



Convention on Biological Diversity

Distr.
GENERAL

9 April 2014

ENGLISH ONLY






REGIONAL WORKSHOP FOR EAST, SOUTH AND SOUTH-EAST ASIA ON CITIES AND BIODIVERSITY

REGIONAL WORKSHOP FOR EAST, SOUTH AND SOUTHEAST ASIA ON SOUTH-SOUTH COOPERATION

Qingdao, Shandong Province, China, 21-24 May 2014

Information Note for Participants

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1. Opening and registration

The Regional Workshop for East, South and South-East Asia on Cities and Biodiversity and the Regional Workshop for East, South and South-East Asia on South-South Cooperation will be held from Wednesday, 21 May to Saturday, 24 May 2014 in the city of Qingdao, Shandong Province, China.

The workshop will start at 9:00 a.m. on 21 May and registration will take place at the workshop venue from 10:00 a.m. on 20 May to 8:30 a.m. on 21 May.

2. Venue

The workshop will be held at:

Huanghai Hotel Qingdao

Address: 75 Yan'an Yi Road,

Qingdao, Shandong Province

The People's Republic of China

Website: <http://www.huanghaihotel.com>

Tel: +86- 0532-82870215

Fax: +86- 0532-82879795

Web site: <http://www.huanghaihotel.com/en/index1.aspx>

The contact persons in China for logistical and visa assistance are:

Ms. Wang Zhujun

Foreign Economic Cooperation Office

Ministry of Environmental Protection of China

Tel: 86-10-82268940

Mobile: 86-13811262148

Email: wang.zhujun@mepfeco.org.cn

Fax +86-10-82200526

Ms. Wan Xialin

Foreign Economic Cooperation Office

Ministry of Environmental Protection of China

Tel: 86-10-82268761

Mobile: 86-18612385868

Email: wan.xialin@mepfeco.org.cn

Fax: 86-10-82200526

3. Working language of the workshop

The Workshop will be held in English and Chinese.

4. Documents

Participants are kindly reminded to bring their own copies of the pre-session documents for the workshop as there will be no extra copies made available on site during the workshop. Pre-session documents will be on the Secretariat's web site as they become available at:



Regional Workshop for East, South and South-East Asia on Cities and Biodiversity:
<http://www.cbd.int/doc/?meeting=SUBWS-2014-01>

Regional Workshop for East, South and South-East Asia on South-South Cooperation:
<http://www.cbd.int/doc/?meeting=SSCWS-2014-01>

5. General information on and access to Qingdao, China



Qingdao is a coastal city of Shandong Province, China. Qingdao is serviced by Qingdao International Airport, which is an hour's drive from the workshop venue. If you take a taxi from Qingdao International Airport to the Huanghai Hotel, it will take about 1 hour and cost 90-120 Yuan RMB. Qingdao can be also accessed by trains and buses. For domestic connections, there are many flights from many cities of China to Qingdao International Airport every day.

More information about travel to Qingdao can be found at:
<http://www.travelchinaguide.com/cityguides/qingdao.htm> .

From April to October, the 2014 World Horticultural Expo will be held in Qingdao. The theme of the Expo is "From the Earth, For the Earth". The Expo site is seated in the Baiguo Mountain Forest Park, East Licang District of Qingdao. Visitors will have a chance to see how nature is blended harmoniously with urban landscapes. The link is as follows:
<http://en.qingdaoexpo2014.org/>



6. Transportation to the Hotel

Participants may take a taxi or airport shuttle buses to the Huanghai Hotel. Attached below is an address card of the hotel you may want to show to the taxi driver. There are several lines to the downtown area of the city of Qingdao. The bus line going to the Huanghai Hotel is Line 1 which is also Bus 701. You will get off at the Huiquan Dynasty Hotel Stop which is the last stop. There will be a 5 minute walk from the stop to the hotel. Volunteers will be waiting at this stop to guide participants to the hotel.

黄海酒店	Huanghai Hotel
地址: 延安一路 75 号	Address: 75 Yan'an Yi Road, Qingdao
电话:+86-0532-82870215	Tel: +86-0532-82870215

7. Travel arrangement of sponsored participants

Travel arrangement of sponsored participants will be made by the Foreign Economic Cooperation Office of the Ministry of Environmental Protection of China on behalf of the Ministry. The contact persons to assist with travel arrangements will be Ms. Wang Zhujun and Ms. Wan Xialin whose details are listed in item 2 above.

8. Visa information



All participants are required to apply for an entry visa for travel to China through their nearest Chinese Embassy or Consulate; we strongly advise that you do so immediately in order to secure the required entry visa in a timely manner, prior to departure. **Airline companies will deny boarding in the absence of a valid visa.**

Information regarding procedures and requirements for visa applications can be found on the web site of the relevant Chinese Embassies and Consulates General which are listed on the web site of the Ministry of Foreign Affairs of the People's Republic of China: <http://www.fmprc.gov.cn/eng/wjb/zwjg/>.

Participants should attach the visa assistance letter issued by the CBD Secretariat to their visa application.

Meanwhile, please complete the form in Annex A (a copy of which was sent to you with your invitation letter), and send it **immediately** along with the required information (scanned copy of national passport and brief CV) to Ms. Wang Zhujun and Ms. Wan Xialin (contact details listed in item 2 above). **The information and documents you provide will allow the Ministry of Environmental Protection (MEP) of China to approve and issue a visa authorization letter to assist with your visa application.**

Please note that it is important that all participants apply for their entry visa immediately through their nearest Chinese embassy or consulate. Please do not wait to receive a visa authorization letter from MEP before applying for the visa. If you don't need the an authorization letter for your visa application, please inform the contact persons of this for their records.

9. Hotel information



Sponsored participants

A block booking, which includes a standard room, breakfast, lunch and internet, has been made on behalf of all sponsored participants from 20 May until 25 May 2014 at the following hotel:

Huanghai Hotel Qingdao

Address: 75 Yan'an Yi Road,

Qingdao, Shandong Province

The People's Republic of China

Tel: +86- 0532-82870215

Fax: +86- 0532-82879795

Web site: <http://www.huanghaihotel.com/>

The hotel costs covering the standard room, breakfast, lunch and internet will be paid by the Foreign Economic Cooperation Office, the Ministry of Environmental Protection of China directly by deducting a certain portion of daily subsistence allowances of sponsored participants. All extra expenses related to the hotel room must be paid by the participants upon check out (i.e. telephone, room upgrade, bar, laundry, restaurant, etc).

Non-sponsored participants

If non-sponsored participants wish to stay at the same hotel listed above or have lunch at the buffet as provided to the sponsored participants, please contact Ms. Wang Zhujun and Ms. Wan Xialin in advance and provide details of your dates of arrival and departure. Special rates will be provided to the participants of the workshops by contacting Ms. Wang Zhujun and Ms. Wan Xialin directly.

10. Field Trip

A one day visit to the 2014 World Horticulture Expo will be organized during the workshops. Comfortable shoes are recommended.

11. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive the relevant portion of their DSA in RMB on the first day of the workshop.

12. Official languages in China

The official language in China is Chinese. English is used in some hotels and restaurants.

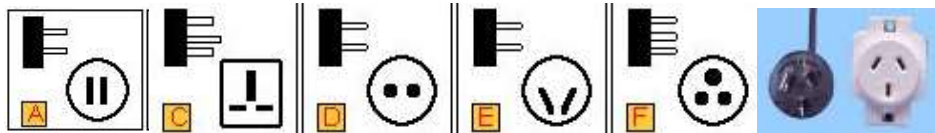
13. Weather and time zone information

In May, temperatures in Qingdao usually range between a maximum of 25°C in the daytime and a minimum of 15°C at night. Current weather conditions can be found at: http://weather.china.org.cn/english/index_c.html.

The Beijing Standard Time (BST), uniform throughout the country, is eight (+8) hours ahead of GMT/UTC.

14. Electricity

The electrical currents are 220 Volts, 50 Hertz and plugs are as shown below.



15. Currency

The currency in China is Renminbi (RMB and ¥). The current exchange rate as at 9 April 2014 is US \$1 = 6.20 RMB and € 1 = 8.56 RMB (rates are subject to change).

Major credit cards are accepted in most hotels in Qingdao.

16. Disclaimer

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical insurance and other insurances for the period of participation prior to departure.

Annex A

Information Required for the Ministry of Environmental Protection of China to Approve and Issue a Visa Authorization Letter

Full Name (as appears in passport)	
Title	
Gender	
E-mail Address	
Permanent Address	
Date of Birth	
Nationality	
Passport Number	
Passport Expiry Date	
Date of First Entry	
Days of stay in China	
Scanned version of National Passport (please attach to form)	
C.V. (please attach to form)	

Completed form (along with scanned national passport and CV) should be sent immediately by e-mail to:

Ms. Wang Zhujun (wang.zhujun@mepfeco.org.cn)

Ms. Wan Xialin (wan.xialin@mepfeco.org.cn)

Please also indicate special dietary preferences (for example, vegetarian, no pork, etc.), if any.