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

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**Workshop for Accessing Funding: Basics and Approaches to Financial Sustainability**  
*Qingdao, China, 21-23 July 2010*

LOGISTICS INFORMATION FOR PARTICIPANTS

**Date and Venue of the Meeting:**

The Meeting will be held at the Qingdao Huanghai Hotel.

Address: 75 Yan'an Yi Road, Qingdao

Tel: +86 532 8287 0215

<http://www.huanghaihotel.com>

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 and 09.00 hours on 21 July 2010.

Accommodation has been reserved at the Qingdao Huanghai Hotel for all participants for the nights of 20 to 23 July 2010. The organisers will cover accommodation costs during the meeting period for those who are sponsored by the UNDP/GEF Yellow Sea Project. Personal expenses such as telephone and mini bar will be the responsibility of each participant.

**Meals:**

Breakfast is included in the accommodation costs, although the participants will be responsible for other 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 20 to 23 July 2010 (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 = 6.83 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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