

# Regional Meeting

Supporting Competency-Based  
Teacher Training Reforms to Facilitate  
ICT-Pedagogy Integration Project



United Nations  
Educational, Scientific and  
Cultural Organization

Korean  
Funds-in-Trust

Hotel Ibis Ambassador Seoul Myeongdong, Republic of Korea  
1-2 December 2016

## ADMINISTRATIVE NOTE

(as of 30 September 2016)

### 1. Venue

The Regional Meeting will be held at the **Hotel Ibis Ambassador Seoul Myeongdong, Republic of Korea** with the following address:

**Hotel Ibis Ambassador Seoul Myeongdong**  
**PDR (19<sup>th</sup> Floor)**  
**78 Namdaemun-ro, Jung-gu, 04534 - Seoul,**  
**Republic of Korea**  
**Telephone: +82 2 6361 8888**  
**Website: <http://www.ibis.com/gb/hotel-6317-ibis-ambassador-seoul-myeongdong/index.shtml>**

### 2. Transportation from the airport to the hotel, and hotel to the airport

The designated meeting hotel (Myeongdong district) is about 1.5 hours away from the Incheon International Airport. **Participants are requested to arrange their own transportation from the airport to the hotel and vice versa as there will be no airport reception arrangement to be provided.**

There are two options to get to the hotel: [taking a taxi is quite expensive]

- a) The easier (and less confusing) way would be to take the **Airport Limousine Bus 6015** to the hotel. You can take Bus 6015 at **bus stops 5B or 12A** outside the arrival floor of Incheon airport. A one-way ticket costs 15,000 KRW (around 13.60USD). The first bus leaves the airport at 05:35 every day, last bus leaves at 22:50; each trip has 20- to 25-minute intervals at all stops. Please note that **there are many bus lines in operation at the airport; please make sure that you take the right bus as indicated).**



Please inform the bus driver in advance that you will be staying at Hotel Ibis Ambassador Seoul Myeongdong Hotel. You may refer to this webpage for more details:  
[http://www.airportlimousine.co.kr/eng/lbr/all/lbr02\\_1\\_6015.php#6015\\_10](http://www.airportlimousine.co.kr/eng/lbr/all/lbr02_1_6015.php#6015_10)

Map of the Airport Arrivals area (1st floor). Please go to **Bus Stop 5B or 12A**.

### Map on Bus Stops



Participants are also advised to take the same bus from the hotel to the airport. Please contact the hotel reception desk in advance for assistance.

- b) You can take the **Airport Railway Express (AREX) train** from Incheon International Airport Station to Seoul Station. At Seoul Station, change to the Seoul Metropolitan Subway, take either a) LINE 4 to get to Myeongdong Station (2 stations away from Seoul Station) or b) LINE 2 to get to Euljiro Station (3 stations from Seoul Station). Once you get to the Myeongdong or Euljiro Station, access the hotel via Exit 6. A subway map is available here, for your reference: <http://www.chinatourmap.com/world-maps/korea/images/seoul-subway-map.gif>

A one-way AREX ticket costs 8,000KRW (approximately 7.20USD). The journey to Seoul Station takes 43 minutes. The first train departs the airport at 5.30am while the last one is at 9.30pm. **Please note that this option is not advisable if you have heavy luggage or have difficulty walking.**

Information counters are available inside the airport arrival area. More information is available at the Official Site of Korea Tourism Org : [http://asiaenglish.visitkorea.or.kr/ena/GK/GK\\_EN\\_2\\_2\\_2\\_3.jsp](http://asiaenglish.visitkorea.or.kr/ena/GK/GK_EN_2_2_2_3.jsp)

### 3. Accommodation & Meals

Room reservations at the hotel have been made from overseas – please refer to your invitation letter for guidance.

Please note that a guarantee process (by credit card) is usually required for all guests by the hotel upon check-in. Incidental expenses not covered by the said sponsorship shall be charged to the participant, to be settled upon check-out. Kindly bring your credit card for this purpose.

Daily room rates are provided below for information for those intending to stay beyond the meeting duration.

Room category	Special rates (KRW/room/night) Inclusive of breakfast	
	1 pax/room	2 pax/room
Standard Double Room	150,370 KRW	150,370 KRW + 9,900 KRW for breakfast for extra person

#### Inclusions

- Daily buffet breakfast is provided at:
  - Restaurant: La Table restaurant (19F)
  - Breakfast time: 6.00 am. – 10.00 am.

All meals available at the hotel will be served in buffet to address dietary restrictions / requirements and give delegates options.

#### Check-in / out

- Standard check-in time is 2:00 PM; earlier than this, check-in will be subject to room availability and/or applicable charges on the account of guests. The Organizers will endeavor to request possible earliest check-in time based on confirmed flight schedules.
- Check-out time is 12:00 P.M. Requests for extension of accommodation booking after the Regional Seminar’s covered period are subject to room availability, applicable charges and for personal account of the guest. Please inform the Secretariat and the hotel directly. You may request the hotel for late check out which hotel may provide until 2.00 PM without charge; however, if the room is not available, you may check-out and leave your luggage/s at the Concierge for pick up before you leave the hotel for the airport.

#### Bills & Settlements

- UNESCO will cover accommodation for **3 nights** (Standard room charges only) from **30 November to 2 December 2016**.
- Any personal or extra charges (telephone call, internet including wifi, mini bar, in-room service, extra nights/hours etc.) shall be settled on the guest’s personal account.
- Extra days of stay in the hotel beyond the Meeting duration shall be communicated to UNESCO by e-mail for room reservation purposes, and to the hotel upon check-in. Extra room charges shall be settled on the guest’s personal account.

#### Telephone & Internet

- International direct dialing is available in all guestrooms.
- Hotel will provide free wire internet service & WIFI in the hotel including lobby & room.
- To use the internet in your room, you should apply to the hotel internet service. Instructions are available in the room or upon check-in.
- Hotel also provide free wire internet service & WIFI in the meeting room.

#### **4. Welcome Reception Dinner: La Table restaurant (19F)**

- Details about the Welcome Reception on 1 December 2016 (Day 1) will be announced during the Meeting. Please make yourself available.

#### **5. Study Visit**

- A study visit is being arranged with the Korean MOE in the morning of 2 December 2016 (Day 2). Details will be announced during the Meeting. Please make yourself available.

#### **6. Registration**

- All participants are requested to register and collect their meeting kits at the designated area in front of PDR Room 19<sup>th</sup> Floor from 08:30 to 09:00 A.M. on 1 December 2016. **Please submit your original boarding passes and other documentary requirements upon registration.**

#### **7. Daily Subsistence Allowance (DSA)**

- UNESCO will cover reduced DSA for participants for the official days of the Seminar as per prevailing UNESCO rates and practices.
- The Organizers will cover 2 Seminar Lunches & Snacks (1-2 December 2016) and 1 Welcome Reception Dinner (1 December 2016). Breakfast is inclusive of hotel stay.
- Participants will receive reduced DSA in lump-sum amount to cover for any incidental costs incurred during the Seminar. This amount already includes dinners not covered, visa fees (if any), airport transfers and terminal fares, if any. **Kindly ensure that you keep your Original Boarding Pass (one-way) and prepare to submit to the Secretariat upon registration. This will be required for the release of the DSA.**

#### **8. Pre-paid Ticket Arrangements**

- The Secretariat will coordinate travel itineraries and issue roundtrip economy air tickets. Kindly e-mail your confirmation of the proposed itinerary to authorize issuance of e-tickets. Participants are not advised to purchase their tickets as these will be provided by UNESCO Bangkok.
- If there is a sudden request for rebooking or cancellation after the issuance of e-tickets, the Organizer will not be responsible for paying penalties or additional charges to the travel agency. This must be assumed by the traveler/participant.
- Only in exceptional cases and with prior approval from UNESCO can local purchase of tickets be allowed, subject to reimbursement. Participants with prior confirmation for ticket reimbursements from UNESCO must submit the following documents to the Regional Seminar Secretariat upon Seminar Registration:
  - 1) Original boarding pass (one-way);
  - 2) Copy of air-ticket; and
  - 3) Original receipt

**Please note that NO REIMBURSEMENTS will be made on-site, as per UNESCO rules and regulations. Reimbursements are processed only by bank transfer after the event and will take some time.**

## 9. Visa

Foreign nationals entering the Republic of Korea are generally required to have a valid passport and a Korean visa. However, many are permitted visa-free entry for a limited time under certain conditions. To find out further information and check your requirements, please visit the Ministry of Foreign Affairs and Trade website through this link:

[http://www.mofat.go.kr/ENG/visa/application/index.jsp?menu=m\\_40\\_10](http://www.mofat.go.kr/ENG/visa/application/index.jsp?menu=m_40_10)

## 10. Climate

December is the start of winter season in Korea. Accuweather.com estimates that temperatures on 1-2 December 2016 will range from 0 to 9 degrees Celsius. Kindly refer to the weather sites as the Meeting draws nearer. Please bring winter clothing items.

## 11. Currency Exchange

The currency of the Republic of Korea is the Korean won (KRW). USD 1 is nearly equal to KRW 1100. There are banks and currency exchange kiosks located at the airport and near the hotel, but you may exchange from the hotel cashier as well. You can find out the denomination of bills and coins, and also the average price lists of goods on this website: [http://english.visitkorea.or.kr/enu/AK/AK\\_EN\\_1\\_5\\_4.jsp](http://english.visitkorea.or.kr/enu/AK/AK_EN_1_5_4.jsp)

## 12. Transport

### Taxis

There are three types of taxis in Korea, standard (generally silver, white, or orange), deluxe, and van taxis (black with golden side line). Deluxe taxis, called 'mobeom' taxi in Korean, are black with a yellow sign on the top and the words "Deluxe Taxi" written on the sides. They offer more passenger space and a high standard of service but charge more. A van taxi can accommodate six to ten passengers and can provide simultaneous foreign language interpretation by phone, and are equipped with a receipt-issuing device and a credit card reader. Fares are the same as deluxe taxi.

Increasing number of taxis accepts credit cards, but some still don't. Outside the downtown area, most taxis are of the standard variety and the fare may vary by region.

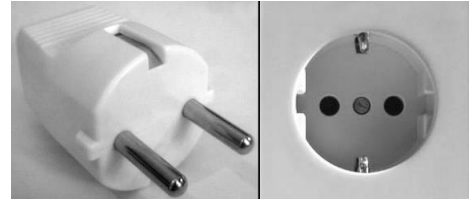
### Subway/ Underground

Seoul has an extensive underground system. Trains operate from 5 am until 1 am running every six minutes during morning and evening. A color-coded system is used to distinguish the lines on underground maps and at interchanges. All signs are in both Korean and English. In addition, stations are marked with numbers and names in Korea and English. Tickets are purchased at vending machines, checked at the entrance gates and collected at the exit.

You can visit this website ([http://www.visitkorea.or.kr/ena/TR/TR\\_EN\\_5\\_1\\_4.jsp](http://www.visitkorea.or.kr/ena/TR/TR_EN_5_1_4.jsp)) to get more detailed information about the Seoul subway.

### 13. Electricity

The voltage used in Korea is generally 220 volts with 60 Hertz. As 2-round-pin plugs are used, it is advised to purchase a plug adapter if you use 2-flat-pin or 3-flat-pin plugs. This is not easily available in the hotel nor the Secretariat.



### 14. Medical Care

There are many hospitals where English language is spoken. However, it is recommended to use international clinics at large general hospitals.

#### Kangbuk Samsung Medical Center

108, Pyoung-dong, Jongro-gu, Seoul, Korea

Tel: 02-2001-2001

Website: [www.kbsmc.co.kr](http://www.kbsmc.co.kr)

International Clinic: 02-2001-1100 or 02-2001-1101

Emergency Department: 02-2001-1000 (24hrs)

Family Medicine: 02-2001-2277 or 02-2001-2276 (8am-5pm on weekdays)

#### Inje University Seoul Paik Hospital

85, 2-Ga Jeo-dong, Jung-gu, Seoul, Korea

Tel: 02-2270-0114

Website: <http://www.paik.ac.kr/en/da/>

International Medical Center: 02-2270-0500

Outpatient Clinic: Weekdays: 8am-5pm, Evening: 6pm-9pm, Sat: 8am-12pm

Emergency Center: 02-2270-0119, 02-2270-0211, 02-2270-0212 (24hrs)

### 15. Contact Information

For more information regarding logistics, programme, and arrangements, you may contact:

- Ms. Jonghwi Park < j.park@unesco.org >
- Ms. Melizza Tan < mm.tan@unesco.org >

For travel arrangements: Ms. Sutin Dechaboon <s.dechaboon@unesco.org>