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

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**Sixth Meeting of the Regional Scientific and Technical Panel  
And Project Steering Committee  
For the UNDP/GEF Yellow Sea Project  
Xian, China, 17-19 November 2009**

**INFORMATION NOTE FOR PARTICIPANTS**

**Date and Venue of the Meeting**

The meeting will be held at the Hyatt Regency Hotel (西安凯悦 (阿房宫) 酒店), Xian, China.

158 Dong Da Jie  
Xian, Shaanxi  
People's Republic of China 710001  
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Fax: +86-29-8769-6799

**HYATT**  
**凯悦酒店**  
**Hyatt Regency**  
西安东大街158号

<http://xian.regency.hyatt.com/hyatt/hotels/index.jsp>

The meeting will start at 09.00 hours each day. 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, 17<sup>th</sup> November 2009.

**Transport**

The hotel is located approximately 45 km from Xian Xianyang International Airport.

Taxis are readily available from the airport to the hotel; however, some taxi drivers will refuse to use the meter. Therefore, one should bargain between 100-120RMB for taxi fare from airport to city centre.

An airport bus runs between the airport and city centre. Buses run once per hour and will take about 1 hour to arrive at the Bell Tower - 1.5 km from the Hyatt Regency.

**Hotel Accommodation**

Rooms for all participants have been arranged at the Hyatt Regency Xian, at a rate of 500

RMB nett per day, inclusive of breakfast.

Please be prepared to pay a deposit when you check-in. The deposit will be fully refunded unless you cause damage to and/or steal from the room.

Internet in the room will cost 2RMB/minute or full day charge of 50RMB nett/day.

Participants are responsible to settle all expenses with the hotel upon check out.

**Participants wishing to arrange their own accommodation elsewhere should inform the organisers immediately.**

### **Safety**

Xian, like most other Chinese cities, is generally quite safe. However, be aware of pickpockets, especially in crowded areas.

### **Meals**

During the meeting, participants will be responsible for their own meals.

### **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 16 to 19 November 2009, inclusive. In order to facilitate the payment of subsistence allowance, eligible participants are requested **to submit a copy of the air ticket and 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 = 6.79 Chinese Renminbi.

<http://finance.yahoo.com/currency/convert?amt=1&from=USD&to=CNY&submit=Convert>

## Contact

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