



# Information Note

## 2018 Sustainable Development Transformation Forum

29 – 31 October 2018,  
 Holiday Inn Incheon Songdo, Republic of Korea

### Venue

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

### Accommodation

[Holiday Inn Incheon Songdo](#) is providing rooms at special rates for UNOSD participants. The special room rates of bed and breakfast per night is at **KRW 124,000** (incl. service charge + VAT) per night.

Each participant should make the room reservations by filling out the ‘**Reservation Form**’ in the attached.

Any enquiries regarding room reservation should be addressed directly to the hotel.



Address: Holiday Inn Incheon Songdo  
 251, Incheon Tower dae-ro, Yeonsu-gu,  
 Incheon South Korea

In Korean: 홀리데이인 인천송도  
 인천광역시 연수구 인천타워대로 251

Telephone: +82 (32) 250-0000

Email: [reservation.songdo@ihg.com](mailto:reservation.songdo@ihg.com)

### Local Transportation

#### A. Airport Transfer

Note that 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 **Holiday Inn Incheon Songdo** (about 30-40 minutes travel time).

Incheon Int'l Airport → Holiday Inn Incheon Songdo				Holiday Inn Incheon Songdo → Incheon Int'l Airport o				
Departure Time				Departure Time				
06:02	06:27	06:58	07:33	04:56	05:18	05:37	06:07	06:37
08:13	08:58	09:38	10:23	07:02	07:33	08:08	08:48	09:33
11:13	12:03	12:53	13:43	10:13	10:58	11:48	12:38	13:28
14:33	15:23	16:14	17:03	14:18	15:08	15:58	16:49	17:38
17:41	18:22	19:03	19:53	18:18	18:59	19:40	20:28	
20:42	21:30	22:11						

## B. Around Songdo and Seoul

Holiday Inn Incheon Songdo is located in the ward of Songdo, at the south-western tip of Incheon City. The hotel is in a new development area, near a commercial zone with 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 Holiday Inn Incheon Songdo, please show the taxi driver the following address:

홀리데이인 인천송도  
인천광역시 연수구 인천타워대로 251



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

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 public transportation (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 for light refreshments and hot/cold drinks. Drinks and refreshments at the hotel will not be covered by the organizers.
- ▶ Dining and miscellaneous: Local and foreign cuisine in multiple restaurants and cafes are available across from Holiday Inn Incheon Songdo. Songdo Central Park is near the hotel.

## 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 [choi9@un.org](mailto:choi9@un.org) and [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 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:** October temperatures in Incheon range between a low of 3°C and a high of 16°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)



## Reservation Form for Sustainable Development Transition Forum

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

### GUEST INFORMATION

Title :	
<input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	
Given Name :	Family Name:
Address :	Country :
States & Postal Code :	E-mail :
Phone :	

### HOTEL RESERVATION

Arrival Date :	
Departure Date :	
Room Type & Special Rate (all rates are including 10% Tax)	
*Superior King (One King size bed) <input type="checkbox"/> <b>KRW 124,000 (with 1 Breakfast)</b>	
*Superior Twin (Separate two semi-double size bed) <input type="checkbox"/> <b>KRW 124,000 (with 1 Breakfast)</b>	
<i>Room Benefit: *Complimentary daily English or Korean newspaper (upon request) *Mineral water in room (daily 2 bottle) *Access to Gym (2F) *High speed internet service (wireless)</i>	
Number of Guest:	
Additional Breakfast (rate is including 10% Tax) <b>KRW 19,800 (per person)</b> <input type="checkbox"/> 1 person <input type="checkbox"/> 2 person	

Remarks :

\*The room rate and benefits will be applied until the blocked rooms are available. Please reserve ASAP.

\*Duplicated reservation via Online Travel Agent (Booking.com, Hotels.com, Expedia.com and etc) will be fully charged

### RESERVATION GUARANTEE:

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. :
Account Owner :	Swift Code :
Bank Address :	

### 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 3pm~6pm-50% charge of reserved rate / After 6pm-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. In the event of late cancellation within 24 hours prior to arrival or non-arrival, a one night accommodation charge will be applied to the credit card.

**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  
Mr Harrison Park, Sales Executive, Tel : +82 32 250 0303 or Email : [yongsoo.park@ihg.com](mailto:yongsoo.park@ihg.com)