Symposium on
“Leveraging Public Governance to Accelerate the Achievement of the Sustainable Development Goals – Transformation, Innovation & Inclusion”

20 – 22 November 2019
Songdo Convensia, Incheon, Republic of Korea

INFORMATION NOTE FOR PARTICIPANTS

1. Venue and Time
The Symposium will be held in Songdo Convensia Conference Center, Premier Ball Room A, 123 Central Street, Yeonsugeu, Incheon, Republic of Korea from 20 to 22 November 2019.

* Please kindly be advised that participants are requested to carry their name badges (to be distributed during the Registration on Day 1) with them throughout the Symposium to enter the Symposium venue.

2. Travel
To facilitate the travel process and to allow the Secretariat to make the necessary travel arrangements in compliance with the advance purchase policy for the issuance of tickets as approved by the General Assembly in its resolution 67/254, the following documents must be submitted to Mr. Wooyoung Kim (Wooyoung.kim@un.org):

(1) a scanned copy of the passport bio page;
(2) a completed and signed Registration Form & Participant Form;
(3) a completed and signed F.249 - Funds Transfer Request Form.

Participants should not purchase their own air tickets. The authorized date of arrival in Incheon will be 19 November 2019, i.e. the day preceding the meeting, and departure from Incheon will be 23 November 2019, i.e. immediately following the close of the meeting. The United Nations will provide you with an economy class air ticket for travel to Incheon and return by the most direct and economical route from your country/city region. A UN AMEX agent will send you an itinerary based on the official travel dates for your confirmation within 24 hours. Please note that the actual ticket will be issued if you do not confirm the itinerary directly to the agent within the 24-hour window.
(Changes to the travel dates and/or class, which may result in an increase in the authorized ticket cost, must be made directly by the participant with UN AMEX. Please note that any increase in the authorized ticket cost will be borne by the participant.)

3. **Entitlements**

In accordance with provisions made for participants, you will receive a daily subsistence allowance (DSA) based on the **meeting days attended** (3 mandatory days) and **authorized dates of travel** (total of 4 nights), at the monthly rate fixed by the United Nations (the current rate is $255 per day effective as of 1 October). DSA shall cover hotel accommodations, meals and other incidentals. In addition, you will receive $188 to cover terminal expenses, which includes airport transfers, visa costs and extra luggage fees that may be charged by the air carrier. You will receive 75% of the DSA via bank transfer prior to your arrival in Incheon.

At the meeting venue, please present **inbound boarding passes** (including transit). Upon return to your country, you are required to submit via email **outbound boarding passes** (including transit) and the final itinerary (if last minute changes were made). This will enable UN DESA to electronically transfer the 25% of the outstanding DSA and terminal expenses.

*Therefore, estimated total rate given as DSA and Terminal Expense would be $1,200 at this time. (subject to change according to the monthly current rate)*

4. **Attendance**

Please note that participants shall receive DSA for the actual meeting days attended. Therefore, it is requested that you sign the Attendance Sheet every day while at the Symposium to facilitate processing of payment of the balance of your daily subsistence allowance.

5. **Relevant Documents for the Event**

All documents related to the Symposium will be available electronically:

Division for Public Institutions and Digital Government (DPIDG), UN DESA

United Nations Project Office on Governance (UNPOG), DPIDG, UN DESA
http://www.unpog.org/page/sub3_1_view.asp?sn=341&BoardID=0002

6. **Visa requirements**

If you need an entry visa to the Republic of Korea, please apply for and obtain a visa at the nearest Korean Embassy or Consulate General in your country prior to departure. Please note participants are responsible for making applications for and obtaining their visas.

Detailed Information on visa application procedures and visa exemption is available on the website of the Ministry of Foreign Affairs of the Republic of Korea at: https://www.visa.go.kr

7. **Vaccination requirements**

A vaccination certificate is not required for entry into Republic of Korea.
8. **Accommodation**

Participants are responsible for making their own accommodation arrangements. Reservations should be made directly with the preferred hotel as soon as possible and must be booked with a credit card.

We however recommend the list of these hotels due to their price and proximity to the Symposium venue: (*The price below is an estimate for your reference)

**The November Stay in Canal Walk (25 mins walking distance, $85)**
107 Art Center Daero, Yeonsu Gu, Incheon, Republic of Korea
http://www.thenovemberstayen.com/canalwalkRoom

**The November Stay in Honestar (30 mins walking distance, $85)**
168-2 Songdo Dong, Yeonsu-gu, Incheon, Republic of Korea
http://www.thenovemberstayen.com/30

**Holiday Inn (25 mins walking distance, $135)**
251 Incheon Tower-Daero,Yeonsu-gu, Incheon, Republic of Korea
http://holidayinnincheonsongdo.com/ver01/

**Orakai Songdo Park Hotel (7 mins walking distance, $140)**
151, Techno Park-ro, Yeonsu-gu, Incheon, Republic of Korea
http://www.orakaihotels.com/songdo/eng/default.asp

**Sheraton Grand Incheon Hotel (5 mins walking distance, $145)**
153 Convension-Road, Yeonsu-Gu, Incheon, Republic of Korea

**Oakwood Premier Hotel (5 mins walking distance, $160)**
165, Convension-daero, Yeonsu-gu, Incheon, Republic of Korea
http://www.oakwoodpremier.co.kr/?view=main&mode=opi

**SKY Park Hotel (15 mins walking distance, $210)**
233 Convension-daero,Yeonsu-gu, Incheon, Republic of Korea
http://skyparkincheonsongdo.com/

Should you prefer to stay at other hotels, please kindly advise the name of your selected hotel to Mr. Wooyoung Kim (Wooyoung.kim@un.org) for our reference. Please note that we are unable to confirm if there will be special discount rates or transportation service provided for the hotels you decide to lodge in.
9. **Transportation**

**Airport ↔ Songdo Convensia Conference Center**
Various public transportation options are available from the airport to the Songdo Convensia Conference Center, the venue of the symposium. Participants are advised that the closest stop is the **Orakai Songdo Park Hotel** which is about 5 minutes walk to the Convensia Conference Center.

Depending on the means of transportation, the fee varies approximately from KRW 4,050 (Subway), KRW 7,000 (Airport Limousine Bus) to KRW 28,000 (taxi). We recommend the limousine bus (6707B) and the route and time table are as follows:

*Please be advised to buy the ticket from the **Ticket Booth** in advance before taking the bus.*

https://www.kallimousine.com/eng/line/station.php?Txt_bnumber=7#on_scroll

Detailed information on the location of Songdo Convensia Center is available on the Google map at:

https://www.google.com/maps/place/Songdo+Convensia/@37.3889408,126.6433504,17z/data=!3m1!4b1!4m5!3m4!1s0x357b77af40aa3f31:0xdd485945aa3aa3e9!8m2!3d37.3889792!4d126.6461185
**Time table:**
Terminal 1 of Incheon Airport (Bus Stop location #3B) to Songdo Convensia Conference Center (Travel Time: 30min)

| Incheon International Airport Terminal 1 → Orakai Songdo Park Hotel (Incheon, Songdo) |
|-----------------------------------------------|-----------------------------------------------|
| **Departure Time**                           | **Incheon, Songdo**                           | **Orakai Songdo Park Hotel** |
| 05:45                                        | 06:15                                        | 06:47                      | 07:14 |
| 07:40                                        | 08:13                                        | 08:56                      | 09:30 |
| 09:59                                        | 10:26                                        | 11:00                      | 11:35 |
| 12:25                                        | 13:15                                        | 14:05                      | 14:46 |
| 15:25                                        | 16:06                                        | 16:45                      | 17:26 |
| 18:09                                        | 18:49                                        | 19:41                      | 20:31 |
| 21:22                                        | 22:00                                        | 22:38                      |
Terminal 2 of Incheon Airport (Bus Stop location #17, 18, 19) to Songdo Convensia Conference Center (Travel Time: 30min)

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<thead>
<tr>
<th>Incheon International Airport Terminal 2 → Orakai Songdo Park Hotel (Incheon, Songdo)</th>
<th>Departure Time</th>
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10. Meeting Room and Facilities Located at the Symposium Venue

[Meeting Room: Premier Ball Room A]

**PREMIER BALLROOM**

2F Premier Ballroom

The information regarding the Facility in the Convensia Center could be found at: [http://www.songdoconvensia.com/](http://www.songdoconvensia.com/) (Facility Guide, Find English Version)
11. **Restaurants**

![Restaurant](image1)

- **Location:** 1st floor
- **Area:** 228.99 m² (For restaurant hall)
- **Use:** restaurant for groups, able to accommodate 200 people at once

![Rainbow Chaihong](image2)

- **Location:** 1st floor
- **Shelter:** About 170 people
- **Phone number:** 032-858-0111
- **Use:** Chinese restaurant

12. **Miscellaneous**

**WEATHER**
November temperatures in Incheon range between a low of 2°C and a high of 14°C. To find the current weather of Incheon, please visit the website of the Korean Meteorological Administration: [http://web.kma.go.kr/eng/index.jsp](http://web.kma.go.kr/eng/index.jsp)

**TIME DIFFERENCE**
Incheon uses Korea Standard Time (KST), which is 9 hours ahead of GMT (standard time).

**ATTIRE**
The weather in Incheon during the period of the Symposium is later end-autumn. Participants are strongly advised to bring warm outfits due to relatively cooler temperatures.

**ELECTRICITY SUPPLY**
The voltage in Korea is 220 volts at 60 Hz.

**FOREIGN EXCHANGE AND BANKING**
The monetary unit is the Won (KRW, denoted by 원). Korean monetary units are composed of 10, 50, 100, and 500 coins, and 1,000, 5,000, 10,000 and 50,000 notes. The exchange rate is approximately KRW 1,201 / USD 1 (as of 1 October 2019). All major credit cards such as American Express, Visa and Master Card are accepted for payment of hotel bills.

**TIPPING**
Tipping is not a traditional Korean custom. A 10% service charge is added to your bill at all tourist hotels, so tipping is not expected. It is not necessary to tip a taxi driver unless he assists you with luggage or provides an extra service.
MOBILE PHONE (ROAMING)
CDMA cellular systems are widely used in Korea. SK Telecom and KT are providing a SIM card roaming service to allow you to use your GSM subscription in Korea. At the International Airport, you can rent a special CDMA cellular phone which accepts your SIM card. Please check the links below for more details.

KT Roaming Service  
http://roaming.kt.com/rental/eng/main.asp

SK Telecom Roaming Service  

USEFUL LINKS

Korea National Tourism Organization  
http://english.visitkorea.or.kr/enu/index.kto

Korea Immigration Service:  
http://www.korea.net

Incheon International Airport:  

Gimpo International Airport:  
http://www.airport.co.kr/mbs/gimpoeng/

Gimhae International Airport:  
https://www.airport.co.kr/gimhaeeng/main.do

Ministry of the Interior and Safety (MOIS):  
http://www.mois.go.kr/eng/a01/engMain.do

EMERGENCY AND USEFUL PHONE NUMBERS

Local calls  
For local calls within the same area or city, just dial the telephone number. For another area or city, please dial the 'area code' before the telephone number. However, the area code should be dialed when using a mobile phone.

International Calls  
For international calls, first dial the international access code (001, 002 or 00700), the country code, area code and the recipient's number.

Emergency  
• Police 112  
• Fire and Ambulance 119
UNPOG STAFF CONTACTS

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