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 two-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.

Address in Korean: 인천광역시 연수구 송도동 24-4 G-타워 6층. Tel: +82-(0)32-458-6600

2. Registration

To facilitate registration, participants are kindly requested to be in the lobby of G-Tower no later than 09:00 hours on 20 September 2017 from where an ESCAP staff will escort them to the registration counter.

In case of late arrival, participants are kindly requested to contact the reception counter at the lobby and mention the name of the meeting. The staff will escort them to the lift hall, where they should follow the sign directing to ESCAP meeting and take the lift to the 6th floor.

3. Immigration requirements

Meeting participants are responsible for checking visa arrangements and making all related arrangements themselves prior to their arrival in the Republic of Korea. For details of visa requirements, participants are advised to consult the local embassy or diplomatic mission of the Republic of Korea, or visit the website http://www.immigration.go.kr/indeximmeng.html. Visas will be issued by the embassies and/or diplomatic missions of the Republic of Korea abroad as expeditiously as possible. Visas can be applied online at www.visa.go.kr.

To enter the Republic of Korea all visitors must have a passport valid for at least 6 months and a return air-ticket. Visitors with roundtrip tickets from countries which have special agreements with the host country may be exempt from the visa requirement. Such visitors may stay in the Republic of Korea visa-free for periods up to 30 days, or 90 days, depending on the type of agreement entered into bilaterally with their country. Meeting participants who have to travel via a third country on their way to and back from Incheon may also need visas for this third country, even though they may be only transiting the airport.

Should you need assistance please contact Ms. Yejin Ha (email: ha@un.org, tel: + 82 32 458 6621) and Ms. Eunkyung Lee (email: eunkyung.lee@un.org, tel: + 82 32 458 6618).

4. Transportation between the airport and the hotel

Participants should make their own transportation arrangements from Incheon International Airport to the hotel. Options for getting to and from the hotel include:

TAXI
Fee: 40,000 KRW (Approx. US$ 33)
Travel Time: 20 minutes

KAL (KOREAN AIRLINES) LIMOUSINE BUS

<table>
<thead>
<tr>
<th>Route</th>
<th>Operating Hours</th>
<th>Traveling Time</th>
<th>Fare (KRW)</th>
<th>Bus Stop</th>
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<tbody>
<tr>
<td>Bus no. 6707B (Incheon International Airport → Hotel)</td>
<td>05:53-22:11(30-50 mins intervals)</td>
<td>30 mins</td>
<td>7,000 (per way per person)</td>
<td>Arrival level (1st F) Bus stop #4A or 10B</td>
</tr>
<tr>
<td>Incheon Airport → Grand Hyatt Incheon → Korea Coast Guard → Orakai Songdo Park Hotel → Central Park Hotel Songdo → Holiday Inn Incheon Songdo</td>
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For bus schedule you may check at: [http://www.kallimousine.com/eng/schedule_result_en.asp](http://www.kallimousine.com/eng/schedule_result_en.asp)
Detailed information about Incheon International Airport can be found at [http://www.airport.kr/eng/](http://www.airport.kr/eng/).

5. 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.

<table>
<thead>
<tr>
<th>Holiday Inn Incheon Songdo ★★★★</th>
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<tbody>
<tr>
<td>33-1 Songdo-dong, Yeonsu-gu, Incheon</td>
</tr>
<tr>
<td>Tel: +82-32-250-0000</td>
</tr>
<tr>
<td>Fax: +82-32-831-6225</td>
</tr>
<tr>
<td>Email: <a href="mailto:reservation.songdo@ihg.com">reservation.songdo@ihg.com</a></td>
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<tr>
<td><a href="http://www.holidayinsongdo.co.kr/">http://www.holidayinsongdo.co.kr/</a></td>
</tr>
</tbody>
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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.sheratongrandinchon.com](http://www.sheratongrandinchon.com)

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

6. 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.

7. 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.
8. 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.

9. 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.

10. Contact

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

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