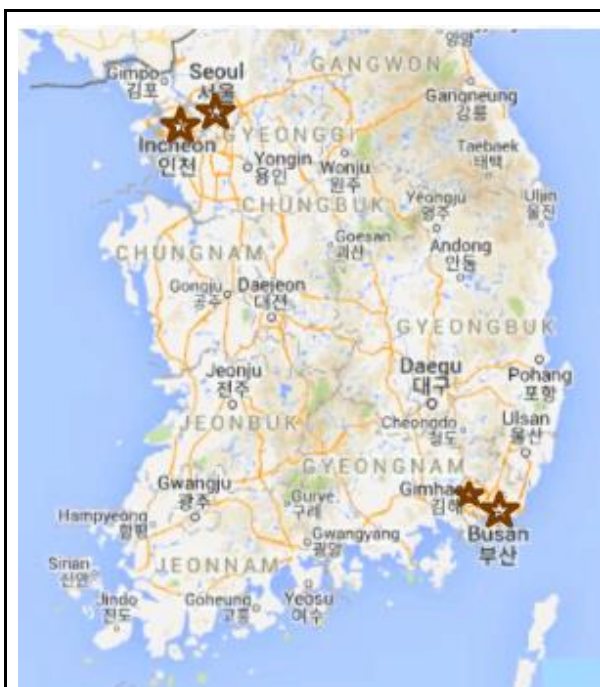


Information Note

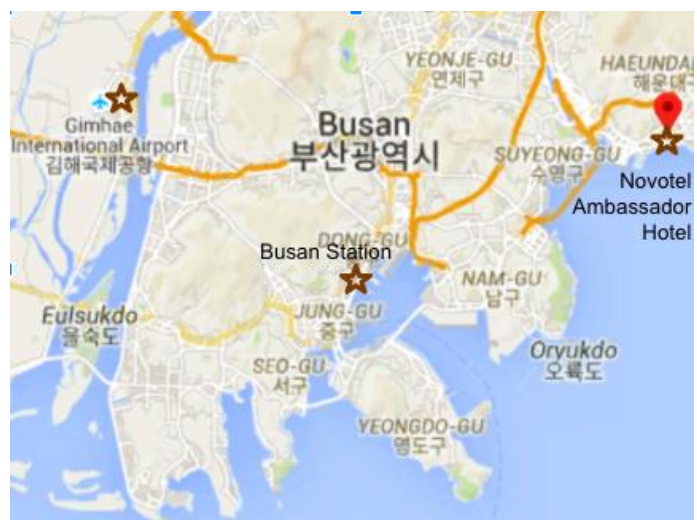
Expert Group Meeting on Sustainable Application of Waste-to-Energy in Asian Region 22-23 February 2018, Busan, Republic of Korea

Location

The 2018 Expert Group Meeting on Sustainable Application of Waste-to-Energy in Asian Region will take place at the Novotel Ambassador, Busan, Republic of Korea. More information regarding the location of venue is available in this note ([see map here](#)).



Busan is located in the South-East part of Korea.



The closest international airport to Busan is the Gimhae airport.

The train/KTX fast train station is Busan Station.

Accommodation

Novotel Ambassador Busan is providing rooms at special rates for the expert group meeting participants. The hotel is providing special rates of **Bed and Breakfast at KRW 151,250 (incl. service charge + VAT)** per night. Participants are requested to make room reservations by filling out the reservation form (see Annex) and send to the hotel as guided in the form.

Address: **Novotel Ambassador Busan, 292 Haeundaehaebyun-ro, Haeundae-gu, Busan, 48099, Republic of Korea**



Address In Korean: **노보텔 앰배서더 부산, 부산광역시 해운대구 해운대해변로 292**

Check in – from 14 :00 / Check out – before 12:00

Telephone: +82-51-743-1234

Email: rsvn@novotelbusan.com

Website: <http://www.novotelbusan.com/>



☞ Local Transportation

A. From Gimhae airport to the meeting venue.

Please note that UNOSD is **not** providing transport from and to Gimhae International Airport. For additional information, please refer to the Gimhae international airport website. ([see website here](#))

Not all Korean Bus/Taxi drivers can speak English, please show the message below:

부산 해운대에 있는 노보텔 앰배서더 로 가주세요.
 (Please take me to Novotel Ambassador Busan at Haeundae region.)

Options	Fare	Duration	Details
Taxi 	25,000 KRW (≈ 24 USD)	Approximately 40 – 50 mins	Meter based taxi fare might fluctuate according to the traffic conditions.
Airport Town Limousine Bus (one in every 25 mins) 	7,000 KRW (≈ 6.5 USD)	Approximately 60 – 90 mins	At the first floor of the Passenger terminal please go to Bus Stop No.2 → take the Haeundae bound bus → Novotel Ambassador Hotel (The bus stops in front of the Novotel Ambassador hotel)


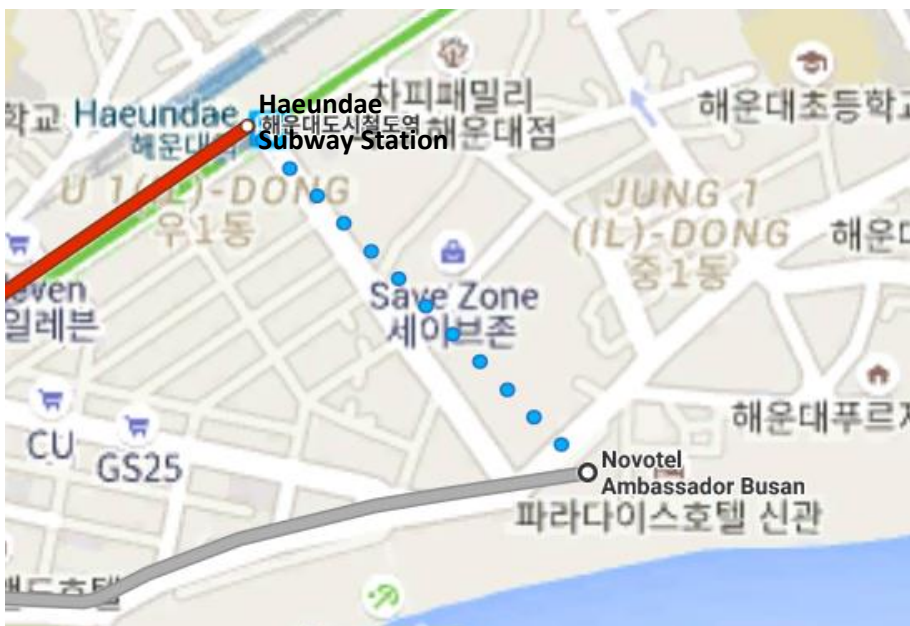
B. From Busan Station (KTX) to the meeting venue.

- **Taxi** distance fare 16,000 KRW + toll fee 1,000 KRW (≈ 16 USD)

- **Local Bus**

If you decide to take the local bus, the bus departs in front of the Busan station square as shown in below left map.



<p>Bus No. 1003</p> <p>1,700 KRW</p> <p>Get off at Haeundae Spa Sageori, and walk 5 mins to the venue.</p> <p>(see map here)</p>		
<p>Bus No. 1001</p> <p>1,700 KRW</p> <p>Get off at Haeundae Subway Station, make a right turn on Exit 5 and walk 15 mins to the venue.</p> <p>(see map here)</p>		

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.mofa.go.kr/eng/wpge/m_5756/contents.do

Visa support letters can be issued by UNOSD upon request. In such case, please contact Mr. Sang Jun (Paul) Jung (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 Information

Language: The working language of this event and all its documentation is English only.

Time in Korea: GMT/UTC + 09:00

Currency: 1 US Dollar is about 1,073.60 Korean Won (KRW or ₩) and 1 Euro is about 1,326.65 Korean Won (KRW or ₩), with normal currency market fluctuations.

Cash Advance Service:

You can withdraw cash for a reasonable fee from the many ATM machines, which can be found very common in Korea. 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, Mastercard, and Visa are widely accepted at stores and restaurants in Korean cities.
- ▶ **Weather:** February temperatures in Busan range between a low of 2°C and a high of 7°C.
- ▶ **Internet:** Wi-Fi internet access will be available within the hotel. Free Wi-Fi is common in many cafés and at Korean airports.
- ▶ **Electricity:** 220V, 60 Hz, on following outlets:



Contact

For further information regarding 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)

Annex:

ACCOMMODATION FORM
NOVOTEL AMBASSADOR BUSAN
For Participants of
Expert Group Meeting on Sustainable Application of
Waste-to-Energy in Asian Region

Reservation should be made through the hotel directly.

Please complete this Accommodation Form and send it to the Novotel Ambassador Busan via fax (+82-51-741-8120) or e-mail (rsvn@novotelbusan.com)

1. Personal Information & Reservation Details

First Name	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Last Name	
Organization			
Cell phone		E-mail	
Check-In	_____ 2018	Check-Out	_____ 2018
Estimated time of arrival at Hotel :			

2. Room Requirements

Room Type	Mark	Special Rate	Note
Deluxe City King Bed (One King Bed)		KRW151,250	The room rate includes 1PAX Breakfast.
Deluxe Ocean King Bed (One King Bed)		KRW187,550	The room rate includes 1PAX Breakfast.

-10% tax and 10% service charge are included.

- All room rates are per room and per night

- 3days Cancellation and No show will be charged for one reserved night.

Deluxe Room Benefits:

- Complimentary admission to Gym and Indoor Swimming Pool in 'Club Esprit' (exclude. Hot Spring)
- 50% discount on admission to Hot Spring in 'Club Esprit' (over 14ages is admitted)
- 50% discount on admission to 'Ryan & Lilian' (exclude. Screen Golf)
- Free Internet access to throughout the Hotel
- Complimentary in room 2 bottles of water and coffee&tea facilities

3. Deposit

Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> Master <input type="checkbox"/> JCB <input type="checkbox"/> Others ()		
Card No.		Expiration Date (mm/yy)	
Holder's Name			Signature
I agree that my reservation in guaranteed with my credit card information described above and I will settle all hotel charges when checking out.			

- Please note that the credit card information will be used to guarantee your hotel room reservation ONLY.

- Total hotel fee will be settled upon check out.

- Please contact the hotel for more information on the cancellation policy.

NOVOTEL AMBASSADOR BUSAN
 1405-16, Jung-Dong, Haeundae-Gu,
 Busan 612-010 KOREA

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 Fax : +82-51-743-1250
 rsvn@novotelbusan.com

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