General Information

Dates
11th – 12th October 2016 (2 days)

Meeting Venue and Accommodation
Sheraton Seoul Palace Gangnam Hotel
Meeting room: Day 1 and 2, 11th – 12th October: Dinasty Hall – B1 floor

For taxi: 쉐라톤 서울 팔래스 호텔(강남)
Address: Sapyeong-daero 160, Seoch-gu, Seoul, Republic of Korea, 06578
Tel: +82 (2)532-5000
Email: sheraton.gangnam@sheratonseoulpalace.com
Website: http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=4542

The Sheraton Seoul Palace Gangnam Hotel is located in Banpo-dong—a quiet, upscale residential area in the Seocho District, which is part of the Greater Gangnam Area. Business travelers will appreciate the proximity to Gangnam’s central business district (CBD) and government offices. Four subway stations are within walking distance of the hotel, and Incheon International Airport (ICN) can be reached in roughly 60 minutes (see more information on transportation on page 3).

To simplify logistic arrangements, KEDI will reserve a single room for each participant at the Sheraton Seoul Palace Hotel. The cost is Korean Won 145,000 net/person/room/night (inclusive of breakfast, internet, service charge and government tax) for the duration of the meeting period, for a total of three or four nights depending on departure date, starting on the night of 10th October 2016 with check-out on 13th or 14th October 2016.

For fully–funded participants, room costs (room rate and breakfast) will be covered directly by the organizers. Self-funded participants should pay the room costs to the hotel. If a participant has a companion/s and needs a different type of room or an extra bed, this can be arranged upon request. The additional room costs will be covered by the participant and charged directly upon check-in. Please also note that the participant will be held responsible for any other personal expenses (e.g. telephone, fax, mini-bar, laundry, etc.) incurred by the participant or his/her companion(s) and these costs should be cleared directly with the hotel upon check-out.

Check in/out time:
- Standard check-in time is 15:00 hrs. / check-out time is 12:00 hrs.
Provisions

For all participants, breakfast is included in the room rate; lunch and coffee breaks will be provided by KEDI during the meeting period (11th – 12th October 2016, 2 days). A dinner reception will be hosted at the hotel on 11th October 2016.

For fully-funded participants, travel costs (round-trip air ticket, the most direct flight and economy class to and from Korea) will be covered by the organizers. Information on travel arrangements will be directly provided by UNESCO.

Meeting Room / Registration

All participants should register for the meeting in front of the meeting room Dynasty Hall (B1F) at the hotel. Registration will start on Tuesday, 11th October 2016 at 08:00 hrs. The meeting will begin at 09:00 hrs. on 11th October 2016, and will end on Wednesday 12th October 2016 at 17:00 approximately.

Language

English will be the working language of the meeting.

Computer and Communication

Participants are requested to bring a notebook computer for their own use during the meeting. Free Wireless Internet Access will be available in all guest rooms and the meeting room. For other official communication expenses (international phone call, fax), participants should pay directly to the hotel upon check-out. Please check telephone service charges at the hotel reception before use.

Visa

Participants should ensure that their passport is valid for at least 6 months from their travel dates. If a visa to South Korea is needed, the application process should be started immediately.

Please contact the Republic of Korea Embassy/Consulate in your country or check: http://www.mofa.go.kr/ENG/ministry/diplomatic/contact/index.jsp?menu=m_50_110_1 for more information on visa requirements and applications. Should you encounter any issues with obtaining your relevant visa, please inform UNESCO Bangkok and KEDI immediately.

Currency Exchange Rate

The commercial rate is subject to change daily. The exchange rate for cash is slightly lower than for travelers’ cheques. There are banks and currency exchange kiosks located at the airport and near the hotel, and you may exchange from the hotel cashier as well.

Currency exchange rate (counter rate) as of September 2016: US$ 1 = Korean Won 1,097.70 approximately.
Climate in Korea
In October, temperatures are expected to range between 17 to 24 °C approximately. Weather is relatively cooler but it is still warm and humid especially during the day time. For more information on the weather forecast, please visit [http://web.kma.go.kr/eng/index.jsp](http://web.kma.go.kr/eng/index.jsp). It is also advisable to bring appropriate clothes for a fully air-conditioned meeting room (a light jacket / shawl or scarf for ladies).

Medical Emergency
In the event that you should require urgent medical attention, please contact the hotel’s information desk (24 hours). The hotel has first-aid kit available for basic medical care. The nearest hospitals to the hotel are:

1) SEOUl ST. Mary’s Hospital
   Address: 222 Banpo-Daero, Seoucho-gu, Seoul 06591, Korea
   E-mail: ihcc@catholic.ac.kr
   Call Center: Int'l call: +82 2258-5745~6; Domestic call: (02) 2258 5745~6
   [http://www.cmcseoul.or.kr/global/eng/front](http://www.cmcseoul.or.kr/global/eng/front)

Transportation
Incheon International Airport is located in the west of Seoul. Please see the following web site for a map of the Incheon International Airport: [http://www.airport.kr/pa/en/a/index.jsp](http://www.airport.kr/pa/en/a/index.jsp). There is only one airport terminal; the arrival hall is located on level 1 while the departure hall is on level 2.

Participants are responsible for transport arrangements to and from the port of departure and arrival. There are three ways to get to the hotel: public meter-taxi, KAL limousine bus service and hotel limousine service:

- **Public meter-taxi** can be found in front of the Terminal (level 1, ground level). There will be international taxies. Travel to downtown Seoul costs around 45,000 to 55,000 Won depending on the traffic. Journey time is from 60 to 90 minutes depending on the traffic. Ensure you have small change of at least 1,000 won denominations, as taxi-drivers usually do not have change for high-value ones.
- **KAL Limousine**: KAL Limousine buses are available from the bus stop at the 4A or 10B gate. The bus will drop guests off in front of the hotel and the fee is 16,000 KRW (one way). Journey time is 90 minutes depending on the traffic.
- **Hotel Limousine**: The hotel also offers a limousine service to and from the airport. Please make a reservation by calling +82 (2) 2186-6770.
  - ✅ Sedan: Pick-up 140,000 KRW, Drop-off 130,000 KRW (Reservation Required)
  - ✅ Van: Pick-up 155,000 KRW, drop-off 145,000 KRW (Reservation Required)

Location Map of Sheraton Seoul Palace Gangnam Hotel

Map of Sheraton Seoul Palace Gangnam Hotel

Further Information

Correspondence related to the logistics of the meeting may be addressed to:

Mr. Mark Manns, Programme Officer, m.manns@unesco.org

Ms. Hyunjung Byeon, Programme Coordinator, manse86@kedi.re.kr

Ms. Seonhee Kang, Programme Coordinator, sweetjc@kedi.re.kr