, Marco Polo, a famous tourist from Italy, praised Hangzhou as the Most Magnificent City in the World in his travel journal.

Over 80% of colleges, universities and research institutions in Zhejiang Province are gathered in Hangzhou. The city has 36 universities with 409,600 undergraduate students and 29,700 graduate students. There are over 80 national-level research institutions and over 300 thousand scientific and technological professionals working in Hangzhou.

A number of national museums can be found in Hangzhou and are representative of Chinese culture. Fine examples are the National Silk Museum and National Tea Museum. Along with the other museums in Hangzhou, they provide a fascinating insight into the history of Chinese traditional products.

One of the most important parts of traveling is tasting the local delicacies. Hangzhou dishes are noted for their elaborate preparation, sophisticated cooking and refreshing taste. Many local specialties will be sure to make your trip a cultural experience. We recommend that you try

Beggar's Chicken, West Lake Vinegar Fish, Dongpo's Pork and Fried Shrimps with Longjing Tea, Pian Er Chuan Noodle, Shallot Stuffed Pancake, etc.

The shopping environment in Hangzhou is exciting and convenient. Travelers and tourists like to go to Qinghefang Street. It is one of the most famous and historic streets in the city and reflects many of the features of the Southern Song Dynasty (1127-1279). Shoppers will admire the antique buildings while purchasing items from a wide range of local goods such as silks, tea or maybe a silk parasol, brocade or a beautiful Hangzhou fan. These are just some of the items to be found but there are many more.

At night Hangzhou has much to offer and teahouses and various kinds of pubs are both plentiful and popular. Choosing one overlooking the West Lake for a pleasant chat over a cup of tea is sure to make you feel totally relaxed and refreshed.

Weather

Hangzhou is in subtropical zone with monsoon climate. With abundant sunshine and rainfall, it has clear distinction of four seasons. The average temperature is 16 °C around the year, 29 °C in the summer and 4 °C in the winter. There is no frost in 230-260 days. The average rainfall is 1435 mm around the year and the average relative humidity 76%. There are two rainy seasons – one is the Plum rain season from June to July, and the other is the typhoon rain season from August to September. The tourist season of Hangzhou is in spring (March to May) and autumn (September to November) when the average temperature is 17 °C (63 °F). Indeed, Hangzhou presents different beauty in different seasons and under different weather.

<http://www.hzqx.com/gzhfw/index.asp>

Accessible Hangzhou

Among travellers with disabilities, Hangzhou has a high reputation as being one of the most accessible cities in the world through a modern regulatory regime, an effective transportation system, innovative housing and recreational opportunities.

<http://www.hzcl.org.cn>





Convention Services with an *EDGE*...

Tourism Hangzhou (affiliated to China International Travel Service – CITS) is also pleased to offer the 2016 World Congress of Herpetology specific value added components to help with delegate draw, convention servicing and saving valuable meeting planner time.

➤ **Assistance with Site Inspection**

Tourism Hangzhou can arrange site inspections for you at various hotels and venues in and around the city.

➤ **Attendance Building**

We will provide material along with our booth to increase delegate awareness about Hangzhou at a prior congress or regional meeting.

➤ **Portal to Portal Customs Arrangements for Exhibitors:**

Tourism Hangzhou in cooperation with Chinese Customs and a custom broker, will work with your exhibitors using our special portal to portal customs program. This program expedites the clearing of exhibits and goods to Hangzhou convention facilities. In short, we want to make doing business with Hangzhou effortless. At the end of the day, our ultimate goal will be to increase the number of delegates and exhibitors to Hangzhou for WCH 2016.

➤ **Access to Flight information**

Tourism Hangzhou has entered into a partnership with Zhejiang International Tourism Service for all inbound flights. We will provide access to a website, which will allow your delegates to search for the lowest fares available at that time.

➤ **Convention Planning Services:**

- Welcome Booklets & Maps
 - √ Information packages, convention folders
 - √ novelty & gift items - through Bureau members

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For more information on how Tourism Hangzhou can assist you with all your meeting and convention needs, please visit the website at www.51chuyou.com..

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Tourism Hangzhou is a member of www.51chuyou.com – the national convention and visitors bureau alliance that delivers the best service experience for the meetings industry. For your connection to service go to www.51chuyou.com.



Selected International Events in Hangzhou

October 2005

International Symposium on Medical and Laboratory Applications of Genetics and Genomics

May 2006

International Symposium on Rice Plant Hoppers

July 2006

2nd International Symposium on Cage Aquaculture in Asia

May 2007

6th International Symposium on Plant Pathology and Biotechnology

June 2007

International Conference on Bioinformatics

June 2007

International Workshop on Nonlinear Brain Dynamics

August 2007

3rd International Conference of Quantitative Genetics

September 2007

International Molecular Imaging Conference

September 2008

5th International Environmental Protection Technology and Industry Exhibition

October 2009

7th International Symposium on Plant Pathology and Biotechnology

October 2009

5th Hangzhou International Molecular Imaging Conference

July 2010

Westlake International Medical Conference Translational Medicine Hangzhou

October 2010

International Medical Education Forum

April 2012

International Medical Imaging Forum

April 2012

11th International Barley Genetics Symposium



To See & Do in Hangzhou



Selected Hangzhou Scenic Spots



China National Silk Museum



Impression of the West Lake



Hefangjie Pedestrian Street

Hangzhou is an international city surrounded by mountains, suburban water networks, and forests that offer endless activities and experiences for your delegates.

Scenic Sights

The most popular sight of Hangzhou is the West Lake. It covers an area of about 60 km² and in this area itself are the numerous historic and scenic places. Lingyin and Jingci Temples are two very famous holy lands of Buddhism in Hangzhou. Besides this there is also Liuhe Pagoda and Baochu Pagoda. There are places like XiXi National Wetland Park that is quite well known. There are also Dreaming of the Tiger Spring, Hangzhou Zoo, Leifeng Pagoda and Qiantang Tidal bore.

Cultural Activities

The China National Silk Museum is the world's largest textile-based museum with the multi-levels dedicated to the different sections of silk production and also the types of silk. The special subjects of it are about tea and its culture. Hu Qingyu's Museum of Chinese Medicine is inside the ancient building complex of Huqingyu Drugstore, which has long been honored as "the Medicine House of the South of the Yangtze River".

Performing Arts

Impression West Lake, a story based on a Hangzhou legend, is a spectacle of light, music, dance and theatrics. Using the lake and its surroundings as props, lights and hundreds of actors create a sensational performance. Hangzhou also has professional opera troupes for the Yang, Yue (Shaoxing), Xi and Jing (Chinese opera varieties) as well as Suzhou pingtan, spoken theatre, and puppet theatre

City of Neighbourhoods

Stroll the bluestone streets in Old Downtown with Song styles or join a sightseeing tour of colourful Qiangjiang New Town. Discover Hangzhou's many distinctive enclaves, from the Sijiqing Market to trendy Wulin Square with its designer shops, galleries and popular bistros.

To See & Do in Hangzhou



Crown Prince Bay



Yellow Dragon Sports Stadium



Wanxiang Shopping Mall



Hangzhou Dishes

Outdoor Adventure

Hangzhou is awash with places to enjoy either a pleasant stroll or a more challenging ramble. Various gardens around the city also provide excellent settings in which to stretch one's legs. Get out of the city into its rural surrounds and there are plenty of locations where you can work up a sweat walking up hills and across undulating terrain. Hangzhou's Impression West Lake is certainly not to be missed.

Sports

Hangzhou is the ground of many professional sports teams. Yellow Dragon Sports Stadium includes a football stadium, an indoor arena, outdoor track, field practice facility, and other facilities for sports such as rhythmic gymnastics, tennis, diving and chess. Yellow Dragon Gymnasium can accommodate figure skating and ice hockey, as well as a variety of indoor sports. It is also used for music concerts.

Shopping

Hundreds of shopping centers, department stores and brand specialized stores gather in some famous shopping streets like Yan'an Road (Business Street), Wulin Road (Fashion Dress Street), Xinhua Road (China Silk Town), Wushan Road (traditional night fair), and Qinghefang Historic Culture Street. Visitors will find a plethora of retail outlets, with everything from market stalls selling locally made goods to large stores selling branded and imported products. Silk goods are extremely popular and can be found in many locations, but are best bought from the Silk Market on Tiyuchang road.

Dining

The local cuisine is often considered to be representative of Zhejiang provincial cuisine, which is claimed as one of China's eight fundamental cuisines. The locally-accepted consensus amongst Hangzhou's natives defines dishes prepared in this style to be fresh, tender, soft, and smooth, with a mellow fragrance. Dishes like Beggar's Chicken, West Lake Vinegar Fish, Dongpo's Pork, Fried Shrimps with Longjing Tea, Steamed Rice and Pork Wrapped by Lotus Leaves, Braised Bamboo Shoots and Lotus Root Pudding are some of the better-known examples of Hangzhou's regional cuisine.

VENUES

The Hyatt Regency Hangzhou, Grand Metropark Hotel Hangzhou, and Zhejiang Media Center (Hotel), and three adjacent hotels will collaborate to host the 2016 Congress. All are located at the very heart of Hangzhou's business and entertainment core, steps away from the shopping, nightlife, restaurants, attractions and theatres that make this city famous. The hotels are very close to the West Lake, which covers a water area of 6 square kilometers for boating and recreation. The hotels are 10 minutes from the Hangzhou Railway Station, and 40 minutes from the Hangzhou Xiaoshan International Airport. Depending on availability, the hotels will extend the special rates as outlined above to pre- and post-accommodation for up to a total of two days prior and two days following the official conference dates.

The Hyatt Regency Hangzhou is a wonderful facility with excellent service. It is a very nice, Western-style international hotel. The service is friendly and helpful and everyone speak English very well. The buffet breakfast is very good, and being able to step out onto the walkway surrounding West Lake is also a very nice treat. The surrounding international shopping district provides many familiar shops. The swimming pool is a special treat – large, clean, and intended to give you the sensation of swimming in a lake, rather than a confined pool. There is also an interesting outdoor plaza on the 4th floor.



The Grand Metropark Hotel Hangzhou is located in the city's commercial and financial center, 10 minutes (by walking) away from the Hyatt Regency Hangzhou. The airport shuttle bus just stop in front of the hotel's main door. Hotel has 380 guest rooms of all types, decorated according to a 5-star hotel standard. Each room is warmly decorated and offers free internet service to all house guests. The top floor features the first Executive Club-Continental Club of its kind in Hangzhou. Express check-in/out is provided on the Executive Floor. The hotel has eight multifunction banquet and conference rooms. Osmanthus Palace, the 600 square meter multifunction banquet room is well equipped with international standard facilities, it can be divided into two rooms by sound proof partition, provides simultaneous interpretation of four languages.



MEETING SPACE

The Hyatt Regency Hangzhou and the Grand Metropark Hotel Hangzhou offer the service of an experienced and professional events team and a comprehensive range of state-of-the-art meeting facilities, including LCD projector, laser pointer, A/V equipment and wireless Internet connection.

The Hyatt Regency Hangzhou is a landmark for meetings and private events, featuring 3,300 square meters of conference and banquet space with 20 flexible function rooms, advanced technology and a dedicated convention service team. Whether for a board meeting, a large congress or a private function for up to 1,000 guests, all facilities bear testament to the attention to detail that has become our hallmark. The Residence is a private mansion concept and the only one of its kind in Hangzhou; it offers discreet and personalized service in three individually styled rooms, together with a private business center and lounge, making the Residence the ideal venue for the most discerning guest. All meeting rooms are equipped with wired and wireless high-speed Internet access.



The Grand Metropark Hotel Hangzhou is well known for its multipurpose hall equipped with international standard facilities for simultaneous interpretation. With 1,832 square meters of meeting and banquet space, the Grand Metropark Hotel Hangzhou offers 9 meeting rooms, including Osmanthus Palace Banquet Hall, which is one of the largest function rooms in Hangzhou. Available for various styles of banquets, exhibitions, conferences, fashion shows, buffets and cocktail parties. Lily Function Room is located on 2nd floor of the hotel. The room size is 189 m², with elegant and deluxe decoration, and equipped with international standard equipment. It serves as an ideal place for different types of meetings and Chinese or western banquets.



2016 World Congress of Herpetology
August 8-15, 2016
Hangzhou, China

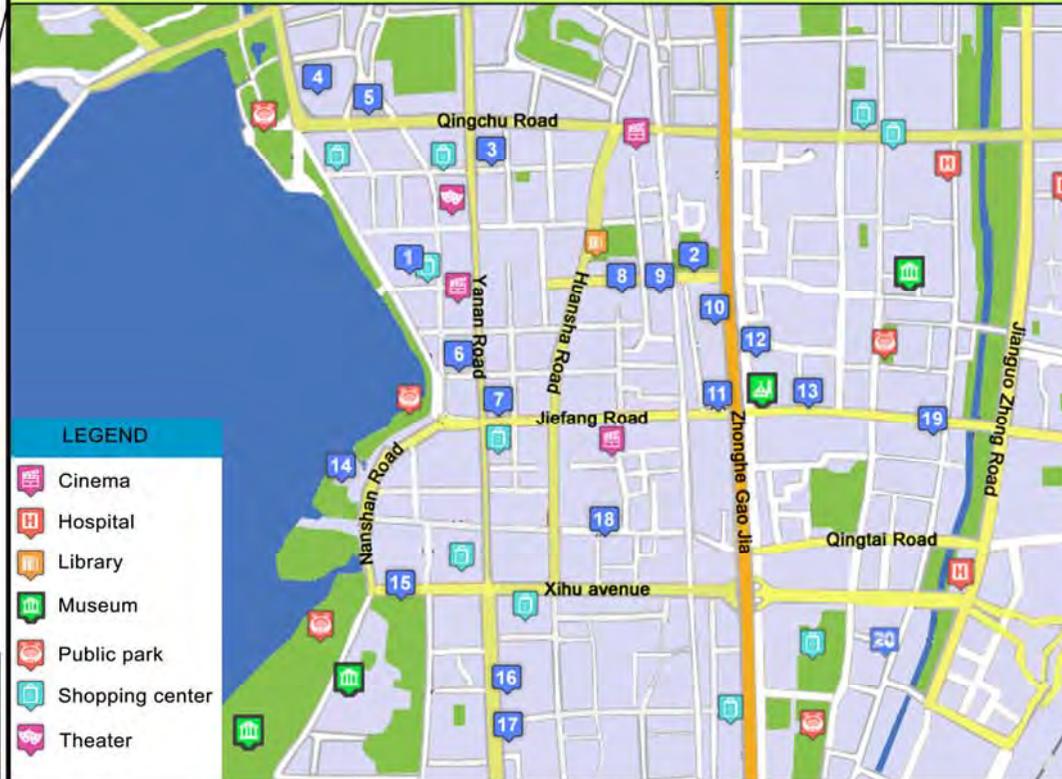
Map No.	Potential Hotels	2012 Rate Sng	2012 Rate Dble	2012 USD Rate (Dble)	Blocks to HQ Hotels	AAA Rating	Total Per Hotel
1	HYATT REGENCY HANGZHOU	¥1000	¥1250	\$198	–	★★★★★	400
2	GRAND METROPARK HOTEL HANGZHOU	¥800	¥1000	\$159	–	★★★★★	300
15	SOFITEL HANGZHOU WESTLAKE	¥800	¥1000	\$159	6	★★★★★	300
3	ZHEJIANG MEDIA CENTER (HOTEL)	¥700	¥800	\$121	2	★★★★	250
4	WANGHU HOTEL	¥700	¥800	\$121	2	★★★★	240
8	HUACHEN INTERNATIONAL HOTEL HANGZHOU	¥700	¥800	\$121	4	★★★★	200
10	ST. RICH HOTEL	¥700	¥800	\$121	7	★★★★	180
14	HANGZHOU DAHUA HOTEL	¥700	¥800	\$121	3	★★★★	150
6	HANGZHOU RENHE HOTEL	¥500	¥600	\$95	2	★★★	180
7	HANGZHOU XINQIAO HOTEL	¥500	¥600	\$95	3	★★★	120
12	HANGZHOU BRAIM FOUR SEASONS HOTEL	¥500	¥600	\$95	7	★★★	120
13	HANGZHOU SUNNY HOTEL	¥500	¥600	\$95	8	★★★	100
11	HANGZHOU XINKAIYUAN HOTEL	¥300	¥350	\$56	7	★★	120
17	HONGGUAN HOLIDAY INN	¥300	¥350	\$56	9	★★	100
5	HAIHU HOTEL	¥200	¥250	\$40	3	N/R	90
18	XINYUE HOTEL	¥150	¥200	\$32	8	N/R	80
19	TIANGONG ART GALLERY HOTEL	¥150	¥200	\$32	8	N/R	40
20	ZHEJIANG APPROVAL HOTEL	¥100	¥150	\$24	9	N/R	50

* room price subject to change

The Hyatt Regency Hangzhou and the Grand Metropark Hotel Hangzhou are the two headquarter hotels



OFFICIAL MAP TO HANGZHOU



LEGEND

	Cinema
	Hospital
	Library
	Museum
	Public park
	Shopping center
	Theater

ACCOMMODATION

1	Hyatt Regency Hangzhou
2	Grand Metropark Hotel Hangzhou
3	Zhejiang Media Center (Hotel)
4	Lake View Hotel
5	Haihua Hotel
6	Hangzhou Renhe Hotel
7	Hangzhou Xinqiao Hotel
8	Huachen International Hotel Hangzhou
9	Zhongshan International Hotel
10	ST. Rich Hotel
11	Hangzhou Xinkaiyuan Hotel
12	Hangzhou Braim four seasons Hotel
13	Hangzhou Sunny Hotel
14	Hangzhou Dahua Hotel
15	Sofitel Hangzhou Westlake
16	Hangzhou Xinyuan Hotel
17	Hongguan Holiday INN
18	Xinyue Hotel
19	Tiangong Art Gallery Hotel
20	Zhejiang Approval Hotel



Accessible Hangzhou

By air:

Hangzhou is served by 32 major air carriers. Weekly direct flights from Hangzhou number 14 to Europe, 7 to Africa and 84 to Asia Pacific destinations.

Hangzhou Xiaoshan International Airport

The Hangzhou Xiaoshan International Airport is approximately 40 minute drive (35 kilometres) from downtown Hangzhou. Between the airport and downtown, transfer service is readily available by (prices subject to change):

airport bus	\$3.2 US	¥20 RMB
limousine	\$36 US	¥225 RMB
taxi	\$24 US	¥150 RMB

Airport Improvement Fee:

Upon departure an airport improvement fee (AIF) is charged. The cost is \$14 US (¥90 RMB) to all destinations.

By rail:

Hangzhou is served by two main railways – Common Railway, which provides passenger service to nearly all China cities and CRH, which allows faster and more convenient trips to many large cities such as Shanghai, Nanjing, Wuhan, Ji'nan, Wenzhou, Fuzhou, Guangzhou, and Beijing. Located downtown, the Hangzhou City Station is served by taxis and local city buses.

City transportation:

Hangzhou has an efficient public transportation network, consisting of a modern fleet of regular diesel bus, trolley bus, hybrid diesel-electric bus and taxi. Bus Rapid Transit network expands from downtown to suburban areas through dedicated bus lanes on some of the busiest streets in the city. Bicycles and electric scooters are popular.

Approximate Flying Times to Hangzhou from key locations:

Beijing	2 hours
Hong Kong	2.5 hours
Macao	2.5 hours
Tokyo	3 hours
Osaka	2.5 hours
Seoul	2 hours
Bangkok	4.5 hours
Kuala Lumpur	5 hours
Singapore	5 hours
Amsterdam	12.5 hours
Frankfurt	12 hours
Addis Ababa	15 hours
via Shanghai	
Dubai	7 hours
Johannesburg	18 hours
Los Angeles	13 hours
Madrid	14 hours
Moscow	9 hours
New York	15 hours
San Francisco	14 hours
ST.Paul	25 hours
Sydney	12 hours
Vancouver	14 hours



Pre & Post Travel



Qiandaohu, 160 km west of Hangzhou, is one of 44 state-level scenic spots



Hangzhou paradise park is the unique theme parks in east China area



Mount Daming is lying in the west of Lin'an County, 65 kilometers away from Hangzhou



The Grand Canyon is located in western Zhejiang, 110 kilometers away from Hangzhou

Qiandaohu (Thousand Islets Lake)

is currently the largest man-made lake in China. It got its name from the 1078 islets in the lake. The lake is famous for its crystal-clear water and picturesque scenery. Covering an area of 573 square kilometers, the lake is more than one hundred times larger than the West Lake. A forest covers nearly 93% of the lake area, which is home to over 1,800 plants and 2,100 wild animals. With an average depth of 34 meters, its water visibility can reach 7 to 12 meters.

Hangzhou Paradise Park

is located in the south bank of Qiantangjiang River, twelve kilometers away from the West Lake. It is the largest travel and leisure holiday resort in eastern China. Covering an area of 10 square kilometers, the park is the themed area of World Leisure Expo Garden. The lake, mountain, river, sailboat and beach show the harmony between human and nature. There are maximal exercises like bungee jumping, rock climbing and space swing.

Mount Damingshan

is a splendid bright pearl inlaying on the gold tourist line from Hangzhou to Mount Huangshan. It is 1489 meters above sea level and has 32 ridges or peaks, 13 gullies, 8 waterfalls, 3 grassy marshlands, 94 scenic spots in all. Mount Damingshan, where the first emperor of Ming Dynasty Zhu Yuanzhang had stationed his troops at Thousand-mu Field to resist Yuan Dynasty and set up Ming Dynasty, has a long history and wonderful sceneries.

The Grand Canyon

is located at the joint border of Zhejiang and Anhui Provinces. It extends from Mount Huangshan and the water from the canyon is source for Qiantangjiang River. The canyon is high with rapid running water, in the shape of a long belt spanning the length of 80 kilometers. It is regarded as the first Grand Canyon for tourism in the eastern China. It is the canyon with the best reserved vegetation, the most beautiful scenery and the smallest resident population.

Pre & Post Travel



Mount Tianmushan also is in Lin'an, 90 kilometers away from Hangzhou



Leifeng Pagoda in the Sunset, One the Ten Scenes of the West Lake



Mount Putuoshan, a small island of Zhoushan Island, lies to the east of Hangzhou Bay



Dragon Well tea, also known as Longjing tea, is a variety of roasted green tea from Hangzhou

Mount Tianmushan

is best known for giant trees, waterfalls, tea, peaks surrounded by clouds, bamboo shoots, temples, nunneries, and odd shaped rocks. It is also known as a natural botany garden because more than 2,000 species of plants grow on there. The mountain is also home to hundreds of species of birds and animals. Amongst them are 39 endangered or protected species. The lush sub-tropical climate results in both famous succulent bamboo shoots and high-quality tea.

The West Lake

is located in the western area of Hangzhou City. It is surrounded by mountains on three sides. The average depth of the lake is 3 meters, and the capacity is about 14,290,000 cubic meters. The lake is divided by Gushan, Bai, Su and Yanggong Causeways into five sub-areas. Three small islands lie in the center of Outer West Lake. The West Lake is not only famous for its picturesque landscape, but also embraces many aspects of Chinese culture.

Mount Putuoshan

is one of the four most famous Buddhist mountains in China. Mount Putuoshan is regarded as the sacred mountain of Guanyin, the Goddess of Mercy, and so the statue of Guanyin is the only and dominant theme there. Mount Putuoshan is famous for religion culture. It also owns many wonderful scenic sites, on the island, including temples, nunneries, and beaches.

Enjoy Tea at the Dragon Well

Longjing tea leaves are roasted early in processing to stop the natural fermentation process. In the world of tea, the term "fermentation" refers to the actions of natural enzymes, present in the leaves, on the juices and tissues of the leaf. The actions of these enzymes is stopped by heating in pans or by steaming the leaves before they completely dry out. As is the case with other green teas, Longjing tea leaves are unfermented. When steeped, the tea produces a yellow-green color, a gentle, pure aroma, and a rich flavor.

Hangzhou Baolun Conference Services Limited

Conference and Event Planning

Baolun Conference Services Ltd (BCSL) offers a full range of conference planning and management services. We provide educators, professionals and community groups with the time and expertise to accomplish the meticulous planning and organization necessary for a successful conference program. Our objective is to relieve the organizing committee of concerns relating to the logistical details of the conference, allowing them to concentrate on the substantive program and related activities.

BCSL works closely with organizing committees and serves as the conference secretariat to implement and manage committee requirements, as well as communications with authors, sponsors, delegates, etc. BCSL is involved with all aspects of conference planning and delivery, including site support.

Our services include venue selection, budget development and management, fundraising assistance, program development and management, exhibition organization, special events, pre- and post- event tours, promotion and publications, negotiation and management of site and service contractors, pre-conference and on-site registration, on-site venue meeting coordination and management. We develop conference specific web sites to process abstract submissions, on-line credit card registration and to provide information to authors, delegates, exhibitors, and other interested parties.

BCSL provides professional service using modern technology, and has built an excellent reputation for customer service and for efficiently organizing and running many different types of meetings. We can provide effective solutions to planning needs and save organizations time and money. We know that a well-run event can make a large positive impact on those who attend to listen, interact, learn and enjoy.

Yi Wang, the General Manager of BCSL, has over 10 years experience planning and managing workshops, scientific congresses, and international exhibitions. He has worked with international science societies (e.g. bioinformatics, genetics, plant pathology, microbiology, biotechnology, medicine) to organize conferences for delegations ranging from 150 to 1,200. He has provided services for several international events held in Hangzhou, and the Hyatt Regency Hangzhou and the Grand Metropark Hotel Hangzhou are previous venues.

BCSL has the experience, expertise and resources to help the local organizing committee and host institutes produce a successful and memorable 2016 Joint World Herpetological Congress in Hangzhou, Zhejiang Province.

Please see the following for the services that can be provided by BCSL.

BCSL SERVICES

1. Planning

- 1) assist the Chair with the formation and responsibilities for the conference sub-committees
- 2) attend meetings of the committee, record and maintain records
- 3) provide follow-up on sub-committee commitments and implement requirements
- 4) consult with the committee regarding program benchmarks and develop a planning timeline,

- detailing tasks, dates and responsibility
- 5) coordinate planning with service and supply contractors to arrange on-site conference requirements and off-site events
 - 6) work with the committee to plan and administer the exhibit program (e.g. solicitation package, contract, floor plan)
 - 7) work with the committee to plan a fund raising program

2. Financial Administration

- 1) consult with the committee regarding all financial matters
- 2) manage a conference account based on a budget prepared and approved by the committee
- 3) assist the committee with fund raising activities, and confirm funding support in accordance with the benefit schedule
- 4) tender for conference supplies and services at attain best quotes
- 5) monitor the budget to ensure expenses do not exceed revenues
- 6) maintain records relating to honoraria, expense reimbursement and GST tax credits
- 7) deposit all revenue into the conference account and disburse all approved payments
- 8) invoice to collect unpaid registration fees from delegates and exhibitors
- 9) prepare a final statement of account and registration report following the conference

3. Promotion & Publications

- 1) work with the committee to determine a publication schedule for the production of all print materials
- 2) develop the copy and format of publications with the committee, and work with graphic designers to produce drafts for approval
- 3) develop specialized conference materials to solicit exhibitors & funders
- 4) co-ordinate the production and distribution of all conference program, funding and publicity materials
- 5) establish and maintain a conference web site for abstract submission, participant & exhibitor registration, hotel information, reservations, and information about special events, transportation, etc.
- 6) prepare the abstracts, final program schedule, authors list, exhibitors list, etc. for the production of the final program and abstracts book
- 7) advertise conference in selected journals
- 8) secure mailing lists for all advance materials (e.g. announcement, call for papers)
- 9) prepare and distribute advance media releases with speaker and sponsor background information
- 10) prepare technical program signage for meeting rooms and tent cards for panel discussions

4. Program Development

- 1) design and post web based abstract submission forms for oral and poster sessions on the conference website to collect abstracts, author contact information, etc.
- 2) design, develop and manage a database for abstract submissions, including abstract number, author name(s), institution, address, phone, fax, email, AV needs, special needs, etc.
- 3) process and distribute correspondence pertaining to the program (e.g. receipt of submission, confirmation of session, location, date, time)
- 4) administer communications in response to speaker and presenter program inquiries, etc.

5. Administration

- 1) prepare and administer correspondence, secretarial requirements, and general inquiries pertaining to the conference project
- 2) negotiate and manage all contractual agreements with outside suppliers (i.e. hotel, equipment,

- catering, printing, transportation)
- 3) arrange special hospitality and conference food and beverage functions, and provide guarantees in accordance with industry deadlines
 - 4) arrange honoraria, travel and accommodation for speakers and invited guests
 - 5) liaise with media regarding conference speakers, highlights and coordinate committee interviews
 - 6) monitor delegate accommodation reservations regarding the complimentary room policy
 - 7) order and manage translation equipment and personnel
 - 8) coordinate exhibitor requirements with suppliers and ensure staff for set up and tear down
 - 9) arrange all support materials required for the conference program (e.g. audio-visual equipment, delegate kits, signage)
 - 10) train and supervise volunteers and students assigned to the conference

6. Registration

- 1) develop a registration process and policies in accordance with the fee structure provided by the committee
- 2) assist to establish and implement a refund policy
- 3) provide pre-conference registration copying service, receipts and secretarial services
- 4) provide on-line registration by credit card (i.e. VISA & MasterCard)
- 5) provide for mailed or faxed registration with fees paid by money order, cash, cheque
- 6) confirm payment receipt to delegates, exhibitors and funders
- 7) develop a database of attendees, exhibitors, speakers, sponsors, committee, etc.
- 8) generate name lists and numbers of delegates registered under various registration categories
- 9) prepare name tags, labels and an alphabetical list of names and contact information of all attendees
- 10) prepare and manage the assembly of registration kits
- 11) plan the registration area layout and operate an information/support office throughout the conference
- 12) operate an on-site registration desk to process new registrations and single ticketed events
- 13) manage on-site registration staff to prepare kits for new registrations and distribute of kits to pre - registered delegates, exhibitors, funders, sponsors and media

7. On-Site Services

- 1) confirm all arrangements and counts with service and supply providers
- 2) manage hotel catering and room set-up
- 3) manage speaker-ready room
- 4) manage audiovisual equipment supplier
- 5) manage support services for invited speakers
- 6) manage hospitality suite
- 7) manage congress staff and volunteers
- 8) operate registration desk and information area throughout congress
- 9) liaise with media to arrange speaker, sponsor or guest interviews
- 10) liaise with on-site venue floor and accommodation managers, caterers and ancillary support staff
- 11) supervise exhibit space activities
- 12) manage simultaneous translation and any audio taping or video taping
- 13) manage off-site activities
- 14) provide support services to the committee, sponsors and invited speakers

BUDGET

BUDGET

At this time we can only provide a draft budget, which is provided below, but we aim to keep costs in line with those of other international meetings in major urban venues. One of our particular concerns is to make the meeting affordable for graduate students. We will do this partly through reduced registration fees for students. We also will make lower-cost or shared accommodation available to students. Although we cannot make predictions for 2016, a currently attractive aspect of a meeting in China for overseas visitors is the low value of the Renminbi – Chinese yuan (about \$0.159 US).

Because we plan to hold this conference in a hotel setting, our costs for meeting rooms will be substantially reduced in comparison to rates charged by conference centres. In fact, if we meet some target number of guests staying at one of the conference hotels, meeting rooms there will be complimentary or at a half-price.

Coffee breaks and receptions (except for alcoholic drinks) will be included in the registration fee, but other social events (e.g. banquet) will be subject to an additional charge. Cost of the mid-conference excursion also will be covered by the registration fee. Other events, such as pre- and post-conference excursions, will be separate, self-financing ventures not included in our budget. Meals will not be included in the registration fee.

Although we anticipate attracting up to 1000 participants to this congress but, most probably, the number will be within the range of 800-1000. Because we cannot predict numbers, we have not shown registration fees for “walk-ins” in the draft budget. However, those fees will take effect 8 August 2016 and will be as follows: Delegates, regular – \$570; Delegates, students – \$400; and Accompanying persons – \$150.

We also plan to underwrite some or all of the costs for plenary speakers via subsidies for airfares and accommodations, depending upon need. Subsidies will be available only for travel plans booked through our official conference travel agent.

Above all, we plan, at minimum, a “break-even” budget, as we have no external sources of funds for this conference, although high attendance will generate a surplus. We anticipate revenues from sales of conference souvenirs such as T-shirts and from exhibitors’ fees charged to booksellers, etc. We also will seek corporate and other sponsors to help defray costs.

Joint International Conference
World Congress of Herpetology (WCH), China Herpetological Society (CHS)
Asiatic Herpetological Research Society (AHRs), Jiangsu Zoological Society (JZS), Zhejiang Zoological Society (ZZS)

HANGZHOU, ZHEJIANG
 CHINA

8-15 August 2016

DRAFT BUDGET IN US DOLLARS

INCOME	<i>unit cost</i>	<i># of delegates</i>	<i>sub-total</i>	<i>1,000 delegates & 200 spouses</i>	<i># of delegates</i>	<i>sub-total</i>	<i>1,500 delegates & 200 spouses</i>
Registration Fees							
early – before March 31/16	480.00	400	192,000.00		550	264,000.00	
late	530.00	200	106,000.00		400	212,000.00	
students early – before March 31/08	320.00	250	80,000.00		350	112,000.00	
students late	360.00	150	54,000.00		200	72,000.00	
Accompanying Persons							
early – before March 31/08	100.00	150	15,000.00		150	15,000.00	
late	125.00	50	6,250.00		50	6,250.00	
				\$453,250.00			\$681,250.00
Misc Income							
Sponsorships	5,000.00		5,000.00			5,000.00	
Exhibit booths	1,000.00	50	50,000.00			50,000.00	
				\$55,000.00			\$55,000.00
TOTAL INCOME				\$508,250.00			\$736,250.00

EXPENSES	<i>unit cost</i>	<i># of units</i>	<i>sub-total</i>	<i>1,000 delegates & 200 spouses</i>	<i># of units</i>	<i>sub-total</i>	<i>1,500 delegates & 200 spouses</i>
Space rental							
meeting place			20,000.00	\$20,000.00		15,000.00	\$15,000.00
Web design							
webmaster			20,000.00	\$20,000.00		20,000.00	\$20,000.00
Staff							
congress organizer & secretariat			50,000.00			60,000.00	
NNU & HNN admin	3,000.00	2	6,000.00		2	6,000.00	
fundraising			500.00			1,000.00	
on site – registration, monitors, security, etc			12,000.00			12,000.00	
staff accommodation			3,200.00			4,800.00	
staff meals			2,000.00	\$73,700.00		3,000.00	\$86,800.00
Printing							
announcement	2.00	6000	12,000.00		6000	12,000.00	
call for papers & registration	2.00	6000	12,000.00		6000	12,000.00	
final program & abstract book	20.00	12000	24,000.00		15000	30,000.00	
tickets			1,200.00			15,000.00	
stationary & misc.			1,500.00	\$50,700.00		2,500.00	\$58,000.00
Supplies							
conference bags and badges	20.00	1200	24,000.00		1500	30,000.00	
postcards, signs, etc			3,000.00			3,000.00	
booths	150.00	50	7,500.00			7,500.00	
technical session A/V			30,000.00	\$64,500.00		30,000.00	\$70,500.00
Postage							
announcements	1.00	6000	6,000.00		6000	6,000.00	
call for papers & registration	1.00	6000	6,000.00		6000	6,000.00	
receipts	1.00	12000	12,000.00		15000	15,000.00	
fund raising & exhibition program			500.00	\$24,500.00		500.00	\$27,500.00

EXPENSES CONTINUED	<i>unit cost</i>	<i>#of delegates</i>	<i>sub-total</i>	<i>1,000 delegates & 200 spouses</i>	<i>#of delegates</i>	<i>sub-total</i>	<i>1,500 delegates & 200 spouses</i>
Invited Speakers							
travel	3,000.00	10	30,000.00		10	30,000.00	
accommodation & tax		10	16,000.00		10	16,000.00	
speaker meal at \$80 per day × 5 days		10	4,000.00	\$50,000.00	10	4,000.00	\$50,000.00
Congress food function & events							
executive mtgs of societies			5,000.00			5,000.00	
spouse hosted get – together	10.00	200	2,000.00		200	2,000.00	
welcome reception – no host	10.00	1200	12,000.00		1700	17,000.00	
general reception – no host	10.00	1200	12,000.00		1700	17,000.00	
graduate student reception – no host	10.00	400	4,000.00		550	5,500.00	
coffee breaks 2 per day × 6 days	3.50	1000	54,000.00		1500	63,000.00	
mid conference excursion	60.00	1200	72,000.00		1700	102,000.00	
poster session food – no host			3,500.00			5,250.00	
gratuities at 15% (see budget note)			11,175.00	\$157,675.00		15,862.50	\$223,612.50
Communications							
courier, telephone & fax			500.00			750.00	
media relations			1,000.00	\$1,500.00		1,500.00	\$2,250.00
Committee							
expenses			6,000.00	\$6,000.00		8,000.00	\$8,000.00
Credit Card Commission							
commission at 2.5%			11,331.25	\$11,331.25		17,031.25	\$17,031.25
Registration Services							
registration	10.00	1200	12,000.00	\$12,000.00	1500	15,000.00	\$15,000.00
Graphic Design Charge							
graphic for printing			6,000.00	\$6,000.00		6,000.00	\$6,000.00
TOTAL EXPENSES				\$503,906.25			\$605,693.75

SUMMARY			
	<i>1,000 delegates & 200 spouses</i>		<i>1,500 delegates & 200 spouses</i>
Total Projected Revenue	\$508,250.00	Total Projected Revenue	\$736,250.00
Total Projected Expenditures	\$503,906.25	Total Projected Expenditures	\$605,693.75
Total Projected Surplus	\$4,343.75	Total Projected Surplus	\$130,556.25

BUDGET NOTES

1) *Full and student registration includes:*

- welcome reception
- general reception
- graduate student reception
- mid-conference excursion & lunch
- morning & afternoon tea or coffee
- poster session refreshments
- congress bag and name tag
- final program and abstracts book
- tourist materials

2) *Accompanying persons registration includes:*

- spouses get-together hosted reception
- welcome reception
- general reception
- mid-conference excursion & lunch
- morning & afternoon tea or coffee
- congress bag and name tag
- tourist materials

3) *Gratuity amount does not include the mid-conference excursion expense amount*