

Second Regional Working Group Meeting – Biodiversity For the UNDP/GEF Yellow Sea Project

**Jeju (Cheju), Korea
9 – 12 November 2005**

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at Jeju International University International Center, Jeju, Korea. Address: Kukje Kyoru Center, Jeju University, 1 Bunji, Ara 1-dong, Jeju-Shi, Jeju-Do, Korea.

The meeting will start at 09.00 hours in the Seminar II, Jeju International University International Center. Participants are requested to register at the counter outside the meeting rooms between 08.30 – 09.00 hours on Wednesday, 9th November 2005.

Hotel Accommodation:

Accommodation has been reserved at the International Center Guesthouse for all participants for 8th to 13th November 2005 at the rate of Korean Won 30,000 net per day for a Standard room inclusive of VAT only. (Excluded breakfast)

Jeju Uni. International Center Guesthouse
1 Bunji, Ara 1-dong, Jeju-Shi, Jeju-Do, Korea.

Tel: 82-64-754-2071

Fax: 82-64-729-7296

<http://www.Cheju.ac.kr/cnuic/vr/vr06.html>

Travel/entry Formalities:

Please submit your passport details (name, date of birth, type of passport, issue date, expiry date) to the PMO officer in charge of your Working Group. The PMO will forward the information to the Korean host for visa authorizations. Then, you will be informed on when to contact the Republic of Korea Embassy or Consular mission in your country by presenting the visa authorization and invitation letters.

Transportation to the hotel:

1. From Jeju International airport:

- Recommend to use taxi and the cost from airport to Jeju Uni. International Center will be about 10,000 Won. Ask to taxi driver “Jeju Daehak Kukje Kyoryu Center (International Center) Ka Jusaeyo” which means “Jeju Uni. International Center, please” in Korean.
- Bus #500 in front of Jeju airport goes to Jeju University (Fare: W850 / Time: 30min) but you have to walk up to the International Center about 40 min. The International Center located at the top end from main gate which is bus stop.

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 8 to 12 November 2005, plus 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 requires 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 organization) 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.

Currency Exchange Rate:

Exchange rate is approximately 1USDollar = 1,035 Korean Won.

<http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=KRW&submit=Convert>

Lunch:

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

Contact:

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

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