

**NINTH MEETING OF THE GREATER MEKONG SUBREGION WORKING GROUP
ON HUMAN RESOURCE DEVELOPMENT (WGHRD-9)**

**GUILIN PARK HOTEL
GUILIN, GUANGXI ZHUANG AUTONOMOUS REGION, PEOPLE'S REPUBLIC OF CHINA**

20–21 May 2009

INFORMATION NOTE

*This information note describes the arrangements made for meeting participants. Information on costs to be met by ADB applies only to those who have been previously advised. If you have any questions on matters not mentioned in this Note, please contact the **Meeting Coordinator or Meeting Secretariat**.*

1. Duration and Venue of the Meetings

The WGHRD-9 will be held on **Wednesday and Thursday, 20–21 May 2009** at:

Guilin Park Hotel

Address: No.1 Luosi Hill Guilin 541001

Guangxi, China

Tel no.: +86-773-2558899

Fax: no.:+86-773-2822296

Email address: aetda@163.com

Website: www.parkhtl.com

Plenary Session: **Ying Bing Hall (2nd floor)**

Breakout Sessions: **Ying Bing and Fengcai Hall**

The expected temperature in Guilin during this period is 25-30 degrees centigrade.

2. Hotel Accommodation

Accommodation has been arranged for participants at Guilin Park Hotel with courtesy rates of US\$57 net for Standard Twin Room (single occupancy), US\$68 net for Standard Single Room (single occupancy), and US\$71 net for Deluxe Room (single occupancy). Above room rates are inclusive of western buffet breakfast and tax, and free room internet connection.

These rates are only available through the Meeting Secretariat and not directly from the Hotel. Kindly note, that the hotel bill will be settled individually except for ADB-financed delegates. For ADB-financed delegates, ADB will pay only for the room charges. Any incidental charges (early check-in and/or late check-out, laundry, mini bar, local and international calls, etc.) will be charged to the personal account of the guest/occupant.

3. Visa

Participants need to apply for visa to China, as necessary. Expense for visa applications is covered under the lumpsum miscellaneous travel expense allowance.

Should participants require visa assistance from the ADB meeting secretariat, please forward complete passport details, as follows by fax or email **by Wednesday, 6 May 2009**.

Name:
Gender:
Title:
Dept./Div.:
Nationality:
Passport No.:
Date Issue:
Place Issue:
Expiry Date:
Place of visa pick-up: [name of city, country]

4. Airport-Hotel-Airport Transportation

ADB will provide roundtrip airport transfers to all ADB-financed delegates.

Guilin Park Hotel is approximately 30 kilometers or 35 minutes from the airport. Taxis are available at the airport and also at the hotel for the return trip.

5. Air Tickets, Subsistence Allowance and Reimbursement of Expenses for ADB-financed delegates

Tickets for participants from Cambodia, PRC, Lao PDR, Thailand and Viet Nam will be booked through and issued by the respective ADB Resident Missions. ADB Manila will book flights for Myanmar participants and will issue a prepaid ticket advice (PTA).

Daily subsistence allowance and lumpsum miscellaneous travel expense (MTE) allowance for ADB-financed delegates will be given by the meeting secretariat **during meeting breaks, upon submission of original boarding passes, copies of passport and airtickets. Participants claiming for additional travel expense allowance should present original supporting receipts.**

6. Registration

Participants are requested to obtain meeting IDs at the Registration Desk located inside the Conference Room. The IDs are to be worn by participants at all times for the duration of the meeting. Meeting binders will be provided at the Registration Desk before the start of the meeting. **Kindly return the fully accomplished Registration Form** included in the meeting binder **to the meeting secretariat.**

7. Reconfirmation of Air Tickets

Ticket reconfirmation will be provided by the hotel business center.

Please note that any additional costs incurred will be shouldered by the participants. Participants are also advised to inform the meeting secretariat and the hotel at once of any changes in their flight itineraries.

8. Meeting Coordinator:

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Meeting Secretariat:

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