



Four Seasons Hotel, Shenzhen

Hotel Address: 138 Fuhua Third Road, Futian District, Shenzhen, Guangdong 518048, China

Meeting dates: 11 – 14 October 2026

Visas & Passports

Ensure you have your passport and a valid Chinese visa (if required for your nationality). Some foreign nationals can get a 5-day Visa-on-Arrival exclusively at the Luohu/Lo Wu checkpoint.

Visa Invitation Letters

Check with your local embassy for your entry requirements to China.

Should a visa invitation letter be required to accompany applications please send to Sonia Zhang | Executive Account Manager | waco@airseagroup.com.cn

Send your request and include the following information alongside any additional details you require:

- Full Name as per passport
- Passport number
- Date of birth
- Nationality
- Place of passport issue
- Start date
- Expiry date
- Travel dates
- Name & address of Embassy

If you also require a letter from WACO, as the organiser (in London) please also send the request to:

nicki.mears@waco-system.com

Please allow time to process your requests, ensuring enough time before any embassy deadlines.

Travelling to Shenzhen

Hong Kong International Airport (HKG)

High Speed Train

The most cost-effective way to go into Kowloon from HKG is by high-speed train to Shenzhen. However, you have to pre-clear China immigration before you board train.

From HKG take the **Airport Express** to **Hong Kong West Kowloon Station**; then board the **high-speed train to Shenzhen**. From there, the **Shenzhen Metro** makes it easy to reach your destination in the city.

- **Route:** From **Hong Kong West Kowloon Station**, a high-speed train will take you to **Futian** (14 minutes) or **Shenzhen North** (18 minutes).
- **Cost:** Around HK \$75 - \$110 *
- **How to book:** Tickets can be purchased in person, on the Railway website/app, or via third-party services.

Train Schedule*

Line	First Train	Last Train	Frequency
Airport Express	5:54 AM	12:48 AM	~Every 10 minutes
High-Speed Rail	~6:30 AM	~10:30 PM	Varies by schedule
Shenzhen Metro	~6:30 AM	~11:30 PM	~Every 3–6 minutes

Important: Be sure to book a licensed cross-border vehicle that is allowed to operate in both Hong Kong and Mainland China.

Border Process

- Most private cars use Shenzhen Bay Port or Lok Ma Chau for immigration
- All passengers must exit the vehicle to clear immigration before re-boarding
- Total border processing may take 15–30 minutes or longer during busy times

Private Transfer

Booking a private car or cross-border taxi is the most seamless way to travel from **Hong Kong Airport (HKIA) to Shenzhen** but has a premium price. With door-to-door service and no transfers needed, this option is perfect for those on business trips or traveling in small groups.

Travel time: 1 to 1.5 hours (depending on border wait time)

Options:

- Cross-border taxi counters: Available at HKIA Arrivals Hall
- Online car booking apps: Use services like Trip.com
- **Hotel concierge:** The hotel can arrange private car service in advance, contact Concierge.Shenzhen@fourseasons.com