

A scenic view of a lake at dusk. In the background, a pagoda is illuminated with warm lights. A bridge with a traditional Chinese architectural style spans across the water. The sky is a mix of blue and purple hues, suggesting twilight. The water reflects the lights and the sky. The overall atmosphere is serene and picturesque.

# **City Impression, Hotel Recommendation and Visa Affairs for the 11th CLIV Conference**

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Application For Invitation Letter From CATARC

中国汽车技术研究中心有限公司  
China Automotive Technology & Research Center Co., Ltd.

Application For Invitation Letter From  
CATARC (China Automotive Technology & Research Center)

第一部分: 个人情况  
Section 1: Personal details

外文姓名 (须与护照一致) Full name in English (as in your passport)		二寸、正面、 免冠相片 Your recent two-inch full-faced photograph
名 Given name	*	*
姓 Surname	*	*
国籍 Nationality	*	*
性别 Gender	男 Male _____ 女 Female _____	*
出生日期 Date of birth	年 Year _____ 月 Month _____ 日 Day _____	*
工作单位 Employer	*	
职位 Position	*	

04

Visa affairs

# Impression of Hangzhou

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Hang

**Hangzhou**, ‘Hang’ for short, is the provincial capital of Zhejiang, an important central city in the Yangtze River Delta and a transportation hub in southeastern China. Hangzhou has a history of more than 2,200 years, owing to its abundant products, it is known as the ‘Land of Fish and Rice’, the ‘Home of Silk’ and the ‘Paradise on Earth’. Hangzhou has the longest artificial canal in the world, the Beijing – Hangzhou Grand Canal, and it was once an important commercial distribution center in history with its superior location. Hangzhou is rich in Longjing tea, which ranks among the top ten famous teas in China, so here is known as the ‘Chinese Tea Capital’. Hangzhou is one of the first batch of China’s best tourist cities, a famous historical and cultural city in China and one of the eight ancient capitals. It has national tourist attractions such as the West Lake, the Qiandao Lake and the Xixi Wetland.



# Hotel introduction (Conference hotel)

## Hotel Overview

Explore moments of more at a dynamic lifestyle destination hotel nestled between the main business center and unparalleled West Lake, Hangzhou. With vibrantly bold architecture, thoughtful amenities, exquisite décor, incredible dining, sumptuous elegance blended distinctive Hangzhou culture and Jiangnan aesthetics, Grand Hyatt Hangzhou invites you to make each stay yours truly.

## Location

Right on the banks of the iconic West Lake, Grand Hyatt Hangzhou offers a privileged location along downtown Hangzhou, mere steps away from the city's main business, shopping and entertainment centers in Hubin district, and within walking distance to renowned scenery spot and tourist attractions.

- West Lake: 20 meters / 1min walking.
- Hangzhou Railway Station: 4 kilometers / 10mins driving.
- Hangzhou East Railway Station: 18 kilometers / 25mins driving.
- Hangzhou Xiaoshan International Airport: 30 kilometers / 40mins driving.
- Hangzhou West Railway Station: 25 kilometers / 60mins driving.

## Conference room

West Lake Hall II on the 2nd Floor



**Grand Hyatt Hangzhou**  
Address: 28 Hu Bin Road, Hangzhou

# Hotel introduction (Other recommendations)



Midtown Shangri-La, Hangzhou is located in the centre of the city, within 5-minutes' walking distance of West Lake and subway.

Address: 6 Chang Shou Road, Hangzhou

Sofitel Hangzhou Westlake, a blend of French lifestyle with Hangzhou's local culture on the edge of famous West Lake.

Address: 333 West Lake Avenue, Hangzhou



# Hotel introduction ( Room tariff )

Rooms of the hotels below should be booked via telephone. Please make your own reservations as needed.

Number	Hotel	Original tariff	negotiated tariff	Room reservation
1	Midtown Shangri-La	¥ 1600	¥ 1117	Contact: Manager Wang Room reservation telephone: 18562803232 Hotel address:6 Chang Shou Road, Hangzhou
2	Grand Hyatt Hangzhou	¥ 1300	¥ 850	Contact: Yutao Liu Room reservation telephone:15618788025 Room reservation email: <a href="mailto:yutao.liu2@geely.com">yutao.liu2@geely.com</a> <a href="mailto:Ling.Chen17@geely.com">Ling.Chen17@geely.com</a> Hotel address:28 Hu Bin Road, Hangzhou
3	Sofitel Hangzhou Westlake	¥ 1000	¥ 800	Contact: Manager Wang Room reservation telephone: 18668022581 Hotel address:333 West Lake Avenue, Hangzhou

# Drive to the hotel

The following are the distances and travel time by car from Hangzhou Xiaoshan International Airport, Shanghai Hongqiao International Airport and Shanghai Pudong International Airport to Grand Hyatt Hangzhou (for reference only):

Number	Starting point	Destination	Distance	Driving time
1	Hangzhou Xiaoshan International Airport	Grand Hyatt Hangzhou	26.2km	27min
2	Shanghai Hongqiao International Airport		153.7Km	2h40min
3	Shanghai Pudong International Airport		186km	3h14min



# Formal invitation letters and visa requirements

Serial number	Name / country	Country	Hotel reservation	Visa application for official invitation letter
1				
2				
3				
4				
5				
6				
7				
8				
9				

We would like to confirm whether experts who have booked hotels require an official invitation letter issued by CATARC. As the conference dates are approaching, we hope that experts who have not yet booked hotels or who need an official invitation letter will contact us as soon as possible.

If any other assistance is needed, please do not hesitate to reach out.

Hotel Room reservation email: [yutao.liu2@geely.com](mailto:yutao.liu2@geely.com)  
[Ling.Chen17@geely.com](mailto:Ling.Chen17@geely.com) CC:[pengweiqiang@catarc.ac.cn](mailto:pengweiqiang@catarc.ac.cn)

Contact persons for official VISA invitation letters :

- [liwen@catarc.ac.cn](mailto:liwen@catarc.ac.cn)
- [dingbotao@catarc.ac.cn](mailto:dingbotao@catarc.ac.cn)
- [pengweiqiang@catarc.ac.cn](mailto:pengweiqiang@catarc.ac.cn)

# Formal invitation letters and visa requirements

1. An informal meeting invitation letter has been sent on June 16th, introducing the detailed information about the meeting. However, that letter is not effective for visa application.

2. If needed, CATARC will **provide an official invitation letter** to support your visa application .

To obtain the visa more quickly, the following information from each expert is required to apply for a formal official invitation letter, which will be helpful for the visa application.

- Fill in the Application For Invitation Letter Form
- Discernible photo or scanned image of the personal information page of your passport
- Employment certificate

It is best to collect the invitation letter information from contracting party and send it to before 25th July (within 15 days) to [liwen@catarc.ac.cn](mailto:liwen@catarc.ac.cn), [dingbotao@catarc.ac.cn](mailto:dingbotao@catarc.ac.cn) and [pengweiqiang@catarc.ac.cn](mailto:pengweiqiang@catarc.ac.cn)

If you have any questions regarding visas and conferences, you can also contact us at any time.


 中国汽车技术研究中心有限公司  
 China Automotive Technology and Research Center Co., Ltd.

Application For Invitation Letter From CATARC

中汽中心外国人来访邀请函申请表 Application For Invitation Letter From CATARC (China Automotive Technology & Research Center)			
第一部分：个人情况 Section I. Personal details			
外文姓名(须与护照一致) <input type="checkbox"/>			二寸、正面 免冠相片
Full name in English (as in your passport)			
名 Given name			Your recent two-inch full-faced photograph
姓 Surname			
国籍 Nationality			
性别 Gender	男 Male <input type="checkbox"/>	女 Female <input type="checkbox"/>	
出生日期 Date of birth	年 Year	月 Month	日 Day
工作单位 Employer			
职位 Position			
护照号码 Passport No.			
护照有效期 Passport expiry date	年 Year	月 Month	日 Day
拟入境事由 Purpose of visiting China			