Once considered the sleepy, old, and dreary capital, Beijing is now full of activity. The Olympic slogan is “One World One Dream,” but one might say Beijing’s own slogan is “Dare to Dream,” as evidenced by its urban cityscape—the birds nest-shaped Olympic Stadium, the spaceship-like National Grand Theatre and the “Z criss-cross towers” of the new China Central Television building.

**Transportation**

You can take a taxi directly from the airport to your hotel at a fare of RMB¥90–120 (plus toll charges). Be sure to catch a metered taxicab and do not accept rides on a negotiated fare. By the time the Olympics begin, light rail will also be in operation and you will be able to travel between the airport and the Donghimen city district via the Capital Airport Track; transit time will be 15 to 17 minutes.

Getting around Beijing requires advance planning, due to massive traffic jams during the day. Taxis are abundant, clean, and inexpensive. Metered taxicabs usually are blue- or yellow-colored Hyundais. Most taxi drivers do not speak English, so you should ask your hotel concierge in advance to write down in Chinese your intended destinations. Be sure to carry your hotel information card, so that taxi drivers can safely take you back to your hotel by reading its Chinese name. Tipping taxi drivers is not required. When disembarking your taxi, be sure to ask for your official receipt or fapiao. If you ever forget your briefcase in the taxi, you can trace it back to the same taxi—it has happened to me!

**Office Hours and Work Ethics**

Offices around town customarily open at 9 a.m. with most closing by 6 p.m., Monday through Friday. However, it is common for professional staff and lawyers to work beyond closing hours and even on Saturdays. Unless your meeting carries over into dinner, be sure to adequately schedule your time, as there are major traffic jams on the main roads between 3:30 and 7 p.m.

**What to Wear**

When showing up at meetings, be sure to wear a business suit or dress. Chinese custom dictates wearing business suits and dresses as a show of respect, as well as symbolizing the seriousness of your meeting. Denim jeans are a no-no. As a general rule, it is safer to dress more formal than informal.

**Chinese Customs and Etiquette**

Meetings often carry into the evenings in the guise of dinners. If invited to a dinner, include this as part of your business agenda. This is the relationship-building part of the business relationship.

You will be on the inside track if you show your Chinese counterparts that you understand Chinese etiquette, and hence show respect for Chinese culture. The Chinese concept of “face” is a core value. “Giving face,” “losing face,” and “saving face” must not be forgotten. Never raise your voice or show your temper or anger, as you will lose face and your Chinese counterparts will lose face in front of their peers. Properly present toasts and praise to your Chinese counterpart to give face. Do not eat everything off of your plate, as your Chinese counterparts will lose face because they will be embarrassed at not having ordered enough. Keqi is another core value of Chinese culture; ke means “guest” and qi means “behavior.” Never boast, and when being praised, always show humility and decline the praising.

**Business Cards**

The Chinese place great importance upon exchanging business cards. When presenting a business card, be sure to use both hands when giving it to your Chinese counterpart. If you happen to run out of business cards, it is fairly easy to find a local print shop that can duplicate and print your card in a few hours at a cost of no more than US$3 per 100 cards.

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**SURVIVAL GUIDES ON THE WEB**

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