

**Second Expert Group Meeting on Documentation Procedures and Information Technology
for Rail-based Intermodal Transport Services in North-East and Central Asia
5-6 April 2017, Incheon, Republic of Korea**

Information Note for Participants

Please kindly pay attention to the information provided below to ease your stay in Incheon and facilitate your participation in the meeting

1. Meeting venue

The 2nd Expert Group Meeting (EGM) on Documentation, Procedures and Information Technology for Rail-based Intermodal Transport Services in North-East and Central Asia will be held on 5 and 6 April 2017 at the ESCAP Subregional Office for East and North-East Asia, located at: 6th Floor, G-Tower, 175 Art Center-daero, Yeonsu-gu, Incheon, Republic of Korea.

English	Korean
6 th Floor, G-Tower, 175 Art Center-daero, Yeonsu-gu, Incheon, Republic of Korea Tel: +82-(0)32-458-6600	인천광역시 연수구 송도동 24-4 아이타워 6 층. 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 5 April 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 in the lobby of G-Tower and mention the name of the ESCAP office. The staff will escort them to the lift hall, where they should follow the sign directing to the 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, Programme Officer, ESCAP Subregional Office for East and North-East Asia, Tel. + 82 32 458 6621, email: ha@un.org.

4. Transportation between the airport and the hotel

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

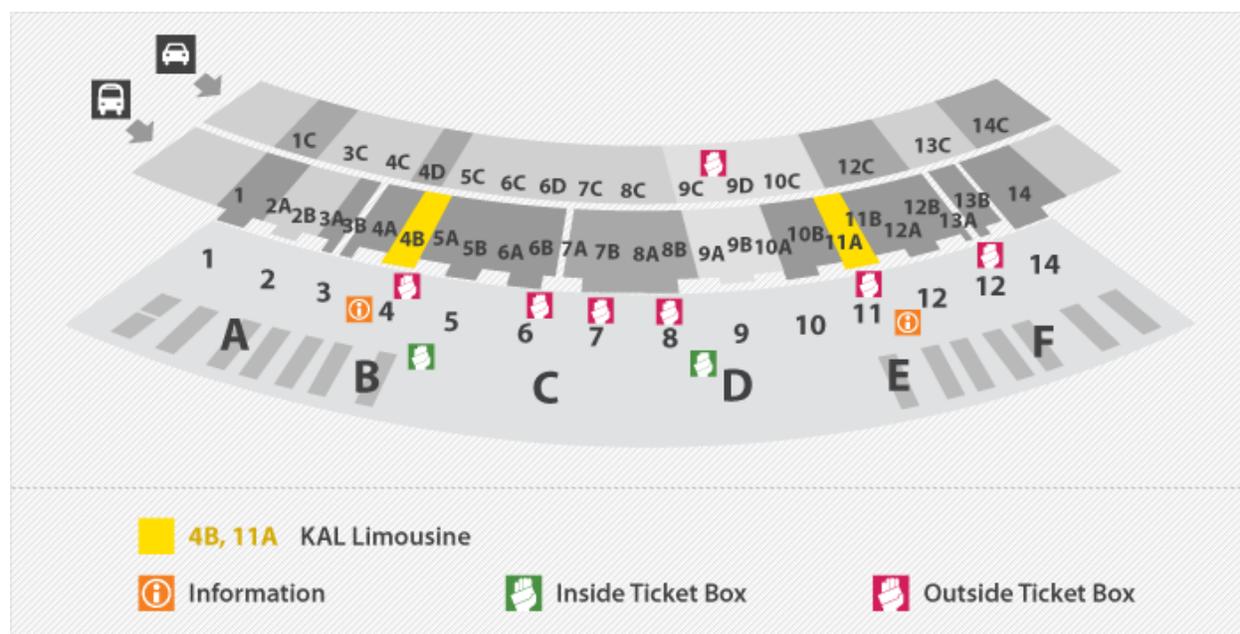
TAXI

Fee: 40,000 KRW (Approx. US\$ 33)

Travel Time: 20 minutes

KAL (KOREAN AIRLINES) LIMOUSINE BUS

Route	Operating Hours	Traveling Time	Fare (KRW)	Bus Stop
Bus no. 6707B (Incheon International Airport → Hotel)	05:53-22:11(30-50 mins intervals)	30 mins	7,000 (per way per person)	Arrival level (1 st F) Bus stop #4A or 10B
Incheon Airport → Grand Hyatt Incheon → Korea Coast Guard → Orakai Songdo Park Hotel → Central Park Hotel Songdo → Holiday Inn Incheon Songdo				



5. Accommodation

We recommend participants to stay at the Holiday Inn Incheon Songdo Hotel conveniently located within a short walking distance from the meeting venue (approx. 5 minutes). Hotel rates per night start at KRW 130,000 (approx. USD 112) without breakfast or 150,000 (approx. USD 130) with breakfast. Please see the hotel booking form for detailed rate information.

To secure their booking at the Holiday Inn Songdo, participants must imperatively complete the hotel booking form attached in a separate file and return it to the hotel by e-mail at reservation.songdo@ihg.com with copies to : i) kormilitsyn@un.org **and** ii) ha@un.org.

Participants are responsible for settling their room charges as well other incidental expenses such as internet use, telephone calls, laundry charges and other expenses directly at the reception before checking out.

Hotel address:

English	Korean
251 Incheon Tower-Daero, Yeonsu-gu, Incheon, Korea	대한민국 인천광역시 연수구 인천타워대로 251
Tel: (82-32) 250-0000	Tel: (82-32) 250-0000
Fax: (82-32) 831-6225	Fax: (82-32) 831-6225
Email: reservation.songdo@ihg.com	Email: reservation.songdo@ihg.com
http://www.holidayinnsongdo.co.kr/	http://www.holidayinnsongdo.co.kr/



Other nearby hotels include:

Sheraton Grand Incheon Hotel (<http://www.sheratongrandincheon.com/>);

Orakai Songdo Park Hotel (<http://www.orakaihotels.com/hub/eng/default.asp#1>); and

Central Park Hotel <http://www.centralparkhotel.co.kr/en-sdHotel/>.

6. Daily Subsistence Allowance (DSA)

During the Meeting, participants whose travel is sponsored by ESCAP will receive a Daily Subsistence Allowance (DSA) to cover all expenses associated with their participation in the Meeting, including accommodation, meals and local transport while in Incheon. Payment of the DSA will be in cash in Korean Won. In order to receive their DSA, eligible participants are requested to submit to the responsible ESCAP staff a copy of their passport, copy of the air-ticket and their original boarding pass(es) for the flight(s) to Incheon. To facilitate payment, participants are requested to come with ready-made copies of these documents. To date DSA for Incheon is US\$ 252 per day. Please note that this amount is subject to change without prior notice.

In those cases where the participation costs are borne by ESCAP, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditures, including the following:

- (i) all expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (ii) salary and related allowances for the participants during the period of the meeting;
- (iii) cost incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) any other expenses of a personal nature, not directly related to the purpose of the meeting.

7. Foreign exchange

The basic currency of the Republic of Korea is the won. Foreign bank notes and travellers' cheques can be converted into won at foreign exchange banks and other authorized money exchange outlets in the Republic of Korea. Although the exchange rate is subject to market fluctuations, the exchange rate as of March 2017 is about 1,157 won for one US dollar.

Banking hours are usually from 09:30 hours to 16:30 hours on weekdays. Credit cards, such as visa, American Express, Diners Club, MasterCard and JCB, are accepted at major hotels, department stores, restaurants and retail outlets.

8. Weather

The weather in Incheon during April varies from cool to mild with temperatures in the range of 6°C (55.4°F) to 13°C (42.8°F).and average low temperature is about 6°C, or 42.8°F

9. Conduct of the Meeting

(a) Meeting schedule

The Meeting will start at 09:30 hours on 5 April 2017. The tentative programme of the Meeting is attached to this Information Note.

(b) Contact persons

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

Substantive and technical questions in relation to the Meeting may be addressed to:

Mr. Fedor Kormilitsyn, Economic Affairs Officer, Transport Infrastructure Section,
Transport Division, Tel. + 66-2-288 2496, e-mail: kormilitsyn@un.org.

Questions relating to local logistical arrangements:

Ms. Yejin Ha, Programme Officer, ESCAP Subregional Office for East and North-East
Asia, Tel: +82-32-458-6621, e-mail: ha@un.org.

Question relating to organizational arrangements, including travel, may be addressed to:

Ms. May Twin Lwin, Tel. + 66-2-288 1723, e-mail. lwinm@un.org.

During the Meeting, ESCAP staff will be in the meeting room at all times to assist participants with all administrative procedures and provide assistance as required.

(c) Working languages

The working language of the Meeting will be English with simultaneous translation in the Chinese, Korean and Russian languages.

(d) Paper/document distribution

Paper copies of the Meeting Programme will be distributed to the participants. Please note that under the paperless policy adopted by the United Nations, no other documents emanating from the secretariat will be available in paper format.

Participants wishing to circulate any papers or documents at the Meeting are requested to consult ESCAP staff servicing the Meeting for the necessary arrangements.

**2nd Expert Group Meeting on Documentation, Procedures and Information Technology for
Rail-Based Intermodal Transport Services in Northeast and Central Asia**

Incheon, Republic of Korea, 5 & 6 April 2017

TENTATIVE PROGRAMME

Day 1: Wednesday, 5 April 2017

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|-------------|------|---|
| 0900 - 0930 | hrs. | Registration of the participants |
| 0930 - 0940 | hrs. | 1. Opening remarks by ESCAP secretariat |
| 0940 - 0950 | hrs. | 2. Brief introduction to the project on Development of seamless rail-based intermodal transport services in Northeast and Central Asia for enhancing Euro-Asian transport linkages

by Mr. Fedor Kormilitsyn, Economic Affairs Officer,
ESCAP Transport Division |
| 0950 - 1030 | hrs. | 3. Presentation of the revised study report on documentation and procedures for rail-based intermodal transport operations in Northeast and Central Asia, including a draft unified document for |

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/云报告?reportId=5_1458

