Innovative ICT Practices in Teaching and Learning: A Regional Seminar
9-11 October 2012
Seoul, Republic of Korea

ADMINISTRATIVE NOTE
(as of 27 September, 2012)

1. Venue

The Regional Seminar will be hosted at the Sejong Hotel with the following address (also in Korean):

Sejong Hotel
61-3, Choongmooro 2-ga,
Jung-gu, Seoul, Republic of Korea
Telephone: +82-2-773-6000
Website: http://www.sejong.co.kr

For any urgent inquiry or emergency information upon arrival in Korea, the following persons/numbers may be contacted:

Hotel: Mr. Jonghyun Shin, Manager (Tel: +82-11 9887-4208)
Seminar-related: Ms. Jonghwi Park, Programme Specialist, UNESCO Bangkok &
Ms. Mel Tan, Programme Officer, UNESCO Bangkok (look for the Secretariat Room, Sejong Hotel)

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.

(Buy Airport Limo Bus)
Participants are advised to take the Airport Limousine Bus 6015 for Sejong Hotel. You can take Bus 6015 at bus stops 5B or 12A outside the arrival floor of Incheon airport. The first bus leaves the airport at 05:35 every day, last bus leaves at 22:50; each trip has 20 to 25 minutes interval at all stops. (NOTE: 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 Sejong Hotel. The bus will stop in front of the Sejong Hotel as the airport bus’ LAST STOP. Please refer to the map in next page.

The Airport Limousine Bus costs 10,000 KRW (around USD 10) while airport taxis can cost around USD 100. Information counters are also available inside the airport arrival area. In case you are not sure where the Airport Limousine Bus terminals are, please contact the information counter and a staff will assist you. Map of the Airport Arrivals area (1st) floor. Please go to Bus Stop 5B or 12A.
The same airport bus will also stop by the hotel to the airport, leaving the hotel every 20-25 minutes. 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.

<table>
<thead>
<tr>
<th>Airport</th>
<th>Route</th>
<th>First Bus</th>
<th>Last Bus</th>
<th>Duration(min)</th>
<th>Interval(min)</th>
<th>Fare(KRW)</th>
</tr>
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<tbody>
<tr>
<td>Incheon Int’l Airport (6105)</td>
<td>Sejong Hotel -&gt; Incheon Int’l Airport</td>
<td>04:50</td>
<td>20:35</td>
<td>70 to 75</td>
<td>20 to 25</td>
<td>₩ 10,000</td>
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<tr>
<td>Incheon Int’l Airport -&gt; Sejong Hotel</td>
<td>05:35</td>
<td>22:50</td>
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(Buy Subway) Alternatively, there is a subway from the Airport to the Sejong Hotel for a cheaper rate (about USD 4). Please get off at Myeong-dong station of Blue line and use the exit #10 to go to the hotel.

3. Accommodation & Meals
Room reservations at the venue of the Seminar (Sejong Hotel) have been made FOR UNESCO FUNDED DELEGATES from overseas on a twin-sharing basis; please refer to your invitation letter for guidance. Please note that a guarantee process (by credit card) may be required for all guests (sponsored or non-sponsored) by the hotel upon check-in.
Incidental expenses not covered by said sponsorship shall be charged to the delegate, to be settled upon check-out.
Daily room rates are provided below for information for those intending to stay beyond the seminar duration. We will endeavor to request the hotel to give the same rate for an extended stay, subject to room availability:

<table>
<thead>
<tr>
<th>Room category</th>
<th>Special rates (KRW/room/night)</th>
<th>Inclusive of breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>KRW 200,000 (around USD 177)</td>
<td>KRW 250,000 (around USD 220)</td>
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</table>

Inclusions
- Daily buffet breakfast is provided at:
  - Restaurant: Elysee on the 2nd floor of the hotel
  - Breakfast time: 7:00 A.M. to 10:00 A.M.

All meals available at the hotel will be served in buffet to address dietary restrictions / requirements and give delegates options. Please inform the Secretariat of any strict dietary requirements.

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; however if room is not available, you may check-out and leave your luggages at the Concierge for pick up before you leave the hotel for airport.

Bills & Settlements

- UNESCO will cover accommodation on a twin-sharing basis for 4 nights (Standard room charges only) from 8 to 11 October 2012 for delegates with prior confirmed sponsorship from UNESCO.
- In exceptional case where no flight is available to arrive on 8 October from original city of origin, delegate may request UNESCO to reserve room/s for use at an earlier date (subject to flight evaluation).
- Any personal or extra charges (telephone call, internet including wifi, mini bar, in-room service, extra nights/hours etc.) shall be settled on the personal account of the guest.
- Extra days of stay in the hotel beyond Seminar 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 account of the guest.

Telephone & Internet

- International direct dialing is available in all guestrooms.
- 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. It costs 10,000 KRW (around USD 10) per device for 24-hour use.
- Limited LAN lines and Wi-fi access will be made available in selected areas in the function halls mainly for Secretariat use.
- As a special arrangement, the hotel will provide free internet access at the business center (hotel lobby) for a limited time of 30 minutes for each use. Extended use will be charged on personal account.

4. Welcome Reception

- 9 October 2012: SK Telecom will be hosting a Welcome Reception at the Elysee Restaurant on the 2nd floor of the hotel, 6:30 P.M.

5. Study Visit

- 10 October 2012: A study visit is being arranged at the Hanyang University & Hanyang High School. Participants will be transported via bus (Royal Dream Tour) to and from the university. Participants must be at the lobby at 7:45 A.M. Bus will leave Sejong Hotel at exactly 8:00 A.M.

6. Poster Presentation

- Poster presenters (selected 15 posters for display/exhibition) may start mounting the posters on the display panels provided in the hallway of Sejong Hall from 8:00 P.M. to 10:00 P.M. on 8 October (Monday). Please bring your basic requirements for mounting your posters. Limited supplies are available with the Secretariat, if needed (double-sided tapes).
- All posters must be available for viewing before the Inauguration Ceremonies at 9:00 A.M. on 9 October.
- Each poster is assigned a number code corresponding the panel number to be used, please refer to the Handbook to be provided with the Kit for more guidance.
A revised floor plan of poster exhibition area is provided in Annex 1. **Specifications of posters are the same.**

7. **Registration**
- All seminar participants and speakers are requested to register and collect seminar kits and ID badges at the designated area at the **Sejong Hall (3rd Floor)** from 08:00 to 08:45 A.M. on 9 October 2012.
- Please submit your original boarding passes upon registration.
- **WORKSHOP PRE-REGISTRATION:** A survey of participation & pre-registration for the parallel workshop sessions are being conducted due to limited seats available. Please take time to complete the survey available via [http://www.surveymonkey.com/s/9DY7QPW](http://www.surveymonkey.com/s/9DY7QPW) (Go to the link and respond to questions). (Due: 2 October 2012)

8. **Daily Subsistence Allowance (DSA)**
- The Regional Seminar’s official dates are 9-11 October 2012. UNESCO will cover reduced DSA for delegates with confirmed sponsorship from UNESCO for the official days of the Seminar as per prevailing UNESCO rates and practices.
- The Organizers will cover 3 Seminar Lunches & Snacks (9-11 October) and 1 Welcome Reception Dinner.
- Funded delegates by UNESCO will receive reduced DSA in lump-sum amount to cover for any incidental costs incurred during the Seminar. This amount will 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.**

9. **Pre-paid Ticket Arrangements**
- The Secretariat will coordinate travel itineraries and issue **roundtrip economy** air tickets for UNESCO-sponsored delegates. Kindly confirm by e-mail your confirmation to the prepared itinerary to be able to issue tickets. Delegates are not advised to purchase their tickets as this will be provided by UNESCO Bangkok.
- Confirmation will serve as basis for authorizing the issuance of round-trip **economy** air-tickets.
- After ticket has been issued, and if there is a sudden request for rebooking or cancellation, the Organizer will not be responsible for paying penalties or additional charges to the travel agency. This must be assumed by the traveler/delegate.
- 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 may 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.**

10. **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)

11. Climate
October is the transition month between the summer rainy season and the cold, dry winter. The predominantly tropical cloudy weather of the summer is replaced by cooler, drier, and less cloudy conditions. Thus, temperatures in October can be expected to be in 12 to 16 degrees Celsius range. Light rain showers are expected hence a small umbrella would be useful. The temperature in the meeting room(s) can be cool to cold, hence it is recommended to bring a light jacket or scarf for ladies.

12. Currency Exchange
The currency of the Republic of Korea is the Korean won (KRW). USD 1 is nearly equal to KRW 1100-1200. 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)

13. Transport
Taxis
There are two types of taxis in Korea, regular (white or grey with blue side line) and deluxe taxis (black with golden side line). Deluxe taxis, called 'moboemo' 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. Increasing number of taxis accepts credit cards, but some still don’t.
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 system is used to distinguish the lines on underground maps and at inter-changes. 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 Seoul subway.

14. 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.

15. Medical Care
There are many hospitals where English language is spoken. However, it is recommendable to use the international clinics at large general hospitals.
Kangbuk Samsung Medical Center
108, Pyong-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)

16. 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>

<<< See Annex 1 on next page>>>