

## **Information for participants**

**Twenty-sixth meeting of the Technology Executive Committee**

21–23 March 2023

**Joint session of the Technology Executive Committee and the Advisory Board of the Climate  
Technology Centre and Network**

24 March 2023



**IBS Tower & G-Tower**

**Songdo, Incheon, Republic of Korea**

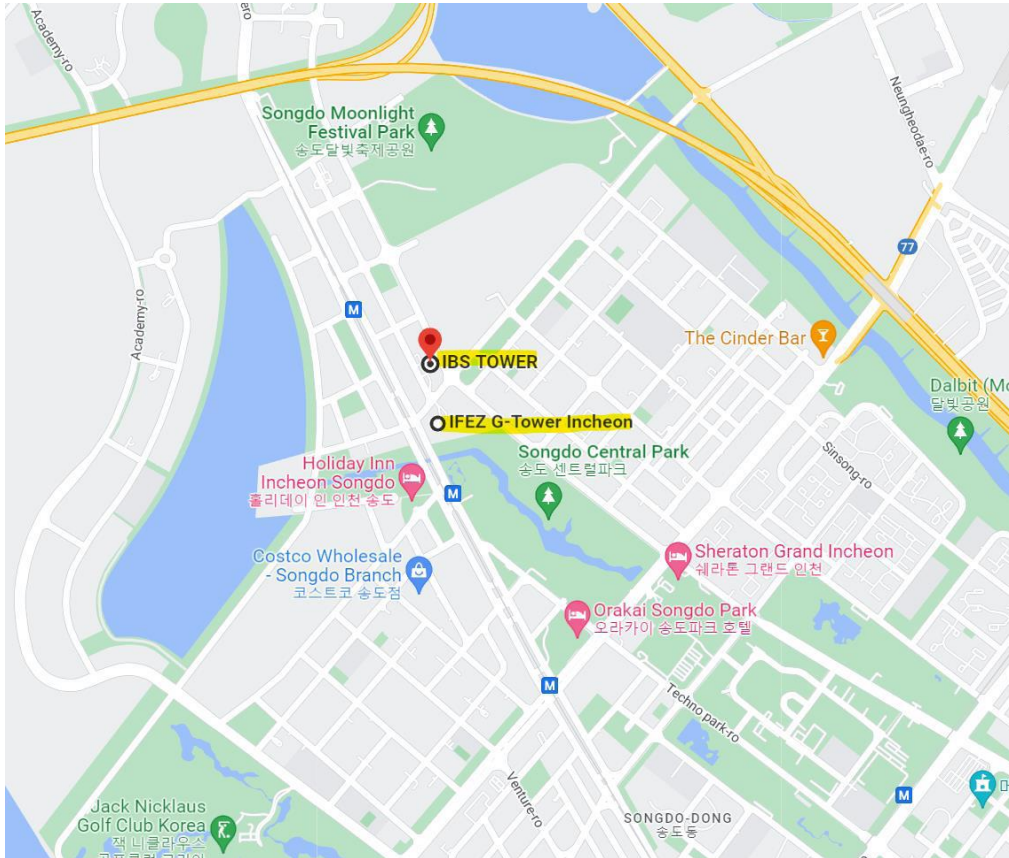


### When is the meeting?

The Technology Executive Committee (TEC) will hold its 26<sup>th</sup> meeting (TEC 26) from Tuesday, 21 March to Thursday, 23 March, from 9.00 a.m. to 5 p.m. each day. The joint session of the TEC and the Advisory Board of the Climate Technology Centre and Network (CTCN), will be held on Friday, 24 March from 9.00 a.m. to 5 p.m.

### Where is the meeting venue?

TEC 26 will take place in the G-Tower, 3rd Floor (Minwon Dong. Building) 175, Art center-daero, Yeonsu-gu, Incheon, Republic of Korea (22004) and the TEC-CTCN joint session IBS Tower, 3rd Floor, 263, Central-ro, Yeonsu-gu, Incheon, Republic of Korea (22006).



### Where do I get my conference badge?

On the first day of the meeting, we will set up a registration desk in front of the venue to check attendance and hand out badges to TEC members and all registered participants. We kindly ask you to be at the registration desk at least half hour prior to the start of the meeting.

#### Registration counter opening hours:

Tuesday, 21 March 2023, 8:00-09:00 hrs.

Please note that access to the conference area is restricted to registered participants of the meeting. In order to comply with the security requirements of the secretariat, participants are expected to wear their badges visible at all time and in all areas. If you lose your badge, please report it at the registration counter to Ms. Gabriele Gerdom immediately.

### Coffee/Tea

Coffee breaks will be included in the event. However, you may purchase coffee, cappuccino, espresso or latte, sandwich, pastry, and juices at:

**[IBS Tower]**

- CAF 3rd Forest, 3rd Floor

**[G-Tower]**

- CAFÉ TREE, Minwon dong, 1st Floor

- Haegin, Bon dong, 2nd Floor

\*Only major credit cards are accepted as payment at the coffee shop. Cash is also allowed.

**Lunch**

Lunch will be available in the canteen on the 29th floor, Atrium Hallwill.

**Internet Access**

Free WIFI will be provided at both venues. The ID and PW will be shared on site.

**How to book a hotel in Songdo?**

Participants are responsible for making their own accommodation arrangements. Reservations should be made directly with the preferred hotel as soon as possible and must be booked with a credit card.

We however recommend the list of these hotels due to their price and proximity to IBS Tower/G-Tower: (\*The price below is an estimate for your reference)

**Orakai Songdo Park Hotel (\$78/night)**

151, Techno Park-ro, Yeonsu-gu, Incheon

**Songdo Central Park Hotel (\$85/night)**

193, Techno Park-ro, Yeonsu-gu, Incheon

**SKY Park Hotel (\$74/night)**

233 Convensia-daero, Yeonsu-gu, Incheon

**Holiday Inn (\$109/night)**

251 Incheon Tower-Daero, Yeonsu-gu, Incheon

**Sheraton Grand Incheon Hotel (\$223/night)**

153 Convensia-Road, Yeonsu-Gu, Incheon

**Oakwood Premier Hotel (\$162/night)**

165, Convensia-daero, Yeonsu-gu, Incheon

**The November Stay in Canal Walk (\$44/night)**

107 Art Center Daero, Yeonsu Gu, Incheon

**The November Stay in Honestar (\$85/night)**

168-2 Songdo Dong, Yeonsu-gu, Incheon

**Where to eat in or outside Songdo**

**Restaurants in Songdo**

- The Orakai Songdo Park Hotel restaurants located on the 1 st floor (Thirsty Monk) and 19th Floor (Level 19) offer vegetarian option.
- Swagat: Indian restaurant, 124, Harmony-ro, Yeonsu-gu, Incheon 21998.
- Pizzeria Napoli: Italian restaurant 69, Convensia-daero, Yeonsu-gu, Millennium Bldg. 1F, Incheon.

- Choo Choo's Tapas Dining: Asian Tapas Restaurant 201 S1 Tower, 21-32 KR, Songdo-dong, Yeonsu-gu, Incheon.
- Yoldubakuni 열두바구니: 3-5 Songdo-dong, Yeonsu-gu, Incheon.
- Manokamana: Indian restaurant Haedoji-ro, Songdo 1-dong, 107 상가 1st floor, Incheon.

#### **Halal Restaurants in Yeonsu-gu, Incheon (Further away from Songdo)**

- Olive Halal Restaurant: Indian/Pakistani restaurant 186-7-dong, Ongnyeon 2-dong, Yeonsu-gu, Incheon.
- Bombay Brau: Indian restaurant 160 Central-ro, Yeonsu-gu, Incheon.
- Alyamani Corner: 552-8 Ongnyeon 1-dong, Yeonsu-gu, Incheon.
- Dera Restaurant: 6 Dokbae-ro, Ongnyeon 1-dong, Yeonsu-gu, Incheon.

#### **How to get to the hotel?**

##### **Airport ↔ Hotels**

##### **Via taxi (30 mins)**

From the airport to Hotels in Songdo, participants are advised to take the Incheon taxi. The fee is KRW 30,000 + KRW 5,000 toll, approximately USD 30.

##### **Public transportation (1hr 45 mins)**

Details can be found from the link: <https://bit.ly/3GxwDPP>

TRAIN: Need to pay train card at the station. The fee is approx. 4000 KRW, approx. USD 4

BUS: Need to pay by KRW cash or purchase transportation card at the station. The fee is approx. 5000 KRW, approx. USD 5

##### **Directions to the venue**

From the venues, Songdo Central Park Hotel, Holiday Inn is in 10 minutes walking distance. Other hotels are about 2 stations away / 5 minutes by Taxi

#### **DSA disbursement and travel (TEC members only)**

Your daily subsistence allowance (DSA) will be paid **by bank transfer** to reduce logistical preparation and time spent during the meeting to receive DSA on-site.

#### **Notices – anything else I should know?**

##### **Visa requirements**

Obtaining a visa is the responsibility of each participant. Participants coming from countries included in the K-ETA agreement (112 countries: [Eligible countries for K-ETA](#)), can register online for **K-ETA approval** at this link: [Terms and Conditions Agreement < Apply for K-ETA < K-ETA](#). The application fee is KRW 10,000 (≈ \$8). The K-ETA approval will be sent 24 hours to a few days after application.

More detailed information can be found on the [K-ETA website](#)

**If your country is not listed for K-ETA, you require an entry visa to the Republic of Korea.** Please apply for and obtain a visa at the nearest Korean Embassy or Consulate General in your country prior to departure. Please note participants are responsible for making applications for and obtaining their visas.

Please check more information on visa requirements for your nationality at the following site: [Visa : VisitKorea](#)

**Visa support letters** can be issued by UNEP CTCN upon request. In such case, please contact Mr. Wooyoung Kim at wooyoung.kim@un.org with CC. to Ms. Gabriele Gerdom at [TEC@unfccc.int](mailto:TEC@unfccc.int) as soon as possible.

✂ **Holders of Passport issued by recognized international organizations** A staff of the United Nations or special organization who have a travel document, namely, LAISSEZ-PASSER (UNLP) issued by U.N. office is allowed to enter Korea without a visa and is granted to stay for 30 days.

### **Arrival into the Republic of Korea**

#### **Vaccination Status (EFFECTIVE June 8th, 2022)**

Full vaccination is no longer a requirement of quarantine-free entry into the Republic of Korea (ROK).

#### **COVID 19 health and safety regulations**

##### **COVID Entry Requirements (EFFECTIVE October 1<sup>st</sup>, 2022)**

Effective October 1st, a COVID test, either Antigen or PCR, is not required for international arrivals to Korea, either before travel or after arrival. However, those who exhibit symptoms (fever, cough) upon arrival must be tested for COVID-19. You will be subject to a 7-day quarantine if you are tested positive/diagnosed COVID in your after-entry PCR test.

##### **Q-Code system**

ROK has introduced the [Q-code system](#) to streamline assessment processes on arrival to Korea. The system will record your information, including passport, flights, PCR/antigen test result, and vaccination details, and generate a QR code to show at the airport on arrival. While not a mandatory requirement of entry, it is recommended to submit your details and documentation in advance of travel through the Q-Code system, as it will make your trip through the airport on arrival much faster.

##### **Required Documentation**

It is recommended that all participants bring physical copies of documentation with them, including:

- COVID-19 vaccination certificate (in English)
- Q-Code System QR-Code

**[\\*Please frequently check the latest ROK COVID-19 related travel policies at this link. In addition, arrivals from China, Hong Kong and Macao have different requirements and should follow specific guidelines on STEP 3 \(Quarantine Procedure\):](#)**

[https://english.visitkorea.or.kr/enu/TRV/TV\\_ENG\\_1\\_COVID.jsp](https://english.visitkorea.or.kr/enu/TRV/TV_ENG_1_COVID.jsp)

##### **COVID-19 MEASURES**

Health and safety are a priority at this event, and strict COVID-19 protocols will be maintained as per the requirements of the Korea Disease Control and Prevention Agency (KDCA). The preventative measures that will apply to all participants include:

- **Wearing a face mask.** Participants will be required to wear a mask at all times except when speaking in a meeting, eating, or drinking. In meetings participants will be able to remove their mask to speak but will be required to put it back on when they have finished talking. The Republic of Korea (ROK) has relaxed the requirement to wear masks outdoors where you can maintain physical distance from those around you. Masks are a mandatory requirement indoors.

- **Maintaining physical distance.** Participants will be requested to maintain physical distance between themselves. Every effort is being made to provide adequate physical space for the Board Meeting to support distancing between participants. It is important that all attendees avoid shaking hands, kissing or hugging, and comply with guidance around maintaining physical distance at all program

### Health

**Insurance:** All participants are strongly encouraged to have health travel insurance before travelling. Emergency and hospital claims are not covered by CTCN or the public Korean health system. Again, the cost of medical treatment and quarantine related to COVID-19 are solely covered by the participant. Please contact your insurance provider well in advance.

### Nearby Clinic and Hospitals

- Dr. Rhee's Clinic: Tel: +82 32 833 7119, Address: 13 53 Incheon Tower Street, Songdo 2(i)-dong, Yeonsu-gu, Incheon (2 floor). 인천시 연수구 송도2동 13-53 인천타워대로.
- Plus Hospital (in Songdo): Tel: 1533-3164, Address: 230 beon-gil 54 Convensia-dae-ro, Songdo, Yeonsu-gu, Incheon. 인천광역시 연수구 송도동 컨벤시아대로 230번길 54 닥터플러스몰.
- Gacheon University Gil Hospital Emergency Center: Tel +82 10 6272 9567 (Mathew-English translator), Address: Guwol-dong 1141-25, Namdong-gu, Incheon. 가천대 길병원 응급의료센터 인천광역시 남동구 구월동 1141-25.

### Miscellaneous

**Weather:** To find the current weather of Incheon, please visit the website of the Korean Meteorological Administration: <http://web.kma.go.kr/eng/index.jsp>

**Time difference:** Incheon uses Korea Standard Time (KST), which is 9 hours ahead of GMT (standard time).

**Electricity supply:** The voltage in Korea is 220 volts at 60 Hz, on following outlets. Please carry necessary outlets for your use, the organizer does not provide these electronic appliances.



**Internet:** Wi-Fi internet access will be available throughout the meeting. Free Wi-Fi is also common in many cafés and at Korean airports.

**Language:** Korean (Hangeul) is the official language in Korea. Airport and major hotel staff speak English, but this may not be common among all taxi drivers or restaurant workers – with the exception of downtown tourist areas. Participants may download a translator (App) to go around the city.

**Currency:** Korean Won (KRW)

1 USD ≈ 1,243 KRW (as of January 2023), with normal market fluctuations.

For Currency Exchange, participants can do so both at Terminal 1 and Terminal 2 of Incheon Airport. Woori Bank Currency Exchange at Terminal 1 is open 24 hours, but other counters have limited opening hours. Participants who wish to exchange currency upon arrival should check from the link below: [https://www.airport.kr/ap/en/svc/getFacilityMain.do?CTGRY\\_ID=11&UPPER\\_ID=111](https://www.airport.kr/ap/en/svc/getFacilityMain.do?CTGRY_ID=11&UPPER_ID=111)

**Bank:** American Express, Diners Club, Master Card, and Visa are widely accepted at stores and restaurants in Korean cities. Contact your bank in advance on your foreseen international transactions.

**Cash advance service:** ATM is available on both IBS Tower and G-Tower.

If participants wish to withdraw cash, one should look for a 'global' ATM, those that can be found in the bank (some ATMs will only work with Korean cards). Note that ATMs found at subway stations or convenience stores have higher withdrawal fees. At the ATM, click on 'Foreign card' or 'English' (often at the bottom right-hand side of the screen) and insert your card to proceed.

**Visiting South Korea:** For information regarding tourist attractions, please visit <https://english.visitkorea.or.kr>.

**TEC 26 meeting information on-line:** <https://unfccc.int/ttclear/tec/meetings.html>

**Important phone numbers:**

- ☎ 119 for Emergency (Fire & Ambulance)
- ☎ 1339 for Medical Emergencies
- ☎ 112 for Police
- ☎ 1330 for Foreign Traveler Hotline