

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**5th meeting of the Expert Group on Disaster-related Statistics in Asia and the Pacific and
Workshop on Disaster Risks in East and North-East Asia
Incheon, Republic of Korea, 20 – 22 September 2017**

INFORMATION NOTE FOR PARTICIPANTS

(PLEASE READ CAREFULLY)

1. Meeting venue and registration

The three-day event will be held at the **ESCAP East and North-East Asia Office**, located on 6th Floor, G-Tower, 175 Art Center-daero, Yeonsu-gu, Incheon, Republic of Korea.

2. Visa

Participants should obtain appropriate entry visas to the Republic of Korea from diplomatic or consular mission at their point of origin.

Passport must be valid for at least 6 months from the date of arrival and have valid return ticket. The immigration officer at the port of entry may ask the passenger to produce any necessary documents (such as hotel reservation and proof of finance).

National passport holders of the following countries are given visa-free entry facility for maximum of 30,60 or 90 days.

1. Australia	9. France	17. Nauru	25. Thailand
2. Brunei Darussalam	10. Hong Kong, China	18. Netherlands	26. Tonga
3. Fiji	11. Japan	19. New Zealand	27. Turkey
4. France	12. Kazakhstan	20. Palau	28. Tuvalu
5. Japan	13. Kiribati	21. Russian Federation	29. United Kingdom
6. Kiribati	14. Malaysia	22. Samoa	30. United States
7. China	15. Marshall Islands	23. Singapore	31. Macau, China
8. Fiji	16. Micronesia	24. Solomon Islands	

Official and diplomatic passport holders of the following countries are given visa-free entry facility for maximum of 30,60 or 90 days.

1. Armenia	10. Georgia	19. Lao PDR	28. Pakistan	37. Turkey
2. Australia	11. Hong Kong, China	20. Malaysia	29. Palau	38. Turkmenistan*
3. Azerbaijan	12. India	21. Marshall Islands	30. Russian Federation	(Diplomatic passport only)
4. Bangladesh	13. Indonesia	22. Micronesia	31. Samoa	39. Tuvalu
5. Brunei Darussalam	14. Iran	23. Mongolia	32. Singapore	40. United Kingdom
6. Cambodia	15. Japan	24. Myanmar	33. Solomon Islands	41. United States of America
7. China	16. Kazakhstan	25. Nauru	34. Tajikistan	42. Macau, China
8. Fiji	17. Kiribati	26. Netherlands	35. Thailand	
9. France	18. Kyrgyzstan	27. New Zealand	36. Tonga	

**If you are not a national of one of the above countries, please apply for a visa by visiting www.visa.go.kr.
If you need assistance please contact Ms. Yejin Ha (email ha@un.org with copy to eunkyung.lee@un.org,
tel: 82 32 458 6618).**

3. Accommodation

The nearest hotel from the meeting venue is Holiday Inn Incheon Songdo. (Please note that participants need to send a reservation form directly to the hotel) Any cancellations, postponements or other changes should be notified at least three working days (not counting Saturday or Sunday) in advance.

Holiday Inn Incheon Songdo ★★★★★
33-1 Songdo-dong, Yeonsu-gu, Incheon Tel: +82-32-250-0000 Fax: +82-32-831-6225 Email: reservation.songdo@ihg.com http://www.holidayinnsongdo.co.kr/ Room Rate: Superior King @ KRW 150,000 (About USD 134, incl. tax and breakfast for 1 person) Participants are responsible to pay directly to the hotel all expenses incurred by them.

Other nearby hotels:

- Sheraton Grand Incheon Hotel <http://www.sheratongrandincheon.com>
- Orakai Songdo Park Hotel <http://www.orakaihotels.com/hub/eng/default.asp#1>
- Central Park Hotel <http://www.centralparkhotel.co.kr/en-sdHotel/>

You may wish to check hotel booking sites for competitive hotel rate information.

4. Daily Subsistence Allowance (DSA) – For ESCAP financed participants only

DSA is paid only for participants whose cost of participation is covered by ESCAP.

IMPORTANT: To receive DSA, eligible participants are requested to bring (a) air ticket, (b) original arrival boarding pass and (c) passport to the meeting venue on 20 Sep 2017.

5. Currencies

The current exchange rate (as of 1 August 2017) is KRW 1,122 per USD 1. Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel.

6. Weather

In September the average high temperature in Incheon is about 24°C, or 76°F and average low temperature is about 16°C, or 60°F.

7. Transportation between the airport and the hotel

Taxi

- Fee: 40,000 KRW (USD 36)
- Travel Time: 20 minutes

KAL (Korean Airlines) Limousine Bus (no. 6707B: From/To Songdo)

- Fee: Adults: KRW 7,000 (USD 6) per way, per person
- Travel Time: 30 minutes
- Contact: +82-32-835-1215
- Operating Hours: 06:02-22:11 (30-50 mins interval)
- Bus Stop: #4A or 10B (1st fl. arrival level)
- Route: Incheon Airport → Grand Hyatt Incheon → Korea Coast Guard → Orakai Songdo Park Hotel → Central Park Hotel Songdo → Holiday Inn Incheon Songdo → Sheraton Grand Songdo
- For more information: http://www.kallimousine.com/eng/guide01_en.html

8. Meeting venue



The meeting will be held at the premises of the UNESCAP East and North-East Asia Office in Incheon. On foot, it takes about 5 minutes from Holiday Inn Incheon Songdo. Please refer the map above.

9. Contact

If you have any questions, or in case of emergencies, please feel free to contact the following:

Ms. Yejin Ha
ESCAP East and North-East Asia Office
Incheon, Republic of Korea
[Tel: +82-32-458-6621](tel:+82-32-458-6621) (office)
Fax: +82-32-458-6699
E-mail: ha@un.org

Ms. Eunkyung Lee
ESCAP East and North-East Asia Office
Incheon, Republic of Korea
[Tel: +82-32-458-6618](tel:+82-32-458-6618) (office)
Fax: +82-32-458-6699
E-mail: eunkyung.lee@un.org