



**UNDP/GEF PROJECT ENTITLED “REDUCING ENVIRONMENTAL STRESS IN THE
YELLOW SEA LARGE MARINE ECOSYSTEM”**

**Fifth Meeting of the Regional Working Group
for the Pollution Component**
Xiamen, China, 8-10 October 2008

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at the Bailuzhou Hotel, Xiamen.

Address: No. 95 Hubin South Rd (in Bailuzhou Park)
Xiamen, China
Telephone: 82-592-222-6888



<http://www.blzhotel.com>

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 Wednesday, 8th October 2008.

Transport and Hotel Accommodation:

Taxis from Xiamen International Airport to Bailuzhou Hotel should take approximately 30 minutes, and cost around 80 Chinese Yuan.

Accommodation has been reserved at the Bailuzhou Hotel, for all participants for the nights of 7th to 10th October 2008. Any participant who will be staying for additional or fewer nights should inform the organiser. The cost for hotel is 364 Yuan per night, including breakfast.

When you check-in, the hotel might request a deposit which will be more than the cost of the 4 night stay. The deposit may be paid in cash (Renminbi only) or credit. Please be prepared to pay this deposit which will be refunded to you upon check out. Please settle all your expenses with the hotel during check-out.

Meals:

Breakfast is included with accommodation. However, participants will be responsible for their other 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 modest subsistence allowance based on prevailing United Nations rates, from 7th to 10th October 2008. 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, transport 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.

Visa:

Participants who require a visa to enter China should provide:

- **full name**
- **passport number**
- **nationality**
- **date of birth**
- **passport issue and expiry date**

to the PMO at **least 3 weeks before the travel date**. Please be sure that your passport has at least 6 months validity from the start date of travel.

Exchange rate:

Exchange rate is approximately 1 US Dollar = 6.7 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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Map of hotel

