



ADMINISTRATIVE NOTE

(version: 16 March 2017)

For updates and additional information, please visit the Forum website.

1. VENUE

The Forum will be held at the **Grand Hyatt Hotel, Seoul, Republic of Korea** with the following address:

GRAND HYATT SEOUL

322 Sowol-ro, Yongsan-gu

Seoul, Republic of Korea, 04347

Tel: +82 2 797 1234; Fax: +82 2 798 6953

Website: <https://seoul.grand.hyatt.com>

Fact sheet:

<https://seoul.grand.hyatt.com/content/dam/PropertyWebsites/grandhyatt/selrs/Documents/en/Grand-Hyatt-Seoul-Factsheet-EN.pdf>

2. AIRPORT RECEPTION/TRANSFERS

Forum delegates will be met at the Incheon International Airport by Liaison Officers appointed by the Korean organizers. A vehicle will be arranged for each country delegation (Head of Delegation with Party) to and from the airport to the hotel venue, courtesy of the Ministry of Education of the Republic of Korea.

In this regard, the delegates are requested to send their final flight itinerary or any sudden change in schedule to the Forum Secretariat on or before 03 May 2017. The following contact person will be responsible for coordinating your schedules with assigned Liaison Officers:

Liaison Officer: **Ms. Jeong Eun Park**

Email: jepark0220@keris.or.kr

Mobile Number: +82 10 6805 6015

For those who will miss the airport pick-up, you may arrange your own transportation from the airport which is about 60-70 minutes away from the hotel, depending on the traffic. Please refer to the transportation options on the hotel

website (<https://seoul.grand.hyatt.com/en/hotel/our-hotel/map-parking-and-transportation.html>). Please note that no reimbursements will be provided by the organizers.

Transportation for non-AMFIE trips

Due to limited transportation resources, delegates will have to arrange/request alternative transportation facilities for personal and non-Forum-related activities. Delegates may explore with their respective Embassy/Consulate in the Republic of Korea for any such requirements. For more information on transportation options in Seoul, please visit: <http://english.seoul.go.kr/life-information/transportation-information/>

3. PRE-PAID TICKET ARRANGEMENTS & REIMBURSEMENTS

- Please note that due to budget constraints, the organizers are sponsoring the economy roundtrip airtickets of one delegate from non-ASEM least developed countries and/or low/lower middle income countries, as categorized by the United Nations (<https://www.un.org/development/desa/dpad/least-developed-country-category/ldc-data-retrieval.html>) and World Bank (<http://data.worldbank.org/country>).
- For fully sponsored delegates ONLY: Participants are not advised to purchase their tickets as these will be provided by UNESCO Bangkok. The Forum Secretariat will coordinate the travel itinerary and issue economy round-trip air tickets based on the suggested itinerary by AMEX, UNESCO's accredited travel agency. The Forum Secretariat is currently coordinating with the funded participants to finalize flight itineraries. Kindly e-mail your confirmation of the proposed itinerary to authorize issuance of e-tickets. Confirmation will serve as basis for authorizing the issuance of round-trip economy air tickets.
- Once the e-ticket has been issued, requests for rebooking or cancellations will not be welcome. The concerned individual will be responsible for paying penalties or additional charges to the travel agency.
- Only in exceptional cases and with prior approval from UNESCO can local purchase of tickets be allowed, subject to reimbursement. Delegates with prior confirmation for ticket reimbursements from UNESCO must submit the following documents to the AMFIE Secretariat upon Forum Registration:
 - (1) original boarding passes from origin city to Seoul;
 - (2) copy of airticket;
 - (3) original receipt; and
 - (4) after the Forum, the scanned copy of boarding pass(es) from Seoul to the origin city.

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 – note that the entire process will take about two months.

- Kindly surrender your original boarding passes going to Seoul to the Forum Secretariat upon registration, for internal accounting purposes.

4. VISA REQUIREMENTS

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

Should you encounter any difficulties when applying for your visa, please contact:

Ms. Jiseon Yoo

Korea Education and Research Information Service (KERIS)

E-mail: yooji0706@keris.or.kr

Tel.: +82 53 714 0568

Fax: +82 53 714 0197

5. ACCOMMODATION

Room reservations Single occupancy at the Forum venue have been made for funded delegates from overseas – please refer to your invitation letter for guidance. Costs related to additional room occupant/s will be charged to your personal account.

Please note that a guarantee deposit (in cash or by credit card) is usually required for all guests upon check-in. This shall cover for long distance telephone charges, mini bar, and other incidentals. Incidental expenses and additional guest/s not covered by the said sponsorship shall be charged to the delegate, to be settled directly with the hotel 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 (USD/room/night) Inclusive of breakfast	
	1 pax/room	2 pax/room
Standard Double Room	272,250 KRW (equivalent to 236 USD)	302,500 KRW (equivalent to 262 USD)

Inclusions

- Daily buffet breakfast is provided at:
 - Restaurant: Terrace Buffet, 1F
 - Breakfast time: 6.30 am. – 10.00 am.

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

Check-in / out

- Standard check-in time is 3:00 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 beyond the Forum's covered period are subject to room availability and applicable charges – this will be under the personal account of the guest. Please inform the Secretariat and the hotel directly. You may request the hotel directly for late check out. However, if the request is not granted, you may check-out and leave your luggage/s at the Concierge for pick up before heading to the airport.

Bills & Settlements

- The organizers will cover accommodation (Standard room charges only) for 3 nights (nights of 10 May - 12 May 2017) for official delegates with prior confirmed sponsorship from the organizers.
- Any personal or extra charges (telephone call, mini bar, in-room service, extra nights/hours etc.) shall be settled on the personal account of the guest upon check-out – i.e. taken out of the guarantee deposit provided earlier.
- Extra days of stay in the hotel beyond the Forum 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 personal account of the guest; applicable room charges outside the Forum package may apply.

Telephone & Internet Connection

International direct dialing is available in all guestrooms. The hotel also provides complimentary internet access. Please contact the hotel's reception directly for the connection arrangement.

6. FORUM REGISTRATION

All participants are requested to register and collect their Forum kits at the designated area in front of the Namsan I & II Function Rooms on the 2nd level from 08:30 to 09:00 A.M. on 11 May 2017. The Opening Ceremonies will start promptly at 9:00 a.m.

For fully sponsored delegates: Please submit your original boarding passes and other documentary requirements upon registration.

7. MEALS

The organizers will be providing morning and afternoon snacks, lunch, and dinner on 11 and 12 May 2017. Breakfast is inclusive of hotel stay. Special dietary requirements will be forwarded to the hotel.

- 11 May 2017, Thursday: The Ministry of Education of the Republic of Korea will be hosting a Welcome Dinner Reception. Attendance will be based on the submitted AMFIE 2017 registration.
- 12 May 2017, Friday: A farewell dinner reception will be hosted by the Korea Education & Resource Information Service (KERIS) and UNESCO Bangkok. Attendance will be based on the list of participants for Day 2 activities.

8. DAILY SUBSISTENCE ALLOWANCE (DSA)

No allowance/DSA will be provided. Any other expenses incurred (Day 0/non-AMFIE meals, visa fee, and other miscellaneous expenses.) should be covered by the delegates or their respective organizations.

9. CLIMATE

May is in the latter part of the spring season in Korea. Accuweather.com estimates that temperatures on 10-13 May 2017 will range from 10 to 21 degrees Celsius. Kindly refer to the weather sites as the Forum draws nearer.

10. 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

11. TRANSPORT

Taxis

There are three types of taxis in Korea, standard (generally silver, white, or orange), deluxe, and van taxis (black with golden line on the sides). 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 accept credit cards, but some still do not. Outside the downtown area, most taxis are of the standard variety. The fare may vary by region.

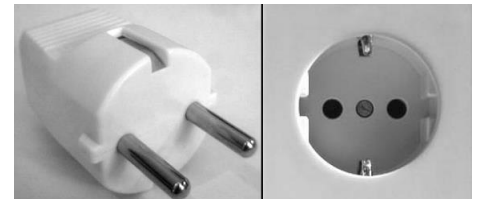
Subway/ Underground

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) to get more detailed information about the Seoul subway.

12. 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.



13. HEALTH INSURANCE

Delegates must make their own arrangements for health insurance to cover any medical treatment during their stay in the Republic of Korea.

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

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:

UNESCO Bangkok

Programme:

Ms. Jonghwi Park

j.park@unesco.org

Participation/Confirmations:

Ms. Mel Tan

mm.tan@unesco.org

Travel Arrangements (for fully sponsored delegates):

Ms. Sutin Dechaboon

s.dechaboon@unesco.org

Korean organizers

Visa and 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 of self-funded participants:

Ms. Jiyoung Park

jiyoung@keris.or.kr

+82 53 714 0592

To follow: contact information for the contracted event management group