
From: HBCU-China Network <hbcu.china.network@wilsonglobalcomm.com>
Sent: Monday, November 18, 2019 1:11 PM
To: David Wilson; Leslie Pollard; Newman, Lester; Prudence Pollard
Cc: Barbara Burnett; Stancil, Cynthia; Julia Wilson; Lornette Stokes; Presidents Office; Robin Gray; Stephanie Matthews
Subject: Briefing Information - 2019 HBCU Presidents Visit to China
Attachments: HBCU Delegate Briefing - November 20 Conference Call - FINAL.pdf

Dear HBCU Delegates to China,

Please find attached some background information for your review prior to the briefing conference call this **Wednesday, November 20 at 4:30 pm EST**. Included are the following:

- November 20 Conference Call Agenda
- Delegate List
- Background Information on China
- China Travel and Protocol Tips
- Liability Waiver and Risk Acknowledgement

Please review, sign and return the waiver to hbcu@wilsonglobalcomm.com. Do review all the information carefully as well, and let us know if you have any questions or concerns.

We look forward to speaking with you on Wednesday.

Best regards,

HBCU - China Network

Facebook: HBCU-China Network Twitter: @HBCUChinaNet

Managed by: Wilson Global Communications

Address: 1701 Pennsylvania Ave. NW, Third Floor, Washington, DC 20006

Office: [\(202\) 461-2215](tel:(202)461-2215) Fax: [\(202\) 580-6559](tel:(202)580-6559)

Email: hbcu.china.network@wilsonglobalcomm.com

Website: www.wilsonglobalcommunications.com

Facebook: Wilson Global Communications Twitter & Instagram: @wilsonglobalcom

**Please add hbcu.china.network@wilsonglobalcomm.com to your address book to ensure you receive emails from the HBCU - China Scholarship Network.*

Disseminated by Wilson Global Communications, LLC, a registered foreign agent, on behalf of China-United States Exchange Foundation. Additional information is available at the Department of Justice, Washington, D.C.

Historically Black Colleges and Universities

2019 Presidential Visit to China

Hosted by the China-United States Exchange Foundation

December 14 – 21, 2019

Conference Call – Wednesday, November 20, 2019 – 4:30 pm EST



Conference Call Agenda

1. **Welcome**
2. **Introductions**
3. **Discussion**
 - Goals for visit
 - Current Political Environment
4. **Walk Through of Briefing Information**
 - Country Information
 - Travel Tips
 - Protocol and Etiquette
 - Business Card Presentation
 - Gift-giving
5. **Review Delegate Checklist**
 - Roundtrip International Ticket
 - Visa application, signatures
 - Invitation Letter for visa – when to expect
 - Photo size for visas
 - Travel Insurance
 - Waiver
6. **Q&A / Discussion**
7. **Next Steps**

List of Delegates

Delegation Leader

Dr. David Wilson
President, Morgan State University

Delegates

Dr. Lester C. Newman
President, Jarvis Christian College

Dr. Leslie N. Pollard
President, Oakwood University

Dr. Prudence Pollard
VP for Research and Faculty Development, Oakwood University

CUSEF PR Liaison Representative

Ms. Julia Wilson
CEO & Founder, Wilson Global Communications





Country Information



Name: The People's Republic of China (PRC)

Local Name: Zhonghua Renmin Gongheguo

President: President XI Jinping (since 14 March 2013); Vice President: WANG Qishan (since 17 March 2018)

Heads of Government: Premier LI Keqiang (since 16 March 2013); Executive Vice Premier HAN Zheung (since 19 March 2018), Executive Vice Premier SUN Chunlan (since 19 March 2018), Executive Vice Premier LIU He (since 19 March 2018), and Executive Vice Premier HU Chunhua (since 19 March 2018)

Location: China is in East Asia with over ten countries bordering it including Russia, North Korea, India, Pakistan and Vietnam. It is also bordered by the Yellow Sea, East China and South China seas.

Capital: Beijing, located in the North-East side of the country.

Size: China is about 9.6 million square miles, only slightly smaller than the United States of America. China is divided into 23 provinces (including Taiwan), 5 autonomous regions and 4 municipalities. Beijing is considered one of the municipalities.

Population: 1.3 billion, with 71.5% aged between 15 and 64 years old. More than half of the population (60.3%) lives in an urban area. 91.6% are Han Chinese and fifty-five other ethnic groups make up the other 8.4% of the population.





Major Urban Areas: Shanghai 26.317 million; BEIJING (capital) 20.035 million; Chongqing 15.354 million; Guangzhou 12.968 million; Tianjin 13.396 million; Shenzhen 12.129 million

Language: The most popular languages are Standard Chinese or Mandarin (official language) and Cantonese (Yue), but Wu (Shanghainese), Minbei (Fuzhou), Minnan (Hokkien-Taiwanese) and other local dialects are also spoken.

Religion: 52.2% of the population is unaffiliated to any religion. Other practiced religions are: Buddhist 18.2%, Christian 5.1%, Muslim 1.8%, folk religion 21.9%, Hindu < 0.1%, Jewish < 0.1%, other 0.7% (includes Daoist (Taoist))

Economy: China is a “planned economy,” and over the past 30 years, has been moving rapidly towards a market-driven economy. This move has become particularly evident since Deng Xiaoping (leader of the Chinese communist party in the 1970s) initiated the “Opening up Policy”, and when China was accepted into the World Trade Organization (WTO) in 2001. According to the CIA World Factbook, from 2013 to 2017, China had one of the fastest growing economies in the world, averaging slightly more than 7% real growth per year. Measured on a purchasing power parity (PPP) basis that adjusts for price differences, China in 2017 stood as the largest economy in the world, surpassing the US in 2014 for the first time in modern history. China became the world's largest exporter in 2010, and the largest trading nation in 2013. Still, China's per capita income is below the world average.

Business Sectors: Manufacturing; agriculture; mining and ore processing, iron, steel, aluminum, and other metals, coal; machine building; armaments; textiles and apparel; petroleum; cement; chemicals; fertilizers; consumer products, including footwear, toys, and electronics; food processing; transportation equipment, including automobiles, rail cars and locomotives, ships, and aircraft; telecommunications equipment, commercial space launch vehicles and satellites.

Education: About 96.4% of the population over 15 years can read and write. According to China's Ministry of Education, there are over 2000 institutions of higher education which includes traditional 4-year universities and technical colleges. Education is highly competitive in China and students are frequently ranked on a merit basis within classes and in the school.

For more information on China and US-China relations, please see the US China Focus:
<http://www.chinausfocus.com/>





Travel to China – Tips

Transportation Security Administration (TSA) Rules

- **CHECK IN TIME:** For international flights and security checks, please arrive at your respective airports and check in at least 3 hours before departure. For example, check in time in Wayne County Airport – DTW in Detroit, MI is by 11:30 am (Eastern) for Delta Airlines flight [redacted] to Capital International Airport – PEK in Beijing, China. For flights to China – you may have to check in a second time at the gate so airline officials can verify your visa so please provide time for that as well.
- **LIQUID RESTRICTIONS:** There are restrictions for liquid carry-on items as listed below. Do not carry liquids or gels that are more than 3 ounces in your carry-on bags. They will be confiscated.
 - 1-quart bag per person
 - 1 quart-sized, clear, plastic, zip-top bag
 - 3.4 ounce (100ml) bottle or less (by volume)

CHECKED/CARRY-ON

- Most airline passengers to China can have:
 - 1 free checked bag (not to exceed 50 pounds),
 - 1 carry-on bag
 - 1 personal item (such as a backpack or laptop bag).
- Check with your respective airlines for any additional baggage fees
- Please pack light – but pack for cold weather. The delegation will be travelling between cities in China via high speed train and/or air, and there may be limited space to stow luggage.

Electricity Outlets

ADAPTER/TRANSFORMERS: While most laptops and phone chargers are dual voltage, China's electrical system operates at 220 volts instead of the U.S. at 110 volts, so some appliances may need a transformer to work properly (electric shaver and hair curlers). The electrical outlets in China are also shaped differently, and most American appliances require a travel plug adapter in China.

Money Exchange

CONVERTING U.S. DOLLARS TO RMB: The currency (money) in China is the Yuan Renminbi – commonly called Yuan (CNY) or RMB. Many four and five star hotels in China offer currency exchanges for their guests, but it is advisable to change some amount of money before leaving for China. The easiest place to change money in the U.S. is the Travelex located in major cities and airports, including Wayne County Airport in Detroit. Some banks will also change currency, but you will need to book in advance.

The hosts have advised the following: Do not exchange money with unauthorized outlets or you will risk being cheated or getting counterfeit notes which will not be accepted in shops. Please plan ahead and note that money exchange may not be available at the second city we visit. The current exchange rate – as of November 18th, 2019 – is 1 USD to 7.01 CNY.

Credit Cards

NOTIFY YOUR BANK: You must notify your bank/credit card provider before you travel in order to use your bank cards in China. Take note of any extra fees that may be incurred when using your bank/





credit cards during travel. You may use your card in China at many international hotels and in stores, however, please note China is still mostly a cash society. Cash will also come in handy as tips for bus drivers and guides in China but note that tips are not mandatory.

Cell Phones

INTERNATIONAL CALLING PLAN: In advance of the trip, check with your wireless service provider to see whether you will be able to use your U.S. phone while in China, and the cost. It can be very expensive, so find out about international calling plans if you choose to use your cell phone to place phone calls while traveling. Texting data plans are generally more affordable.

COMMUNICATION APPS: You may install Skype and WeChat mobile phone apps which will allow you to call and text free of charge over WiFi. Please note that other popular social media apps such as Facebook, Twitter and WhatsApp are not accessible in China.

Time Difference

13 HOURS AHEAD OF EAST COAST: China is 13 hours ahead of U.S. Eastern Standard Time. When it is 10:00 AM in Washington, DC, it is 11:00 PM in Beijing. (The whole country of China is on the same time zone)

Calling from China

- To call the U.S. from China, dial: 001 + Area Code + 7-digit number
(E.g. To call Wilson Global Communications, dial: 001 202 461 2215)
- To call Beijing from the U.S., dial: 011 + 86 + City code + 8-digit number
(E.g. To call the Regent Beijing Hotel: 011 86 10 8522 1888)

Weather

COLD IN DECEMBER: The temperature in Beijing and Shanghai ranges from 10 to 50 degrees Fahrenheit in December. The average high for December in Beijing and Shanghai is in the low 40s degrees Fahrenheit; the average low is mid-20 degrees Fahrenheit, however it may get colder than 20 degrees. There may be areas with dense (or smoggy) air as well.

**The weather forecast for the week of travel will be distributed closer to the departure date.*

Some Essentials to Pack

- Business cards
- Adapter/transformer for appliances (e.g. electric shaver and hair curlers)
- Warm clothing (coats, hats, gloves)
- Comfortable shoes for tours
- Tissue paper/toilet tissue (some public toilets in China are built into the floor with no seats (see photo below); tissue paper may not be available)*
- Anti-bacterial wipes
- Hand Sanitizer
- Pepto-Bismol
- Aspirin
- Prescription medications – clearly labelled with your name





Public Toilets in China



*Public toilets in China are built into the floor, and you will have to squat to use them. You will also need to take your own toilet tissue.

Chinese Etiquette and Protocol Tips

Common Greetings

- How are you? – Ni hao. (nee-how)
- Thanks. – Shie Shie. (she-ay she-ay)
- Goodbye. – Zai jian. (Zy-gee-an)

Meeting Protocol

BE ON TIME: When meeting with our Chinese hosts – the China-United States Exchange Foundation or other partnering Chinese organizations and officials – ALWAYS be punctual – that means getting to the designated meeting place AT LEAST 20 MINUTES EARLY. The same goes for other meetings as well. BE ON TIME.

Meet, Greet, or Address: Refer to a Chinese associate as Mr. /Ms. (surname), or (title) and (surname).

PROPER TITLES: Using titles is a sign of respect and is done frequently in China. For example, it is preferable to address someone as Ambassador Zhong instead of Mr. Zhong. Likewise, Professors are referred to as Professor so and so. As in the United States, always address a person by the higher rank indicated in their title. For example, if you are meeting a university vice president or deputy director, refer to them as President so and so or Director so and so, respectively, unless their superior (i.e. the president or director) is present. Unless you are longtime friends, avoid calling Chinese by their first names. Chinese family names (last names) are usually listed first on their business cards and are almost always one syllable.

Personal Greeting Protocol

- Shake hands when you meet people; **do not bow**.
- Always address people by their last name first (e.g. Mr. Tung for Mr. Tung Chee Hwa). And, if that person has a title, use their title (e.g. Chairman Xu)





- Use “Madam” when addressing an elderly lady or a lady of high ranking.
- Address people by their full names until you get to know them well, or until they tell you otherwise.
- Do not hug unless you know someone – especially people of the opposite gender.

Exchanging Business Cards

- Use both hands to both present and receive name cards. In presenting, grasp the card by the corners, and present the card so that your name is facing your Chinese counterpart. Do not toss the card onto a table.
- Similarly, receive your Chinese counterpart's card with both hands. If it is a bilingual card, present the side printed in the native language of the recipient. And place the card in your breast or shirt pocket – which shows you are honoring and valuing that new relationship.
- Read the card: When you exchange cards, read over the card. It is viewed as impolite to tuck away the card immediately without spending at least 10-20 seconds reviewing it.
- Display the card: It is polite to lay the cards out on the table next to you. Placing cards in order also helps greatly in remembering people's names.

Dress & Attire Protocol

- Always dress appropriately (refer to the itinerary when distributed to determine the correct attire).
- Casual wear means T-shirts/tank tops with jeans, shorts etc.
- Business casual means business clothes without a jacket or tie.
- Women can wear pants.
- Bring and wear comfortable walking shoes for tours. As temperatures will be in the low 30s to 40s during the trip, bring clothes you can keep warm in including hats, coats, scarves and gloves.

Meeting and Banquet Etiquette

- At the welcoming banquet (lunch or dinner), most probably there will be a menu in English and the host will pre-order the meal, but feel free to ask your guide or host to explain what is in the food.
- Ask for a fork and knife if you do not know how to use chopsticks.
- Food is generally placed on a “lazy Susan” in the middle of the table and all guests share by taking from the serving plate to your plate; as such, take caution when rotating the lazy Susan and don't move it too fast since others may be serving themselves

Timing is Everything: Guests should arrive on time. Banquets and business meetings are scheduled to start and finish on time, and the Western concept of “fashionably late” is not acceptable. If an activity is scheduled to begin at 6:00 pm, for example, then plan to arrive a few minutes early or at 6:00 pm sharp. To arrive later would be considered rude. Just as banquets start on time, they also end on time. If a banquet is scheduled to end at 8:30 pm, the host usually stands up and closes the event at 8:30 pm sharp. It is considered rude to stay late or keep others at the banquet or meeting past the designated ending time.

Structure: Chinese banquets typically last two hours. As guests arrive, they proceed through a receiving line in order of highest to lowest-ranking hosts. Guests are then seated. Banquets in China have definitive beginnings and endings. The principal host offers a welcoming toast at the beginning of the banquet, and it is customary for the principal guest to reciprocate with her/his own toast. After toasting, the formal meal begins. At the conclusion of the banquet, the host will again





stand and toasts, thanking the guests for attending. Again, it is customary for the principal guest to reciprocate in thanks to the hosts.

Seating: Seating is typically arranged ahead of time, according to official ranking. Our delegation's leader – Dr. David Wilson – will be seated to the right of the main host at the head table. Other guests are seated in a manner mirroring seating at the head table. Since this delegation is small, most likely all delegates will be at one table. At most meeting locations, there will be name place cards indicating where each delegation member will be seated.

Remarks & Language Translation: The delegation leader is usually expected to make remarks for about 3–5 minutes following greetings from hosts. When speaking, allow time for translation so speak in a few sentences at a time, and wait for the translator to finish speaking before continuing. For this group, the delegation leader will give an overview of the delegation, then allow each delegate to introduce themselves and their institutions and make a few short remarks (1 – 2 minutes). Be prepared with a brief introduction of your institution, focusing on what makes it unique.

Toasting: Toasting is an important part of the Chinese banquet, and begins when the principal host offers a welcoming toast. Toasts are typically short (1 to 2 minutes) and may consist of a welcome, a brief statement filled with platitudes, or a substantive comment on the visit. Chinese rarely hold their glass at shoulder length when toasting, it is considered respectful to toast your glass lower than other's glasses to show respect to elders or those with higher rankings.

Gifts

BRING GIFTS: Giving and receiving gifts in China is customary, and gifts are usually exchanged at the end of a banquet or meeting. If presented with a gift, guests are expected to give a gift to their Chinese host. A visiting group can give one large gift to the host organization or smaller mementos to individuals. Avoid gifts of excessive value or that are too personal. Try to find a gift that represents your home university or state, such as locally made products. Avoid white or yellow flowers, pears, and clocks.

Gifts are not usually opened in front of the person giving the gift, so do not think it is rude if your host places your gift aside without opening it in your presence. However most recently, opening gifts presented by the host is very common when the receiver is a foreigner. You also may receive gifts from your Chinese hosts. Again, as a rule, do not open the gift in their presence, although in some cases the Chinese may make a show of doing so for you. There are exceptions to opening gifts in the presence of the hosts – follow their lead.

Gestures

Avoid gestures like the "come here" curled-index-finger, and the "I don't know" shoulder-shrug, which are Western and often not understood by some Chinese. DO NOT point with your finger. Chinese point with an open hand rather than with one finger.

What To Do If Approached By Beggars

Pay no attention to beggars or street people in public places.





Leisure Time

Shopping – Interaction with Vendors

In some shopping centers/malls, shopkeepers and vendors may be aggressive in approaching you to purchase their goods. It is wise to have a plan of how much you are willing to spend and what you would like to buy so you do not overspend. Inspect goods carefully before purchasing, most vendors will not allow you to return goods once you have purchased.

Tours

Several of the historic site tours in China involve walking for long distances and climbing to heights – e.g. the Great Wall. Take note if you are afraid of heights or are easily short of breath.

Additional Notes

The hosts would like to remind delegates of the following:

- **Take good care of your valuables and belongings.** Keep your bag closed at all times and be aware of pickpockets, especially at the tourist attractions. Your passports will be needed for hotel check-in and visits to tourist attractions.
- **Delegates may be asked by local Chinese people to take photos with them.** This happens frequently especially at tourist areas because many are from rural parts of China and do not have many opportunities to meet people from different cultures. If you do not wish to have your photo taken with them, please kindly shake your head and slowly walk away.
- If you see any damage or problems with the hotel room upon arrival, please inform our CUSEF staff or your chaperone immediately and we will deal with the situation. Failure to do so, may lead to unnecessary additional costs for the delegate.
- Bargaining in general is not allowed, however it is acceptable in some locations such as the Silk Market in Beijing.
- CUSEF will cover accommodation, group transportation, sightseeing tickets, and group meals during the program. All other individual expenses such as laundry, mini-bar charges, room service, non-group meals, shopping, and other non-complimentary expenses are the delegates' responsibility. If the delegate wishes to eat an alternate dish or an individual dish or order additional drinks, this expense shall also be paid for by the delegate.
- Liability for compensation. During our hotel stay, please do not vandalize the property of the hotel, such as losing the room key, staining bedclothes or towels etc. Please be aware that use of hair dyes, hair oils and heavy makeup may stain the beddings or towel which the hotel will not be able to remove. Anyone involved will be charged by the hotel and has to take care of that additional expense on his/her own.

REMEMBER: STAY TOGETHER IN THE GROUP

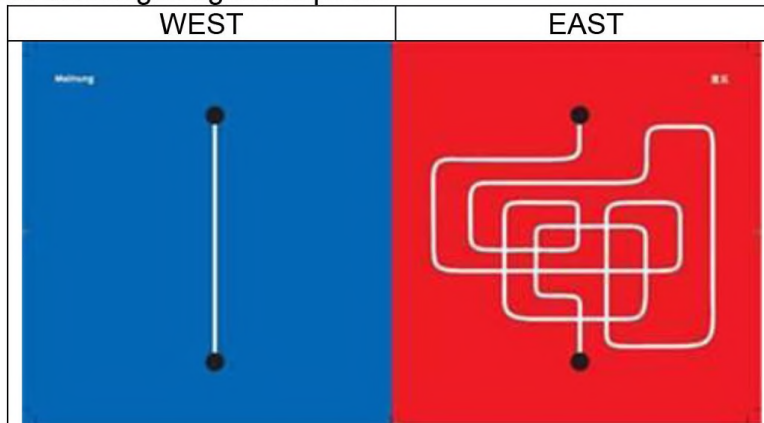




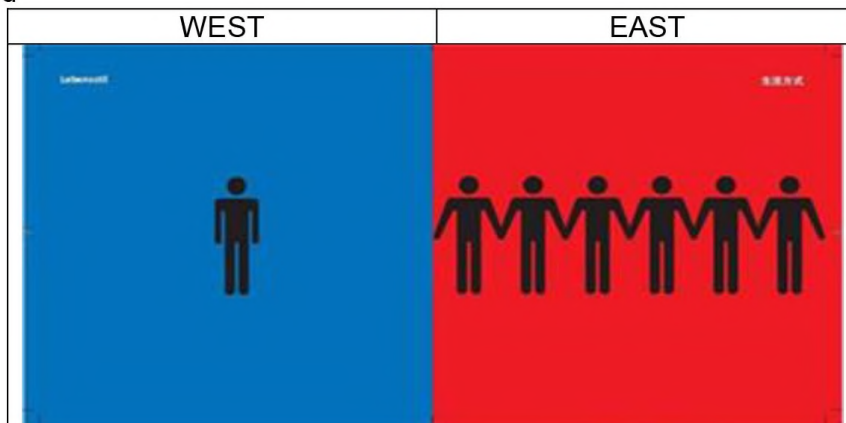
Other Cultural Differences

There are some cultural differences between the East and the West. Below are a few highlights:

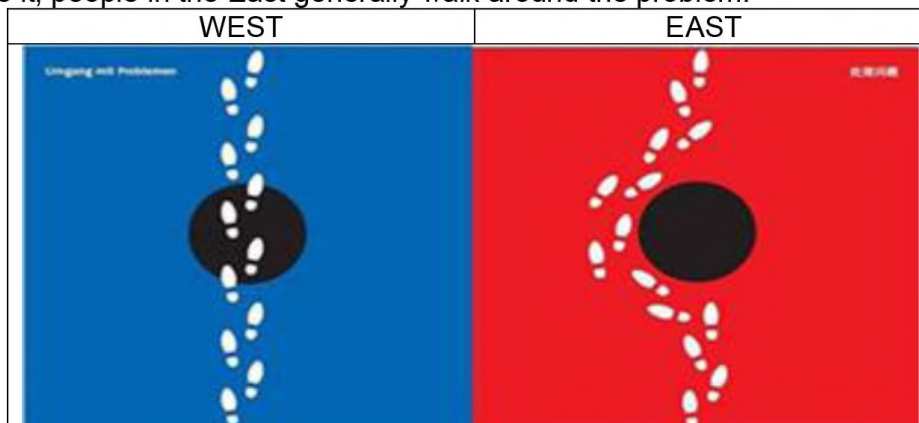
Ways to Express Ideas: People in the West are more direct; People in the East go in different directions before getting to the point.



Lifestyle: People in the West are generally **Individualistic** vs. people in the East who are more **Group** oriented

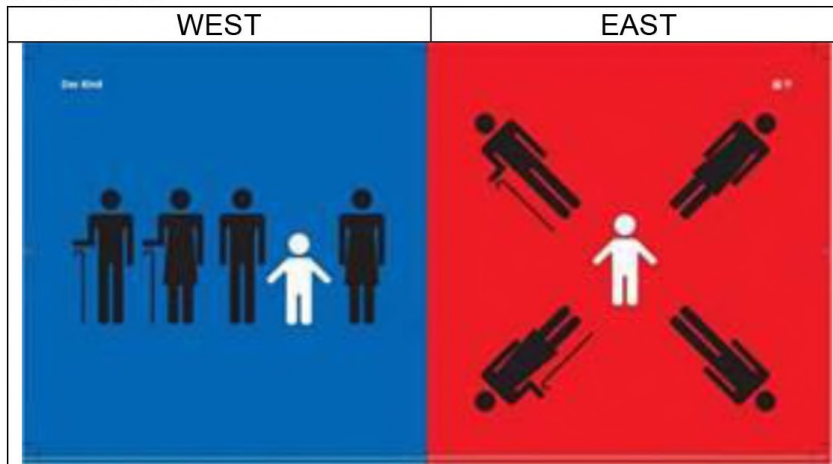


Tackling Problems: (Problem is center black dot) People in the West tend to walk all over the problem to solve it; people in the East generally walk around the problem.

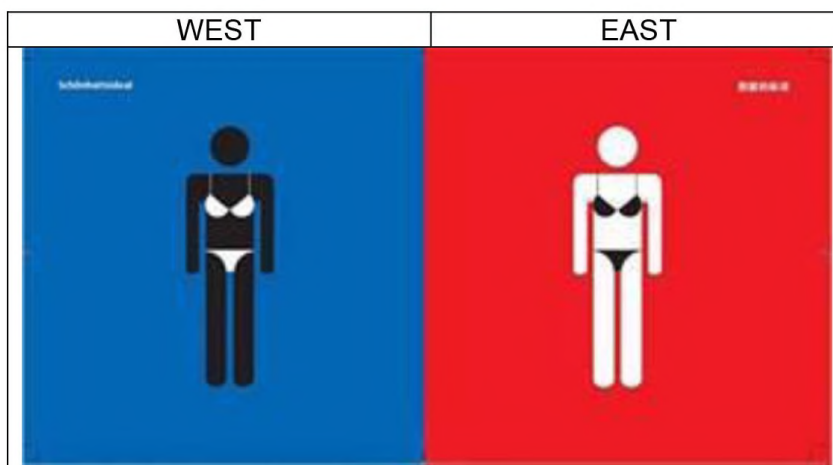




Parenting: West – parents care for their children; East the child is the center of the parents' AND grandparents' lives.



Skin Color: West – people love to tan on the beach – vs. East – people want to stay as white as possible (In fact the young women use skin whitening creams) so the Chinese for example wear their clothes on the beach. Recently, younger Chinese have been changing their attitudes about trying to be white, and getting sun tans like in the West.



Disseminated by Wilson Global Communications, LLC, a registered foreign agent, on behalf of the China-United States Exchange Foundation. Additional information is available at the Department of Justice, Washington, D.C.





LIABILITY WAIVER AND RISK ACKNOWLEDGEMENT

TRIP:	2019 HBCU Presidents Visit to China
DATES:	December 14 – 21, 2019

PLEASE READ AND SIGN THE STATEMENT BELOW:

In consideration of my participation in the 2019 HBCU President's Visit to China from December 14 – 21, 2019, I hereby acknowledge and agree to the following:

I understand that Wilson Global Communications, LLC does not provide health or accident insurance for trip participants, or any medical expenses. Thus, property loss, or other personal expenditures that may result during or from this travel/trip, are to be covered by me personally or by a travel insurance policy that I am responsible for purchasing. I also understand that Wilson Global Communications cannot guarantee the safety of any participant. Therefore, participation in trip activities that may involve any risk of physical injury, illness, death or property loss, despite safety precautions, are solely my personal responsibility.

I further acknowledge that Wilson Global Communications has taken necessary precautions and is not responsible for any damage to property or injury arising from participation in any special functions and activities on this trip, including, which are not limited to, international flights, in-country transportation and/or historical site visits or tours.

In consideration of the opportunity afforded, with full knowledge and acceptance of the risks associated with this international travel and the trip activities, and with full understanding of the above issues/conditions, I hereby release, indemnify and hold harmless Wilson Global Communications, its staff, board members, officers, hosts and agents from all form and manner of risks inherent in such travel, and from all claims and demands of any nature arising from participation in said trip, event, or function.

(PRINT NAME)

(WITNESS NAME)

(SIGNATURE)

(SIGNATURE)

(DATE)

(DATE)