APEC CHINA 2026

CCPIT

ASIA-PACIFIC ECONOMIC COOPERATION (APEC)
CEO SUMMIT 2026

ADMINISTRATIVE CIRCULAR

NOVEMBER, 2026

SHENZHEN, CHINA

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The China Council for the Promotion of International Trade (CCPIT) warmly welcomes all delegates to the dynamic, modern city of Shenzhen for the 2026 APEC CEO Summit.

At the forefront of China's reform and opening-up, Shenzhen is a city of innovation and a model of rapid development, often described as China's "Silicon Valley" and the "Southern Center of Technology in China". It is a major hub for high-tech industries and advanced manufacturing and home to the global headquarters of world-renowned technology companies such as Huawei, BYD, Tencent, and DJI. As a city shaped by migration, Shenzhen embraces openness, inclusiveness, and diversity, drawing on the strengths of diversitfied cultures.

We warmly invite visionary business leaders from across APEC economies to gather in Shenzhen to exchange insights, build consensus, and forge partnerships, working together to develop practical, innovative solutions to the common challenges facing the region. Through high-level dialogues, industry matchmaking, and people-to-people exchanges, the Summit will foster effective collaboration and help shape a new era for business cooperation across the Asia-Pacific.

We extend our heartfelt welcome to all distinguished guests to Shenzhen, a city that drives innovation and connects China with the world.

We look forward to the Summit creating opportunities to deepen long-term, practical cooperation, explore new avenues for mutual benefit, and work together for win-win outcomes while building a more dynamic, resilient, and prosperous Asia-Pacific community.

This Administrative Circular provides essential information on the Summit's dates, venues, accommodation, delegate registration, and transport. For inquiries, please contact the relevant email addresses given below. Any updates to this Circular will be issued separately.

Summit Overview

The APEC CEO Summit 2026 (hereinafter referred to as the "Summit") is a key event of APEC Economic Leaders' Week 2026. It is a high-level platform where leaders from APEC economies and the business community discuss open cooperation in the Asia-Pacific and ways to promote regional economic growth. Under the theme "To Prosper and Win the Future Together", the Summit will bring together leaders from APEC economies, senior executives of leading Asia-Pacific companies, and heads of major business associations and trade promotion organizations.

Participants will discuss major issues including the Free Trade Area of the Asia-Pacific (FTAAP), connectivity, artificial intelligence (AI), the digital economy, sustainable development, and the development of the Guangdong-Hong Kong-Macao Greater Bay Area, and will offer ideas and recommendations for economic growth across the Asia-Pacific.

Dates and Venue

Welcome Reception for the APEC CEO Summit 2026

Date: November 16, 2026 (starting at 6:30 p.m.)

Venue: Ballroom, 3rd Floor, MGM Shenzhen Prince Bay

Address: No. 8 Yonghai Road, Nanshan District, Shenzhen

APEC CEO Summit 2026

Date: November 17–18, 2026 (all day)

Venue: Grand Hall, 2nd Floor, Qianhai International Convention Center, Shenzhen

Address: Qianwan 1st Road, Nanshan District, Shenzhen, Guangdong Province

Registration and Credential Collection

I. Registration and Payment

1. Delegates and accompanying persons must log in to the registration system for the Summit (business.registration.apec2026.cn) using the unique registration code and password provided by the organizer, and fill in the required information online.

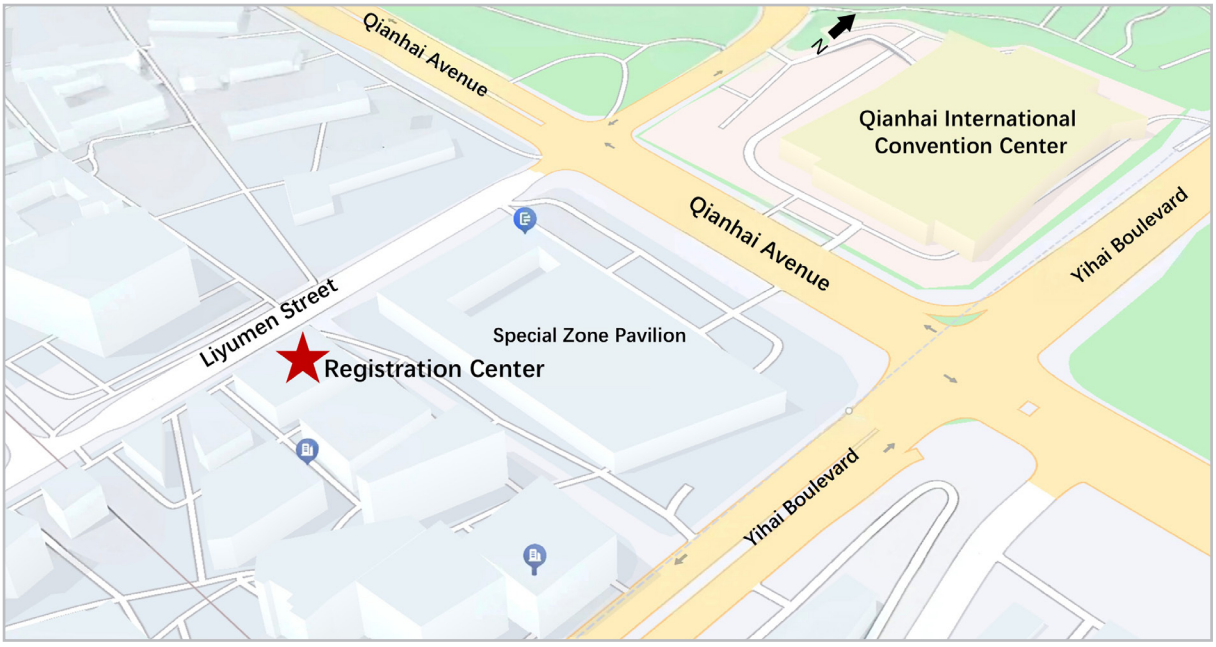
2. Delegates and accompanying persons must complete their registration details and pay the registration fee on the Summit's official website (www.apecceosummit2026.cn/apec2026) within ten (10) working days from the date of receipt of the registration and payment notice.

3. Credentials and Summit materials will be prepared from the final registration details submitted. Please ensure that all information provided is true and accurate.

4. Once you have completed the registration details, paid the registration fee, and received approval from the organizer, you may log in to the registration system to download your confirmation letter. Please download it promptly and retain it for your records.

II. Credential Collection

1. Location: Summit Registration Center
Address: Building 7A, Qianhai Enterprise Residence, Yueliangwan Boulevard, Nanshan District, Shenzhen



2. Registration Center Hours: 09:00–20:30, November 14–17, 2026

3. Collection Procedure

Participants are required to pick up their credentials in person at the Summit Registration Center by presenting the original and a photocopy of the valid identification documents used for registration (ID card, passport, Mainland Travel Permit for Taiwan Residents, or Mainland Travel Permit for Hong Kong and Macao Residents), together with the confirmation letter.

An authorized representative must present the original and a photocopy of their own valid identification document (ID card, passport, Mainland Travel Permit for Taiwan Residents, or Mainland Travel Permit for Hong Kong and Macao Residents), a photocopy of the valid identification document used by the authorizer for registration, the confirmation letter, and a letter of authorization signed by the authorizer or stamped with the official seal of the

holder's organization. The template for the letter of authorization is available for download under "More Information" on the official Summit website.

Summit credentials are essential for entry to Summit events. Lost credentials cannot be replaced or reissued, please keep yours safe at all times.

4. Important Notes

During the Summit, delegates may enter the main hall of the Summit upon presenting their credentials, while accompanying persons may follow the proceedings in the designated audience area.

III. Personal Data Protection

The personal information of delegates and accompanying persons will be used solely for eligibility review, credential production and collection, and other related purposes, and will be strictly protected. Access to and use of such information will be strictly limited to the APEC CEO Summit 2026 Taskforce of the China Council for the Promotion of International Trade (CCPIT).

Visa Application

Nationals of specific economies may enter China visa-free. Please visit the Ministry of Foreign Affairs of China website (https://cs.mfa.gov.cn/wgrlh/) and refer to the sections "Mutual Visa Exemption List," "FAQs on Visa-free Entry into China," and "Visa-Free Transit."

Holders of a valid APEC Business Travel Card (ABTC) may enter China without a visa and stay for up to 90 days. The confirmation letter for the Summit may be used as an invitation letter for visa applications.

Hotels

During the Summit period, Shenzhen will host the APEC Economic Leaders' Meeting. To facilitate the smooth and efficient operation of Summit activities, it's strongly recommended that delegates and accompanying persons stay at the hotels designated by the organizer.

The designated hotels include Hilton Shenzhen Shekou Nanhai, JW Marriott Hotel Shenzhen Bao'an, MGM Shenzhen Prince Bay, The Aden Hotel Shenzhen Nanshan, DoubleTree by Hilton Shenzhen Nanshan Hotel & Residences, and Hampton by Hilton Shenzhen Nanshan Qianhai. **Complimentary shuttle services arranged by the organizer will provide direct transportation between the designated hotels and the Summit venue.**

Accommodation at designated hotels will be prioritized for delegates and accompanying persons. For detailed information and booking instructions, please visit the official Summit website and select "Designated Hotels" under the "Notices to Participants" section.

For inquiries, please contact the organizers.

Email: summitlogistics2026@ccoic.cn

Transportation Services

I. Shuttle Services

From November 14 to 16, complimentary shuttle services will operate hourly from Shenzhen Bao'an International Airport, Shenzhen North Railway Station, Shekou Cruise Homeport and Huanggang Port to all designated hotels. From November 19 to 20, hourly shuttle services will operate from the designated hotels to these transport hubs.

From November 14 to 17, complimentary shuttle bus services will be available between the designated hotels and the Registration Center. Buses will run hourly from November 14 to 16 and every two hours on November 17.

On November 16, complimentary shuttle services will operate between the designated hotels and the venue of the Welcome Reception.

From November 17 to 18, complimentary shuttle services will operate between the designated hotels and the Summit venue. Further details will be announced separately.

Information desks will be set up at all the designated locations to provide details on shuttle departure times, schedules, and other relevant information.

To help the organizer arrange transportation, please log in to the official Summit website and enter your arrival and departure information for Shenzhen, including your flight, train, or ferry details, in the registration system.

Note: Private vehicles are strictly restricted in the Summit venue's controlled area. Please use the shuttle services provided by the organizer.

II. Car Rental Services

Security Controls will be in effect at and around the Summit venue, the Registration Center, and other designated areas. If you need a rental car, the cost will be at your own expense, and you may book one through the contact below:

Car Rental Service Contact: Zhang Yunya

WeChat/Mobile: +86 13938343077

Email: 13938343077@163.com

Regulations on Entry and Exit (Airport, Railway Stations, Ports, and Transportation Hubs) and Border Ports

I. Overview of Shenzhen Bao'an International Airport, Shenzhen North Railway Station, Shekou Cruise Homeport, and Huanggang Port

Shenzhen Bao'an International Airport is located in Bao'an District, Shenzhen, 18 kilometers from the Qianhai International Convention Center. It is an integrated transport hub connecting air, sea, road, and rail, with 10 planned rail transit lines, six expressways and arterial roads around it, and a Class I passenger port with both airport and ferry terminal facilities. For more information, please visit the airport's official website at http://www.szairport.com/.

Shenzhen North Railway Station is located in Longhua District, Shenzhen, 23 kilometers from the Qianhai International Convention Center. As a major integrated transport hub in the Guangdong-Hong Kong-Macao Greater Bay Area, it offers direct high-speed rail services to Hong Kong West Kowloon Station in just 15 minutes, making it one of the fastest and most convenient rail links between the Chinese mainland and Hong Kong. From the station, Qianhai, Hetao, and other key areas of Shenzhen are reachable within 30 minutes, and major cities such as Xiamen, Changsha, and Wuhan within four hours.

Shekou Cruise Homeport is located in Nanshan District, Shenzhen, 9 kilometers from the Qianhai International Convention Center. It operates passenger ferry services from Shekou to Hong Kong International Airport, Central Hong Kong,

Outer Harbour and Taipa in Macao, Hengqin in Zhuhai, and Zhongshan in Guangdong, as well as sightseeing cruises in Shenzhen Bay and along the Hong Kong-Zhuhai-Macao Bridge, with more than 80 sailings daily.

Huanggang Port is the only 24-hour passenger land port between Shenzhen and Hong Kong. Located in Futian District, Shenzhen, approximately 15 kilometers from the Qianhai International Convention Center, it lies at the heart of the "one center, two wings" development layout of the Hetao Shenzhen-Hong Kong Science and Technology Innovation Cooperation Zone and is connected to Shenzhen Metro Line 7. Combining the "co-location" arrangement for boundary clearance, the "collaborative inspection and joint clearance" mode, an integrated transport hub and a gateway to the Hetao Cooperation Zone, Huanggang Port is a new landmark for cross-border connectivity between Shenzhen and Hong Kong.

II. Reception Services at Airports, Railway Stations, and Ports

The organizer will set up welcome and information desks at Shenzhen Bao'an International Airport, Shenzhen North Railway Station, Shekou Cruise Homeport, and Huanggang Port to provide delegates with information, guidance, and other assistance.

III. Business Jet Services

Shenzhen Bao'an International Airport will be under heavy operational demand during the Summit, and apron space for business jets will be limited. Delegates are recommended to travel on commercial flights.

If necessary, ground handling services for the business jets can be arranged through Shenzhen Airport's business aviation service provider. For reservations and inquiries, please contact:

Tel: +86 755 2345 7136

Email: szjoyeefbo@163.com

IV. Entry and Exit Regulations

All foreign nationals entering China must go through border inspection and present valid travel documents and visas. Entry is permitted once these have been verified. Dedicated APEC channels will be established at airport border inspection and customs checkpoints, with clear signage throughout the airport to ensure fast clearance.

Travelers carrying any of the following items must declare them truthfully on the Customs Declaration Form, present them to customs for inspection, and complete the required formalities:

(1) Animals, plants and their products, microorganisms, biological products, human tissues, and blood products;

(2) Personal-use items acquired abroad by resident travelers with a total value exceeding RMB 5,000 (inclusive, same hereinafter);

(3) Items with a total value exceeding RMB 2,000 that non-resident travelers intend to leave in China;

(4) Alcoholic beverages exceeding 1,500ml (12% ABV or above), more than 400 cigarettes, more than 100 cigars, or more than 500g of tobacco;

(5) RMB cash exceeding RMB 20,000, or foreign currency cash equivalent to more than USD 5,000;

(6) Unaccompanied baggage, goods, commercial samples, and advertising materials;

(7) Other items required to be declared to customs.

Venue Facilities and Services

I. Interpretation

The Summit will provide simultaneous interpretation in multiple languages.

II. Facilities and Services

1. Audience Areas

Audience rooms are located on Floor 1 to 3 of the Shenzhen Qianhai Special Zone Pavilion, on the south side of Qianhai Avenue.

2. Refreshment Areas

Refreshment areas will be provided at the Shenzhen Qianhai International Convention Center.

3. Dining Services

Lunch will be served on November 17 and 18 during the Summit at the Special Zone Pavilion (south of Qianhai Avenue). For details, please visit the information desk on the first floor of the pavilion.

4. Prayer Room

A prayer room is located on Level 1 of the Shenzhen Qianhai International Convention Center, south of West Gate 2.

5. Medical Services

A medical room is located beneath the spiral staircase on the west side of the first floor of the Shenzhen Qianhai International Convention Center to provide delegates with emergency medical services. Delegates who need further care may go to the following nearby hospital:

Shenzhen Hospital of Southern Medical University

Address: No. 13 Xinhu Road, Bao'an District, Shenzhen

Outpatient Service Tel: +86 755-23360344

Emergency Tel: +86 755-23360211

English Service Hotline: +86 755-23329999

Website: https://www.smuszh.cn/index.htm

Dress Code

Delegates are kindly requested to attend the Summit in business formal attire. Temperatures in Shenzhen range from 15 °C to 22 °C in November. Light jacket is recommended.

Security Policy

Security controls will be in place during the Summit at the Shenzhen Qianhai International Convention Center and other venues.

Everyone entering these venues must wear their credentials and cooperate with security personnel in credential verification and security screening prior to entry.

Please do not bring flammable or explosive materials, controlled items, or other prohibited items into the venue.

Shenzhen Business Travel Guide

I. Overview of Shenzhen

Known as the "City of Peng", Shenzhen is a product of China's reform and opening-up, adjacent to Hong Kong, China. It administers nine districts, as well as the Dapeng New Area and the Shenzhen-Shantou Special Cooperation Zone. The city covers a land area of 1,997.47 square kilometers and has a total coastline of 260.5 kilometers. It has a subtropical monsoon climate, with an annual average temperature of 23 °C.

Over the past four decades and more, Shenzhen has grown from a small, underdeveloped fishing village into a modern international metropolis—a remarkable miracle in the history of global development created by the Chinese people. In 2025, Shenzhen ranked third nationwide in terms of total economic output. For four consecutive years, the city ranked first among Chinese cities in both total industrial output value and industrial value added, while its total foreign trade volume ranked first among Chinese cities for two consecutive years. Shenzhen is home to seven major bookstores, 196 physical bookstores, and more than 100 park book lounges. UNESCO has named it a "Global Model City for Reading for All".

Often called China's "Silicon Valley" and the "Tech Hub of the South", Shenzhen is a major center for high-tech industries and advanced manufacturing in China. It is also the first city in China to be designated a "City of Design" by UNESCO. In 2025, the Shenzhen-Hong Kong-Guangzhou innovation cluster ranked first in the Global Innovation Index, while Shenzhen ranked first among Chinese cities in R&D intensity and remained the national leader in the number of PCT international patent applications.

II. Weather

During the Summit, Shenzhen is expected to enjoy temperate weather, with temperatures ranging from 15 °C to 22 °C and gentle breezes. Overall, conditions are expected to be comfortable and suitable for outdoor activities and travel.

III. Time Zone

Shenzhen is in the China Standard Time zone (UTC+08:00), eight hours ahead of Greenwich Mean Time (GMT).

IV. Credit Cards

Visa, Mastercard, American Express, JCB, Diners Club, and other major international credit cards are accepted at most establishments and can be used to withdraw cash from ATMs. RMB can be exchanged at the airport and designated hotels.

Mobile payment is very convenient in China. Download the WeChat or Alipay app, register with your mobile phone number or email address as prompted, and complete real-name authentication using your passport information. You can then link your credit card and pay by phone.

If your credit card payment is declined, check whether the card has expired or been locked or frozen (for example, after repeated incorrect PIN entries). Before traveling, it is recommended that you contact your card issuer to confirm that overseas transactions are enabled and inquire about any transaction limits. Make sure your card has sufficient available credit for your transactions. If your available credit is insufficient, you can ask your bank for a temporary credit limit increase.

V. Currency and ATM Services

The renminbi (RMB) is China's official currency. Foreign currencies are generally not accepted in Shenzhen stores, so delegates are advised to exchange currency in advance.

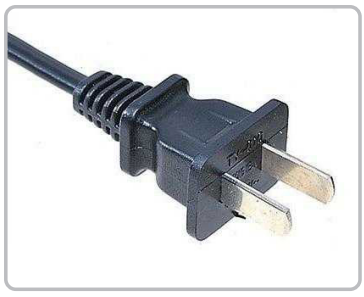
Major international currencies and travelers' checks can be exchanged for RMB. Currency exchange services are available at Shenzhen Bao'an International Airport, designated hotels, and banks. Banks typically charge a service fee for currency exchange, and some may require your passport or other identification documents.

ATMs are available at banks, hotels, and major shopping malls.

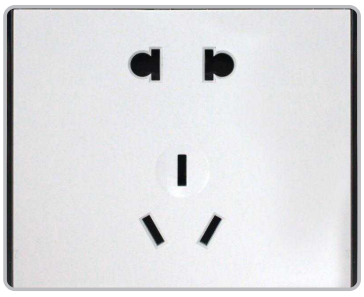
VI. Power Supply and Drinking Water

China's standard mains electricity supply is 220 V/50 Hz, with two-pin and three-pin plugs being commonly used. Please bring a suitable plug adapter for your electronics and, if necessary, a voltage converter or transformer. For your safety, please take care when using electrical appliances.

China's municipal tap water meets national water hygiene standards but is not generally recommended for direct consumption. Bottled water or tap water that has been boiled is recommended.







VII. Postal Services

Most post offices are open from 9:00 a.m. to 5:00 p.m.

VIII. Tipping

Tipping is not customary in China, so there is no need to tip service staff.

IX. Emergency Numbers

Police: 110; Fire: 119; Ambulance: 120.

X. Telecommunications Services

Local telecommunications services are stable and reliable, with extensive 4G/5G coverage and support for VoLTE high-definition voice calls. Mobile phones from major brands can be used normally, and most smartphones support automatic roaming, which allows seamless switching between carrier networks. Domestic and international long-distance calls can be made directly within China, and voice and video calls are also available through instant messaging apps. Hotels and conference venues generally offer free Wi-Fi, as well as business printing and fax services.

Media Interviews

Delegates are welcome to participate in written or video interviews with Chinese and international media to promote cooperation among the Asia-Pacific business community. For further information, please contact the organizers as follows:

Mobile: Ms. Deng +86 13720039405

Ms. Tong +86 13717623238

Email: xinwenchu@ccpit.org


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