

**Fourth Regional Working Group Meeting - Ecosystem
for the UNDP/GEF Yellow Sea Project**

**Ningbo, China
3 – 5 October 2007**

INFORMATION NOTE FOR PARTICIPANTS

Venue

The meeting will be held at Mandarin Prosperous Hotel, Ningbo.

2 Wenchang Street
Zhongshan West Road
Ningbo, China
Tel. 86-574-8726-8668
Fax. 86-574-8726-8188
<http://www.mandarin-nb.com/>



The meeting will start at 09.00 hours. Participants are requested to register and obtain meeting documents at the registration counter outside the meeting room between 08.30 – 09.00 hours on Wednesday, 3rd October 2007.

Transport and Hotel Accommodation

Accommodation has been reserved at the Mandarin Prosperous Hotel, Ningbo, for all participants for the nights of 2 – 5 October 2007. The room costs 490 RMB per night. Please pay the hotel upon check-out.

PMO is arranging air tickets for all participants traveling from Korea. These participants will fly into Ningbo via Qingdao. The cost for taxi from Ningbo airport to Wenchang Hotel is about 40 RMB.

Meals

During the Meeting, breakfast will be provided by the hotel. Participants will be responsible for all other 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 at prevailing United Nations rates, from 2

to 5 October 2007. 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, transport receipts if seeking reimbursement, and photocopy 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.

Visa

Participants who require a visa to enter China should provide:

- **full name**
- **passport number**
- **nationality**
- **date of birth**
- **passport issue and expiry date**

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.

Exchange rate

Exchange rate is approximately 1 US Dollar = 7.5 Chinese Renminbi.

<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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