



**Asia-Pacific
Economic Cooperation**

Workshop on the SME Economic Crisis Monitor

And

APEC SME Crisis Management Training

Workshop

Administrative Circular

For Experts

24—28 May 2010

Taipei

Chinese Taipei

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ANNEX A-D

1. PURPOSE

This circular provides information on the administrative arrangements for the Workshop on the SME Economic Crisis Monitor to be held from 21 to 22 May, and APEC SME Crisis Management Training Workshop to be held from 24 to 28 May 2010 in Taipei. Any change of this circular will be announced on <http://www.apecscmc.org>.

2. TIME & VENUE

(1) Workshop on the SME Economic Crisis Monitor

Dates: 21-22 May 2010

DAY	TIME	PROGRAM AT A GLANCE
21 May (Friday)	0900-1720	Workshop on the SME Economic Crisis Monitor (I)
	1830-2100	Welcome Reception
22 May (Saturday)	0900-1200	Workshop on the SME Economic Crisis Monitor (II)
	1200-1330	Luncheon
	1330-1800	Study Tour

(2) APEC SME Crisis Management Training Workshop

Dates: 24-28 May, 2010

DAY	TIME	PROGRAM AT A GLANCE
24 May (Monday)	0900-1630	APEC SME Crisis Management Training Workshop (I)
	1830-2100	Welcome Reception
25 May (Tuesday)	0900-1630	APEC SME Crisis Management Training Workshop (II)
26 May (Wednesday)	0900-1630	APEC SME Crisis Management Training Workshop (III)
27 May (Thursday)	0900-1630	APEC SME Crisis Management Training Workshop (IV)
	1830-2100	Farewell Dinner

DAY	TIME	PROGRAM AT A GLANCE
28 May (Friday)	0900-1200	APEC SME Crisis Management Training Workshop (V)
	1200-1330	Luncheon
	1330-1800	Study Tour

■ **Workshop on the SME Economic Crisis Monitor**

The venue and accommodation will be at:

Landis Resort, Yangmingshan

237, Ger-zhi Rd. Yangmingshan Taipei, 11191

Tel: (886-2) 2861-5500

Website: <http://www.landisresort.com.tw>

■ **APEC SME Crisis Management Training Workshop**

The venue and accommodation will be at:

Grand Formosa Regent Taipei

41 Chung Shan North Road, Section 2, Taipei 10450

Tel: (886-2) 2521-5000

Website: <http://www.grandformosa.com.tw>

3. PROGRAM ARRANGEMENTS

3.1 Workshop on the SME Economic Crisis Monitor (21-22 May 2010)

Workshop Objectives: With increased globalization of the world economy, SMEs need a mechanism to deal with a variety of economic crises which frequency is expected to be much higher than before. In the 2009 Annual Ministerial Joint Statement and SME Ministerial Statement, the Ministers have encouraged the establishment of the APEC Crisis Management Center (SCMC) proposed by Chinese Taipei. “To improve SMEs’ crisis management capabilities” has also been identified by the 2009 Leader Declaration as an important task for APEC during the coming

years. The objectives of the SCMC is to monitor the possible impacts of emerging or existing economic crises on SMEs, conduct study on the strategies of the SME crisis management, and provide training and consultation to SMEs.

The Center will be established on 24 May 2010 in Taipei, and will organize a team constituted by experts to monitor the possible impacts of economic crises and challenges on SMEs in a timely matter. The missions of the expert team are to monitor crisis and publish the results of the monitoring—"APEC SME Economic Crisis Monitor," for APEC SMEs each month. In order to discuss the methods of the monitoring and the format of "APEC SME Economic Crisis Monitor," it is necessary to invite the members of the expert team to attend the "Workshop on the SME Economic Crisis Monitor" in Taipei from 21 to 22 May 2010. The two-day meeting will offer an excellent opportunity for an exchange of views among team members.

GENERAL INFORMATION FOR THIS WORKSHOP

■ **AGENDA**

Please refer to Annex C.

■ **MEETING ROOM**

VIP Room 3, Ground Floor, Landis Resort, Yangmingshan

● **CONTACT**

Communications on **substantive issues** and **logistics matters** should be directed to:

The Secretariat of the APEC SME Crisis Management Center
Division II
Taiwan Institute of Economic Research

Ms. Teresa Huang
Tel: (886-2) 2586-5000 ext. 631
E-mail: teresa@tier.org.tw
Fax: (886-2) 2594-6311

Ms. Cynthia Wu
Tel: (886-2) 2586-5000 ext. 609
E-mail: d26033@tier.org.tw
Fax: (886-2) 2594-6311

3.2 APEC SME Crisis Management Training Workshop (24-28 May 2010)

Workshop Objectives: The **APEC Crisis Management Center (SCMC)** will be

established on 24 May 2010 in Taipei, and the training workshop is a 5-day meeting from 24 to 28 May 2010. The purpose of the workshop is to train the trainees from 11 APEC developing economies to familiarize with the international economic crisis and the strategies to manage the crises. It will provide knowledge such as new globalization trend, the interconnections of global economy, the routes and methods a crisis spreads to the globe, nature and supply-demand conditions of global oil and other raw material markets, and the operation of global financial markets. The trainees are expected to train the SMEs of their home economies when finishing the training.

GENERAL INFORMATION FOR THIS WORKSHOP

■ AGENDA

Please refer to Annex D-1, D-2.

■ MEETING ROOM

The Venue will be at Grand Formosa Regent Taipei, and the meeting rooms will be:

Grand Ballroom, 3rd Floor (morning session of 24 May)

VIP Room 1, 4th Floor (remaining sessions)

■ TEACHING MATERIAL SUBMISSION

The teaching materials should be submitted to Ms. Teresa Huang (teresa@tier.org.tw) and Ms. Cynthia Wu (d26033@tier.org.tw) by **10 May**.

■ PROFILE OF TRAINEES

The trainees of the workshop will be from 11 APEC developing economies with each economy dispatching two delegates. The 11 economies are Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Peru, the Philippines, the Russian Federation, Thailand and Viet Nam. The delegates are expected to train the SMEs of their home economies when finishing the training.

The trainees will be recommended by above-mentioned economies. It is suggested that the trainees could be selected from the private sector, such as SMEs leaders and association members. The criteria to select candidates include: 1. being experienced in the affairs of SMEs; 2. possessing basic ability to understand and absorb the learning materials; and, 3. being in a position that makes them able to train SMEs in

their home economies.

- **CONTACT**

Communications on **substantive issues** and **logistics matters** should be directed to:

The Secretariat of the APEC SME Crisis Management Center

Division II

Taiwan Institute of Economic Research

Fax: (886-2) 2594-6311

Ms. Teresa Huang

Tel: (886-2) 2586-5000 ext. 631

E-mail: teresa@tier.org.tw

Ms. Cynthia Wu

Tel: (886-2) 2586-5000 ext. 609

E-mail: d26033@tier.org.tw

4. REGISTRATION / ACCREDITATION

All participants include must fill in the Registration Form and send the completed form to the Secretariat of the APEC SME Crisis Management Center.

All participants are required to send a photo (passport photo-size) to the Secretariat of the APEC SME Crisis Management Center for ID badge preparation.

4.1 Online Registration

All participants are recommended to register on-line at the website: www.apecscmc.org/2010. The online registration will be commenced on **19 April 2010** and no later than **7 May 2010**.

4.2 Fax or E-mail Registration

If the website is not accessible, participants may also register by sending the completed Registration Form by fax to (886-2) 2594-6311 or by e-mail to teresa@tier.org.tw and d26033@tier.org.tw before the registration deadline of **7 May 2010**. Please refer Annex A for the Registration Form.

4.3 Accreditation on Arrival

- **Workshop on the SME Economic Crisis Monitor**

The welcome desk will be set up at the lobby of **Landis Resort, Yangmingshan** on 20 May from 10:00 to 22:00 and the morning of 21 May. Experts will receive their badges and related materials upon registration from the welcome desk.

- **APEC SME Crisis Management Training Workshop**

The welcome desk will be set up at the lobby of **Grand Formosa Regent Taipei** on 23 May from 10:00 to 22:00. Participants will receive their badges and related materials upon registration from the welcome desk.

The experts of monitor team members attending the **Workshop on the SME Economic Crisis Monitor** will be no need to register once again.

Note:

- All participants are requested to wear their Identification Badge at all times during the meetings and other related events.
- For any additional requests or questions about badges, conference supplemental documents and other related materials, all participants could reach the Conference Secretariat.

5. TRAVLE EXPENSE

Most experts will attend the two workshops starting from 21 May and will stay until the date they lecture. The travel cost of this period will be fully covered by APEC and Chinese Taipei.

5.1 Airfare

APEC will sponsor the round-trip economy class airfares for the trip to Taipei. The experts are required to buy airline tickets by themselves after getting approval from APEC Secretariat for their quoted airfares, and sign the undertaking (a standard form prescribed by APEC Secretariat) in line with APEC rules.

For completing the undertaking, please obtain two airfare **quotations** for your intended itinerary, traveling on economy class with the most direct and economical returns routing, and send it to Ms. Evelyn J. Low (email: ejl@apcc.org) and copy to Mr. Luis Tsuboyama (email: LT@apcc.org) at the APEC Secretariat and Ms. Teresa

Huang (email: teresa@tier.org.tw) and Ms. Cynthia Wu (d26033@tier.org.tw) at the secretariat of the APEC SME Crisis Management Center. The APEC Secretariat will provide information about reimbursement of tickets after receiving quotation

Once the APEC Secretariat has approved your fare and itinerary, they will send you a travel undertaking for your signature. The undertaking is a contract between you and the APEC Secretariat, in which the Secretariat commits to reimburse you for your flight fare. The travel undertaking must be completed at least 8 days before travel commences.

Within one month of completing the travel, a claim detailing your flight fare, along with relevant receipts, airline tickets, and boarding stubs, should be sent to the APEC Secretariat according to your initial apply. Once the APEC Secretariat has reviewed your claim, it will reimburse your costs.

The APEC Secretariat permits, on request, the payment of advances for travel to travelers from travel-eligible economies. Such payments will only be made after receipt of a signed advance travel undertaking form.

Note:

Please note that if you wish to combine your APEC-funded trip with a non-APEC-funded trip, you will have to submit two sets of quotations to the APEC Secretariat: one for the actual trip and one with the APEC-only travel. A cost-sharing proposal for the non-APEC travel is also required.

5.2 Accommodations and Meals

5.1.1 Workshop on the SME Economic Crisis Monitor

Chinese Taipei will cover experts' accommodation and meals during the duration of the **Workshop on the SME Economic Crisis Monitor**. The experts will not need to pay for any accommodations and meals, but need to pay the charge other than room fee such as telephone fee and other service charges.

5.1.2 APEC SME Crisis Management Training Workshop

Since this workshop is sponsored by APEC, **APEC** will provide US\$303 per diem each day for 2.75 days when the experts attend the training workshop (that is, 2 days plus additional payment of 75% of the per diem rate). Hotel accommodation and dinners are included in per diem allowance, and should be paid directly by the experts.

5.3. Honorariums

An honorarium of US\$600 will be provided by Chinese Taipei for **Workshop on the SME Economic Crisis Monitor**. An honorarium of US\$600 will also be provided to each expert by APEC for the **APEC SME Crisis Management Training Workshop**.

5.4 Summary

It looks complicated for the travel arrangement, but it is indeed simple and easy because the experts only need to:

- **Before the Travel:**

1. Follow the APEC rules to sign travel undertaking and purchase air tickets
2. Book hotel rooms from the two venue hotels through on-line registration.

- **During the Meetings:**

1. Receive honorarium US\$ 600 from Chinese Taipei for the **Workshop on the SME Economic Crisis Monitor**.
2. Sign per diem form during **APEC SME Crisis Management Training Workshop only**
3. Pay accommodations (Grand Formosa Regent Taipei) and dinners during **the APEC SME Crisis Management Training Workshop only** (this cost will be covered by APEC's per diem payment, which will be given to you after returning to your home economy)

- **After the Travel (Return to Home)**

1. Send a claim detailing your flight fare, along with relevant receipts, airline tickets, and boarding stubs to the APEC to reimburse your airfare.
2. After receiving your materials, APEC will send you payment for airfare, per-diem and honorarium.

6. ARRIVALS AND ENTRY FORMALITIES

6.1 Passport and Visas

All participants from APEC member economies require a visa to enter Chinese Taipei, except those from Australia, Canada, Japan, Republic of Korea, Malaysia, Singapore, and U.S.A, who may enter Chinese Taipei under the visa-exemption program. Participants under the visa-exemption program are eligible to stay up to 30 days, which is not extendable. For further information, please go to: <http://www.boca.gov.tw>.

6.2 Airport Facilities

A welcome desk will be staffed by representatives of the Secretariat of the APEC SME Crisis Management Center at the Taoyuan International Airport from 09:00 to 21:00 on 23 May. Staff will greet participants, facilitate ground transportation and provide general information to participants. Participants are required to provide their airline, flight number, date and time of arrival and the number of participants on the Registration Form (Annex A). Please advise the Secretariat of the APEC SME Crisis Management Center of any flight changes in order to effectively facilitate arrival arrangements.

7. TRANSPORTATION

7.1 Get in

By plane (inbound direct connecting flight)

Taoyuan International Airport (also CKS International Airport) is located in Taoyuan County approximately 40 kilometers, or about 50 minutes by car from downtown Taipei. For further information, please go to: <http://www.taoyuanairport.gov.tw>

7.2 Free Shuttle

- **Workshop on the SME Economic Crisis Monitor:** Free shuttle service will be provided from the Taoyuan International Airport to Landis Resort, to Yangmingshan between 09:00 and 21:00 on 20 May.

- **APEC SME Crisis Management Training Workshop:** Free shuttle service will be provided from the Taoyuan International Airport to Landis Resort, to Grand Formosa Regent Taipei between 09:00 and 21:00 on 23 May.
- Please kindly notify the Secretariat of the APEC SME Crisis Management Center of relevant arrival information through filling out the attached registration form. In addition, participants should inform the Secretariat of the APEC SME Crisis Management Center if they do not require courtesy shuttle service on arrival from the airport to the hotel.

7.3 Staffers will greet arriving participants and provide assistance in locating pre-arranged transportation at the Taoyuan International Airport.

8. HOTEL ACCOMODATION

The accommodation cost of the experts is fully covered. Experts are requested to book their accommodation as early as possible starting from 19 April, but not later than **7 May 2010** by registering on-line or completing submitting the attached Hotel Registration Form (ANNEX B).

- **Workshop on the SME Economic Crisis Monitor**

Room reservation should be done online (recommended) or be directed to Ms. Emma Huang at **Landis Resort, Yangmingshan** (Tel: 886-2-2861-5500 or sales@landisresort.com.tw) or Ms. Linda Kung (Tel: 886-2-2861-6661 or rooms@landisresort.com.tw)

Please refer to the following information for the room type we offer:

Hotel	Room Type	Room Rate
Landis Resort, Yangmingshan	Standard Room	NTD 7,000 Net

Chinese Taipei will cover the above room fees including the high speed internet access and three meals a day for each expert during the workshop duration. Accommodation will be covered from 20 to 22 May (3 nights); meals will be covered from the breakfast of 21 May to breakfast of 23 May.

Except for hosted meals and room fees, all costs incurred by the experts during the stay of this workshop such as telephone calls, use of facsimiles, laundry, refreshment and etc. will be on individual account. The experts should settle their accounts directly with the hotel and also be responsible for any charges resulting from before departure (*all payments and any transactions are made in New Taiwan Dollar*).

Cancellations must be made at least 72 hours in advance, otherwise one-night room charge as “**no-shows.**” Charge will be claimed from your guaranteed credit card. Please refer to Annex B-1 or Annex B-2 for the Hotel Reservation Form and specify date of check-in and check-out.

The experts having a course in APEC SME Crisis Management Training Workshop will be transferred to **Grand Formosa Regent Taipei** on the afternoon of 23 May.

- **APEC SME Crisis Management Training Workshop**

Room reservation should be done **online** (recommended) or be directed to Ms. Rebecca Chen at **Grand Formosa Regent Taipei** (Tel: 886-2-2522-8121 or rebeccachen@grandformosa.com.tw) and Ms. Gabby Tseng (Tel: 886-2-2522-8129 or gabbytseng@grandformosa.com.tw).

Please refer to the following information for the room type we offer:

Hotel	Room Type	Room Rate
Grand Formosa Regent Taipei	Deluxe King	NTD 4,500 Net

**Rate above is inclusive of one daily breakfast and In-Room Unlimited High Speed Internet Access.*

Hotel accommodation and dinner are covered by APEC’s per diem allowance, and should be paid directly by the experts. After the travel, APEC will reimburse per-diem allowance after receiving required materials.

Cancellations must be made at least 72 hours in advance, otherwise one-night room charge as “**no-shows.**” Charge will be claimed from your guaranteed credit card. Please refer to

Annex B-1 or Annex B-2 for the Hotel Reservation Form and specify date of check-in and check-out.

- **Accommodation Information**

The accommodation for **Workshop on the SME Economic Crisis Monitor** will be at:

Landis Resort, Yangmingshan
237, Ger-zhi Rd. Yangmingshan Taipei, 11191
Tel: (886-2) 2861-5500
Website: <http://www.landisresort.com.tw>

The accommodation for **APEC SME Crisis Management Training Workshop** will be at:

Grand Formosa Regent Taipei
41 Chung Shan North Road, Section 2, Taipei 10450
Tel: (886-2) 2521-5000
Website: <http://www.grandformosa.com.tw>

9. THE SECRETARIAT ROOM

Workshop on the SME Economic Crisis Monitor	
The Secretariat Room	Room 102, Ground Floor, Landis Resort, Yangmingshan Opening hours 21 May: 0800-2200 22 May: 0800-1200

The Secretariat Room is not available on 20 May. Please approach to the welcome desk in the hotel lobby if any help is needed on that day. Starting from 21 May the Secretariat Room will be furnished with computers (with one high-speed internet connection) and printers. There will be two computers free to use by the experts in the Secretariat Room. Software available is Microsoft Office XP Std. in English. Experts should use these

equipments for official purposes only.

APEC SME Crisis Management Training Workshop	
The Secretariat Room	VIP Room 8, 4 th Floor, Grand Formosa Regent Taipei Opening hours 24 to 27 May: 0800-2200 28 May: 0800-1200

The Secretariat Room is not available on 23 May. Please approach to the welcome desk in the hotel lobby if any help is needed on that day. Starting from 24 May, the Secretariat Room will be furnished with computers (with one high-speed internet connection) and printers. There will be five computers free to use by the participants in the Secretariat Room. Software available is Microsoft Office XP Std. in English. Participants should use these equipments for official purposes only.

10. SECURITY AND MEDICAL

Security and medical services will be available at the meeting site and at official hospitality functions throughout the duration of the meetings. Participants are responsible for paying medical, surgical, dental, and hospital fees, or for presenting an insurance policy covering such fees.

11. GENERAL INFORMATION

11.1 Taipei in Brief

Taipei City is the current capital city and it is the center of politics, economy, education and recreation of the economy and offers a wide selection of sights. It is located in the northern basin of the island, taking the Dan Shui River, Hsin Dian River, Keelung River and Taipei County as boundaries. The population of Taipei City alone is around 3 million. Moreover, the 2010 Taipei International Flora Exposition is set to open on 6 November, 2010 in Taipei. Featuring a theme of “Rivers, Flowers, New Horizons”, the Expo will include 14 exhibition halls. For more information about Taipei, please visit <http://english.taipei.gov.tw>.

11.2 Weather in Taipei

Taipei's weather is affected by latitude, altitude, terrain and monsoon factors; it is general warm in winters and hot in summers. It rains throughout the four seasons and is commonly warm and humid. January is the month with the lowest average temperature of 15.8°C whereas August is the month with the highest average temperature of 29.3°C. February is the month with the highest average relative humidity of 80% whereas the yearly average relative humidity of 78%. For detailed weather forecast, please go to: <http://www.cwb.gov.tw/eng/>.

11.3 Telecommunication

Long distance calls can be made from hotel rooms or public phones. Pre-paid phone cards are available at the hotel or convenience stores, and they can be used either for domestic or international calls. Please be noted that all charges for personal phone calls made in the hotel rooms are borne by participants.

11.4 Currency and Banking

The currency used in Chinese Taipei is the New Taiwan Dollar (NTD), and the basic unit is Yuan. According to Chinese Taipei's customs, no more than NTD 40,000 in notes may be brought in by each passenger unless a permit is obtained in advance. **There are no restrictions on the amount of foreign currency, traveler's checks or credit cards brought into Chinese Taipei. However, travelers carrying more than USD 5,000 must declare them to Customs.**

Major foreign currencies can be exchanged at moneychangers or banks. Rates in these establishments are usually better than those in hotels. **Approximately USD1.00 is equivalent to NTD32.5.**

Bank notes come in denominations of NTD100, NTD200, NTD500, NTD1000, and NTD2000. Coins are in the following denominations: NTD1, NTD5, NTD10, and NTD50.

Automatic Teller Machines (ATMs) are normally available in banks and other commercial establishments such as major railway stations, airports, convenience stores, petrol stations, department stores, and shopping complexes. If you make an interbank withdrawal (that is, withdrawal from an ATM that does not belong to your bank) you

will be charged a small fee for each transaction. Most ATMs offer interface in both.

11.5 Electricity

110 volts

11.6 Reminders for Traveler

- A great majority of indoor public areas in Chinese Taipei are non-smoking areas, such as cultural or social education institution, government offices, physical education or training sites, hotels shopping malls, restaurants, conference halls. Outdoor public areas include sites for public transportation, stations sites, medical treatment service institutions, and so on.
- Smoking, drinking and gum chewing are prohibited in Taipei Rapid Transit (MRT) area, also known as Taipei Metro area.

11.7 Emergency Phone Numbers

Emergency Call Service	<i>Phone Number</i>
Police	110
Ambulance	119
Fire Brigade	119
International Exchange Operator	100
Local directory Assistance	104

11.8 Postal Service

Post offices are open from 08:30 to 16:30 on Monday to Friday and from 08:30 to 12:00 on Saturday. Most large hotels also provide postal services at front desks.

11.9 International Telephone Codes

ECONOMY	<i>CODE</i>
Australia	61

ECONOMY	CODE
Brunei Darussalam	673
Canada	1
Chile	56
People's Republic of China	86
Hong Kong, China	852
Indonesia	62
Japan	81
Republic of Korea	82
Mexico	52
Malaysia	60
New Zealand	64
Papua New Guinea	675
Peru	51
Republic of Philippines	63
Russian Federation	7
Singapore	65
Chinese Taipei	886
Thailand	66
United States	1
Vietnam	84

APEC SME Crisis Management Training Workshop

21 – 28 May 2010

Chinese Taipei



Registration Form

Participants Information *required		
Please fill in <i>CAPITAL LETTERS</i> .		
*Member Economy:		Nationality:
*Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		
<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.		
*Family Name:		*First Name:
*Title/Position:		Organization/Company:
*Passport No:		*Date of Birth (mm/dd/yy):
*Tel: Country code - City code - Phone No	Fax: Country code - City code - Fax No	*Email:
*Address:		
*Dietary Preference: <input type="checkbox"/> No Preference <input type="checkbox"/> Vegetarian <input type="checkbox"/> Pork-Free <input type="checkbox"/> Seafood Free <input type="checkbox"/> Other Preference _____		
*Flight information:		
(1) Arrival at Taoyuan International Airport		
Date:	Time:	Flight No/Airline:
(2) Departure at Taoyuan International Airport)		
Date:	Time:	Flight No/Airline:
*Request for Transportation from airport to hotel		
<input type="checkbox"/> Free Shuttle Bus on arrival at Taoyuan International Airport.		
<input type="checkbox"/> I will make my own transportation arrangements. I will arrive at the hotel at _____ via other transportation (please indicate _____)		
*I will be attending the following meeting/activity (please refer to the Administrative Circular for agenda details:		
<input type="checkbox"/> Workshop on the SME Economic Crisis Monitor (21 May to Morning of 22 May)		
<input type="checkbox"/> The Study Tour of the Workshop on the SME Economic Crisis Monitor (Afternoon of 22 May)		
<input type="checkbox"/> APEC SME Crisis Management Training Workshop (24 May to Morning of 28 May)		
<input type="checkbox"/> The Study Tour of the APEC SME Crisis Management Training Workshop (Afternoon of 28 May)		
Participants are required to send an electronic photo (passport photo-size) to the Secretariat of the APEC SME Crisis Management Center for ID badge preparation.		
Please email back the completed form to the following contact persons before 7 May 2010 . Ms.Teresa Huang/ Ms. Cynthia Wu Tel: 886-2-2586-5000 ext. 631 / ext. 609 Fax: 886-2-2594-6311 E-mail: teresa@tier.org.tw / d26033@tier.org.tw		

APEC SME Crisis Management Training Workshop



21-22 May 2010

Chinese Taipei

Hotel Registration Form

Personal Information *required		
Please fill in <i>CAPITAL LETTERS</i> .		
*Member Economy:		
*Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		
<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.		
*Family Name:		*First Name:
*Tel: Country code-City code-Phone No	Fax: Country code-City code-Phone No	*Email:
Accommodation (Conference Special Rates)		
Hotel Name		Standard Room
Landis Resort, Yangmingshan		NTD 7,000 Net
★ Check-in Date: _____ Check-out Date: _____ ★ Rate above is inclusive of one daily breakfast and In-Room Unlimited High Speed Internet Access. ★ The above room fees are covered by Chinese Taipei from 20 to 22 May (3 nights) ★ All Chinese Taipei hotels are smoke-free and only non-smoking rooms are available. ★ The regular check-in time is 3:00 pm and check-out time is 11:00 am . <i>Early Check-in</i> and late check-out can be requested but not guaranteed based on availability with advance notice.		
Flight Information		
(1) Arrival (<input type="checkbox"/> Taoyuan International Airport <input type="checkbox"/> others _____)		
Date _____ Time _____ Flight No/Airline (if applicable) _____		
(2) Departure (<input type="checkbox"/> Taoyuan International Airport <input type="checkbox"/> others _____)		
Date _____ Time _____ Flight No/Airline (if applicable) _____		
Credit Card Guarantee		
The hotel room will not be reserved without a Credit Card Guarantee! The credit card information is for the guarantee on cost of no-show and other extra cost only. The room fees will be covered by Chinese Taipei.		
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> JCB <input type="checkbox"/> Diners		Expiration Date: _____ (M) _____ (Y)
Card No. _____ - _____ - _____		
Name of Card Holder _____		
1. Please email or fax the completed form to the following contact person before 7 May 2010 . Landis Resort, Yangmingshan-Attn: Ms.Emma Huang (Tel:886-2-2861-5000 or sales@landisresort.com.tw) Linda Kung (Tel: 886-2-2861-6661 or rooms@landisresort.com.tw) FAX : 886-2-2861-3885		
2. The reservation will become valid upon receipt of confirmation from the hotel.		
3. Notification of cancellation should be received in writing by fax or email to the hotel.		
4. Cancellations must be made at least 72 hours in advance, otherwise one-night room charge as “no-show” charge will be claimed from your guaranteed credit card.		

APEC SME Crisis Management Training Workshop

24-28 May 2010

Chinese Taipei



Hotel Registration Form

Personal Information *required		
Please fill in <i>CAPITAL LETTERS</i> .		
*Member Economy:		
*Gender <input type="checkbox"/> Female <input type="checkbox"/> Male		
<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.		
*Family Name:		*First Name:
*Tel: Country code-City code-Phone No	Fax: Country code-City code-Phone No	*Email:
Accommodation (Conference Special Rates)		
Hotel Name		Deluxe King
Grand Formosa Regent Taipei		NTD 4,500 Net
★ Check-in Date: _____ Check-out Date: _____		
★ Rate above is inclusive of one daily breakfast and In-Room Unlimited High Speed Internet Access.		
★ All Chinese Taipei hotels are smoke-free and only non-smoking rooms are available.		
★ The regular check-in time is 3:00 pm and check-out time is 12:00 pm . <i>Early Check-in</i> and late check-out can be requested but not guaranteed based on availability with advance notice.		
Flight Information		
(1) Arrival (<input type="checkbox"/> Taoyuan International Airport <input type="checkbox"/> others _____)		
Date _____ Time _____ Flight No/Airline (if applicable) _____		
(2) Departure (<input type="checkbox"/> Taoyuan International Airport <input type="checkbox"/> others _____)		
Date _____ Time _____ Flight No/Airline (if applicable) _____		
Credit Card Guarantee		
The hotel room will not be reserved without a Credit Card Guarantee!		
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> AMEX <input type="checkbox"/> JCB <input type="checkbox"/> Diners Expiration Date: _____ (M) _____ (Y)		
Card No. _____ - _____ - _____		
Name of Card Holder _____		
1. Please email or fax the completed form to the following contact person before May 7, 2010 .		
Grand Formosa Regent Taipei Sales Department - Attn: FAX : 886-2-2543-1643		
Ms. Rebecca Chen (Tel: 886-2-2522-8121 or rebeccachen@grandformosa.com.tw)		
Ms. Gabby Tseng (Tel: 886-2-2522-8129 or gabbytseng@grandformosa.com.tw)		
2. The reservation will become valid upon receipt of confirmation from the hotel.		
3. Cancellations must be made at least 72 hours in advance, otherwise one-night room charge as "no-show" charge will be claimed from your guaranteed credit card.		
4. In case of No-shows for any arriving flight transportation arrangements before 06:00 or after 22:00, No-show charge of NT\$2,400 net will be incurred to your room account or credit card.		

Workshop on the SME Economic Crisis monitor
Tentative Agenda
21 – 22 May 2010

21 May (Friday)

- 0900-0910 Opening Session: Opening Remarks by the Chair
0910-0930 Opening Session: Introduction of Participants
0930-1030 Session I: The APEC SME Crisis Management Center
1030-1050 Coffee Break
1050-1200 Session II: Primary Design of the Crisis Monitor
1200-1400 Luncheon
1400-1510 Session III: The Methods of Monitoring (I): The Indicators for the Crisis Monitor
1510-1530 Coffee Break
1530-1720 Session IV: The Methods of Monitoring (II): Process and Division of Labor
1830-2100 Welcome Dinner

22 May (Saturday)

- 0900-1010 Session V: The Format of the “APEC SME Economic Crisis Monitor”
1010-1030 Coffee Break
1030-1130 Session VI: The Process of Drafting and Issuing the “APEC SME Economic Crisis Monitor”
1130-1200 Conclusion Session: Conclusion
1200-1330 Luncheon
1330-1800 Study Tour

APEC SME Crisis Management Training Workshop
Tentative Curriculum
24 – 28 May 2010

24 May (Monday)

- 0830-0900 Registration
- 0900-0920 Opening Session: Opening Remarks
- 0920-1000 Opening Session: Opening Ceremony of the APEC SME Crisis Management Center
- 1000-1020 Coffee Break
- 1020-1200 Session I: The New Trends of International Financial Crises
- 1200-1220 Questions and Answers
- 1220-1330 Luncheon
- 1330-1450 Session II :Understanding International Financial Crises
- 1450-1510 Coffee Break
- 1510-1630 Session II :Understanding International Financial Crises
- 1830-2100 Welcome Dinner

25 May (Tuesday)

- 0900-1020 Session III: Crisis Management: Securing the Supply of Raw Materials
- 1020-1040 Coffee Break
- 1040-1200 Session II: Crisis Management: Securing the Supply of Raw Materials
- 1200-1330 Luncheon
- 1330-1450 Session IV: Crisis Management: Finance
- 1450-1510 Coffee Break
- 1510-1630 Session IV: Crisis Management: Finance

26 May (Wednesday)

- 0900-1020 Session V: Preparedness Strategies for International Financial Crises
- 1020-1040 Coffee Break
- 1040-1200 Session V: Preparedness Strategies for International Financial Crises

APEC SME Crisis Management Training Workshop

Tentative Curriculum

24 – 28 May 2010

- 1200-1330 Luncheon
1330-1450 Session VI: Crisis Management: Marketing Strategies
1450-1510 Coffee Break
1510-1630 Session VI: Crisis Management: Marketing Strategies

27 May (Thursday)

- 0900-1020 Session VII: Crisis Management: Business Partnership and Cooperation
1020-1040 Coffee Break
1040-1200 Session VII: Crisis Management: Business Partnership and Cooperation
1200-1330 Luncheon
1330-1450 Session VIII: Crisis Management: Human Resource
1450-1510 Coffee Break
1510-1630 Session IX : Crisis Management: Innovation
1830-2100 Farewell Dinner

28 May (Friday)

- 0900-1020 Session X: Best Practice of Crisis Management
1020-1040 Coffee Break
1040-1200 Session X: Best Practice of Crisis Management
1200-1330 Luncheon
1330-1800 Study Tour