Draft Proposal for UNDP/GEF YSLME Project
Second Training Workshop for Local Government Officers

Marine Spatial Planning: How to Manage the Sea and Coast? (tentative)

LOGISTICS INFORMATION FOR PARTICIPANTS

Qingdao, China
10 – 12 July 2007

Date and Venue of the Meeting:

The Meeting will be held at the SOPHIA (Suofeiya) Hotel, Qingdao.

Address: 217 Xianggangdonglu, Laoshan District, Qingdao
Tel: 0532-88971111

http://www.sophiahotel.com.cn/

The workshop 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 Tuesday, 10th July 2007.

Transportation and Hotel Accommodation:

1.   From Qingdao airport:
    -Take Limousine bus
    - Get off at Guidu Hotel (15 RMB)
    - Transfer to Taxi (at least 20RMB)
    - Taxi directly from airport to Suofeiya hotel will cost 60RMB (low estimate)

2. From Qingdao train station by bus:
    -Take bus #362 (Fare: 2RMB / Time: 30 min)
    -Get off at Zhonghan station.

3. From Qingdao train station by taxi:
    - Fare: 20RMB (low estimate) / Time: 20 min

Accommodation has been reserved at the Sophia Hotel, Qingdao, for all participants for the nights of 9 to 12 July 2007. The organizers will cover the accommodation costs during the meeting period. Personal expenses such as telephone, mini bar, etc will be responsible for the participants.

Meals:

Breakfast is included with accommodation and all the other meals during the training will be provided by the training organizers.

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 9 to 12 July 2007 (4 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 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 = 7.67 Chinese Yen.
http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=CNY&submit=Convert

Contact:

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