



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

**Eighth Meeting of the Project Steering Committee
For the UNDP/GEF Yellow Sea Project
Beijing, China, 20 September 2012**

LOGISTICS INFORMATION FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at the Swissotel Beijing Hong Kong Macau Center (北京港澳中心瑞士酒店) in Beijing, China.

Address: No. 2 Chao Yang Men Bei Da Jie, Beijing

(北京市朝阳区朝阳门北大街 2 号)

Tel: +86 10 65532288

<http://www.swissotel.com/hotels/beijing/>

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 and 09.00 hours on 20 September 2012.

Accommodation has been reserved at the Swissotel Beijing Hong Kong Macau Center for all participants for the nights of 19 to 20 September 2012. Room rates are 770RMB per night inclusive breakfast, tax, free internet access and service charges. The cost of the room you stay as well as personal expenses such as telephone and mini bar will be the responsibility of each participant.

Since this room rate is special offer for the group of the meeting, participants need to inform their accommodation schedule to the secretariat till Aug 27, 2012 in order to make necessary accommodation arrangement. Subsequent reservation request after Aug 27, 2012 will be subjected to room & rate availability. 100% of the revenue will be charged once you cancel your room after Aug 27, 2012.

Transportation:

The Hotel is located 20 km from Beijing Capital International Airport, 4 km from Beijing railway station & 0.5 km walking distance from Public bus station – Shi Tiao Qiao Dong and 0.01 km walking distance from subway station – Dong Si Shi Tiao (Exit C)

Meals

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

Visa:

The organisers will assist the Korean participants to receive the authorisation letter from the Chinese government to obtain an entry visa for China. The visa application process should be carried out under the responsibility of each participant. The participants should cover the cost of obtaining the visa.

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 19 to 20 September 2012 (2 nights). 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 at the time of registration. If seeking reimbursement of air ticket which is purchased by your own, each participant needs 3 quotations and choose the most economic and direct flight after consultation with PMO. Once book your ticket, kindly send a copy of 3 quotations and receipt of your air ticket with your bank information to wire the cost directly to your account.
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 = 6.3667 Chinese Yen.

<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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