

## Special Meeting of the Project Steering Committee for the UNDP/GEF Yellow Sea Project

Qingdao, China, 25 April 2006

### INFORMATION NOTE FOR PARTICIPANTS

#### Date and Venue of the Meeting:

The Meeting will be held at Equatorial Hotel, Qingdao, China, 25<sup>th</sup> April 2006.

Address: Hotel Equatorial Qingdao  
28 Xiang Gang Zhong Lu  
Qingdao 266071  
People's Republic of China

Tel: + 86 532 8572 1688

Fax: + 86 532 8571 6688

Email: [info@qnd.equatorial.com](mailto:info@qnd.equatorial.com)

Website: <http://www.equatorial.com/qnd/>



The meeting will start at 09.00 hours in the Hotel Equatorial Qingdao. Participants are requested to register at the registration counter outside the meeting room between 08.30 – 09.00 hours.

### **Travel/entry Formalities:**

Participants who require entry visas to China should submit their passport details (name, date of birth, type of passport, issue date, expiry date) to Ms. Junghwa Kim ([junghwa@yslme.org](mailto:junghwa@yslme.org)). The PMO will forward the information to the Chinese host for visa authorisation. Participants will be informed on when to contact the People's Republic of China Embassy or Consular mission in your country by presenting the visa authorization and invitation letters.

### **Transportation to/from the airport:**

The Hotel Equatorial Qingdao is 40-minutes drive from Liu Ting Airport and 3-kilometers from the railway station. The transportation from airport to hotel can be provided by local metered taxis, which will cost around US\$12. There is also a limousine pickup service from the hotel for USD16.

### **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 at prevailing United Nations rates, from 24-25 April 2006, plus an extra allowance to cover visa and terminal expenses. 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, air ticket receipt if they require 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.

### **Hotel Accommodation:**

Accommodation has been reserved at the **Hotel Equatorial Qingdao** for all participants not based in Qingdao, for the nights of 25-27 April 2006 at the rate of 480 Renminbi net per day for a single room. **Participants who will make other accommodation arrangements, or wish to share rooms, should inform the PMO in advance.**

Exchange rate is approximately 1USDollar = 7.99 Chinese Renminbi. (<http://www.xe.com>)

### **Lunch:**

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

**Contact:**

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

Ms. Connie Chiang                      Tel: (82 31) 400-7833  
    Fax: (82 31) 400-7826  
    E-mail: [connie@yslme.org](mailto:connie@yslme.org)

Ms. Lee Kyungsuk                      Tel: (82 31) 400-7827  
    Fax: (82 31) 400-7826  
    E-mail: [kyungsuk@yslme.org](mailto:kyungsuk@yslme.org)