Conference Information Guide for Participants (as of 7 November 2022)

1. Overview

1-1. Official Program

<table>
<thead>
<tr>
<th>Time</th>
<th>11. 9 (Wed)</th>
<th>11.10 (Thu)</th>
<th>11.11 (Fri)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 - 11:30</td>
<td>Capacity Building Workshop: Digital connectivity and transformation in the framework of the Asia-Pacific Information Superhighway</td>
<td>(10:00-11:00) Pre-Meeting (for working-level, if necessary)</td>
<td>Optional Study Tour (Visit Enterprise) ※ Naver</td>
</tr>
<tr>
<td>11:30 - 13:00</td>
<td>Luncheon</td>
<td>Luncheon</td>
<td></td>
</tr>
<tr>
<td>13:00 - 17:30</td>
<td>APCICT GC</td>
<td>High-Level Policy Dialogues on ‘Our Digital Future’</td>
<td>Ministerial Conference</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17:30 - 18:00</td>
<td>Break time</td>
<td>Break time</td>
<td></td>
</tr>
<tr>
<td>18:00 - 21:00</td>
<td>Dinner with Minister and ICT Enterprises</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1-2. Ministerial Conference

- The Ministerial Conference consists of two major events: (1) Asia-Pacific Digital Transformation Forum (APDTF) on 9 November; and (2) First Asia-Pacific Digital Ministerial Conference 2022 (APDMC) on 10 November 2022.
- The “High-level Policy Dialogues of the Asia-Pacific Digital Transformation Forum (APDTF)” at 9:00-18:00 pm on 9 November is a closed meeting for Minister-level government officials, Head of delegations, Head of organizations and Head of UN agencies.
- The First Asia-Pacific Digital Ministerial Conference 2022 (APDMC) at 11:00-18:00 pm, on 10 November 2022 invites Ministers, Delegations of member States, organizations and UN agencies.

1-3. Optional Study Tour

- It is supposed to visit NAVER, a global ICT company, providing South Korea’s number one search portal “NAVER”, and the participation is not mandatory.
- For those who join the study tour, transportation between hotel (Intercontinental Seoul COEX) and NAVER will be provided.
- The lunch will be provided.
1-4. Conference Venue
- The Asia-Pacific Digital Ministerial Conference 2022 (APDMC) will be held on 9–10 November 2022 at the B1 floor, InterContinental Seoul Coex in Seoul, the Republic of Korea.
* Important Note: There are 2 Intercontinental hotels in the vicinity. Please note that our venue is the InterContinental Seoul COEX, and NOT the Grand Intercontinental Parnas.
** The COEX is a very large underground shopping complex that is connected to the venue of our events.

<table>
<thead>
<tr>
<th>Date</th>
<th>Floor</th>
<th>Hall Name</th>
<th>Event</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Wed.)</td>
<td></td>
<td></td>
<td>High-level Roundtable Dialogues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>F30</td>
<td>Jupiter</td>
<td>Dinner</td>
<td></td>
</tr>
<tr>
<td>10 Nov.</td>
<td>B1</td>
<td>Diamond</td>
<td>Asia-Pacific Digital Ministerial Conference</td>
<td>Led by MSIT</td>
</tr>
<tr>
<td>(Thu.)</td>
<td></td>
<td>Moderato</td>
<td>Bilateral Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vivace</td>
<td>Luncheon &amp; Dinner</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Allegro</td>
<td>Senior Official’s Meeting</td>
<td></td>
</tr>
</tbody>
</table>

1-5. Language
- The working language of the conference is English only. Participants will NOT be allowed to use personal interpretation services during the sessions.

1-6. Meeting documents
- Participants are requested to bring copies of the meeting documents circulated by the ESCAP secretariat to the Governments/Organizations/Enterprises/Agencies prior to the session.
- Documents for circulation or distribution to the participants during the sessions should be handed over to the secretariat staff on duty at the meeting room. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by individual delegations.

1-7. Conference Event Page (website)
- Participants are kindly advised to visit the below event page to find the updated information and event documents.

Please click [here](https://www.unescap.org/events/2022/asia-pacific-digital-ministerial-conference-2022-shaping-our-common-future) or scan the QR code below to visit the event page.
1-8. Event livestream (website)

- Events that are to be held on the 9th of November as part of the Digital Transformation Forum, with the exception of the Dinner, will be streamed live on the Zoom platform, and may be viewed on the following web page (no downloads necessary)
  https://us02web.zoom.us/j/86119199096?pwd=blRTMWNG NzR5WRmM3!5WjiQlNiQlT09
  Zoom Meeting ID: 861 1919 9096 (pw: 1109)

- Please note that the event will be broadcasted only, and that participation in the form of chats or interventions will not be possible.

2. Registration and Identification Badges

- In order to enable more effective access control and speed up the screening by security personnel, photo badges will be issued for meeting participants of APDTF and APDMC. These are requested to register through on-line registration link (in the below) to obtain meeting badges with photos at the registration counter, located on the B1 floor, Vivace hall, from 8:00 to 9:00 on 9 November and Diamond hall, from 8:00 to 9:00 on 10 November.

- For identification and security reasons, all participants are requested to wear their meeting badges at all times during the events such as during meetings and social functions. The loss of a meeting badge should be communicated to the operational staffs, located on the B1 floor, Secretariat office, Andante hall, so that a new one can be issued immediately.

3. Online Registration

- All new registrations to the events are closed
4. Quarantine Information

- No COVID-19 PCR test is required for all travelers for entry to South Korea starting from 1 October 2022.
- Face masks are compulsory indoors and on public transport. Failure to wear a mask can result in a fine of up to 100,000 Korean Won.
- The insurance is highly recommended prior to departure.
- If COVID-19 is confirmed after entering Korea, medical expenses and quarantine facility usage fees are self-burdened. Travel insurance is highly recommended.
- Detailed information +82-1339

<Quarantine Management Flow Chart for Overseas Entrants (Entrants via an Airport)>

<table>
<thead>
<tr>
<th>Classification</th>
<th>PCR test</th>
<th>Test result</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symptomatic Entrants</td>
<td>Airport Arrival Hall or Central Quarantine and Medical Support Center (Quarantine Facility)</td>
<td>Positive</td>
<td>Quarantine for 7 days (Transfer to hospital, or treatment facility)</td>
</tr>
<tr>
<td>Asymptomatic Entrants</td>
<td>Voluntary PCR-Test within 3 days after arrival at public health centers (at own expense)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Participants who test positive for COVID-19 will be quarantined at their own expense and will NOT be allowed to enter the event venue.

5. Visa Requirements

- 112 countries (Annex 1) have signed a visa waiver agreement with the Republic of Korea, citizens of those countries can enter Korea without a visa when visiting the Republic of Korea according to the contents of each agreement.
- To apply for an appropriate entry visa to the Republic of Korea, participants are required to contact the respective Korean embassy for accurate information regarding visa application procedures and required documents. The list of Korean Embassy can be found at https://www.mofa.go.kr/eng/wpge/m_5756/contents.do
- Check visa waiver country list: https://www.hikorea.go.kr/info/InfoDatail.pt?CAT_SEQ=144&PARENT_ID=11
6. K-ETA (Korea Electronic Travel Authorization) Announcements

- K-ETA is mandatory for nationals of 66 visa-waiver countries/regions and 46 designated visa-free entry countries/regions who enter Korea without a visa.
- Following the implementation of K-ETA from 1 September 2021, nationals of 112 countries/regions, who were eligible for visa-free entry, now need to apply for K-ETA in order to receive a boarding pass. K-ETA authorization is generally valid for multiple trips over a period of two years or until your passport expires, whichever comes first. (Application fee - 10,000 KRW/person) *Application fee is self-burdened.
- Please keep in mind that the assessment can take more than 72 hours depending of the situation (ex, an increased number of K-ETA applications, applicants’ circumstances, etc).
- A family or tour representative can apply for K-ETA for up to 30 people at once.
- K-ETA Center is providing foreign language consultation in English, Russian, and Thai. Please leave your inquiries through the official K-ETA website [www.k-eta.go.kr – Notice – Questions]. (Weekdays from 09:00~12:00, 13:00~18:00 KST)
- K-ETA is NOT a visa. K-ETA approval does not guarantee admission to the Republic of Korea. A Korea Immigration Service officer at a port of entry will have the final determination.
- Please regularly check the official K-ETA website(www.k-eta.go.kr) or mobile app to find which countries/regions are visa-free entry and eligible for requiring K-ETA.

<table>
<thead>
<tr>
<th>Person who is exempt from K-ETA</th>
</tr>
</thead>
</table>
| - UN passport holders
|
| Person who is a national of a K-ETA required country in principle, but obtained approval for K-ETA exemption from the Ministry of Justice in advance through the request of relevant organizations by submitting a list of names via official channel |
| - Diplomatic or official passport holders |

<About K-ETA Exemption>

- Applicants for exemption must apply directly to the diplomatic missions in Korea.
- For K-ETA exemption, 1) applicants’ list, 2) passport copy, and 3) itinerary including 4) arrival and departure schedule are required.
- The application form has to be sent to the Ministry of Justice (by an official document/ e-mail) at least five days prior to arrival date.
  * Even when an exemption is urgently requested, an official letter/official document, an application list, and a copy of passport must be sent to the Ministry of Justice by e-mail before immigration to Korea.
- Those who are subject to exclusion of K-ETA (exemption request is NOT required) ① (Diplomatic-Official Visa Holders) Those who obtained a Diplomatic (A1), Official (A2) visa at the diplomatic missions do not need to apply for K-ETA until the validity period of the visa.
- Diplomatic-Official passport holders of visa-free countries who are not subject to exclusion as above, are required to obtain the K-ETA approval* for entry. However, those who applied for the ‘K-ETA exemption request’ to the Ministry of Justice (MOJ) via official letter through their diplomatic mission in Korea and obtained the approval before entry, can enter Korea without K-ETA.

6. Website for other related information about procedure of entry

- Diplomatic offices of each country:
  https://www.mofa.go.kr/eng/pgm/m_5789/uss/cnsrshp/inKoEmblgbdAdres.do
  Incheon Airport quarantine inspection information:

7. Lunch and Dinner

7-1. Asia Pacific Digital Transformation Forum on 9 November
  <Dinner>
  • Invitees: Closed dinner for Ministers and Head of organizations (invitation only)
  • Date and time: 6:30-9:00 pm, 9 November 2022
  • Venue: Jupiter room (30F), InterContinental Seoul Coex
  • Organizer: ESCAP

7-2. Asia Pacific Digital Ministerial Conference on 10 November
  <Lunch>
  • Invitees: Open lunch for Head of Delegation and 1 accompanying person.
  • Date and time: 12:00-13:30 pm on 10 November 2022
  • Venue: Vivace room (B1F), InterContinental Seoul Coex
  • Organizer: Ministry of Science and ICT (MSIT)
  <Dinner>
  • Invitees: Open dinner for Head of Delegation and 1 accompanying person.
  • Date and time: 6:30-9:00 pm on 10 November 2022
  • Venue: Vivace room (B1F), InterContinental Seoul Coex
  • Organizer: Ministry of Science and ICT (MSIT)
8. Venue Information

8-1. Hotel Information
- The hotel venue for the Asia-Pacific Ministerial Conference is as follows.
- Participants in the APDTF and APDMC can reserve a hotel with the special promotion prices listed in the table below. For hotel reservations, the attached reservation application (Annex 2) must be emailed or faxed directly to the hotel where you plan to stay.

<table>
<thead>
<tr>
<th>Hotel</th>
<th>InterContinental Seoul Coex *****</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><a href="https://seoul.intercontinental.com/iccoex/eng/">https://seoul.intercontinental.com/iccoex/eng/</a></td>
</tr>
<tr>
<td>Address /Tel</td>
<td>524, Bongeunsa-ro, Gangnam-gu, Seoul (+82-2-3452-2500)</td>
</tr>
</tbody>
</table>
| Info.               | • Located in the heart of Seoul, Gangnam-gu
               | • Connected to the Convention Center and COEX Mall
               | • Bus stop in 5 min, subway station in 6 min by walk
               | • Samseong station (subway line 2), Bongeunsa station (subway line 9) |
| Special Promotion   | Room type • Classic Room King/Twin |
|                     | Room rate • 200,000KRW(Room only, Original price is 480,00KRW) |
|                     | Other information • Breakfast 30,000KRW/person
               | • 21% of VAT and service charge are excluded |

**IMPORTANT NOTE**: The venue for the Digital Transformation Forum and the Digital Ministerial Conference is the InterContinental Seoul COEX, and **NOT the Grand Intercontinental Seoul Parnas**.

8-2. Other Hotels Nearby
- Participants in the APDTF and APDMC can reserve a hotel with the special promotion prices listed in the table below. For hotel reservations, the attached reservation application (Annex 2) must be emailed or faxed directly to the hotel where you plan to stay.
<table>
<thead>
<tr>
<th>Hotel</th>
<th>Grand Intercontinental Seoul Parnas *****</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td><a href="https://seoul.intercontinental.com/grandicparnas/eng/">https://seoul.intercontinental.com/grandicparnas/eng/</a></td>
</tr>
<tr>
<td>Address /Tel</td>
<td>521, Teheran-ro, Gangnam-gu, Seoul (+82-2-555-5656)</td>
</tr>
</tbody>
</table>
| Info. | • Located in the heart of Seoul, Gangnam-gu  
• Connected to the Convention Center and COEX Mall  
• Bus stop in 5 min, subway station in 6 min by walk  
• Samseong station (line number 2), Bongeunsa station (line number 9) |
| Special Promotion | Room type: Classic King/Twin  
Room rate: 260,000KRW (Room only, Original price is 550,000KRW)  
Other information: • Breakfast 30,000KRW/person  
• 21% of VAT and service charge are excluded |

<table>
<thead>
<tr>
<th>Hotel</th>
<th>GLAD Gangnam COEX Center ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address /Tel</td>
<td>610, Teheran-ro, Gangnam-gu, Seoul (+82-2-6474-5000)</td>
</tr>
</tbody>
</table>
| Info. | • Near by the convention center and COEX Mall  
• Walkable to Samseong station (line number 2)  
• Room type: Standard Double, Standard Twin, Superior Double, Jumbo Twin  
• E-mail: rsvn.coexcenter@glad-hotels.com |
| Special Promotion | Room type: Standard  
Room rate: 120,000KRW (Mon~Thu), 130,000KRW (Fri), 140,000KRW (Sat)  
Other information: • Room only  
• No breakfast  
• 10% of VAT is excluded |

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Hotel Peyto Samseong ***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address /Tel</td>
<td>9, Teheran-ro 87-gil, Gangnam-gu, Seoul (+82-2-6936-9701)</td>
</tr>
</tbody>
</table>
| Info. | • Near by the convention center and COEX Mall  
• Walkable to Samseong station (line number 2)  
• Room type: Superior Single, Deluxe Double, Delux Twin, Urban Double, PEYTO Suite, Executive Suite, Diplomatic Suite  
• E-mail: lisa.baek@peytohotel.com |
| Special Promotion | Room type: Superior Single, Deluxe  
Room rate: 100,000KRW, 130,000KRW  
Other information: • Room only  
• Breakfast 17,000KRW/person  
• 10% of VAT is excluded |
Participants are requested to contact the hotel directly at least 10 working days in advance and provide the participant’s full name, date and time of check-in and check-out, flight numbers and contact details. Participants may consider booking a hotel within a walking distance from the COEX to avoid traffic and help reduce CO2.

Rooms are available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to the hotel at least 48 hours in advance.

### 8-3. Payment of hotel accounts

- Before departure from Korea, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.
8-4. Accommodation when COVID-19 is confirmed

- If COVID-19 is confirmed, you may have to leave the hotel you are staying at. In addition, you must individually reserve accommodation for self-isolation on a site called ‘WeHome’. When confirmed, self-quarantine must be performed until midnight on the 7th day from the test date. After midnight on the 7th day, self-isolation will be lifted without any other inspection. However, if you want to be released from quarantine before midnight on 7th day, you should contact the local health center.

- ‘WeHome’ website: [https://www.wehome.me/en/s/?ks=1&tag%5B%5D=21&tag%5B%5D=20](https://www.wehome.me/en/s/?ks=1&tag%5B%5D=21&tag%5B%5D=20)
- Local health center: +82-1339

9. Transportation from and to the Airport

- Round-trip transportation (including 1 sedan with a chauffeur) from Incheon International Airport to the hotel will be provided to the Minister or Vice-Minister Level Head of Delegations of UESCAP member countries for the entry and departure.

- Please inform the operation secretariat if using individual vehicles.

- Information on the reception of HoD at the Minister and vice-Minister level

<table>
<thead>
<tr>
<th>Subject</th>
<th>Reception Place</th>
<th>Vehicle Boarding Place</th>
<th>Liaison Meeting Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minister</td>
<td>Reception Inside of CIQ</td>
<td>Around the Arrival gate</td>
<td>Around the Arrival gate</td>
</tr>
<tr>
<td>Vice-Minister</td>
<td>Around the Arrival gate</td>
<td></td>
<td>(when on board)</td>
</tr>
</tbody>
</table>

* This content is subject to change by consultation.

- Other participants should make their own transportation arrangements from Incheon National Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport.

- Incheon National Airport ➔ InterContinental Seoul Coex / Grand Intercontinental Seoul Parnas
- When using airport bus (City Airport Limousine Bus of CALT) #6103

<table>
<thead>
<tr>
<th>Bus Number</th>
<th>Estimated Time</th>
<th>Fare</th>
<th>Bus Stop Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6103</td>
<td>65-85 min.</td>
<td>Approximately KRW 18,000</td>
<td>Airport Terminal 1(1F) 7A-3</td>
</tr>
<tr>
<td>(Incheon Airport ➔ Coex City Airport)</td>
<td></td>
<td></td>
<td>Airport Terminal2(Bl) 28</td>
</tr>
</tbody>
</table>

- Other airport buses are available. You can purchase bus tickets and get information at ticketing offices next to Exit 4 and 9 in Arrival Hall Floor 1 (indoors) or offices next to Exit 4, 6, 7, 8, 11, 13, and 9C (outdoors).
- Terminal 1 Bus ticket office

- Terminal 2 Bus ticket office

- Please check this information: https://www.airport.kr/ap_lp/en/tpt/bustoinft1/bustoinft1.do

- Information of other transportations: https://seoul.intercontinental.com/eng/welcome/Map

- When using taxi: show address to taxi driver “삼성동 인터컨티넨탈 서울 코엑스 호텔”

<table>
<thead>
<tr>
<th>Estimated Time</th>
<th>Fare</th>
<th>Hotel Address</th>
</tr>
</thead>
</table>
| 60-90 min.     | Approximately KRW 65,000 | - InterContinental Seoul Coex: 524, Bongeunsaro, Gangnam-gu, Seoul  
|                |            | - Grand Intercontinental Seoul Parnas: 521, Teheran-ro, Gangnam-gu, Seoul |

9-1. Transport to attend meetings

- Participants should make their own transport arrangements to and from the COEX. Metered-taxis are readily available in the city.
10. Useful Information

10-1. Roaming and SIM card
- You can buy SIM card for roaming and WIFI for internet at SK Telecom, KT, and LG U+ at the airport.

[KT Roaming Center – T1]
• Opening hours: 00:00~24:00
• Location: Near Exit 10 on 1F, Terminal 1
• Contact: +82-2-2190-0901

[LG U+ Roaming Center - T2]
• Opening hours: 00:00 ~ 24:00
• Location: Near Gate 3 on 1F in Public Area, Terminal 2
• Contact: +82-2-3416-7010

10-2. Currency and Exchange
- Korea’s official currency is the Korean Won (KRW). You can exchange at the airport, Coex, and bank.
  Exchanging at airport can charge you high commission so we recommend you exchanging at Coex or bank in small bills.

[Woori Bank Currency Exchange - T1]
• Opening hours: 00:00~24:00
• Location: Near Check-In Counter F on 3F, Terminal 1
• Contact: +82-32-734-1056

[Currency Exchange(Arrival Hall) - T2]
• Opening hours: 07:00~21:00
• Location: Near Exit 2 on 1F, Terminal 2
• Contact: +82-32-875-1111

10-3. Foreign currency declaration upon arrival
- If you bring in means of payment not exceeding USD 10,000 to Korea, you do not need any permission or declaration. In addition, there is no need to report or authorize the importation of promissory notes, letters of credit, or bills of exchange. However, if you enter the country with foreign currency, KRW notes, or checks above USD 10,000 or the equivalent in total, you must report it to the Customs. The same goes for cashier’s checks in Korean.

- More information on: https://www.customs.go.kr/english/cm/cntnts/cntntsView.do?mi=10800&cntntsId=5500
10-4. Weather
- Republic of Korea is located in the southern part of the Korean Peninsula in East Asia. In November, it is Autumn in Korea, and starts to get colder, ranging from about 13°-14°(57°F) in Seoul. There are some winter-like cold days in November, so it is recommended to start preparing some winter clothes and heating devices. The sight of vividly colored autumn leaves is enchanting during this time of the year. Furthermore, the weather can be rainy or snowy so prepare an umbrella.
- The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 25-26 degrees Celsius (77-78.8 degrees Fahrenheit).

10-5. Time Zone
- Korean time is 9 hours ahead of Greenwich Mean Time (GMT +9).

10-6. Electric Plug and Socket
- The standard plug type is C type or F type with 220V of 60Hz. This is the same type used in France, Germany, Italy, Spain, Türkiye, and Indonesia. You can purchase a plug converter at the airport or convenience store or it can be provided at a hotel.

10-7. Internet Services
- Free wireless internet access is available in all conference and meeting room. No password is required.

10-8. Souvenir Shop
- The souvenir ship is located on the B1 floor of Coex.
- Open hours: 10:30 to 22:00 / Everyday
- Call: +82-2-6002-0006
10-9. Travel Agent

- The HANATOUR office is located on the B1 floor at COEX mall
- Open hours: 10:30 to 22:00 / Everyday
- Call: +82-2-562-5177

10-10. Nearby bank

- The bank is on B1 floor at Coex mall
- Open hours: 09:30 to 15:30 / Weekdays
- Call: +82-2-551-1701

10-11. Travel Advisory

- Tipping is not customary in Korea. Sometimes, restaurants and hotels may add a service charge of 10% since Value-Added Tax(VAT) may not be included. VAT is mostly included in the retail price.

10-12. Lost and found

- A Lost and Found desk is located on the B1 floor at Coex mall. It is open from 10:30~22:00.
- Call: +82-2-6002-5300

10-13. Emergency Contact Information

- Korean Ministry of Foreign Affairs: +82-2-2100-2114
- Nearest hospital: Mirae Medical Center

- Location: 513, Teheran-ro, Gangnam-gu, Seoul, South Korea
- Open hours: 07:30~17:00(~13:00 on Saturday)
- Call: +82-2-540-0001
11. Country Information
- Check out the websites below for more information about the Republic of Korea.
- Korea Tourism Organization: http://english.visitkorea.or.kr/enu/index.kto
- Korean Information Service: www.korea.net
- Seoul Metropolitan Government: https://english.seoul.go.kr/
- Travel info service (Just call 1330): When you need English assistance or travel information, just dial 1330.
  ✓ A bilingual operator will offer you detailed information on tourist sites, transportation, restaurants, etc. In Korea 1330(Land line), Area code+1330(Cell phone), From Abroad +82-Area code-1330

12. Event documents
- For information concerning the substantive preparations for the meeting, please visit

13. For further information, please feel free to contact:

United Nations ESCAP
Mr. Tae Hyung KIM,
Chief, ICT and Development Section, ICT and Disaster Risk Reduction Division,
Email: escap-ids@un.org,

with copies to:
Mr. Siope OFA, Economic Affairs Officer, Email: ofa@un.org
And Mr. Seul Ki YI, Coordinator, Email: seul.yi@un.org

Ministry of Science and ICT of the Republic of Korea
Ms. Soohyeon KANG,
Deputy Director, Multilateral Cooperation Division, International Cooperation Bureau, Ministry of Science and ICT,
Email: rainsnow78@korea.kr,

with copies to:
Ms. Sungeun KIM, Assistant Director, Email: skim0912@korea.kr,
Mr. Duke CHOI, Deputy Director, The National IT Industry Promotion Agency (NIPA) of Korea, Email: duke@nipa.kr,
And Ms. Jiyeon RYU, Manager, NIPA, Email: jess@nipa.kr
ANNEX 1: K-ETA Required Countries (Regions)- (112 countries (regions) from November 1, 2022)

- 49 Eligible Countries (Regions) for K-ETA
  Albania, Andorra, Barbados, Dominica, Guam, Guyana, Holy See, Ireland, Malta, Mexico, Monaco, New Caledonia, Nicaragua, Palau, Saint Kitts-Nevis, Saint Vincent and the Grenadines, San Marino, Slovenia, United Kingdom, United States of America, Venezuela, Greece, Netherlands, Denmark, Germany, Latvia, Romania, Luxembourg, Lithuania, Belgium, Bulgaria, Cyprus, Sweden, Spain, Slovakia, Estonia, Austria, Italy, Czech Republic, Croatia, Portugal, Poland, France, Finland, Hungary, Norway, Switzerland, Liechtenstein, Iceland

- 1 Country (Region) added as of November 8, 2021
  Singapore

- 46 Countries (Regions) added as of April 1, 2022
  Malaysia, Bahrain, United Arab Emirates, Oman, Israel, Kazakhstan, Qatar, Thailand, Turkey, Guatemala, Dominican Republic, Bahamas, Brazil, Saint Lucia, Suriname, Haiti, Antigua and Barbuda, El Salvador, Uruguay, Jamaica, Chile, Costa Rica, Colombia, Trinidad and Tobago, Canada, Argentina, Honduras, Paraguay, Ecuador, Russia, Montenegro, Bosnia and Herzegovina, Serbia, Nauru, Marshall Islands, Fiji, Tuvalu, Australia, Republic of South Africa, Lesotho, Morocco, Mauritius, Botswana, Seychelles, Eswatini, Tunisia

- 6 Countries (Regions) added as of May 1, 2022
  Brunei Darussalam, Saudi Arabia, Kuwait, Panama, Peru, New Zealand,

- 1 Country (Region) added as of June 1, 2022
  Grenada

- 1 Country (Region) added as of July 1, 2022
  Hong Kong

- 3 Countries (Regions) temporarily added from August 4 to October 31, 2022
  Japan, Taiwan, Macau

- 8 Countries (Regions) added as of November 1, 2022
  Japan, Taiwan, Macau, Micronesia, Samoa, Solomon Islands, Kiribati, Tonga
ANNEX 2: Hotel Reservation Form

(1) Intercontinental Seoul COEX

---

**HOTEL RESERVATION REQUEST**

<table>
<thead>
<tr>
<th>Reservation Dept.</th>
<th>Tel. +82 2 559 7777</th>
<th>Fax. +82 2 559 7886</th>
<th>E-mail. <a href="mailto:lc-convention@parnes.co.kr">lc-convention@parnes.co.kr</a></th>
</tr>
</thead>
</table>

- Please complete this form and return directly by fax or email to us by **02 Nov, 2022** to ensure room availability and group rate.

### 1. PARTICIPANT INFORMATION

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 2. HOTEL RESERVATION

<table>
<thead>
<tr>
<th>Check In</th>
<th>Check Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Hotel:** InterContinental Seoul COEX

<table>
<thead>
<tr>
<th>Classic Room (37sqm)</th>
<th>Breakfast Option</th>
<th>No. of Guest</th>
<th>Accompany Name</th>
<th>Flight No.</th>
<th>Arrival Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classic King Room : KRW200,000</td>
<td>Breakfast for 1person : KRW10,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classic Twin Room : KRW200,000</td>
<td>Breakfast for 2person : KRW60,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- *Above room rates are quoted in Korean Won.
- *Above Classic Room rates are exclusive of breakfast. Special discounted breakfast rate is KRW 30,000 per person.
- *Above room rates are inclusive of in-room wired and wireless internet.
- *Above room and breakfast rates are subject to 21% of service charge and cumulative government room tax.
- *Above rates are invalid to save IHG reward points.
- *Dates or room types may close before the deadline.

### 3. CREDIT CARD GUARANTEE

<table>
<thead>
<tr>
<th>Credit Card</th>
<th>Visa</th>
<th>Master</th>
<th>JCB</th>
<th>AMEX</th>
<th>Diners</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Expiry Date</th>
<th>Card Holder</th>
<th>Signature</th>
</tr>
</thead>
</table>

- *Cancellation made after 7 days prior to arrival including no-shows: Whole reserved nights’ room charge including service charge & tax.

---

InterContinental Seoul COEX [https://seoul.intercontinental.com/coex/eng/](https://seoul.intercontinental.com/coex/eng/)

---

Natalia Park, Room Sales Manager
T. +82 (0)2 559 7759
E. parkn@parnes.co.kr
HOTEL RESERVATION REQUEST

Reservation Dept.  Tel. +82 2 559 7777  Fax. +82 2 559 7886  E-mail. lc-convention@parnas.co.kr

- Please complete this form and return directly by fax or email to us by 02 Nov, 2022 to ensure room availability and group rate.

1. PARTICIPANT INFORMATION
Title: □ Prof  □ Dr.  □ Ms.  □ Mr.
Last Name:  First Name:
Email:  Phone No.:

2. HOTEL RESERVATION
Check In:  Check Out:
Hotel : Grand InterContinental Seoul Parnas

Classic Room (40sqm)
- Classic King Room : KW260,000
- Classic Twin Room : KW260,000

Breakfast Option
- Breakfast for 1 person : KW10,000
- Breakfast for 2 persons : KW15,000

No. of Guest:  Accompany Name:
Flight No.:  Arrival Time:

* Above room rates are quoted in Korean Won.
* Above Classic Room rates are exclusive of breakfast. Special discounted breakfast rate is KRW 30,000 per person.
* Above room rates are inclusive of in-room wired and wireless internet.
* Above room and breakfast rates are subject to 21% of service charge and cumulative government room tax.
* Above rates are invalid to save IHG reward points.
* Dates or room types may run before the deadline

3. CREDIT CARD GUARANTEE
Credit Card: □ Visa  □ Master  □ JCB  □ AMEX  □ Diners
Card Number:  Expiry Date:
Card Holder:  Signature:

* Cancellation made after 7 days prior to arrival including no-shows. Whole reserved nights’ room charge including service charge & tax.

4. SPECIAL REQUEST

Grand InterContinental Seoul Parnas [https://seoul.intercontinental.com/grandicparnas/eng]

Natasha Park, Room Sales Manager
T. +82 (0)32 399 7739
E. parkn@parnas.co.kr
### GLAD HOTELS

**Reservation Registration Form**

**Title: MSIT 2022.Nov**

<table>
<thead>
<tr>
<th>Name</th>
<th>First name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Check-in</th>
<th>Check-out</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Weekdays] Room only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Standard Double Room – **KRW 132,000** per night including 10% VAT.  
- Standard Twin Room – **KRW 132,000** per night including 10% VAT.  
| [Friday] Room only |
- Standard Double Room – **KRW 143,000** per night including 10% VAT.  
- Standard Twin Room – **KRW 143,000** per night including 10% VAT.  
| [Saturday] Room only |
- Standard Double Room – **KRW 154,000** per night including 10% VAT.  
- Standard Twin Room – **KRW 154,000** per night including 10% VAT.  

**Accommodation**

- Free Internet Wi-Fi, Complimentary Two bottles of water.  
  **No restaurant for breakfast**

**Inclusions**

**Credit Card detail**

Card Holders Name:  

(****-****-****-****)

(**** / ****) (Expiration mm/yy)

**Personal Remarks**

- Please fill out this form and send this reservation form to rsvn.coexcenter@glad-hotels.com.
- Check in is 3 PM and Check out is 12 Noon. If guests need early check in, they must request to the hotel in advance with expected arrival time at the hotel.
- Hotel will assist the early check in upon availability of the rooms after 10 am (but this is not guarantee basis)
- If guests want to guarantee the early check in during 6 Am ~ 8 Am please request to the hotel in advance, and additional 100% of the room rate will be charged.

**Hotel Information (Reservation Team)**

<table>
<thead>
<tr>
<th>GLAD Hotel Gangnam Coex Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>610, Teheran-ro, Gangnam-gu, Seoul</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:rsvn.coexcenter@glad-hotels.com">rsvn.coexcenter@glad-hotels.com</a></td>
</tr>
<tr>
<td>Tel: +82-2-6474-5100</td>
</tr>
<tr>
<td>URL: <a href="http://www.glad-hotels.com">http://www.glad-hotels.com</a></td>
</tr>
</tbody>
</table>

**Main Contact details at Hotel**

<table>
<thead>
<tr>
<th>Ms. Rachel Han</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Manager</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:seok.han@glad-hotels.com">seok.han@glad-hotels.com</a></td>
</tr>
<tr>
<td>Tel: +82-2-6222-5226</td>
</tr>
<tr>
<td>Fax: +82-2-6222-5731</td>
</tr>
</tbody>
</table>
Hotel Reservation Form
Hotel PEYTO Samseong has been chosen as the official hotel for UN ESCAP
Please complete this form and kindly return to us via email or fax.

UN ESCAP
(Nov 7 – 12)

Reservation
Phone: +82 2 6936 8100
Email: reservations@peytohotel.com
Fax: +82 2 6936 8200

(Circle One) Mr./Ms./Mrs.
First Name*: 
Surname*:
Company: 
Title:
Address: 
Telephone*:
Fax Number*:
E-mail*:
Arrival Date*:
Flight/Time*:
Departure Date *:

Please circle your choice of accommodations:

<table>
<thead>
<tr>
<th>Room Type(객실타입)</th>
<th>Room Rate(객실요금)</th>
<th>Bed Type(침대유형)</th>
<th>Breakfast (조식유형)</th>
<th>Benefit(혜택)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Single</td>
<td>KRW 100,000</td>
<td>□ Single Bed</td>
<td>□ 1 pax :</td>
<td>In room Internet</td>
</tr>
<tr>
<td>Deluxe Double/Twin</td>
<td>KRW 130,000</td>
<td>□ Double Bed</td>
<td>□ 1 pax :</td>
<td>In room Internet</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Twin Bed</td>
<td>□ 2 pax :</td>
<td></td>
</tr>
</tbody>
</table>

□ The above special rates are subject to 10% tax.
□ Buffet breakfast is available at KRW 17,000 (subject to 10% tax) per person at POZ Kitchen.
□ Check-in time - 3:00 pm, Check-out time - 12:00 noon.
□ Fitness Center is available from 6:00 am to 00:00 am at 2 Floor.

A credit card number is required to guarantee your reservation
Credit Card Type*
Credit Card Number*
Expiry Date*
Cardholder’s Signature*

Cancelling your reservation
Any cancellation or amendment is required before 6PM (Seoul time) 5 days prior to the scheduled arrival date otherwise a room rate for the first night of the stay will be charged.
Please also be informed that advance settlement on total rate would be requested upon check-in.

HOTEL PEYTO SAMSEONG
9, Teheran-ro 87-gil, Gangnam-gu, 135-880 Seoul, Korea
PHONE: 82 2 6936 9700, FAX: 82 2 6936 8200, EMAIL: reservations@peytohotel.com
http://www.peytohotel.com
HOTEL RESERVATION REQUEST

Reservation Dept. Tel. +82 2 500 2300 Fax. +82 2 500 2311 Email: rsvn@uri-nhotel.com

★ Please complete this form and return directly by fax or email to us no later than 14 days prior to your arrival to ensure room availability and special discount.

1. Hotel Reservation:

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Room Type</th>
<th>Room Rate</th>
<th>Bed Type</th>
<th>Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>URI&amp;</td>
<td>Superior Room</td>
<td>KRW 110,000</td>
<td>Double</td>
<td>2 bottles of Water Wired &amp; Wireless</td>
</tr>
<tr>
<td>(17Q,M)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>URI&amp;</td>
<td>Deluxe Room</td>
<td>KRW 160,000</td>
<td>Double</td>
<td></td>
</tr>
<tr>
<td>(26Q,M)</td>
<td></td>
<td></td>
<td>Twin</td>
<td></td>
</tr>
</tbody>
</table>

- The above special rates are subject to 10% VAT.
- Check-in time is 14:00, Check-out time is 12:00.
- 22,000 KRW will be additionally charged for staying 11th of November. (VAT 10% included)
- Reservation may not be available depending on the reservation status.
- The restaurant has been closed to prevent COVID-19.

2. Participant Information:

<table>
<thead>
<tr>
<th>Last Name (Prof, Dr, M., Mgm)</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival Date</td>
<td>Departure Date</td>
</tr>
<tr>
<td>Company Name / Country</td>
<td>Email</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Flight Number (if known)</td>
<td></td>
</tr>
</tbody>
</table>

3. Booking Guaranteed:

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Name on Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card No.</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>Exp. Date</td>
</tr>
</tbody>
</table>

- Cancellation Policy: Should you wish to cancel or modify the booking, you will need to advise the hotel 2 day prior to the arrival date to avoid a cancellation penalty of full night accommodation fee.
- Full night room rate will be charged to your credit card if you cancel on the arrival date or No-show.

Hotel URI& Samsaeng 28, Samseong-ro 95-gil, Gangnam-gu, Seoul, 06167, Korea
Tel. +82 2 500 2300 Fax. +82 2 500 2311 http://www.uri-nhotel.com