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

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**UNDP/GEF Yellow Sea Project “A workshop on mainstreaming economic  
considerations in ecosystem conservation”**

LOGISTICS INFORMATION FOR PARTICIPANTS

**Qingdao, China  
22 – 23 Mar 2011**

**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, March 22<sup>nd</sup>, 2011.

Meeting room is located in Ocean University of China, and participants who come from Korea need to meet secretariat in the lobby at 8 AM on March 22<sup>nd</sup> to move to the meeting venue by a van. The participants from China need to consult with Ms. Zhang Xiaofan from Ocean Univ. of China (Mobile: 13573884966) or Ms. Su Meng from Ocean Univ. of China (Mobile: 13573825505) to get the information of the meeting room locations.

**Transportation and Hotel Accommodation:**

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)

Accommodation has been reserved at the Sophia Hotel, Qingdao, for all participants for the nights of 21 to 24 March 2011. 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. During the meeting, participants will be

responsible for their own meals.

**Visa:**

The organisers will assist the Korean participants to receive the authorisation letter from the Chinese government to obtain an entry visa for China. The visa application process should be carried out under the responsibility of each participant. The participants should cover the cost of obtaining the visa.

**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 21 to 24 Mar 2011 (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** at the time of registration. **If seeking reimbursement of air ticket which is purchased by your own, each participant needs 3 quotations and choose the most economic and direct flight. Once book your ticket, kindly send a copy of 3 quotations and receipt of your air ticket with your bank information to wire the cost directly to your account.**
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 = 6.67 Chinese Yen.

<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:

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