



# Information Note

## 2017 Workshop on Science, Technology and Innovation for SDGs

29 November – 1 December 2017

Songdo Convensia, Republic of Korea

### Venue

The Workshop will take place at **Songdo Convensia**, Republic of Korea. More information on transportation to the venue is available below in this note ([see map here](#)).

### Accommodation

Two hotel accommodations (with special rates) are recommended for participants of the workshop.

<a href="#"><u>Sheraton Grand Incheon Hotel</u></a>	<a href="#"><u>Holiday Inn Incheon Songdo</u></a>
<b>100m</b> from Songdo Convensia (located next to the event location hence recommended)	<b>1.6km</b> from Songdo Convensia (approx. 25min walk alongside Central Park, 5 min by cab)
<b>KRW 163,350</b> for bed and breakfast per night (incl. service charge + VAT)	<b>KRW 140,000</b> for bed and breakfast per night (incl. service charge + VAT)
Reserve directly; <b>through online</b> Reservation Form <a href="https://www.starwoodmeeting.com/Book/UNOSD2017Nov">here</a>	Reserve directly by email; through Reservation form (see Annex 1 at the end of this document)
<b>Sheraton Grand Incheon Hotel</b> 153 Convensia-Road, Yeonsu-Gu, Incheon, 21998, South Korea <b>쉐라톤 인천 그랜드 호텔</b> 인천광역시 연수구 컨벤시아대로 153	<b>Holiday Inn Incheon Songdo</b> 251, Incheon Tower dae-ro, Yeonsu-gu, Incheon, South Korea. <b>홀리데이인 인천송도</b> 인천광역시 연수구 인천타워대로 251
Telephone: +82 (32) 835 1004 Email: <a href="mailto:sheraton.incheon@sheraton.com">sheraton.incheon@sheraton.com</a> Website: <a href="http://www.sheratongrandincheon.com/en">www.sheratongrandincheon.com/en</a>	Telephone: +82 (32) 250-0000 Email: <a href="mailto:reservation.songdo@ihg.com">reservation.songdo@ihg.com</a> Website: <a href="#">Go to link here</a>

## International Travel Arrangements

**For self-funded participants:** Please make your own travel arrangements.

**For international participants funded by the United Nations:** The UN will arrange your flight ticket through American Express Travel Agency. Most likely one or two weeks prior to the meeting, the travel agency will contact you by email with a provisional itinerary which is determined by UN official travel rules and regulations. You will need to review the itinerary and confirm by reply email, in order for a ticket to be issued. If you would like to make changes to the itinerary, you can do so by reply to the Amex travel agency. However, any such changes (“personal deviation”) could lead to increased costs or additional fees, the difference of which will have to be borne by the traveller. Participants should not purchase their own tickets unless prior written approval has been obtained from The UN, as the organizers will not be able to refund such ticket costs.

## Daily Subsistence Allowance (DSA) and Terminal Expenses

**For international participants funded by the United Nations:** The UN will provide a Daily Subsistence Allowance (DSA) for the duration of the Meeting. DSA is issued to cover hotel, meals, and other incidentals. In addition, participants will also be provided terminal expenses to cover transportation costs to and from airports and other travel related costs (e.g, visa fees, airport fees, etc.). DSA will be deposited into your bank account.

**Please make sure to bring ORIGINAL travel documents with you to the meeting, including passport, boarding passes, itineraries and receipts. These documents are mandatory proof of travel, which are required for the UN to release any payment.**

**1) Please retain all original boarding passes used on your trip**

**2) In Incheon, please provide us with:**

- all original boarding passes;
- a copy of your biopage of your national passport along with the arrival date in the Republic of Korea stamped on your passport;
- a copy of your actual itinerary used for the trip (as itineraries are subject to change by airlines).

## Immigration Requirements

Obtaining a visa is the responsibility of each participant. Please check the visa requirement for your nationality at the following site:

<http://www.immigration.go.kr/HP/IMM80/index.do#>

Visa support letters can be issued by UNOSD upon request. In such case, please contact [sangjun.jung@un.org](mailto:sangjun.jung@un.org) as soon as possible.

## Health Travel Insurance

All participants are strongly encouraged to buy health travel insurance before travelling. Emergency and hospital claims would **not** be covered by UNOSD or the public Korean health system would any emergency occur. Please contact your usual insurance provider or travel agency.

## Local Transportation

### A. Airport Transfer

UNOSD is **not** providing transfer from and to Incheon International Airport. Transfer is easy and straightforward:

- ▶ **By taxi:** from the *international taxi counter*, 1<sup>st</sup> (ground) floor, **exit 4**. It takes 30 minutes, and costs about KRW 50,000 (≈ USD \$45). Show the above Korean address to the driver.
- ▶ **By shuttle bus:** #6707B (*KAL Limousine service*), from either exit **4A** or **10B**, 1<sup>st</sup> floor: ₩7,000 one way (≈ \$7). Get off at **Sheraton Grand Incheon Hotel** or **Holiday Inn Songdo** (about 30 – 40 minutes travel time).

Incheon Int'l Airport → Sheraton Grand Incheon Hotel				Incheon Int'l Airport → Holiday Inn Incheon Songdo			
Departure Time				Departure Time			
06:02	06:27	06:58	07:33	06:02	06:27	06:58	07:33
08:13	08:58	09:38	10:23	08:13	08:58	09:38	10:23
11:13	12:03	12:53	13:43	11:13	12:03	12:53	13:43
14:33	15:23	16:14	17:03	14:33	15:23	16:14	17:03
17:41	18:22	19:03	19:53	17:41	18:22	19:03	19:53
20:42	21:30	22:11		20:42	21:30	22:11	

  

Sheraton Grand Incheon Hotel → Incheon Int'l Airport				Holiday Inn Incheon Songdo → Incheon Int'l Airport			
Departure Time				Departure Time			
05:04	05:26	05:45	05:55	04:56	05:18	05:37	05:47
06:15	06:45	07:10	07:41	06:07	06:37	07:02	07:33
08:16	08:56	09:41	10:21	08:08	08:48	09:33	10:13
11:06	11:56	12:46	13:36	10:58	11:48	12:38	13:28
14:26	15:16	16:06	16:57	14:18	15:08	15:58	16:49
17:46	18:26	19:07	19:48	17:38	18:18	18:59	19:40
20:36				20:28			

## B. Around Songdo and Seoul

The Songdo Convensia is located in the ward of New Songdo, at the south-western tip of Incheon City. The convention center is in a new development area, near a dense commercial zone with many restaurants and shops. Songdo is 1 to 1.5 hour from Seoul by taxi, and 1.5 to 2 hours by public bus or subway.



Travelling by Taxi (≈ ₩40,000 - 65,000 from Seoul)

To return to *your Hotel/Convensia*, please show the taxi driver the hotel address you are using (see above addresses in Korean).



Travelling by Subway (≈ ₩1,800 from Seoul)

For Sheraton Grand Incheon Hotel and Convensia, get off at **Incheon University** station and come out to Exit 4 (10 minutes walk)

For Holiday Inn Songdo, get off at **Central Park Station** and come out to Exit 2 (right next to the hotel)

## How to Purchase Subway Ticket

Single-journey tickets and electronic payment cards for the Seoul metropolitan public transit (usually *T-Money* cards) can be purchased from vending machines at any station and most convenience stores (*CU*, *GS 25 market*, *Ministop* are convenience stores). A card can be purchased with a pre-loaded amount of a few thousand *won*, and reloaded for any amount at the same vending machines.



The unused balance of a card can be refunded from special vending machines (usually one per station, orange in picture on the left). When using the machines, start by pressing “English”, and follow the instructions.



## Dining and miscellaneous:

- ▶ A coffee shop is available on the ground floor of Convensia for light refreshments and hot/cold drinks.
- ▶ Local and foreign cuisine in multiple restaurants and cafes are available across from Songdo Convensia and Sheraton Hotel.

## Local Information

**Language:** while airport and major hotel staff know English, this is not common in Korea, even among taxi drivers or restaurant workers – with the exception of downtown Seoul tourist areas.

- ▶ The working language of this event and all its documentation is English only.
- ▶ **Time in Korea:** GMT/UTC + 09:00
- ▶ **Currency:** 1 USD is about 1,120 Korean Won (KRW or ₩), with normal market fluctuations.

Currency Exchange	Hours of Operation	Location at Incheon Airport
Shinhan Bank Currency Exchange	06:00 ~ 21:00 Tel: 82-32-743-5133	Public Area: 1F & 3F Duty-free Area: 3F; Concourse: 3F
KEB Currency Exchange	06:00 ~ 21:00 Tel: 82-32-743-2234	Public Area: 1F & 3F Duty-free Area: 3F; Concourse: 3F
Hana Bank Currency Exchange	05:30 ~ 23:00 Tel: 82-32-746-1111	Public Area: 1F & 3F Duty-free Area: 3F; Concourse: 3F

## Cash Advance Service:

You can withdraw cash from the many ATMs, very common in Korea, for a reasonable fee. Click on ‘Foreign card’ or ‘English’

(often at the bottom right-hand side of the screen) and insert your card to proceed.



- ▶ **Debit and Credit Cards:** American Express, Diners Club, Master Card, and Visa are widely accepted at stores and restaurants in Korean cities.
- ▶ **Weather:** November and December temperatures in Incheon range between a low of -2°C and a high of 10°C with an average of 4°C.
- ▶ **Internet:** Wi-Fi internet access will be available throughout the meeting. Free Wi-Fi is also common in many cafés and at Korean airports.
- ▶ **Electricity:** 220V, 60 Hz, on following outlets:



### Eating and Stores

Please see map of Songdo at hotel concierge.

### Contacts and Further Information

For further administrative information during the meeting, please contact:

Ms. Ilae Kim  
Administrative Assistant  
+82-32-822-9087  
[kim23\[at\]un.org](mailto:kim23[at]un.org)

Mr. Sangjun (Paul) Jung  
Team Assistant  
+82-32-822-9083  
[sangjun.jung\[at\]un.org](mailto:sangjun.jung[at]un.org)



**Make Your Reservation at Holiday Inn Incheon Songdo Hotel**  
Participants for Workshop on Science, Technology and Innovation for SDGs

**\* Please complete and return this form to us by [email \(reservation.songdo@ihg.com\)](mailto:reservation.songdo@ihg.com) only.**

**GUEST INFORMATION**

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Title :  
 Dr.  Prof.  Mr.  Ms.

Given Name :	Family Name:
Address :	Country :
States & Postal Code :	E-mail :
Phone :	

**HOTEL RESERVATION**

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Arrival Date :

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Departure Date :

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Room Type & Special Rate ( all rates are including 10% Tax )

- \*Superior King (One King size bed)  **KRW 140,000 (with 1 Breakfast)**
- \*Superior Twin (Separate two semi-double size bed)  **KRW 140,000 (with 1 Breakfast)**
- \*Deluxe King (One King size bed)  **KRW 160,000 (with 1 Breakfast)**
- \*Deluxe Twin (Separate two semi-double size bed)  **KRW 160,000 (with 1 Breakfast)**
- \*Rollaway Bed  **KRW 48,400**

**Room Benefit :**

- \*Hotel **shuttle bus** will be available for guest from **29 Nov 2017 to 01 Dec 2017**, in morning & afternoon (1 time each). The specific bus schedule will be announced later.
- \*Complimentary daily English or Korean newspaper (upon request)
- \*Complimentary mineral water in room (daily 2 bottle)
- \*Complimentary access to Gym (2F)
- \*Complimentary use of in-room coffee tea making facilities (Deluxe Floor and Junior Suite only)
- \*Complimentary high speed internet service (wireless)

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Number of Guest :

Additional Breakfast (rate is including 10% service charge and 10% Tax)

**KRW 24,200 (per person)**  1 person  2 person

**Remarks :**

- \*Above rate are special rate for Workshop on Science, Technology and Innovation for SDGs group (UNOSD)
- \*The room rate and benefits are valid from **27 Nov 2017 to 04 Dec 2017**

**Holiday Inn Incheon Songdo**

33-1 Songdo-dong , Yeonsu-gu, Incheon, 406-840 , Korea, Republic of



Stay Smart, Stay Real in Songdo



**RESERVATION GUARANTEE:** (Bank Transfer will be required 1 week before your arrival)

Credit Card : <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> JCB <input type="checkbox"/> AMEX <input type="checkbox"/> Diners	
Card Number:	
Card Holder :	Expiry Date :
*Bank Transfer	Account No. : IBK BANK 677-015599-01-018
Account Owner : OK Center Hotel Co. Ltd	Swift Code : IBKOKRSE
Bank Address : 175, Art center-daero, Yeongsu-gu, Incheon 406-840, Korea	

**BOOKING CONDITIONS**

- Normal Check-in time : from 15:00 / Check-out time: 12:00
- Early Check-in: Before 09:00, full charge of reserved rate / between 09:00-12:00, 50% charge of reserved rate afternoon upon availability.
- Late Check-out: Between 12:00~16:00, 50% charge of reserved rate / After 16:00pm, full charge of reserved rate
- Non-guaranteed reservations will be held 24 hours prior to arrival, after that the reservations will be automatically released.
- For Guaranteed reservations **we would require a credit card** with expiration date.
- Cancelling your reservation after 18:00 pm (local Korean time) on one day prior to your arrival date, or failing to show, will result in a charge equal to the first night's stay to your credit card. Tax will apply.

**For special arrangement please don't hesitate to contact our Reservations team as follows:**

**Reservations Department, Tel - 82 32 250 0000 or email - [reservation.songdo@ihg.com](mailto:reservation.songdo@ihg.com)**

Or

Ms Mina Lee, Sales Executive, Tel : +82 32 250 0303 or Email : [mina.lee1@ihg.com](mailto:mina.lee1@ihg.com)

**Holiday Inn Incheon Songdo**

33-1 Songdo-dong , Yeonsu-gu, Incheon, 406-840 , Korea, Republic of