

First Meeting of the Regional Science and Technical Panel for the UNDP/GEF Yellow Sea Project

Dalian, China
4-6 July 2005

INFORMATION NOTE FOR PARTICIPANTS

Date and Venue of the Meeting:

The Meeting will be held at Dalian Zhong Xia Hotel, Dalian, China, 4 to 6 July 2005.

大连仲夏客舍
Dalian Zhong Xia Hotel
Address: No.222 Bayi Road
Xigang District
Dalian, China
Tel: 86-411-8249-2222
Fax:86-411-8249-3673
E-mail: zxks@zhongxiahotel.com

The meeting will start at 09.00 hours in the Dalian Zhong Xia Hotel. 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, 4th July 2005.

Travel/entry Formalities:

RSTP members who require visas to enter China should submit passport details (name, date of birth, type of passport, passport #, issue date, expiry date) to the PMO. (All other participants are responsible for arranging their own visas). The PMO will forward the information to the Chinese host for visa authorisations. Then, you will be informed on when to contact the People's Republic of China Embassy or Consular mission in your country by presenting the visa authorization and invitation letters.

Transportation to/from the airport:

The Dalian Zhong Xia Hotel is 15-kilometers from the Airport and 7-kilometers from the railway station. The transportation from airport to hotel can be provided by local metered taxis, which should not cost more than 50 Chinese Yuan one way (US\$7).

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 3 to 6 July 2005, plus one extra day's allowance to cover visa and 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 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.

Hotel Accommodation:

Accommodation has been reserved at the Dalian Zhong Xia **HOTEL** for all non-local (non-Dalian based) participants from 3 to 6 July 2005 at the rate of Chinese Yuan 480 net per day for a Standard room inclusive of breakfast and VAT.

Exchange rate is approximately 1USDollar = 8.28 Chinese CNY.
<http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=CNY&submit=Convert>

Lunch:

During the RSTP 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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