



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

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

**Soekcho, ROK
7 - 9 November 2007**

INFORMATION NOTE FOR PARTICIPANTS

DATE AND VENUE OF THE MEETING:

The Meeting will be held at the Maremons Hotel

Address: Daepodong, Soekcho City, Republic Of Korea

Telephone: 82-33-630-7000

Fax: 82-33-638-8403

<http://www.hotelmaremons.com/>

The meeting will start at 09.00 hours on 7 November 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 Wednesday, 7th November 2007.

TRANSPORTATION AND HOTEL ACCOMMODATION:

Accommodation has been reserved at the Maremons Hotel, Soekcho, for all participants for the nights of 6 to 10 November 2007 (4 nights). Any participant who will be staying for additional or fewer nights should inform the organiser. The organiser will cover the hotel room costs during the meeting period and pay directly to the hotel. During check-out, please settle with the hotel, any additional personal fees you incur.

Transportation from Incheon International Airport to the Maremons Hotel, Soekcho, for international travellers, will be provided by the PMO office car. It will take around 5 hours.

MEALS:

Breakfast is included with accommodation. However, participants will be responsible for their other meals.

TRAVEL/ENTRY FORMALITIES:

Visa:

Participants who require a visa to enter Korea from China should provide:

- **full name**
- **passport number**
- **nationality**

- **date of birth**
- **passport issue and expiry date**
- **location of visa application (ex. Beijing, Qingdao..)**

to the PMO at **least 3 weeks before the travel date**. Please be sure that your passport has at least 6 months validity from the start date of travel. 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 in your country by presenting the visa application and PMO invitation letter.

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 based on prevailing United Nations rates, from 6 to 9 November 2007 (4 days). 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 connection 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 = 921 Korean Won.

<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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