

(1) To a taxi driver:

请开车到：北京大学（进西侧机动车专用门）勺园 7 号楼

(Please drive to: Number 7 Shaoyuan Building of Peking University (the check in counter is here)).

(2) At the check in counter:

我们是数学学院组织的会议的客人，他们已为我们预订了房间。请给办手续，谢谢。

(We are invited to participate in the conference organized by the School of Math, they have made reservation for us. We need to check in, thank you. )