



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

**Fourth Meeting of the Regional Working Group
for the Biodiversity Component**

**17 - 19 September 2007
Soegwipo, R. Korea**

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at the Daekuk Isleinn Hotel in Jeju Island.

Address: Seogwi-dong, Seogwipo-si, Jeju-do
Telephone: 82-064-763-0002
Fax: 82-064-763-0055

Internet Homepage : <http://www.isleinnhotel.co.kr>
(Information is available in Korean only)

The meeting will start at 09.00 hours on 17 September 2007. Participants are requested to register and obtain meeting badges at the registration counter outside the meeting room between 08.30 – 09.00 hours on Monday, 17th September 2006.

Transportation and Hotel Accommodation:

Airport limousine bus (No 600) from Jeju International Airport to Daekuk Isleinn Hotel should take approximately 1 hour, and cost around 5,000 Korean Won. Airport limousine bus runs every 15 minutes between the airport and the hotel from 6:20 a.m. to 9:50 p.m. Taxis are available from the airport to the hotel. The cost is around 30,000 Korean Won.

Daekuk Isleinn Hotel is located in the southern area of Jeju Island.

Accommodation has been reserved at the Daekuk Isleinn Hotel, Jeju, for all participants for the nights of 16 to 19 September 2007.

Hotel cost is 60,000 Korean Won per night (Includes Tax) but not breakfast. Breakfast price is 5,500 Korean Won.

Meals:

Breakfast is not included with accommodation. And participants will be responsible for their other meals.

Travel/entry Formalities:

Participants who require visas to enter R.Korea should make sure that their passports have

at least 6 months validity from the return-from-R.Korea date. Please submit your passport details (name, date of birth, type of passport, issue date, expiry date) to Mark Walton the Biodiversity officer in charge of your Working Group. The PMO will forward the information to the Korean Government for visa authorisations. You will then be informed on when to contact the Korean Embassy or Consular mission in your country by presenting the visa authorization and invitation letters.

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 16 to 19 September 2007 (3 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 = 941.50 Korean Won (KRW)
<http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=KRW&submit=Convert>

Contact:

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

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(MAP - Jeju)



(MAP - Seogwipo-si)

