



Sub-Regional Workshop for LDCs in Achieving MDGs as Part of the Implementation of the Istanbul Programme of Action

14-16 September 2011
Incheon, Republic of Korea

INFORMATION NOTE FOR PARTICIPANTS

PLEASE READ CAREFULLY

GENERAL

1. The Sub-Regional Workshop for LDCs in Achieving MDGs as Part of the Implementation of the Istanbul Programme of Action is scheduled to be held at Best Western Premier Songdo Park Hotel (“Songdo Park Hotel”), Incheon, Republic of Korea from 14 to 16 September 2011.
2. The Workshop will be inaugurated at 09:30 hours on Wednesday, 14 September 2011 at Lily Hall A at the Songdo Park Hotel.

REGISTRATION & IDENTIFICATION BADGES

3. Participants are requested to register and obtain workshop badges in front of the Lily Hall A, on Wednesday, 14 September 2011, between 08:30-09:30 hours. Papers for the workshop will be sent to the participants by e-mail as they become available. Documents will also be available at the website: <http://www.unescap.org/pdd/calendar/CSN-SRW-IPoA-Incheon-Sep2011/index.asp> While limited number of the documents will be distributed at the workshop, delegates are urged to print the copies from the website and bring them at the workshop.
4. For identification and security reasons, all participants are requested to wear their workshop badges at all times during the workshop, social functions. The loss of a workshop badge should be reported personally to the Information Help Desk noted in paragraph 15, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENT

5. All participants must hold passports that are valid for at least six months beyond the time of their arrival in Incheon. It is advisable that all participants obtain appropriate entry visas to Republic of Korea from a Republic of Korea diplomatic or consular mission at their point of origin or en route to Republic of Korea.

CUSTOMS REGULATIONS

6. Narcotic drugs as well as arms and ammunition may not be brought into Republic of Korea; they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

HEALTH

7. Basic medical services are available at the hotel.
8. Immunization certificates are not normally required for entry into Republic of Korea.
9. In the event of a medical emergency during the Sub-Regional Workshop for LDCs in Achieving MDGs as Part of the Implementation of the Istanbul Programme of Action, please contact the Information Help Desk who will facilitate transport to the nearest hospital. Participants are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by participants.

FOREIGN EXCHANGE AND CURRENCY

10. The currency of the Republic of Korea is the won, which comes in 1,000, 5,000, 10,000 and 50,000 won bills, and 10, 50, 100 and 500 won coins. The exchange rate is subject to market fluctuations and is trading at approximately 1,094 Korean won per United States dollar as of 1 June 2011.
11. Foreign currency and traveller's checks can be converted into Korean won at most banks and other authorized money changers. Generally, banks are open between 09:00 and 16:00 Monday through Friday. Automated Teller Machines (ATMs) are in operation 24 hours a day. Holders of foreign credit cards need to find an ATM with a Global" sign or the logo of the credit card company.

AIRPORT TAX

12. Airport tax should be included in your ticket and there is no tax for domestic flights.

AIRLINE RESERVATION

13. Many international airlines operate regular services to and from Seoul. Participants are advised to secure their return bookings prior to their departure from Seoul. If this is not possible, they should make firm return bookings immediately upon arrival in Seoul. Participants can liaise directly with the Information Help Desk if any assistance is required in this matter.
14. For financed participants by ESCAP, the cost of the air ticket is covered by ESCAP and will be arranged for all ESCAP funded participants by UNDP in respective countries.

INFORMATION HELP DESK

15. Starting Wednesday, 14 September 2011, from 08:00 hours – 17:15 hours, Help Desk services for basic logistics and queries will be available for participants. The Information Help Desk will be located Lily Hall A, which will be signposted.

HOTEL ACCOMMODATION

16. **Accommodation for participants funded by ESCAP**

All ESCAP funded participants are **strongly recommended to stay** at Best Western Premier Songdo Park Hotel ("Songdo Park Hotel"), 93-1 Songdo-dong, Yeonsu-gu, 406-480, Incheon, Republic of Korea.

Single room for each funded participant at a special rate for four nights stay (in 13 September 2011, out 17 September 2011) in the hotel has been booked. The room rate is KRW 110,000 (approximately USD 105) - per night, inclusive of tax, service charges, breakfast, wireless internet access .

Participants from abroad whose local costs are covered by ESCAP will receive a daily subsistence allowance (DSA) according to established UN rates to cover hotel accommodation, visa fee, airport departure tax, meals and other miscellaneous and incidental expenses.

Please note that participants are responsible for settling their own board and accommodation bills and other personal expenses from daily subsistence allowance provided by the organization.

17. Accommodation for self-financed participants

Single rooms can be booked at the Songdo Park Hotel (Incheon, details above) where all the participants are required to stay for two nights (in 13 September 2011, out 17 September 2011). If you wish to stay at this hotel, please inform Mr. Naylin Oo, (email: <oon@un.org>), Tel. 662-288-1541 with your detail travel itinerary at the earliest. ESCAP has negotiated a discounted rate at KRW 110,000 - per night for inclusive of tax, service charges, breakfast, wireless internet access.

ARRIVAL AT THE AIRPORT

18. Participants arrival at Incheon International Airport can travel to Songdo Park Hotel in Incheon by KAL Limousine 6707 (travel time 30 minutes) http://www.kallimousine.com/eng/schedule_en.asp. Other participants arriving at Gimpo Airport can travel to Songdo Park Hotel in Incheon by the same KAL limousine (travel time 80 minutes). Upon arrival, participants should inform ESCAP staff members.

TRANSPORTATION TO THE WORKSHOP VENUE

19. The workshop venue is within the Hotel.

WEATHER

20. In Republic of Korea, September is autumn season with temperatures averaging 17-26 degrees Celsius. The conference room where the workshop is to be held is maintained in the range of 23-24 degree Celsius (72-73 degree Fahrenheit).

ADDRESS AND TELEPHONE NUMBER OF ESCAP SECRETARIAT IN BANGKOK

21. The address of the ESCAP secretariat is as follows:

Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Telephone number: (662) 288 1541
Facsimile number: (662) 288 1090

The address, phone number and cell phone number of the contact person in Incheon is as follows:

UNESCAP Subregional Office for East and North-East Asia
17th Floor, Meet-you-all Tower
Techno Park, 7-50 Songdo-dong
Yeonsu-gu, Incheon
Republic of Korea
Tel No.: +82 32 458 6600
Fax No.: +82 32 458 6699
E-mail: escap-sroenea-registry@un.org

INTERNATIONAL DIRECT DIALING

22. Incheon is linked via satellite to all major countries of the world. International call can be made from any private business or hotel phone.

Country code-Republic of Korea: 82, City Code: Incheon: 32.

ELECTRICITY

23. The standard electricity supply is 220 volts AC, 60 cycles, and the primary socket types are Europlug and Schuko.

WORKING LANGUAGE OF THE WORKSHOP

24. Workshop will be held in English.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

25. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance at prevailing United Nations rates in US Dollar. **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room on 14 September 2011.**

26. Any participants who are unable to stay for the duration of the workshop are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

FINANCIAL & ADMINISTRATIVE ARRANGEMENT

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_5701

