



Handbook for Academic Events at
Nordic Centre, Fudan University
Shanghai, China

目录 CONTENTS

1.Book rooms for your academic events at Nordic Centre	4
2.Scheduling.....	8
3.Practical Services	8
a.Booking meals	8
Restaurants	8
Lunch boxes delivery	8
b.Coffee breaks.....	9
c.Printing, handouts, posters, roll up banner.....	9
d.Hotels	9
4.Funding mechanisms.....	11
5.Local communication channels & network.....	12
6.Internet access in China	13
Contact us:.....	13

Introduction

Nordic Centre hosts many kinds of academic events, including conferences, seminars, and short courses, in addition to cultural and social gatherings.

If you are connected to one of our [member universities](#), you can [contact us](#) to discuss the possibilities for organizing an event here.

Note on the Covid-19 pandemic

The global Covid-19 pandemic has had a dramatic impact on arranging activities on-site at the Nordic Centre between 2020 and 2022, and during that time we have encouraged hybrid solutions for events. In 2023, after most restrictions have been lifted, it is again possible to host activities on-site at the Nordic Centre. While planning events, we still recommend checking the latest visa policies at your local Chinese Visa Application Service Center. Also note that flight prices might be more expensive than pre-pandemic.

Hybrid events are also possible, if travel is not convenient. At the Nordic Centre, we are equipped for arranging on-site gatherings while connecting remotely to your event. It should be noted that it is still unpractical to invite a large number of guests not affiliated to Fudan to a physical event, as the campus has not fully opened to outside guests.



1. Book rooms for your academic events at Nordic Centre

You can book one of our rooms for your academic event by emailing us.

Room rentals depend on the intensity and duration of the event, and the number of participants – but in many cases we can waive the fee entirely for member universities, e.g. if the organizer has been granted Nordic Centre funding, or if it is not of a long duration.

Please specify your requests in the email, and feel free to ask any questions about the rooms or the types of services we can provide. Keep in mind that we are generally closed on weekends, in the week of the Chinese Spring Festival, and in the month of August (plus a few other holidays), but can upon request make our facilities and available during such occasions.

Besides our library and informal "multi-function room" on the second floor, which are both open 9 AM - 5 PM on weekdays to everyone, we have the following facilities in the Nordic Centre building:

Seminar room 101, seating for 80 persons with a projector and projector canvas. Suitable for presentations, movie screenings, panels; however, the chairs cannot be moved.



Classroom 109, seating for ca 40 people with a projector and projector canvas. Suitable for teaching or group work.



109



Meeting room 201, seating about 15 people in horse-shoe formation with a projector and projector canvas. Suitable for smaller meetings.



201



Seminar room 302, seating about 40 people around a horse-shoe formation (tables and chairs can be moved around however), with additional seats against the walls with a projector and projector canvas. Suitable for seminars, workshops, meetings, and teaching.



302



2.Scheduling

Please apply in advance to coordinate with Chinese regulation and systematic demands, inquire Nordic Centre for details. We encourage you to contact us at least 1 month in advance before you planned event date. If you want to organize a conference with an open call, you need to contact us at least six months prior so that we have time to adhere to local regulations.

Our office time is Monday – Friday, 9am – 5pm. Please schedule your academic events during our open time. If you have special requirements or want to organize something outside of these hours, please discuss with us. An overtime working fee might be charged accordingly.

The Chinese academic calendar is related to Chinese lunar calendar. School vacations usually include three weeks in end of Jan – early February, seven weeks in July and August and one week in October (the first week).

3.Practical Services

a.Booking meals

Restaurants

We can help you to book tables at Fudan Campus Restaurant (named “Danyuan”) for lunch or dinner, which is within 10 minutes’ walk and located on the campus. The price range is from RMB 45-60/ person.

We can also help with booking other restaurants nearby, including cocktail reception from Crowne Plaza.

Lunch boxes delivery

If your events schedule is very tight, you may want have lunch boxes delivery instead of going to a restaurant. We can help with the booking from Chinese lunch boxes vendor (price range is RMB 30-50/ per person), vegetarian and vegan choices are available.

Or we can also order from western style restaurants, like Wagas (Price range is RMB 58-70).

b.Coffee breaks

Our coffee vendor can provide coffee/ black tea/green tea/fruit bowl/cookies/cakes etc. The price range is RMB 20 – 50 per person/ per time (coffee breaks in the morning and in the afternoon are counted as two times) depending on what you choose to be served.

c.Printing, handouts, posters, roll up banner

We can help you to print out your handouts, posters, pullovers in advance. Please send us the documents of your handouts no later than 2 days before the conference; for poster and roll up banners at least 1 week before the conference.

Documents/paper printing fee (for A4 format, black and white): RMB 0.2 / page, RMB 0.4 / double-page

Poster printing fee : RMB 60/m²

Roll up banner fee (printing fee and the stand are included): RMB 150 / set.

For poster and roll up banners, please provide us the AI format document one week in advance.

d.Hotels

Here is a list of hotels nearby, and some are offering the Nordic Centre discounted prices, please mention you are a guest of Nordic Centre in your booking E-mail. Otherwise, you could go to booking.com or english.ctrip.com or hostels.com to book one that suits you the best.

复旦皇冠酒店 Crowne Plaza Shanghai Fudan

<https://www.trip.com/.../shangh.../crowne-plaza-shanghai-fudan/...>

Contact: jamison.chen@crowneplazafudan.com Tel: +86 138 1882 2355

The most convenient and popular 5-star hotel which is just on the opposite side of the Fudan Campus, special room rate from RMB 800/night, please mention Nordic Centre in your booking E-mail.

君庭设计酒店 Pagoda Junting Design Hotel

<https://www.trip.com/.../shangh.../pagoda-junting-design-hotel/...>

Contact: shanh@ssawhotels.com Tel: +86 158 0587 6102

A rather new, and modern designed hotel at Daxue Road, 15 minutes walking distance. Single room from RMB 620/night. Please mention Nordic Centre in your booking E-mail.

五角场凯悦酒店 Hyatt Regency Shanghai Wujiaochang

<https://www.hyatt.com/en-US/hotel/china/hyatt-regency-shanghai-wujiaochang/shwhr>

(1 king bed room RMB 800/night, 1km away from the NC, located in the shopping mall and Wujiaochang subway station, very convenient to travel to downtown. No special deal currently.)

上海五角场华美达酒店 Ramada Shanghai Wujiaochang

<https://www.trip.com/.../shangh.../ramada-shanghai-wujiaochang/...>

Standard room for two around 450 RMB/night, 1.5km away from the NC. No special deal currently.

云顶之星 Genting Star Shanghai Dabaishu

<https://www.trip.com/.../sha.../genting-star-shanghai-dabaishu/...>

Standard room for two around 160 RMB/night. No special deal currently.

Liutao Youth Hostel

<https://www.trip.com/.../shanghai-hotel.../liutao-youth-hostel/...>

Single room for two around 70 RMB/night. No special deal currently

Note: hotel currently not available for booking (as of March, 2023), situation to be updated



4.Funding mechanisms

We invite our member universities to contact us to discuss the possibilities of utilizing the NC's facilities, research networks, and logistic support for various kinds of academic events.

If a member university plans on organizing a research seminar, a workshop, or conference at the Nordic Centre, there is a possibility of applying for funding from the Nordic Centre Council.

Organizers of academic events can apply the Council for funding of any amount between 2,000 and 7,000 euros.

Priority will be given to applications that include the participation of **at least two Nordic member universities**, preferably from different Nordic countries, and one or more Chinese partners. Events where Fudan University or Chinese affiliates are among the Chinese partners will also be **prioritized**; however, researchers from other universities are welcome to be involved.

The deadlines for applying for activity funding are **March 20** and **September 20**. The applicant will be notified immediately after the first coming Council meeting, which usually take place in April and October. Additionally, every other year we provide funding of 20,000 euros for a biennial conference. We will announce the deadline for the next biennial conference soon.

[Please read more and find application materials here.](#)



5. Local communication channels & network

We can help you try to find potential research fellow from China, or Chinese students for your research interviewees. There are different channels we can help to spread the announcement: Our Wechat Blog, different WeChat groups, Weibo, Email, Newsletter, Facebook, and our official Website.



6. Internet access in China

Please keep in mind that many websites – including Google – are not accessible in China. You can get around this problem with a Virtual Private Network (VPN) like Astrill or Express VPN, providing you with an access to all websites. We recommend downloading or purchasing a VPN prior to your arrival in China (a VPN with a paid subscription is usually more reliable than free options). Eduroam is available in our building.

Contact us:

Programme Manager Veli-Matti Palomäki	veli-matti.palomaki@nordiccentre.net
Programme Officer Wen Liu	wen@nordiccentre.net
Application for funding	funding@nordiccentre.net