



The 5th International Conference on Fossil Insects, Arthropods and Amber

Beijing, China, August 20-25, 2010



The logo is a composite of two hieroglyphic Chinese characters of China (中国) and insect (虫), and 5 (the fifth meeting). The insect inside the green circle is a graphic representation of *Lichnomesopsyche gloriae* Ren, Labandeira & Shih 2009.

SECOND CIRCULAR

-Sponsored by:

National Natural Science Foundation of China (NSFC)
Natural Science Foundation of Beijing
Beijing Municipal Commission of Education
State Key Laboratory of Palaeobiology and Stratigraphy (LPS)
The Entomological Society of China
Palaeontological Society of China
Entomological Society of Beijing
International Palaeoentomological Society

-Organized by:

Capital Normal University (CNU)

Nanjing Institute of Geology and Palaeontology, Chinese Academy of Sciences (NIGP, CAS)

**CONGRESS ORGANIZERS**

Capital Normal University

Nanjing Institute of Geology and Palaeontology, Chinese Academy of Sciences (NIGP, CAS)

Co-organizers:

Bureau of Land and Resources, Liaoning Province

Bird Fossils National Geopark of Chaoyang, Liaoning

HOST

Capital Normal University (CNU)

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Prof. Hui-li GONG (Executive Vice President of Capital Normal University)

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- Prof. Yue CHEN (National Natural Science Foundation of China (NSFC))
- Dr. Lin CHEN (National Natural Science Foundation of China (NSFC))
- Dr. Yu-ping HUANG (Natural Science Foundation of Beijing)

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Prof. Xin-cheng LIU (President of Capital Normal University)

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Scotland, Edinburgh, UK)

Prof. Dr. Dong REN (Capital Normal University, Beijing, China)

Secretary:

Dr. E. A. JARZEMBOWSKI (Maidstone Museum, UK)

Prof. Dr. Chung-Kun SHIH (Capital Normal University, Beijing, China)

Members:

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-
- Dr. A. ARILLO (Universidad Complutense de Madrid, Spain)
Dr. Dany AZAR (Department of Biology, Faculty of Sciences II, Lebanese Univ.,
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Dr. D. BROTHERS (University of KwaZulu-Natal, South Africa)
Dr. Xavier. DELCLÒS (Facultat de Geologia, Universitat de Barcelona, Spain)
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Dr. Julian F. PETRULEVICIUS (Museo de La Plata, Argentina)
Dr. Alexander PONOMARENKO (Paleontological Institute, Russian Academy of
Sciences, Moscow, Russia)
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Moscow, Russia)
Dr. Jes RUST (Institut für Palaontologie, Universität Bonn, Germany)
Dr. Jacek SZWEDO (Museum and Institute of Zoology, Polish Academy of Sciences,
Poland)
Dr. Hai-chun ZHANG (Nanjing Institute of Geology and Palaeontology, Chinese
Academy of Sciences)
Dr. Di-ying HUANG (Nanjing Institute of Geology and Palaeontology, Chinese
Academy of Sciences)

CHINESE ORGANIZING COMMITTEE

Chairman:

Prof. Dr. Dong REN (College of Life Science, Capital Normal University)

Vice Chairmen:

- Dr. Yun-yun ZHAO (Capital Normal University)
Dr. Xing-zhi XU (Capital Normal University)
Dr. Hai-chun ZHANG (Nanjing Institute of Geology and Palaeontology, Chinese
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Dr. Yun-zhi YAO (Capital Normal University)

Dr. Hong-cai FEI (Editorial Board, Acta Geological Sinica (English Edition))

Prof. Fan Zhang (Institute of Plant and Environment Protection, Beijing Academy of
Agriculture and Forestry Sciences)

Mr. Tai-ping GAO (Capital Normal University)

GENERAL INFORMATION

The 5th International Conference on Fossil Insects, Arthropods and Amber will be held at Capital Normal University in Beijing, China from 20th-25th August, 2010. A series of scientific sessions including plenary and special sessions, and special group meetings, in addition to mid-conference and post-conference field excursions will be organized. Social events and programs will also be arranged.

PLACE OF THE CONFERENCE

The conference venue is at the International Culture Building, located at the 1st north campus, Capital Normal University (see photo below).



LANGUAGE OF THE CONGRESS

The official language of the congress is English.

PRELIMINARY SCHEDULE

- August 20: Registration and welcome reception
- August 21: Opening ceremony and group photo, conference symposia and general sessions
- August 22: Conference symposia and general sessions, congress banquet
- August 23: Mid- social program and conference excursion
- August 24: Conference symposia and general sessions
- August 25: Conference symposia and general sessions, workshops, closing ceremony, Post-congress excursion preparations
- August 26-28: Post- conference field excursions

CALL FOR ABSTRACTS

All abstracts should be submitted by e-mail before **May 1, 2010**. Abstracts must include the following information:

- Author's name
- Author's affiliation
- Title of the presentation
- Abstract (500 words or less)

E-mail address

Postal address

Presentation preference (oral or poster)

The following is an example for abstract.

Author's name: Yushuang LIU

Author's affiliation: College of life science, Capital Normal University, Beijing 100048, China

Title of the presentation: Origin, dispersal and paleogeographical distribution of Siberioperlids (Insecta: Plecoptera)

Abstract (500 words or less) :

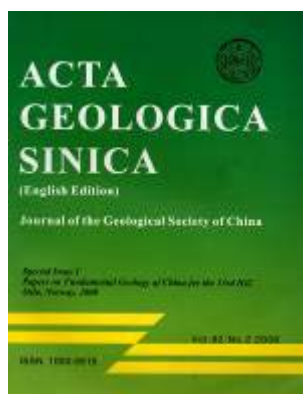
The present suborder name of extant Plecoptera, Antarcctoperlaria and Arctoperlaria, allude to their distribution on lands surrounding, Antarcctoperlaria is confined in the entire southern hemisphere. However,.....

E-mail address: rendong@mail.cnu.edu.cn

Postal address: College of life science, Capital Normal University, Beijing 100048, China

Presentation preference (oral or poster): poster

PROCEEDINGS



Before the congress, one or two special issues (No. 3 and No. 4 in Volume 84, 2010) are planned for publication in the journal of [Acta Geologica Sinica], which was established in 1922 and published and has been distributed by Geological Society of China. This bi-monthly journal is indexed by Biological Abstracts, BIOSIS Previews, Science Citation Index (Expanded), Zoological Record and etc. Its impact factor* for 2007 is 1.781, according to the 2007 edition of *Journal of Citation Reports* (published by Thomson Scientific in June 2008). From 2009 it will be distributed by WILEY-BLACKWELL. Original works on fossils and strata, comparative studies worldwide, and interdisciplinary approaches with related disciplines are encouraged. There is no page charge for publishing with congress special issues. The Capital Normal University will bear charges for special issues. We are ready to receive your

contributions to the congress special issues! **The deadline for submitting papers will be February 15, 2010.** Long papers are welcome. Author Guide is available below:

GUIDANCE FOR CONTRIBUTORS

1. Papers must be written in English.
2. The text for a long paper must include the following elements: a. title of the paper; b. author's name, affiliation and all relevant contact address; c. abstract of no more than 200 words; d. key words; e. introduction; f. text; g. discussion; h. conclusion; i. acknowledgement; j. references; k. brief (maximum of 100 words) biographical sketch of the first author.
3. Line drawings should be made in black ink on white paper or on transparent film. Originals should not be greater than A4 size and lettering should be capable of being reduced to up to 60%. It is recommended that drawings are processed with CorelDraw or are readable and editable in CorelDraw. Photographs should be glossy prints or high-resolution files readable and editable in Adobe Photoshop. Tables with text only and without graphics should be placed by the author within the text of the paper for typesetting.
4. A paper should be submitted in an electronic copy. Always retain a copy of all materials submitted as backup. When the manuscript is accepted for publication, the author should revise the manuscript according to the opinion of the Editor. Papers are preferably processed in the format of Microsoft Word 2000 or lower.
5. **Text of the manuscript.** Please save the file containing the text and tables as a MS word or RTF file. Do not double space or use footer/header. Captions of plates/figures should be listed at the end of the manuscript. Vector diagrams/charts generated in programs such as excel can be embedded in the text file as well.
6. **Tables.** Please use the table function in your word processor to build tables so that the cells can be easily re-sized to fit the page by the typesetters. Please do not use the Tab key to type tables, or the space bar to adjust space.
7. **Figures.** Please note that the journal has a matter size of 25 cm x 17 cm (printable area of the main text and plates) and is printed on A4 paper. If the final size of your plates is larger than that, please crop extra white areas around plates or reduce it to our size; this will reduce file size. Plates containing only black & white lines/dots are line art works and must be scanned as such (i.e. 1 bit, monochrome line art) at 600 dpi (maximum 1200 dpi). They should be saved in CorelDraw (strongly recommended) or tiff file and LZW compression is recommended to reduce file size for easy sub-mission by e-mail. Plates containing grayscale drawings and photographs should be scanned at 300 dpi and saved in TIFF (use LZW compression) or jpeg at the highest quality. **Please do not modify photographs in the jpeg files; the print quality would be severely altered if you did that.**
8. **You can modify files in the TIFF file and when completed, convert to high quality jpeg for submission.** If you have colour figures, it is best to group them together in plates, which will save cost.
9. The author alone is responsible for the correctness of his paper. When major changes are deemed to be necessary, the Editor will consult with the author, and the manuscript may be returned to the author for approval or further clarification.
10. As a contributor you will receive 50 offprints of your article free of charge, one free copy of the book per contribution, and a pdf-file of your article.
11. References cited should follow the style below. These examples include journal article and book references.

Symons, D.T.A., and Sangster, D.F., 1991. Palaeomagnetic age of *Economic Geology*, 86(1): 1–12.

Lee, J.S., 1939. *The Geology of China*. London: Thomas Murby and Co., 528.

Bowden, P., and Turner, D.C., 1974. Peralkaline and associated ring-complexes In: Sorensen, H. (ed.), *The Alkaline Rocks*. New York: J. Wiley & Sons, 330–51.

Cheng Yuqi, Wan Yusheng, Gao Jifeng and Ma Rui, 2001. Petrographic characteristics of three anatexically transformed metamorphic rock types of the Fuping Group—Complex of the Xiaojue Region, Pingshan, Hebei. *Geological Review*, 47(1): 1–8 (in Chinese with English abstract).

References should be listed in alphabetic order and cited in the text with each author's name and year of publication within parentheses. References other than English, French, Spanish and German should be translated into English, with the specific original language duly indicated.

Please send your Manuscript in an electronic copy to the following address:

Prof. and Dr. Dong REN
 College of Life Science
 Capital Normal University
 105 Xisanhuanbeilu, Haidian District
 Beijing, 100048
 P. R. China
 E-mail: rendong@mail.cnu.edu.cn or rendongprof@yahoo.com.cn

ARRIVAL AND DEPARTURE

Arrival in Beijing:

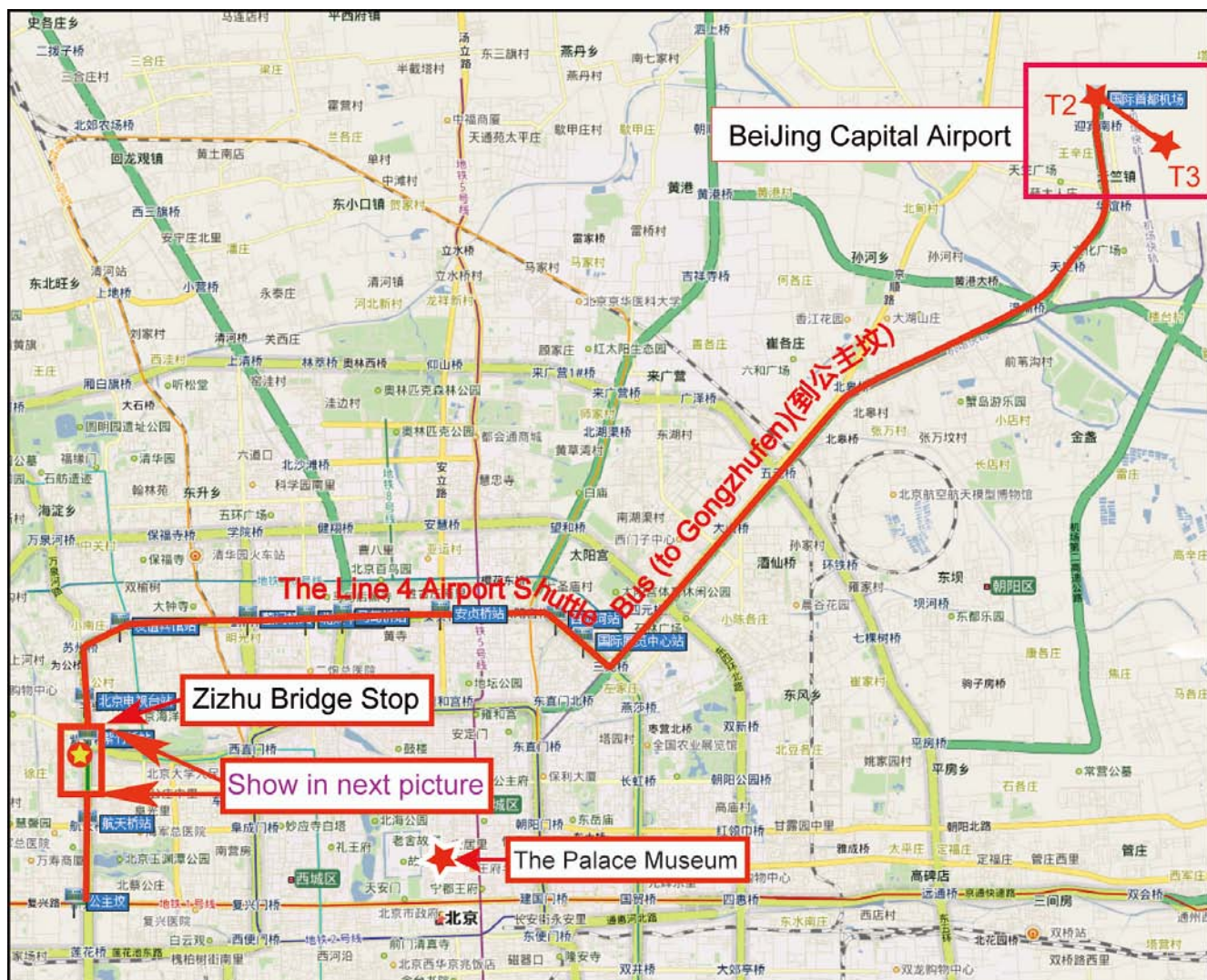
1). Beijing International Airport:

The Beijing Capital International Airport is located in NE Beijing, about 30 km to downtown Beijing. It is the largest airport in China with over 5000 weekly flights connecting Beijing with more than 90 cities in China and over 75 cities around the world.

2). From the airport to the congress venue:

By air to Beijing Capital International Airport, Participants may take the airport taxi to the Jin Long Tan Hotel (about 40-50 minutes if there is no traffic jam) and the cost is RMB 110-130 Yuan (approx. 18US\$) (Strongly recommended)

The *public airport shuttle bus* connects the airport to downtown Beijing (fee is RMB 16Yuan). Participants are also recommend to take the *Airport Shuttle Bus Line No.4* (From Airport to Gongzhufen) at the airport, and stop at the Zizhuyuang Stop =Zizhu Bridge Stop (to the Jinlongtan Hotel) (about 0.2 km by walking distance) (Please see map below)



Beijing Sketch Map and route of the Line 4 Airport Shuttle Bus.



If you take the Taxi, you may show the following tag to the taxi driver.

Please take me to **Jinlongtan Hotel**, West 3rd Ring road (South Zizhu Bridge, Haidian District, Beijing)! Tel: +086-10-68723626

请把我带到西三环北路金龙潭大酒店（紫竹桥南 200 米）

电话：+0086-10-68723626

or

Please take me to **Beijing RuYi Business Hotel** (BeiWa Road 17, West Huayuan Bridge, West 3rd Ring road, Haidian District)!

Tel: --0086-10-51906666

请把我带到北京如意商务酒店（北京市海淀区西三环北路，花园桥西，北洼路 17 号）

电话：---0086-10-51906666

Weather conditions:

Summer clothing is recommended. The temperature in Beijing in August varies from 18-30°C, with the mean temperature 24.5°C. Occasionally in August the temperature may reach as high as 38°C. The humidity of this month is favourable with not much rain. All the hotels listed above, conference halls and the taxis and buses are air-conditioned. An umbrella is useful in case of rain, especially for the field excursions.

INSURANCE

The Organizing Committee encourages all participants to purchase travel (particularly medical) insurance for their field trip and/or congress from their own countries, or from a Chinese insurance company.

TRAVEL IN BEIJING

Beijing is a city where the old cultural traditions and the modern civilization are well integrated. Each year millions of visitors and tourists come to Beijing to enjoy and feel its unique culture and scenery. Beijing is endowed with rare cultural heritage due to its long history over 3000 years.

The *Great Wall*, one of the world wonders and the sole man-made architecture which can be seen from space, extends several hundred miles in Beijing. The poetic and picturesque *Summer Palace* is an example of the classic works of the feudal dynasty garden. The *Forbidden City* is the most splendid group of imperial palace buildings in the world. The *Temple of Heaven* is the place of worship for emperors of various dynasties of China as well as a splendid achievement of the Chinese ancient architectural art. The above four sites have been listed in the UNESCO-World Cultural Heritage. However, the best representatives for Beijing are the vanishing *Hutongs* (alleys) and square courtyards. Through hundreds of years, they have become the symbol of Beijing's life. *The Tian'anmen Square* is still brilliant today with cloverleaf junctions and skyscrapers everywhere, the old-time scenery and modern culture are combined to present a brand new visage of Beijing.

PUBLIC TRANSPORT

All suburbs and the central business district in Beijing are serviced by the public transport network including the subway, buses and taxi.

Subway (Metro): Beijing has 10 lines of subway (Metro).

The subway operation time is from 5:30 am to 22:30 pm, with the time span between the two trains being 4 minutes. If you go to the central area of Beijing, the subway is a rapid and economical tool for transportation.

Buses: The network of public transportation covers the whole city proper. The fee is about RMB 1-2 Yuan per time per person. However, the bus lines are complicated and the buses may be very crowded. It is not recommended that you choose such transportation.

Car Rental: International driving licenses and driving licenses issued by other countries are not valid in China. Those with a driving license issued in China are allowed to rent cars and should follow the traffic rules of China while driving here.

Taxi: The Taxi service is very convenient in Beijing. The taxi price is RMB 10 Yuan for the first 3 km and then adds in a rate of RMB 1.2-2.0 Yuan per km within 15 km, after that the rate will be doubled.

If you take a taxi from 23:00-05:00, the meter will automatically add 20% more charges. In addition, the passengers are requested to pay the toll and parking fee if there is such a fee.

REGISTRATION

Registration Fees

Professional participant: 350US\$

Student: 200US\$

Accompanying person: 200US\$

The registration fees cover expenses of meeting resources and support, congress publication (congress special issues, abstract volume and program, not provided for accompanying members), conference bag, T-shirt, tea and coffee breaks, and all lunches and dinners from August 20th to August 25th, Mid- Conference social program to Great Wall and Ming Tombs on 23th August. The Congress Banquet in the evening of August 22, 2010 will be available for regular registrants without additional charges.

Note:

1. Registrations fees are subject to modification depending on the exchange rate change between the Chinese Yuan RMB and US\$. The rate of exchange on January 23, 2010 was 100US\$ = 680.37RMB Yuan.)
2. Payment: A down payment for the meeting and field trips is requested in this Second Circular. The balance will be due at the time of the meeting, payable in US\$.
3. Participants from outstanding students and distinguished retired palaeontologists may apply for limited financial support (free of charge for Registration Fees and Accommodation from August 20th to August 26th). All applicants should give an oral presentation and contribute an original manuscript to PROCEEDINGS for Organizing Committee evaluation.

Methods of Payment:

The registration fees, field excursion costs may be paid by the following two ways:

1) Bank Transfer:

The following bank account is designated for FossilX3 CNU 2010:

Name of Account: **GAO TAI PING**

Bank Account Number: **4022000-0188-009752-2**

Name of Bank: **Bank of China, Beijing Xisanhuanbeilu Sub-Branch**

Address of Bank: **B1-Floor, No.72 xisanhuan North Road, Haidian**

District, Beijing China

Swift address code: **BKCHCNBJ110**

Note: Please do inform us by email (rendong@mail.cnu.edu.cn) with the detailed information (such as name, how much registration fees and how much field excursion fees) when you complete your payment by bank transfer. The invoice will be given upon the check-in at the conference.

2) On-site Payment by Cash:

If you can't pay fees by bank transfer, you can pay all fees in cash when you check-in at Registration Desk during the Conference.

Cancellation and Refunds:

Cancellations for registration and field excursion fees must be in writing and

addressed to the Secretary Office of FossilX3 CNU 2010.

Cancellations received in writing before August 1, 2010 will be accepted and fees will be refunded totally except for RMB 200 Yuan banking service charge. The requested refund will be sent to the registrant after the congress. Cancellations after August 1, 2010 will not be refunded.

PROPOSED FIELD EXCURSIONS

1. Mid- Conference social program, 23th August:

Badaling Great Wall + the Sacred Way + Ming Tombs:

One day, about 80 km from the CNU campus, including air- conditioned coach, English speaking guide, lunch, all admission tickets)

In the morning .Bus to Badaling Great Wall, the most original and the most famous part of the Great Wall; the Sacred Way of 18 pairs of the 600 years-old original marble sculpture statues; having lunch on the way back; Underground Palace in Ming Tombs ; then be back to the hotel. The evening supper is arranged in a city restaurant.



2. Post-conference Excursion:

The Jurassic-Cretaceous Biota of Northeastern China: Insects. Feathered Dinosaurs, Basal Birds, Mammals and Angiosperms

Date: August 26-28, 2010

Contents: In recent years, the study of the **Jurassic-Cretaceous** Biota has been progressing rapidly in Western Liaoning of China. A lot of very significant fossils have been found in this area. Up to now, about 23 kinds of fossils in the Jehol and Yanliao Biota have been reported from Western Liaoning, including insects, dinosaurs, lizards, choristoderes, pterosaurs, birds, mammals, turtles, amphibians

(anurans and salamanders), fish, conchostracans, ostracods, bivalves, gastropods, shrimps, limuloids, spiders, ferns, gymnosperm, angiosperm, algae, pores and pollens. Western Liaoning of China is really a rare treasury of Mesozoic fossils and a magnificent place to study the origin and evolution of insects, birds, eutherian mammals and angiosperms. This trip begins and ends in Beijing, including 2 localities in Beipiao City, 1 locality in Chaoyang City and 1 locality in Lingyuan City of Western Liaoning and will be back to Beijing (conference venue) at 19:00-20:00 pm on 28th of August. Accommodation cost at night of 28th of August and onward will be borne by participants themselves. The secretary office can help participants to book the hotel room in Jin Long Tan hotel if they need it. Please make a note on the Hotel Reservation Form.

Excursion Leaders:

Prof. Dr. Dong REN (Capital Normal University)

Prof. Dr. Chung-Kun SHIH (Capital Normal University)

Prof. Dr. Hai-chun ZHANG (Nanjing Institute of Geology and Palaeontology, Chinese Academy of Sciences (NIGP, CAS))

Number of participants: Minimum 15 persons,
Maximum 60 persons

Fees: US\$300, including 2-nights in twin-shared accommodation (two single beds per room), meals from August 26 to 28, bus transportation, tickets for museums and tour sites and the guidebook for the field trip.

SOCIAL ACTIVITIES

Conference Banquet will be held between 18:30 - 20:30 on August 22, 2010 (Sunday). An evening event will be organized.

Beijing Local Tours

In order for the conference participants and their accompanying persons to enjoy their stay in China, visits to interesting historic sites in Beijing will be organized. The following three tourist spots have been listed as the human heritage by United Nation. The tour price includes city transportation by a car or coach, lunch, tour entrance fees, English speaking tour guide and the tips to guide and driver. Participants need to fill in the **Hotel Reservation and Beijing Local Tour Option Form** (see below) and send it to Prof. and Dr. Dong REN before May 1, 2010 and pay all fees in cash when check-in at the Registration Desk during the Conference. If less than 2 people sign-up, the tour will be cancelled.

Option 1, August 22, Sunday (Half day tour in the Summer Palace)

7:30 am, Leave the hotel to tour the Summer Palace.

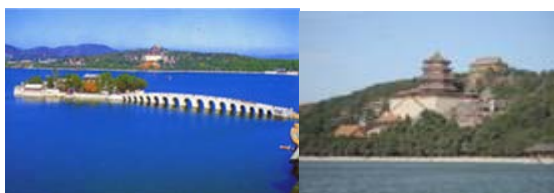
About 11:30 am, back to hotel (No lunch server).

Price:

RMB 290/ person for a group of 2-4 persons

RMB 270/ person for a group of 5-9 persons

RMB 200/ person for a group of more than 10 persons



Option 2, August 24, Tuesday (One day tour in Forbidden City and Temple of Heaven)

8:00 am, Leave the hotel to visit the Forbidden City in the morning. The tour will end around 11:45. Lunch will be arranged at a down town restaurant. In the afternoon from 13:30 to 15:30 tour the Temple of Heaven. Then be back to the hotel.

Price:

RMB 400/ person for a group of 2-4 persons

RMB 340/ person for a group of 5-9 persons

RMB 290/ person for a group of more than 10 persons



ACCOMMODATION

Hotel:

Special conference accommodation rates have been arranged in the **Jin Long Tan Hotel** or **Beijing RuYi Business Hotel**, which is a 5 to 10-minutes's walk to the conference venue for the convenience of our participants. These two hotels offer a wide range of reasonably-priced suites, standard single or double rooms with central air-conditioning, direct domestic and international phone call. The discounted prices (including breakfast buffet) will range from about **60US\$ or 47US\$** -per night for a standard single or double room. In addition, these hotels have a convenience store, business center, ticket service center, coffee room, and so on.

List of Hotels:

No.	Hotel Name	Location	Special discount (Block-booked)
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			Room Rate for the Conference (20-26 August)(in RMB, Yuan) (per night/ per room)
1	Jin Long Tan Hotel (4 star, room availability is adequate)	The 1st north CNU Campus (150 m to the congress place)	400 for a two-bed single room (for single person, one breakfast only). 420 for a two-bed standard room (for two persons, with two breakfasts). 458 for a king-bed single room, one breakfast only. The wonderful breakfast buffet is full of varieties. (all rooms with bathroom, TV, telephone, air conditioner, free internet connection)
2	Beijing RuYi Business Hotel (3 star, room availability is limited, and will be booked on a first come-first served basis!)	West of the 1st north CNU Campus (600 m to the congress place)	320 for a two-bed standard room or a king-bed single room, including simple Chinese breakfast. (all rooms with bathroom, TV, telephone, air conditioner, free internet connection)

Note: Current rate is about: 100 US\$ = RMB 680.00 Yuan as of Feb. 1, 2010. The secretary office can help you to book the hotel rooms and for those who would like to share a standard room, please indicate it. Please fill out the following form if you need the secretary office to book the hotel rooms for you.

Hotel Reservation and Beijing Local Tour Option Form

Full Name			
Passport No.			
Nationality			
Check-in Date	_____ August	Check-out Date	_____ August
Hotel and No. of Rooms	<input type="checkbox"/> Jin Long Tan Hotel		<input type="checkbox"/> Beijing RuYi Business Hotel
	<input type="checkbox"/> Two-bed Single Room: _____		<input type="checkbox"/> Two-bed Standard Room: _____
	<input type="checkbox"/> Two-bed Standard Room: _____		<input type="checkbox"/> King-bed Single Room: _____
<input type="checkbox"/> King-bed Single Room: _____			
Accompany	Full Name		

person info.	Passport No.	
	Nationality	
<p>If share the room: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the names: _____ and _____</p>		
<p>After Post-conference Excursion, if need to book a hotel room in Jin Long Tan Hotel on the 28th of August and onward, please note: Check-in Date: <u>28 August 2010</u> Check-out Date: _____ <input type="checkbox"/> Two-bed Single Room: _____ <input type="checkbox"/> Two-bed Standard Room: _____ <input type="checkbox"/> King-bed Single Room: _____</p>		
<p>Beijing Local Tour Option: <input type="checkbox"/> Option 1 (Summer Palace on 22nd of August) Number of persons: _____ <input type="checkbox"/> Option 2 (Forbidden City and Temple of Heaven on 24th of August) Number of persons: _____</p>		

- Note: All participants including accompany persons who will take part in Mid-Conference social program, Beijing Local Tour and Post-conference Excursion must complete first two items in above form (full name and passport no.) since these information will be used for an insurance required.
- *Currency exchange rate is about: 100 US\$ = RMB 680.00 Yuan as of Feb. 1, 2010.* The price listed above is per night/ per room. The secretary office can help you to book the hotel rooms and for those who would like to share a standard room, please indicate it.

We will guarantee the hotel room for those who have completed the above form and sent the form to us before 1st of May. All hotel expenses will be settled by you upon the check-out. A deposit is required upon the check-in at the hotel front desk.

Payment can be in cash or credit card in the hotel. Foreign currency exchange (foreign currency to RMB only) is available at the hotel front desk from 8:00am to 17:00pm.

For your convenience, it's suggested to exchange some petty cash at the airport arriving hall.

1) Hotels

Restaurants and Daily Meals:

Daily meals are served with buffet in the conference venue with the exception of the banquet dinner.

INVITATION AND VISA

Please find out whether your visit to China will require a visa. Participants from countries not included in the visa waiver program are required to obtain a visiting or travel visa. The process involves contacting the nearest Chinese embassy or consulate in the country where your passport is issued. We will send an official invitation letter issued by Capital Normal University or Foreign Affairs Office, the People's Government of Beijing Municipality to participants who need to apply for a visiting visa.

An **official invitation letter** is available for participants upon request. The invitation will be mostly arranged by electronic versions signed by the Chairman of the Congress Organizing Committee (PDF file) and will be sent to participants by email attachments and air mail.

For those who need the **entrance visa** to China for attending the congress, a **special visa document** (with the official red stamp in Chinese) is required and will be arranged by the congress secretary office. To get this document, the following form must be filled out by each participant. Also, please scan the information page of your passport and send it to us in Jpeg or PDF format.

This special visa document will be sent first by email attachment (PDF file) and the original file will be sent by air mail.

For those who hold passport from the following countries (the US, Canada, Europe Union), are not required complete the form below.

For further information on Visa application, please visit: <http://www.fmprc.gov.cn/eng/wjb/zwjg/2490/> .

Resume of XX YY ZZ

Personal Data (confidential, only for official visa application)				
Name as shown on the passport		Gender		Photo
Date of Birth		Nationality		
Place of birth		Position		
Citizenship		Passport No.		
Mobile Phone		E-mail		

Work Telephone		Home Telephone:	
Work Fax			
Work Address		Home Address:	
Place of Work			
(education):			
Research Interests:			
Main Publication:			

REPLY FORM

The 5th International Conference on Fossil Insects, Arthropods and Amber (Beijing, China, 2010)

Surname (last name):		First name:	
Title:	Nationality:	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Address:			
City:	Post Code:	Country:	
E-mail:		Tel:	Fax:
I plan to register as a Professional Participant <input type="checkbox"/> or Student <input type="checkbox"/> with Accompany <input type="checkbox"/>			
My attendance is definite <input type="checkbox"/> very probable <input type="checkbox"/> probable <input type="checkbox"/>			
I am interested in giving a presentation <input type="checkbox"/> or poster <input type="checkbox"/> with the provisional title:			
I will contribute an original manuscript for special issues of the journal [Acta Geologica Sinica]			

Yes(<input type="checkbox"/>) or No(<input type="checkbox"/>) The provisional title: February 15, 2010: Deadline for original manuscript submission.
My suggestions of an alternative or additional theme(s) to the formal sessions are:
I am interested in participating excursion(s): Mid-conference excursion (<input type="checkbox"/>) or Post-conference Excursion (<input type="checkbox"/>).
Other suggestions:

All persons interested in receiving the Third circular with the program outline the registration information, abstract forms and the application for accommodations, are requested to complete the attached preliminary registration form and return it to the Conference Organizing Committee before **May 1, 2010** to the address below:

CONTACT DETAILS

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 Cell: 0086-13661048193

IMPORTANT DATES

December 30, 2008: First Circular available on line and distribution.
December 31, 2009: Deadline for returning the Reply Form from the 1st Circular.
February 1, 2010: Second Circular available online and distribution.
February 15, 2010: Deadline for original manuscript submission.
May 1, 2010: Deadline for pre-registration, abstract submission.
May 1, 2010: Third Circular available and distribution.