

3 September 2009

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

2nd Regional Workshop on the Enhancement of Information and Communication
Technology Accessibility for Persons with Disabilities

13-15 October 2009
Incheon, Republic of Korea

INFORMATION NOTE FOR PARTICIPANTS

1. The 2nd Regional Workshop on the Enhancement of Information and Communication Technology Accessibility for Persons with Disabilities is scheduled to be held on 13 to 15 October 2009. The venue will be at the Asian and Pacific Centre for Information and Communication Technology for Development (APCICT), Incheon, Republic of Korea.

MEETING SCHEDULE

2. The inaugural session of the Regional workshop will be convened at 0900 hours on Tuesday, 13 October 2009. The subsequent sessions will meet at the same venue.

REGISTRATION AND IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges at the Registration Desk at APCICT from 0800 to 0900 hours on Tuesday, 13 October 2009. For identification and security reasons, all participants are requested to wear their meeting badges at all times during the meetings and at social functions.

WORKSHOP SECRETARIAT

4. The Conference Secretariat responsible for the Workshop are as follows:

United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)

Address: Social Development Division, UN ESCAP
6th Floor, United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200, Thailand

Contact persons

Mr. Deuk Yung KO
Tel: (66-2) 288-1520
Fax: (66-2) 288-1030

Ms. Lawan Schneider
 Tel: (66-2) 288-1498
 Fax: (66-2) 288-1030
 E-mail: escap-esid-psis@un.org

National Information Society Agency (NIA)

Address: National Information Society Agency (NIA)
 (Deungchon-Dong) 188, Gonghangro
 Gangseo-Gu, Seoul, 157-715
 Republic of Korea
 Tel: (82-2) 3660-2571
 Fax: (82-32) 3660-1579

Contact persons:

Mr. KyoungSoon Hong
 Email: kshong@nia.or.kr
 Mobile: + 82 10 3712 5129

Mr. Joon-ho Hyun
 Email: jhyun22@nia.or.kr
 Mobile: + 82 2 3660 2577

Mr. Han JeongGi
 Email: jhan@nia.or.kr
 Mobile: + 82 2 3660 2575

UNAPCICT

Address: Bonbudong, 3rd Floor, Songdo Techno Park
 7-50 Songdo-dong, Yeonsu-gu, Incheon
 Republic of Korea
 Tel: (82-32) 245-1700 to 1702
 Fax: (82-32) 245-7711 to 7712

Contact persons:

Ms. Yoonee Jeong
 Email: yooneejeong@unapcict.org
 Mobile : +82-10-3704-7318

Ms. Kathryn Roh
 Email: kathryn@unapcict.org
 Mobile : +82-10-7566-7234

Ms. Claire Kim
 Email: claire@unapcict.org
 Mobile : +82-10-3487-3379

DAILY SUBSISTENCE ALLOWANCE (DSA)

5. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance at prevailing United Nations rates in accordance with the UN rules. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit their original passport, boarding pass(es), and air tickets to the secretariat staff on the first day of the Workshop.

FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS

6. In those cases where the participation costs are borne by ESCAP, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:
 - (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
 - (ii) Salary and related allowances for the participants during the period of the workshop;
 - (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
 - (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
 - (v) Any loss of or damage to personal property of participants while attending the workshop or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
 - (vi) Any other expenses of a personal nature, not directly related to the purpose of the workshop.

VISA REQUIREMENTS

7. Participants should obtain appropriate entry visas to the Republic of Korea from a diplomatic or consular mission of the Republic of Korea at their point of origin or en route to the Republic of Korea. Nationals of some countries are issued tourist visas on arrival at the airport while others require special entry permits. In any case, participants are advised to check latest information regarding visa requirements from an appropriate representative mission of the Republic of Korea

HOTEL ACCOMMODATION

8. Hotel accommodation at special rates will be reserved for workshop participants at the Song Do Metro Hotel. The hotel is approximately 2 Km away from the APCICT, which is the venue of the meeting. Song Do Metro Hotel will provide free shuttle services to/from the APCICT twice a day during the period of 13-15 October 2009. If you so indicate on your participation form (attached), a hotel room will be automatically reserved by the secretariat. Please contact Ms. Lawan Schneider, ESCAP, at e-mail address (escap-esid-psis@un.org) for further information, if needed.

- SongDo Metro Hotel (www.songdometrohotel.com), room rate: KRW110,000 (Approximately US\$ 97) per day for standard twin/double room, inclusive of breakfast.
 Address : BENIKEA Premier, 10-2 Songdo-dong,
 Yeonsu-gu, Incheon, 406-840, Republic of Korea
 Tel : + 82 32 210 3000
 Fax : + 82 32 210 3300

9. For information about other hotels in the area, please refer to Annex I. Should participants prefer to stay at these hotels, they need to reserve by themselves and to inform Ms Lawan Schneider by email of the reserved hotel. However, kindly be informed that the hotels may not provide free daily shuttle bus service between hotel and the meeting venue.
10. The room fees will be charged directly to the participants by the Hotel and are to be settled by the participants themselves.
11. The special hotel accommodation package includes buffet breakfast. All other incidental expenses such as telephone call charges, laundry, lunches, dinners, photocopying, and transportation are to be borne by the participants.
12. For those participants wishing to stay beyond 15 October 2009 at their own cost, please negotiate individually with the hotel.

TRAVEL ARRANGEMENTS

13. The secretariat will authorize the Office of the United Nations Development Programme (UNDP) to issue the most direct economy class return air travel from the airport of departure in your country to Incheon, the Republic of Korea. The UNDP Office will contact you upon their receipt of travel authorization from UNESCAP in Bangkok.
14. Arrangements will be made for participants to arrive in Incheon on 12 October 2009 and depart for their respective countries on 16 October 2009. In the event of unavailability of a flight the nearest possible date will be arranged accordingly.
15. All participants may arrive at Incheon International Airport (IIA), which is connected to the major cities in the world. You may pass through immigration and customs clearance at the arrivals terminal (1st floor).
16. Participants are expected to make their own transfer arrangements between the Incheon International Airport (IIA) and the Hotel. For those participants arriving by air, there is an airport limousine bus service. At the arrival terminal on the 1st Floor, please take the exit No. 2 or 9 where you may find airport bus stop No. 2B or 9B. **You are advised to take the bus No. 8100 and get off at Songdo Metro Hotel bus stop** which is within 3 minute's walking distance from the Hotel. It takes about 1 hour and 40 minutes from the airport to Songdo Metro Hotel by airport limousine bus. The Bus limousine fee is KRW 8,000 (approx. US\$ 6.5).

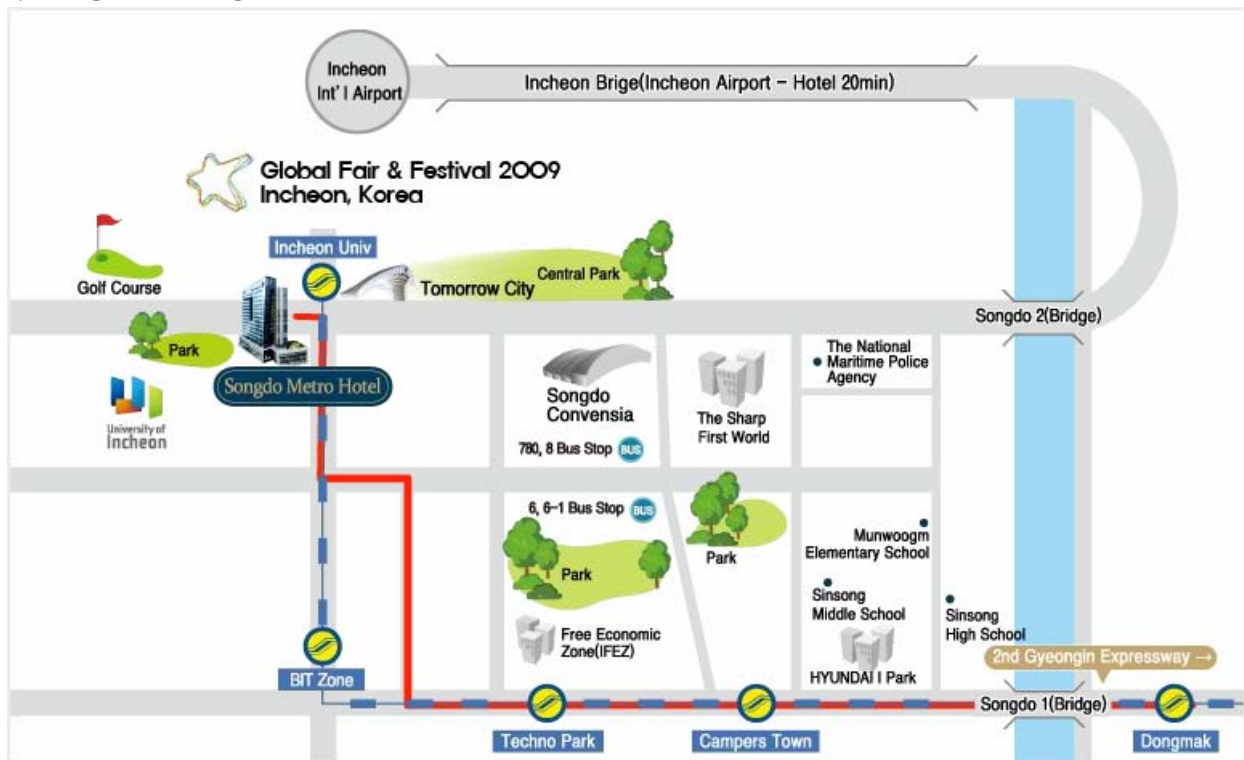
| Departure | Arrival | Bus No. | Bus Stop | First Departure | Last Departure | Travel Time | Interval | Fare |
|-----------------------|--------------------|----------------------------|----------|-----------------|----------------|--------------|------------|-------------------------|
| Incheon Int'l Airport | Songdo Metro Hotel | Airport Limousine Bus 8100 | 2B/9B | 04:21 | 21:00 | 1 hr 40 mins | 20-30 mins | KRW 8,000 (approx.U\$7) |

17. **Kindly note that no transportation will be provided by either ESCAP or the APCICT.**

18. Taxis are also available between the airport and the Hotel. All Korean taxis are metered. To get to Songdo Metro Hotel from Incheon International Airport, taxis usually charge a rate of KRW **60,000** (approximately USD 48) and it takes about 70 minutes. (Toll fee to be charged additionally)

19. A number of international airlines operate regular services to and from the Republic of Korea. Participants are advised to confirm their bookings for return/onward travel prior to their departure for or on arrival in the Republic of Korea.

MAP OF THE HOTEL



Address of Hotel in Korean : 인천광역시 연수구 송도동 10-2 베니키아 프리미어 송도메트로호텔

Address of Hotel in English: BENIKEA Premier, 10-2 Songdo-dong, Yeonsu-gu, Incheon

MEALS

20. In order to streamline meal arrangements and other related logistics, buffet-style lunches during the period of the workshop will be catered at the APCICT and payment for lunches will be deducted from the DSA.

CURRENCY

21. The official currency of the Republic of Korea is the Won which is currently exchanged at approximately 1,240 KRW for 1 United States dollar. Foreign Exchange facilities are available at the Incheon International Airport as well as at the bank located near the APCICT office. Participants are advised to carry sufficient amount of funds and to convert them to local currencies for incidental expenses at transit point(s).

TEMPERATURE

22. The average temperature in Incheon during October is around 14.4 degree Celsius. Please refer to http://english.visitkorea.or.kr/enu/AK/AK_EN_1_1_1.jsp for further information on the weather

SMOKING

23. Smoking is not allowed in the meeting rooms and offices.

INTERNET AND E-MAIL SERVICE

24. Wire and wireless internet service is available at APCICT.

LONG-DISTANCE CALLS

25. International pre-paid telephone cards may be purchased at Incheon International Airport or at convenience stores.

VOLTAGE AVAILABLE

26. The available voltages for all electric appliances used are 220/240 volts. Plugs are 2-hole-round-pin type.



SOCIAL FUNCTIONS, FIELD VISIT AND OTHER MATTERS

27. Two dinners including a welcome dinner reception in the evening of Tuesday, 13 October 2009 will be arranged by the National Information Society Agency (NIA). The venue will be announced in due course.
28. A field visit to Mugungwah Electronics Corp in Suwon is being organized for all participants. The visit is tentatively scheduled from 1500 to 1800 hours on Wednesday, 14 October 2009. More information will be provided to participants in due course.
29. Participants wishing to circulate information and other materials at the workshop should contact the conference secretariat in advance. Space may be provided for the display of such materials upon request.

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ANNEX I

- Songdo Ramada Hotel (www.ramada-songdo.co.kr/eng) 159,720 KRW (Approximately US\$ 128) per day for standard twin/double room, *exclusive* of breakfast
 - Address: Dongchun-1 Dong, Yeonsu-Gu, Incheon, Korea
 - Tel : +82-32-832-2000
 - Fax : +82-32-832-1325

 - Song Do Park Hotel (www.songdoparkhotel.com): 250,000 KRW (Approximately US\$ 200) per day for standard twin/double room, *inclusive of breakfast*. This is the recommended option of accommodation.
 - Address: 93-1 Songdo-dong, Yeonsu-gu, Incheon
 - Tel : + 82 32 210 7000
 - Fax : + 82 32 210 7100

 - Sheraton Incheon Hotel (www.incheonsheraton.com) 227,480 KRW (Approximately US\$ 183) per day for standard twin/double room, *exclusive* of breakfast
 - Address: 6-9 Songdo-dong, Yeonsu-gu, Incheon
 - Tel : + 82 32 835 1000
 - Fax : + 82 32 835 1001
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