

From: Meaghan Laverty  
Sent: 4/10/2012 9:55:04 AM  
To: Bottorff, Thomas E (/O=PG&E/OU=CORPORATE/CN=RECIPIENTS/CN=TEB3); Brown, Carol A. (carol.brown@cpuc.ca.gov); Tim Anderson (Tim.Anderson@scwa.ca.gov); Randolph, Edward F. (edward.randolph@cpuc.ca.gov); Craig Perkins (cperkins@energycoalition.org); Les.starck@sce.com (Les.starck@sce.com); Allison Hart (ahart@energycoalition.org); Howard Choy (HChoy@isd.lacounty.gov); Warren Mitchell (wmitchell@cleanenergyfuels.com); Susan Munves (susan.munves@smgov.net); O'Donnell, Tim (TIMO@ci.brea.ca.us); Cindy Finerty (cfinerty@ci.palm-desert.ca.us); Gold, Mark (gold@ioes.ucla.edu); Sean Joyce (sjoyce@ci.irvine.ca.us); bkrom@ci.irvine.ca.us (bkrom@ci.irvine.ca.us); McBride, Demetra (demetra.mcbride@ceo.sccgov.org); Pam OConnor (pam.oconnor@smgov.net); charlotte.terkeurst (charlotte.terkeurst@cpuc.ca.gov); Tom Tindall (TTindall@isd.lacounty.gov); denise.tyrrell@cpuc.ca.gov (denise.tyrrell@cpuc.ca.gov)  
Cc: [Redacted]; Lanette Blake (lblake@cleanenergyfuels.com); Paula Ota (pota@ci.irvine.ca.us); Nicolle Rogers (nrogers@ci.irvine.ca.us); Cynthia.Salvador@sce.com (Cynthia.Salvador@sce.com); [Redacted] (eevans@ci.irvine.ca.us (eevans@ci.irvine.ca.us))  
Bcc:  
Subject: Re: 2012 Aspen Accord Study & Discussion Tour - Welcome Letter, Participant List & Visa Info

Good Morning! Please take a moment to read the memo as listed below. I have reattached my sample visa form for your reference. Please do not hesitate to contact me if you have additional questions or need further assistance.

Thanks!

Meaghan

*Memo*

*Re: Visas*

*From: Craig Perkins*

*Aspen Accord Participants,*

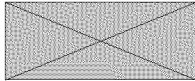
*A few of you have asked for guidance on completing the Visa Application for the People's Republic of China. Although I am certainly not an expert on travel to China, I have visited China three times in the past seven years and hope that the following information may be helpful as you complete your application. The Chinese consulate, in my experience, has always been very efficient in processing visa requests, and there are also visa processing services that you can retain for a reasonable fee which allows you to avoid the two required visits to the consulate (first visit to submit your application and passport and pay the processing fee, and a return visit to pick up your passport with attached visa).*

*For purposes of the Aspen Accord visit, in section 2.1 you can either check the "Tourism" box or the "Meeting" box. For my previous visas, I have always checked the "Tourism" box even though I have been participating in meetings during my visit. Either of these two choices would be fine. In section 2.2, unless you plan on returning to China within the next year, you should check the first box: "One entry valid for 3 months". For section 2.6, I would recommend checking the box that indicates your trip is being paid by "Myself" regardless of how your costs are ultimately covered since it avoids having to provide additional detailed information on the form (always an important priority for me!). The sample Visa Application that Meaghan sent provides the additional information you will need for Section 2.5 where you will list the addresses for the hotels we are staying at during our stay in Shenzhen and Shanghai.*

*Getting the visa is somewhat of a hassle but it is most definitely worth the effort as our itinerary in China will be very interesting. Please let me know if you have any additional questions. We will be providing all of you with a detailed trip agenda later this month.*

*Regards,  
Craig*

**Meaghan Lavery  
Executive Assistant**



*Generating Capital for Communities Through Energy*  
Tel: 949-701-4646 x.10 | Cell: 949-375-5163  
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**On Tue, Apr 3, 2012 at 11:34 AM, Meaghan Lavery <[meaghan@energycoalition.org](mailto:meaghan@energycoalition.org)> wrote:**

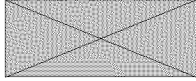
**Good Morning,**

**I have attached my visa application form to be used as a sample/reference for you. Please note section 2.1 is marked as Tourism.**

Please do not hesitate to contact me if you have any questions or need any additional assistance in filling out your forms.

Thanks,  
Meaghan

**Meaghan Lavery**  
**Executive Assistant**



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**On Fri, Mar 23, 2012 at 4:25 PM, Meaghan Lavery**  
**<[meaghan@energycoalition.org](mailto:meaghan@energycoalition.org)> wrote:**

**Greetings!**

**Please find the following (2) documents attached:**

- **Welcome letter from Executive Director Craig Perkins**
- **Participant list**

**Note we will send additional tour details such as complete hotel information, confirmation numbers, and agenda at a later date.**

**In the meantime, NOTE THAT ALL TRAVELERS NEED TO OBTAIN A SINGLE-ENTRY TOURIST (L) VISA** in order to enter mainland China on Monday, May 28. You will need to have at least 6 months remaining on your passport. The best time to obtain the visa is about one month prior to departure. The process takes about a week to complete.

Those in the Los Angeles area can go here:

<http://losangeles.china-consulate.org/eng/aboutus/aoh/>

Those in the San Francisco area can go here:

<http://www.chinaconsulatesf.org/eng/laszj/t42285.htm>

There are various online visa services that will expedite the process and save you a trip to the consulate; however, there will be additional service fees.

The application form will request an address in China (where you are staying). Please use the address of our hotel in Shanghai as

listed below:

Hotel Indigo Shanghai on the Bund

585 Zhong Shan Dong Er Road

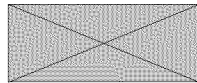
Huangpu Area, Shanghai 200010, China

tel + 86 21 3302 9999

Please do not hesitate to contact me if you have any questions or need any further information at this current time.

Thanks,  
Meaghan

**Meaghan Lavery**  
**Executive Assistant**



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