

**ASIA-PACIFIC ECONOMIC COOPERATION
CHINESE TAIPEI
(MRC WG)**

Environmental Protection Administration
83, Jhong-Hua Road, Sec. 1, Taipei, Chinese Taipei
Tel: 886-2-2311-7722 Fax: 886-2-23115486

To: APEC Marine Resource Conservation Working Group
Contact Persons

Cc: Mr Toni Widhiastono, Director (*Program*), APEC Secretariat
(email: tw@apec.org)

From: Dr. Y.F. Liang
Chinese Taipei APEC MRCWG Contact Person
Office of Sustainable Development
Environmental Protection Administration
Chinese Taipei

Date: July 13, 2009 Document Ref.:07132009-001

Re: **The 10th APEC Roundtable Meeting on the Involvement of the
Business/Private Sector in Sustainability of the Marine Environment**

Dear APEC MRCWG Contact Persons:

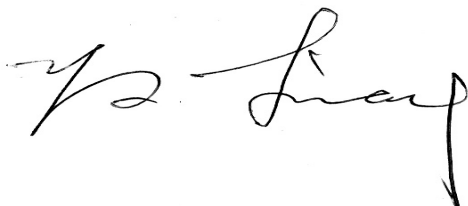
Greetings from Chinese Taipei.

As a continuation of our efforts to address the potential role that the business/private sector can play in marine conservation, Chinese Taipei will hold the Tenth APEC Roundtable Meeting on the Involvement of the Business/Private Sector in Sustainability of the Marine Environment in Taipei on October 14-16, 2009. This meeting was announced at the 21st MRCWG Meeting in Piura, Peru as a self-funded project.

An this meeting, we will discuss topics such as impacts of climate change on marine resources, marine protected area planning and management, multi-purpose utilization and planning of coastal zone, private sectors involving MRC, and ecosystem-based management.

I would like to welcome your economy to participate in this event. The meeting administration circular is attached, in which you will find the registration form. Please kindly direct this information to the appropriate persons for their consideration to attend this event.

Sincerely,



Y.F. Liang, Ph.D.

Attachment: administrative circular

ADMINISTRATIVE CIRCULAR



**Asia-Pacific
Economic Cooperation**

**The 10th APEC Roundtable Meeting on the Involvement of the
Business/Private Sector in the Sustainability of the Marine
Environment**

**HOWARD INTERNATIONAL HOUSE, TAIPEI
TAIPEI CITY, CHINESE TAIPEI
14-16 October, 2009**

TABLE OF CONTENTS

PAGE #

1	OVERVIEW	2
2	MEETING DATES AND VENUES	2
3	ACCOMMODATIONS	2
4	REGISTRATION	3
5	MEETING AGENDA	3
6	CONTACTS	4
7	TRAVEL INFORMATION	4
8	FACILITIES	4
9	DRESS CODE	4
10	PARTICIPANTS' INFORMATION PACK	4
11	GENERAL INFORMATION	4
ANNEX A	MEETING REGISTRATION FORM	6
ANNEX B	HOTEL REGISTRATION FORM	7

1. OVERVIEW

Chinese Taipei will be hosting a three-day meeting, the 10th APEC Roundtable Meeting on the Involvement of the Business/Private Sector in the Sustainability of the Marine Environment, in Taipei City, Chinese Taipei from 14 to 16 October 2009.

Participants will be able to register on the evening of Tuesday 13 October and the morning of Wednesday 14 October 2009.

2. MEETING DATES AND VENUES

The meeting will be held on Wednesday 14 October to Friday 16 October 2009 at the Howard International House Taipei located in downtown Taipei City.

All meetings will take place in the hotel's VIP Room (14th floor):

Howard International House Taipei
30 Xincheng South Road Sec. 3
Taipei City, Chinese Taipei
Tel: +886 2-8369-1155
Fax: +886 2-8369-1177
<http://intl-house.howard-hotels.com>

Accommodations are also available at the same venue, and information can be found below.

3. ACCOMMODATIONS

- A block-booking has been made at the Howard International House Taipei for participants for the period **12 October 2009 to 17 October 2009** at the special group rates outlined as follows:

Room Type	Rate
Standard single	NTD \$ 1800
Semi-Suite	NTD \$ 3300

**Exchange Rate (1 USD: ~33.025 NTD)

- All room rates are quoted inclusive of 5% Sales Tax.
- Group rates will be extended three days pre and three days post meeting dates, based on availability.
- Participants are requested to make room reservations and arrange payment directly with the hotel no later than **20 September 2009** in order to benefit from the special room rates. Reservations can be made one of four ways:

1. **Online** (easiest option): [http:// intl-house.howard-hotels.com](http://intl-house.howard-hotels.com)

*This web link enables real-time guestroom reservation booking. Participants can make, modify and cancel reservations 24 hours a day, 7 days a week online. For no-show or cancellation within 48 hours, one night deposit will be charged.

2. **Calling** the hotel directly: +886 2- 8369-1155
3. **Faxing** the attached (Annex B) registration form to +886 2- 8369-1177
4. **Emailing** the attached (Annex B) registration form to
rv-ih@howard-hotels.com.tw

- If you choose to book by phone or fax, a copy of the Hotel Reservation Form should also be sent to the Meeting Secretariat (fax +886 2 2462-0291), as specified on the form in Annex B.
- Participants are responsible for all room charges, taxes and incidental expenses which should be settled upon check-out.
- Check-in time is 3:00pm. Check-out time is 12:00pm. Please vacate your room by 12:00pm and place your luggage in the storage if you do not wish to incur additional charges.
- Alternate accommodation of the meeting venue can be found at the following hotels. Please note that the Secretariat does not have special rates negotiated with these hotels nor are there rooms blocked for participants.

- Leader Hotel - Taipei
No. 83, Sec. 4, Roosevelt Rd.,
Taipei, Taiwan
Tel: +886 2- 8369-2858
Email: ntu@leaderhotel.com
Rates starting from NT\$5500

- Taipei Fullerton Hotel- Fu-Xing South
41 Fu-Xing South Road, Section 2,
Taipei, Taiwan
Tel: +886 2-2703-1234
Email: service2@taipeifullerton.com.tw
Rates starting from NT\$5500 +10%
(online booking up to 40% off)

4. **REGISTRATION**

Participants must register their details using the Meeting Registration Form provided in **Annex A** no later than **21 September 2009** to guarantee access to the preferential room rate.

5. **MEETING AGENDA**

The potential themes of this meeting are **Impacts of climate change on marine resources, Marine protected area planning and management, Multi-purpose utilization and planning of coastal zone, Private sectors involving MRC, and Ecosystem-based management**. The Final Agenda for the Round Table Meeting will be circulated by the meeting secretary in the month of August.

Those wishing to contribute to the development of the Preliminary Agenda need to forward their contributions directly to the meeting secretariat.

6. **CONTACTS**

For all APEC Roundtable-related queries and registration matters, please contact a member of the **Meeting Secretariat**.

Ms Ai-Ping Yao

Institute of Marine Affairs and Resource Management

National Taiwan Ocean University

Tel: +886 2-2462-2192 ext. 5018

Fax: +886 2-2462-0291

Email: cookieshen@gmail.com

7. **TRAVEL INFORMATION**

▪ **Taiwan Taoyuan International Airport**

The Taiwan Taoyuan International Airport (TTAI) is located approximately 50 kilometers (30 miles) from the centre of the Taipei city.

▪ **Arrivals and Entry Formalities**

All international visitors to Chinese Taipei must have valid passport and visa for entry via air into Chinese Taipei. You may also call +886 2-2462-2192 ext.5018 for emergency access to the meeting secretariat.

▪ **Transportation to Taipei City**

If you need the transportation arrangement, please fill out the hotel reservation form (Annex B).

Taxi fare from Taiwan Taoyuan International Airport to the hotel is approximately NTD\$1000 and will take about 40 minutes. Taxis are easily found outside of each terminal at the designated taxi stand.

8. **FACILITIES**

An onsite Meeting Secretariat office will be provided at the hotel during the meeting. Limited and shared Internet computer facilities and general office equipment will be available for use by participants.

9. **DRESS CODE**

The dress codes for the meeting is business casual.

10. **PARTICIPANTS' INFORMATION PACK**

A participants' information pack will be provided upon registration at the meeting.

11. **GENERAL INFORMATION**

▪ **Time**

The time in Chinese Taipei is GMT + 8:00.

- **Language**

English is the official language for the APEC Round Table meeting, and Mandarin is the official language in Chinese Taipei. You will find that many banks, hotels, airline offices, shops, and key visitor attractions have English-speaking staff.

- **Financial Arrangements**

All expenses, including all accommodation, incidental charges and meals not stated in the program will be covered by participants. Participants will also be responsible for any no-show or cancellation charges.

- **Special Needs**

If you have any special dietary or health needs, please inform the Meeting Secretariat as soon as possible.

MEETING REGISTRATION FORM

The 10th APEC Roundtable Meeting on the Involvement of the Business/Private Sector in the Sustainability of the Marine Environment
14-16 October, 2009, HOWARD INTERNATIONAL HOUSE, TAIPEI
TAIPEI CITY, CHINESE TAIPEI

Please complete and return this Meeting Registration Form with an attached JPEG (digital) photograph by **Monday 21 September 2009** to: **cookieshen@gmail.com**

Mr/Ms/Mrs/Dr/Other: _____

First Name: _____

Last name: _____

Name on ID Badge: _____

Economy / Organization: _____

Department / Institution: _____

Position/Title: _____

Address: _____

Email: _____

Telephone: _____

Fax: _____

Arrival date: _____

Arrival time: _____

Special requirements: Special Dietary _____

Health Needs _____

The 10th APEC Roundtable Meeting on the Involvement of the Business/Private Sector in the Sustainability of the Marine Environment

14-16 October, 2009 (APEC_R10)

RESERVATION FORM (RLU8029)

Reservation Information

Guest Name : Mr. _____
 Ms _____
 Mrs. (Last name) _____ (First name) _____

Contact Method : Tel No: +()-()- _____ Fax No: +()-() _____
 Email : _____

Room Types : Standard Single: NT\$ 1,800 per night
 Semi-Suite(two standard single beds with living room): NT\$ 3,300 per night
 Semi-Suite(one queen size bed with living room): NT\$ 3,300 per night

Arrival Date : _____ **Departure Date** : _____

Guarantee Information :

Credit Card VISA Master American Express
 JCB Diners

Cardholder's Name _____

Credit Card No. _____

Expiry Date _____

Cardholder's Signature _____

Hotel Remarks

1. Room Rate is inclusive of breakfast , tax and 10% service charge.
 2. **Reservation in advance is required and subject to availability .**
 3. Smoking is prohibited inside The Howard International House
 4. For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-8369-1177 or email: rv-ih@howard-hotels.com.tw before **Sep. 20, 2009**
 5. **For no-show or cancellation within 48 hours, one night deposit will be charged.**
 6. **Please contact with us by e-mail or fax if you have not receive the confirmation.**
- Transportation Arrangement (from CKS Airport to the Hotel)**

- No need
- Benz (for 1~3 persons, NT\$1,470/per trip), the number of persons: _____
 Check in date : _____ Flight No. : _____ arrival time : _____
- Mini-Van (for 3~7 persons, NT\$1,890/per trip), the number of persons: _____
 Check in date : _____ Flight No. : _____ arrival time : _____

Howard International House Taipei
 No. 30, Hsin Sheng South Road Sec. 3, Taipei, Taiwan 106, R.O.C.
 E-mail: rv-ih@howard-hotels.com.tw; Fax: +886-2-8369-1177; Phone: +886-2-8369-1155

