INFORMATION NOTE ON LOGISTICS

Twenty-ninth session of the Intergovernmental Consultative Committee on the Regional Space Applications Programme for Sustainable Development (ICC-29)
2-4 September 2025
Seoul, Republic of Korea
(Version as of 23 July 2025)

1. Venue

THE PLAZA Seoul, Autograph Collection
119 Sogong-ro, Jung-gu,Seoul, South Korea, 04525
Website: https://www.hoteltheplaza.com/en/

The meeting will be held in Maple Hall, located on the 4th floor.

2. Registration

Participants are required to register online at https://forms.office.com/e/4NLXULh1fN well in advance and no later than 7 August 2025.

3. International flights

For participants sponsored by KASA, kindly return the flight details form to the ESCAP secretariat as soon as possible.

Self-funded participants should make their own flight bookings.

4. Hotel accommodation

Participants are requested to make their own bookings. For convenience and ease of access, participants are encouraged to book at THE PLAZA (City Hall station) or nearby accommodations. A promotional code has been provided for booking: click here

For additional nearby options, please refer to the following list of accommodations:
- President Hotel, 16 Eulji-ro, Jung-gu, Seoul, $120~
- The Stay Classic Hotel Myeongdong, 27 Namdaemun-ro, Jung-gu, Seoul, $100~
- New Seoul Hotel, 16 Sejong-daero 22-gil, Jung-gu, Seoul, $80~

5. Visa and entry requirements

To apply for an entry visa to the Republic of Korea, participants are required to check the Korea Visa Portal at https://www.visa.go.kr/ or contact their nearest Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents.

If you need a letter from the ESCAP secretariat to support your visa application, please contact Ms. Nattabhon Narongkachavana (Parn) (nattabhon.narongkachavana@un.org) immediately with a copy to

Ms. Samantha Medrano (samantha.medrano@un.org). Any cost incurred for this application will be borne by the participants.

Starting 1 September 2022, K-ETA is required for ALL travelers entering the Republic of Korea. They must hold a K-ETA approval by applying on the K-ETA website (or mobile app) before their flight. K-ETA eligible nationals, who wish to enter visa-free, must obtain K-ETA approval before boarding the flight or ship. Please note that the assessment can take more than 72 hours depending on the situation (e.g. an increased number of K-ETA applications, applicants' circumstances, etc.) For more information, please visit the K-ETA website: https://www.k-eta.go.kr/portal/guide/viewetaapplication.do

6. Transportation to and from airport

THE PLAZA is located approximately 60 kilometers from the Incheon International Airport and is most conveniently accessed by subway, bus, and taxi.

Subway: Take Airport railroad (AREX) → Transfer to Line #1 at Seoul Station → Alight City Hall Station (approx. 1 hour 10 mins)
Bus: K Limousine #6701 (approx. 80-110 mins)

Participants need to make their own transportation arrangements. Please check the website of Incheon Airport for more information about public transportation from the airport:
https://www.airport.kr/ap_en/1499/subview.do

7. Insurance and emergency medical service

Participants are strongly encouraged to obtain travel or health insurance prior to attending the event. The nearest hospital to the venue is Kangbuk Samsung Hospital, Samsung Medical Center. In case of emergency, please call: +82 1599 8114.

8. Currency

Most shops accept only South Korean Won (KRW). Currency exchange services are available at bank branches located in the airport.

9. Electric plug and socket

The power sockets in South Korea are of type C and F. The standard voltage is 220 V at a frequency of 60 Hz. Delegates are encouraged to carry their own adapters.



10. Weather

The event will take place in late summer, with temperatures expected to range from 19°C to 28°C. Participants are encouraged to prepare for warm days and cooler evenings.