

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

Taeon, Republic of Korea
23 – 25 September 2008

INFORMATION NOTE FOR PARTICIPANTS

Venue

The meeting will be held in Ocean Castle, Taeon, ROK, on the Yellow Sea coast.

Anmyundo Ocean Castle Headquarters



ADDRESS	· 765-81 Joongjang-ri, Anmyun-eup, Taeon-gun, South Chungcheong [357-962]
Tel(ARS)	· 82-41-671-7000 / FAX · 82-41-671-7007
Front	· 82-41-671-7110
Aqua World	· 82-41-671-7060
Business Center	· 82-41-671-7070

Homepage : <http://www.m-castle.co.kr/eng/index.html>

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 Monday, 23rd September 2008.

Transport and Hotel Accommodation

Accommodation will be reserved at Ocean Castle for all participants for the nights of 22 to 25 September 2008, inclusive. Participants from R.O. Korea who will not stay all 4 nights must inform the Secretariat well before the meeting, of the nights they will stay, in order to make necessary accommodation arrangements.

Room rates are 100,000 Won per night, and doesn't include breakfast. Breakfast at the hotel will cost approximately 14,000 Won.

The Secretariat will arrange transport from Incheon Airport to Taeon for participants arriving from China. Details will be provided to these participants later.

In order to reimburse the proper transport costs, participants from ROK should inform the Secretariat how they wish to travel to Taeon.

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 at prevailing United Nations rates, from 22 to 25 September 2008. 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, 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 R.O Korea 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 = 1,000 Korean Won.

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

Contact

If you have any queries, please do not hesitate to contact us:

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Map for the Ocean Castle

