

GENERAL

Climate/Weather

Weather in Sydney is mildly warm and not humid in September and October. You may feel hot on the beaches in Manly during daytime. At evening and night the temperature drops.

	AUG	SEP	OCT
Max °C	18	20	22
Max °F	64	68	72
Min °C	8	10	13
Min °F	46	50	55
Rainfall (mm)	81	62	73
Sunny Days	21	21	20

Clothing

Layered outfits are the most practical clothing for Australian Conditions. Light clothing will be appropriate in Sydney.

It may be good to bring a swim wear. A jacket or jumper for night is recommended.

Electricity

220/240 volts AC, 50Hz. Three-pin plugs are in use, however sockets are different from those found in most countries and an adaptor socket may be needed. Outlets for 110 volts for small appliances are found in most hotels.

AIRPORT

Visa

Every nationality except New Zealanders are required appropriate entry visa to Australia. To obtain more details of visa, please contact the Australian Embassy or Consulate in your county or visit the website of the Department of Immigration and Multicultural Indigenous Affairs at <http://www.immi.gov.au/>.

Customs

All food stuffs, animals, animal products, plants and plant products must be declared. If not, the fine will be charged. Travellers 18-years and over may bring 1 litter of alcohol and 250 cigarettes or 250 grams of tobacco duty free. Strict laws prohibit or restrict the entry of drugs, steroids, firearms, protected wildlife and associated products.

Currency and Currency Exchange

Australian Dollar (A\$) = 100 cents. Exchange facilities are available for all incoming and outgoing flights at the Sydney Airport. International-class hotels will exchange major currencies for guests. It is recommended that visitors change money at the airport or at city banks. Credit cards are accepted in most places.

Transport ((refer to the Appendix I))

Participants should make their own transportation arrangements from Sydney International Airport to the hotel. ((refer to the appendix 1))

[Taxi]

The taxi rank area is located in the southern end of Sydney Airport. Bridge and road toll charges will be included in the fare.

[Train (Airport Link)]

The train station (“International station”) is located in the northern end of Sydney Airport terminal. During peak hours, there will be a train at least every 10 minutes and during off peak hours and weekends, every 15 minutes. Ticket will be purchased at the counter or ticket machines.

[Shuttle Bus (KST Sydney Airporter)]

The ticket booth is situated in the Sydney Airport Bus Area (North). The bus service operates only to/ from the city area.

Tourist Refund Scheme (TRS)

Visitors to Australia are entitled to claim back any Goods and Services Tax (GST) and the Wine Equalisation Tax (WET) paid on goods purchased over \$A300 from a single store in Australia. Items you wish to claim for must be available for inspection with a tax invoice totalling \$A300 or more so should be carried in your hand luggage when you leave Australia.

HOTEL

Manly Pacific Sydney

55 North Steyne, Manly, NSW 2095, AUSTRALIA

Tel: +61-2-9977-7666 Fax: +61-2-9977-7822

Stay

Accommodation have been booked at the above hotel. The hotel room charge will be A\$175 per room per night, including tax and service charge and lunch. Breakfast is NOT included in the room charge but available at A\$18 per person.

Location ((refer to Appendix II & III))

Located on spectacular Manly Beach, one of Australia’s most famous beaches and overlooking the Pacific Ocean. Surrounded by shopping and restaurants and close to the ferry terminal. (approx 700m from ferry station).

Check in / Check out

Participants are expected to check in after 14:00 and check out by 11:00.

When you check out, please make payment for your room charge and all incidentals such as the usage of breakfast, mini-bar, room service, laundry service and telephone calls to out side the hotel (both local and international). The hotel accepts all major credit cards such as American Express, Visa, and Master Card.

Meals

[Breakfast]

Breakfast is not included in the room charge. You can have breakfast at the restaurant 'Zali's by the sea' located on the ground floor of the hotel from 6:30am. Breakfast coupon or ticket is not required. The bill will be charged on your room.

[Lunch]

Lunch charge will be covered by the organizer for all participants between 21st Sep and 23rd Sep. You will be provided with popular luncheon buffet at the 'Zali's by the sea'.

[Dinner]

You are requested to cover the cost for dinner should be covered through the seminar period. There are many kinds of restaurants and foods around the hotel. Reception party on 21st September at the conference site will provide the participants with appetizers and drinks.

Room facilities

All rooms feature individually controlled air-conditioning, ISD/IDD phones, colour TV, in-room movies, radio, minibar, tea and coffee making facilities, daily newspaper, iron and ironing board, hairdryer, and 24 hour room service. Non smoking rooms are available .

E-mail/Internet

Internet can be connected with the modem line or telephone line in your hotel room. Internet access is also available in the Secretariat room of the seminar.

Hotel service and facilities

The hotel offers concierge service, valet car parking, 24 hours reception, dry cleaning and laundry service, spa within pool, roof top heated pool, and sauna and spacious gymnasium.

SEMINAR

Tentative Time Table

20 Sep.	14:00-	Registration	Reception Lobby (1 st Floor)
21 Sep.	08:00-09:00	Registration	Reception Lobby
(Day 1)	09:00-10:50	Opening Session	Clarendon / Norfolk (1 st Floor)
	10:50-12:45	Session 1	Clarendon / Norfolk
	12:45-13:45	Lunch	Zali's by the sea (Ground Floor)
	13:45-17:00	Session 2	Clarendon / Norfolk
			One coffee break during the Session
	18:00-21:00	Cocktail Function	Barton (1 st Floor)
22 Sep.	09:00-12:30	Session 3	Small Group Discussion for CDM (Clarendon / Norfolk)
(Day 2)			Small Group Discussion for GEF (Clontarf –1 st Floor)
			One coffee break during the Session
	12:30-13:30	Lunch	Zali's by the sea
	13:30-17:00	Session 4	Clarendon / Norfolk
			One coffee break during the Session
23 Sep.	09:00-11:45	Session 5	Clarendon / Norfolk
(Day 3)			One coffee break during the Session
	11:05-12:15	Session 6	Clarendon / Norfolk
	12:15-13:15	Lunch	Zali's by the sea
	13:15-14:30	Session 6(cont'd)	Clarendon / Norfolk
	15:00-18:00	Excursion	To be announced
24 Sep.	09:00-10:30	Session 6(cont'd)	Clarendon / Norfolk
(Day 4)	11.00-12.00	Closing Session	Clarendon / Norfolk

Conference Venue ((refer to Appendix IV))

The conference venue is located on the 1st floor in the hotel. The stairs on the centre of the ground floor in the hotel lead to the conference site.

Registration

The registration desk will be set in front of the Main Plenary room on the 1st floor. It will be opened in 20th Sep. 14:00 – 20:00 and 21st Sep. 8:00 – 9:00. If no one is at the registration desk, please visit the Secretariat Room.

Working Language of the seminar

The seminar will be conducted in English and all documentation will be in English. No interpretation service will be available.

Presentation Data

Participants are requested to bring the presentation data with CD-ROMs, USB or floppy discs (not MO). Zipped files can be decompressed.

PC for presentation

The computer for presentation is installed Windows XP with the Office 2000.

Statements by participants

The secretariat would appreciate receiving hand out data of your presentation by E-mail. Copies of statements will be distributed to the participants at the seminar. If you need any assistance, please feel free to contact the Secretariat.

Data style: Microsoft PowerPoint etc.

Submit to: Makoto Kato (Mr.) (E-mail:kato@oeccor.jp)

Deadline: 14 September 2004.

Seminar documents

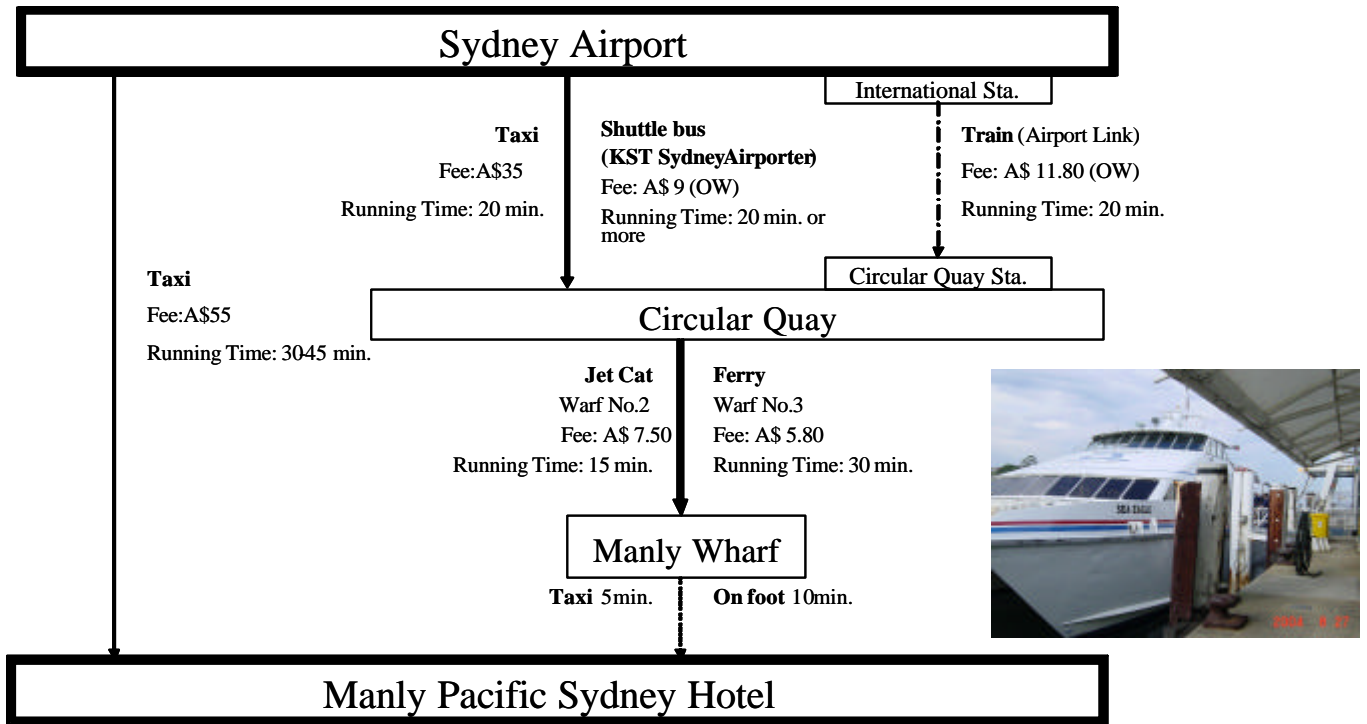
Since the number of copies of seminar documents is limited, participants are requested to bring with them to Australia all documents that have been distributed to them in advance by the OECC secretariat.

Paper/Literature for distribution

Participants wishing to circulate any papers or literature at the seminar are requested to consult with the Secretariat. In this regard, participants are requested to bring sufficient copies (80 copies) for distribution at the seminar, as documents reproduction services will not be available for this purpose.

[Appendix I]

Access to the Conference Site (Manly Pacific Sydney Hotel)



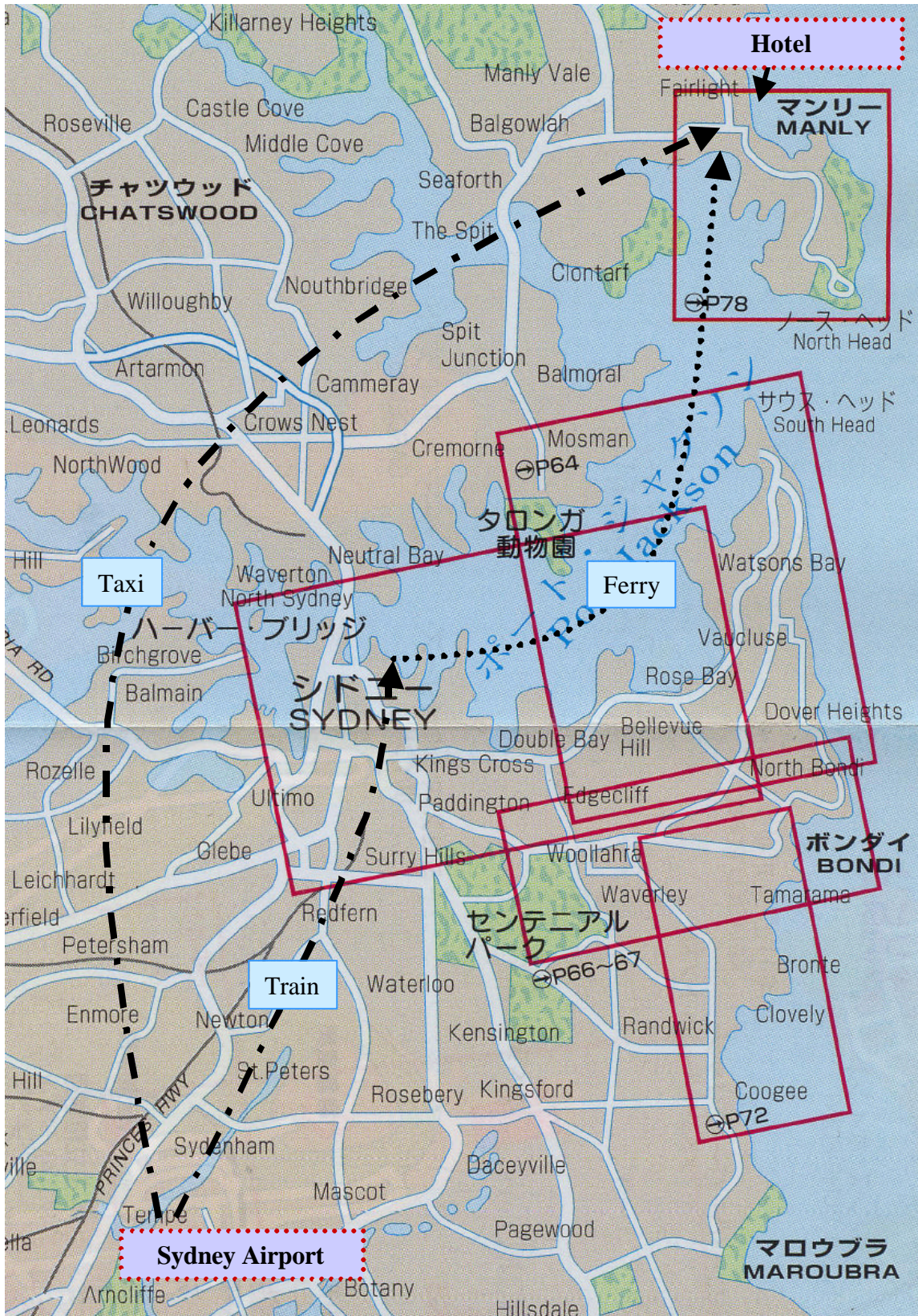
*Running time is approximate. It is depend on traffic conditions.



Entrance (Manly Pacific Sydney Hotel)

[Appendix II]

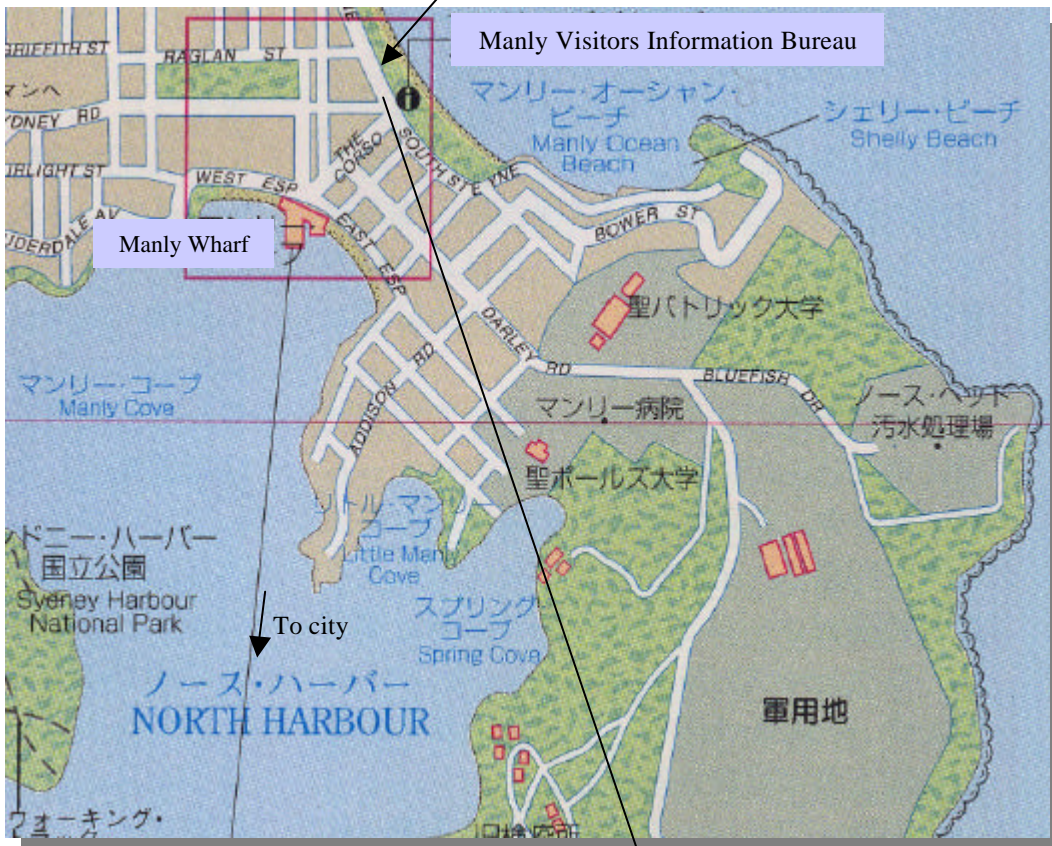
Access Map to the Conference Site ~Sydney Airport to Manly Hotel~



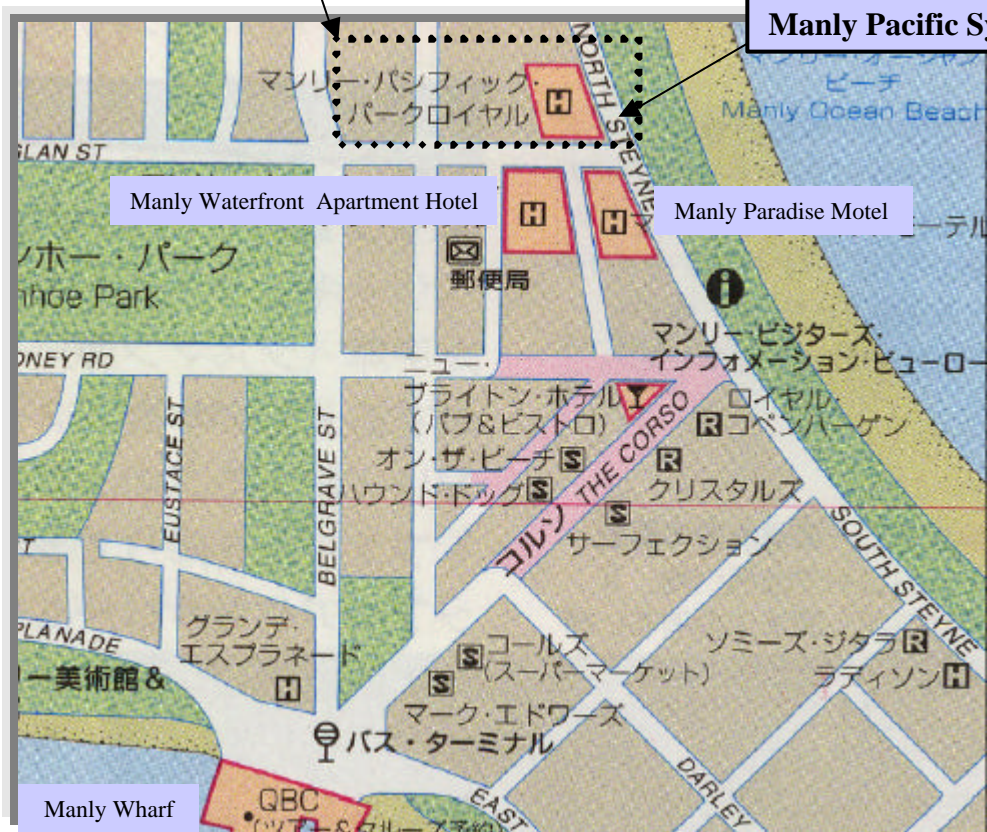
[Appendix III]

Manly

Manly Pacific Sydney



Manly Pacific Sydney



[Appendix IV]

Conference Site Map

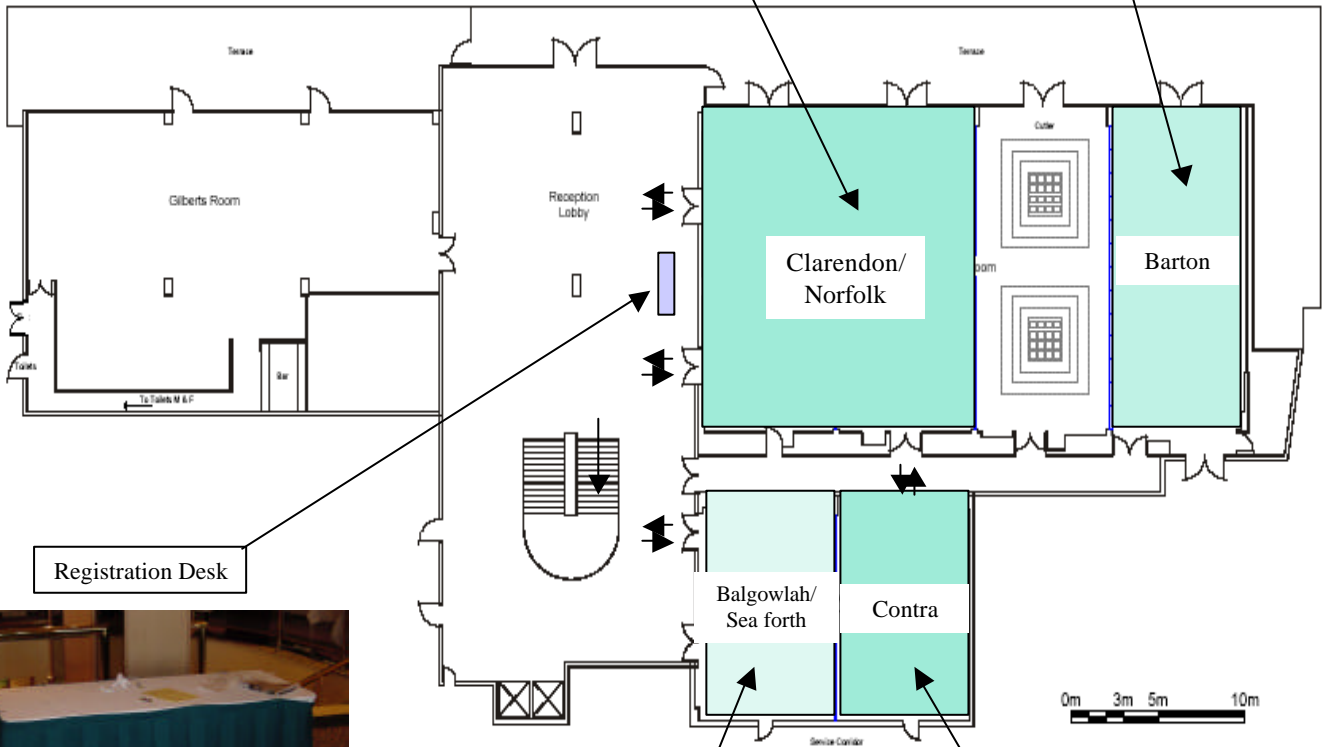


Main Plenary

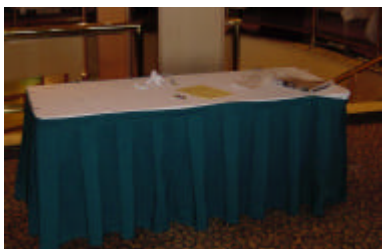
21-Sep 9.00-17.00
 22-Sep 9.00-17.00
 23-Sep 9.00-14.30
 24-Sep 9.00-12.00

Cocktail

21-Sep 18.00-20.00



Registration Desk



Secretariat

21-Sep 7.00-24.00
 22-Sep 7.00-24.00
 23-Sep 7.00-24.00
 24-Sep 7.00-13.00

Breakout Session

22-Sep 9.00-12.30