



## Convention on Biological Diversity

Distr.  
GENERAL






31 October 2013

ENGLISH ONLY

SUSTAINABLE OCEAN INITIATIVE (SOI)  
CAPACITY-BUILDING WORKSHOP FOR EAST,  
SOUTH AND SOUTH-EAST ASIA  
Guangzhou, Guangdong Province, China, 9-13 December 2013

### Information Note for Participants

**QUICK LINKS** (Control + click on icons for web page, click on page number to directly access text in document)

 <b>Visa Information (page 3, 6)</b>
 <b>Meeting Documents (page 3)</b>
 <b>Hotel Information (page 4)</b>
 <b>Weather Information (page 5)</b>
 <b>Currency Information (page 5)</b>

### INFORMATION HIGHLIGHTS

1.	OPENING AND REGISTRATION.....	2
2.	VENUE .....	2
4.	DOCUMENTS .....	3
5.	GENERAL INFORMATION ON AND ACCESS TO GUANGZHOU, CHINA.....	3
6.	VISA INFORMATION .....	3
	ANNEX A .....	6
7.	HOTEL INFORMATION .....	4
10.	WEATHER AND TIME ZONE INFORMATION .....	5

## 1. Opening and registration

The Sustainable Ocean Initiative (SOI) Capacity-building Workshop for East, South and South-East Asia will be held from Monday, 9 December to Friday, 13 December 2013 in the city of Guangzhou, Guangdong Province, China.

The workshop will start at 9:00 a.m., and registration will take place at the workshop venue starting at 8:00 a.m. on 9 December 2013.

## 2. Venue

The workshop will be held at:

**Nan Yang Royal Hotel Guangzhou**  
NO.11, Tian Fu Road, Tianhe District  
Guangzhou City, Guangdong Province  
People's Republic of China  
Web site: [www.nanyangroyal.com](http://www.nanyangroyal.com)  
Tel: +86-20-61398888 Ext 6001  
Fax: +86-20-61002828

### **Hotel Contact Person:**

Ms. Carmen Lee  
Sales Manager  
Nan Yang Royal Hotel  
Mobile: +86-13710581703  
E-mail: [nanyangroyalhotel1@163.com](mailto:nanyangroyalhotel1@163.com)

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

Mr. Lu Xiaoqiang  
Nanjing Institute of Environmental Sciences  
Ministry of Environmental Protection of China  
Tel: +86-10-66556330  
Fax: +86-10-66556329  
Email: [lxq@nies.org](mailto:lxq@nies.org)

Mr. Zhao Zhuangming

South China Institute of Environmental Sciences  
Ministry of Environmental Protection of China  
Tel: 86-10-66556330  
Fax: 86-10-66556329  
Email: [zhaozhuangming@scies.org](mailto:zhaozhuangming@scies.org)

Mr. Huang Zhengguang  
South China Institute of Environmental Sciences  
Ministry of Environmental Protection of China  
Tel: +86-20-8552 8748

Fax: +86-20-8552 5427  
Mobile: +86-13809771424  
Email: [huangzhengguang@scies.org](mailto:huangzhengguang@scies.org)

### 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 workshop documents as there will be no extra copies made available on site. All documents will be available in due course on the following web page:



<http://www.cbd.int/doc/?meeting=CBWSOI-SEASI-01>

### 5. General information on and access to Guangzhou, China



Guangzhou is the provincial capital of Guangdong Province, China. Guangzhou is serviced by Guangzhou Baiyun International Airport, which is a 40-minute drive from the workshop venue. If you take a taxi from Baiyun International Airport to the Nan Yang Royal Hotel, it will take about 40 minutes and cost 130-150 Yuan RMB (US \$21-25). For domestic connections, there are many flights available to Guangzhou Baiyun International Airport every day.

Guangzhou can also be accessed by trains and buses. Guangzhou is also about 150 km from Hong Kong. You can take an express train from Hong Kong to Guangzhou (Guangzhou East Railway Station). If you take a taxi from Guangzhou East Railway Station to Nan Yang Royal Hotel, it will take about 15 minutes and cost 15-18 Yuan RMB (US \$2.50-3).

More information about travel to Guangzhou can be found at the following links:  
<http://www.travelchinaguide.com/cityguides/guangzhou.htm> and <http://en.cnta.gov.cn/>.

### 6. 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 Mr. Zhao Zhuangming, Mr. Huang Zhengguang and Mr. Lu Xiaoqiang (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.

## 7. 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 8 December until 14 December 2013 at the following hotel:

**Nan Yang Royal Hotel Guangzhou**  
No.11, Tian Fu Road, Tianhe District  
Guangzhou City, Guangdong Province  
People's Republic of China  
Web site: [www.nanyangroyal.com](http://www.nanyangroyal.com)  
Tel: +86-20-61398888 Ext 6001  
Fax: +86-20-61002828

The hotel costs covering the standard room, breakfast and lunch at the workshop venue will be paid by the CBD Secretariat directly for 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, internet, etc.).

### Non-sponsored participants

Non-sponsored participants may wish to stay at the same hotel listed above, please contact Ms. Carmen Lee in advance and provide details of your dates of arrival and departure. You will then be advised of the available accommodation rates.

Ms. Carmen lee  
Sales Manager  
Nan Yang Royal Hotel  
Tel: +86-20-61398888 Ext 6001  
Fax: +86-20-61002828  
E-mail: 李丽文 [carmenli2012@hotmail.com] (please include Chinese characters in e-mail)

Rooms	Price	
	In RMB ¥	In US \$

Business Room	¥ 480 Yuan	\$80
Luxury Room B	¥ 530 Yuan	\$88
Luxury Room A	¥ 590 Yuan	\$98

## 8. Payment of the Daily Subsistence Allowances (DSA)

Sponsored participants will receive the relevant portion of their DSA at the beginning of the workshop.

## 9. Official languages in China

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

## 10. Weather and time zone information



In December, temperatures in Guangzhou usually range between a maximum of 21°C in the daytime and a minimum of 11°C at night. Current weather conditions can be found at: [http://weather.china.org.cn/english/index\\_c.html](http://weather.china.org.cn/english/index_c.html); <http://www.worldweather.org/001/c00241.htm>.

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

## 11. Electricity

The electrical currents are 380 Volts, 50 Hertz and plugs are as shown below.



## 12. Currency



The currency in China is Yuan Renminbi (RMB) (¥). The current exchange rate as at 31 October 2013 is US \$1 = ¥6.097 and € 1 = ¥8.37.

Major credit cards are accepted in most hotels in Guangzhou.

## 13. 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 Issue a Visa Authorization Letter

Full Name	
E-mail Address	
Gender	
Date of Birth	
Nationality	
Passport Number	
Passport Expiry Date	
Date of First Entry	
Number of Proposed Entries	
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:

Mr. Zhuangming Zhao  
E-mail: [zhaozhuangming@scies.org](mailto:zhaozhuangming@scies.org)  
and  
Mr. Lu Xiaoqiang  
E-mail: [lxq@nies.org](mailto:lxq@nies.org)  
and  
Mr. Huang Zhengguang  
E-mail: [huangzhengguang@scies.org](mailto:huangzhengguang@scies.org)