



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

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

***8 May 2008
Hangzhou, China***

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Conference:

The Meeting will be held at **Jinxi Hotel** in Hangzhou, China.

Address : No.39 Causeway yang ,Hangzhou

Phone : 0571-87992288

Fax : 0571-87980888

E-mail : jinxihotel@163.com

<http://www.jinxihotel.com/weben/Public/ContactUs.aspx>

Registration for the meeting will be between 8:30 - 8:55 A.M. on Thursday, 8th May 2008. Participants are requested to register and obtain name badges before the conference begins.

The conference will start at 09.00 hours.

Accommodation:

Rooms have been booked at the **Jinxi Hotel** for all participants. Please inform the conference registration desk of your check-in/check-out dates if you will not stay for the entire conference.

Transport:

Taxis are readily available from the airport to the hotel.

Meals:

Breakfast is not included with accommodation and 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 daily subsistence allowance based on prevailing United Nations rates, from 7 to 8 May 2008. In order to facilitate the payment of subsistence allowance, eligible participants are requested **to submit the original boarding pass of all incoming flights, photocopy of air ticket, all other relevant transport receipts, and photocopy of 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 2 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 = 6.99 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:

Mr. Isao Endo Tel: 82-31-400-7833; mobile: 82-10-3150-6798 (in Korea only)
Fax: 82-31-400-7826
E-mail: isao@yslme.org

Mr. Sungjun Park Tel: 82-31-400-7828; mobile: 82-10-3027-7398 (in Korea only)
Fax: 82-31-400-7826
E-mail: sungjun@yslme.org