



UNDP/GEF PROJECT ENTITLED "REDUCING ENVIRONMENTAL STRESS IN THE
YELLOW SEA LARGE MARINE ECOSYSTEM"

**Fourth Meeting of the Project Steering Committee
for the UNDP/GEF Yellow Sea Project**
Guangzhou, China, 29-30 November 2007

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at the Dong Fang Hotel, Guangzhou.

Address: Liu Hua Road 120, Guangzhou 510016, China
Phone: 86-20-86669900

<http://www.sinohotel.com/hotel/hotel.html?hid=170>



The meeting will start at 09.00 hours. Participants are requested to register and obtain meeting badges at the registration counter outside the meeting room between 08.30 – 09.00 hours on Thursday, 29th November 2007.

Hotel Accommodation:

Accommodation has been reserved at the Dong Fang Hotel, for all participants at the rate of 550 RMB net per day, exclusive of breakfast. Breakfast in the hotel will cost 70 RMB. Participants wishing to arrange their own accommodation elsewhere should inform the organisers immediately.

Participants are responsible to settle all expenses with the hotel upon check out.

Transport:

The hotel is located approximately 30km from the airport. Taxis are readily available from Guangzhou Baiyun Airport to the hotel. Cost will be approximately 100RMB plus highway toll, which is passenger's responsibility.

Meals:

During the meeting, participants will be responsible for their own meals.

Financial support (only for participants whose travel is sponsored by UNDP/GEF Yellow Sea Project)

1. Participants whose travel is sponsored by UNDP/GEF Yellow Sea Project will be provided with a daily subsistence allowance based on prevailing United Nations rates, from 29 to 30 November 2007. In order to facilitate the payment of subsistence allowance, eligible participants are requested **to submit the original boarding pass of all incoming flights, air ticket, transportation receipts if seeking reimbursement, and copy of the passport** to the secretariat staff, at the time of registration.
2. Any participant who is unable to stay for the duration of the meeting is requested to inform the secretariat staff as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.
3. You are advised to arrange (at your own expense or that of your organisation) insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting. UNDP/GEF Yellow Sea Project will not assume responsibility for any other expenditures, including the following:
 - a) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
 - b) Salary and related allowances for the participants during the period of the meeting;
 - c) Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
 - d) Compensation in the event of death or disability of participants in connecting with attending the meeting;
 - e) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants.

Exchange rate:

Exchange rate is approximately 1 US Dollar = 7.5 Chinese Renminbi.

<http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=CNY&submit=Convert>

Contact:

If you have any queries, please do not hesitate to contact us:

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