ADDENDUM to Admin/Info Note

1. Arrival Arrangements
   1.1. Airport Transfers
       - only provided from Incheon International Airport to Grand Hyatt Seoul Hotel and back
       - kindly verify your departure arrangements with the designated Korean focal person at the Secretariat table
   1.2. Arrival reception at the Incheon International Airport
       - a booth will be set up at the Arrival area near Gate 3, please look for the Forum banner displayed by the arrival reception team
• delegates/participants will be guided to their vehicles and taken directly to Grand
  Hyatt Seoul Hotel
• it takes approximately 70 minutes from the airport to the hotel
• Ministers will be welcomed at the bridge of the plane
• Due to limitation of time, fast-track immigration procedure will not be provided

1.3. Hotel check-in
• the hotel has been provided with booking arrangements
• please note that standard check-in time is 3:00 PM; accommodations for early check-ins are subject to room availability
• a team from the event management group will provide necessary assistance and relevant documents, including wifi access codes to the Internet
• please refer to the Admin/Info Note for more details *(kindly note that check-out time is at 12.00 noon, the organizers will not be able to cover late check-outs)*

2. Registration on 11 May
2.1. The registration will be from 8.30-9.00 am at the hall fronting Namsan I & II.
2.2. The tentative plan would be for the registration sheets to be arranged by country and by sub-region. Kindly proceed to the line designated for your sub-region.

<table>
<thead>
<tr>
<th>Line 1</th>
<th>Central Asia, East Asia, South and West Asia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 2</td>
<td>Pacific</td>
</tr>
<tr>
<td>Line 3</td>
<td>Southeast Asia</td>
</tr>
<tr>
<td>Line 4</td>
<td>Korean officials and participants</td>
</tr>
<tr>
<td>Line 5</td>
<td>UNESCO, speakers, and regional organizations</td>
</tr>
</tbody>
</table>

2.3. For individuals whose airtickets were sponsored by the organizers, please bring your boarding pass/es for submission to the Forum Secretariat upon registration.
2.4. Forum kits will be distributed, upon registration.
2.5. The Forum will promptly start at 9.00 am sharp.

3. Dates, venues, and dress code

<table>
<thead>
<tr>
<th>Event</th>
<th>Date &amp; venue</th>
<th>Dress code</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMFIE 2017 Day 1</td>
<td>11 May, Thursday Namsan I &amp; II, 2nd floor, Grand Hyatt</td>
<td>Business Formal</td>
</tr>
<tr>
<td>Welcome Reception Dinner</td>
<td>11 May, Thursday Grand Hyatt Garden</td>
<td>Business Formal or national attire</td>
</tr>
<tr>
<td>School Visit</td>
<td>12 May, Friday Changdeok Girls Middle School 22, Jeongdong-gil, Jung-gu, Seoul</td>
<td>Business Casual</td>
</tr>
<tr>
<td>Concurrent Sessions</td>
<td>12 May, Friday Namsan I &amp; II, 2nd floor, Grand Hyatt</td>
<td>Business Casual</td>
</tr>
<tr>
<td>Farewell Dinner</td>
<td>12 May, Friday Grand Hyatt Garden</td>
<td>Business Casual</td>
</tr>
</tbody>
</table>

For more details, kindly refer to the Programme and Session Descriptions on the event webpage *(http://bit.ly/amfie2017)*.
Reminder for country delegations: Please prepare a short 2-minute commentary to share your feedback on the Regional Strategy during the Ministerial Dialogue on 11 May.

This will 1) allow the Member State to suggest changes, if any, to specific paragraphs in the Regional Strategy and 2) enable the Chairperson to take due note and amend the Regional Strategy accordingly in response. If the Member State has no comments on the Regional Strategy, then there will be no necessity for the representative to speak.

4. Social Media

For those who wish to post messages on social media, kindly add #AMFIE2017 to your posts.

5. Main contact persons in relation to the Forum while in Korea

**UNESCO Bangkok**

Ms. Jonghwi Park  
j.park@unesco.org

Ms. Mel Tan  
mm.tan@unesco.org

**Travel Arrangements**  
(for fully sponsored delegates):  
Ms. Sutin Dechaboon  
s.dechaboon@unesco.org

**Korean organizers**

**Main KERIS liaison:**

Ms. Jiseon Yoo  
yooji0706@keris.or.kr  
+82 53 714 0568

**Airport reception and transfers:**

Ms. Jeong Eun Park  
jepark0220@keris.or.kr  
+82 53 714 0485

**Hotel booking:**

Ms. Jiyoung Park  
jiyoung@keris.or.kr  
+82 53 714 0592

**Event Management Group**

Mr. Kevin Kim  
iamksh@event.co.kr  
+82 2 6677 0243