



United Nations
Framework Convention on
Climate Change

Logistics note
2018 Forum of the Standing Committee on Finance

5 – 6 July 2018, Songdo, Republic of Korea



Source: <http://www.mediaic.co.kr/>

Time & place

The 2018 SCF forum will take place 5-6 July 2018 in Songdo, Republic of Korea.

All meetings take place at the Songdo Convensia Convention Centre, which is located at 123, Central-ro, Yeonsu-gu, Incheon. In Korean, the name of the convention centre is 송도컨벤시아 and the address is 인천광역시 연수구 센트럴로 123 (송도동).

The registration desk will open at 08:00 AM on Thursday 5 July.

Visa

Detailed visa information is available at:

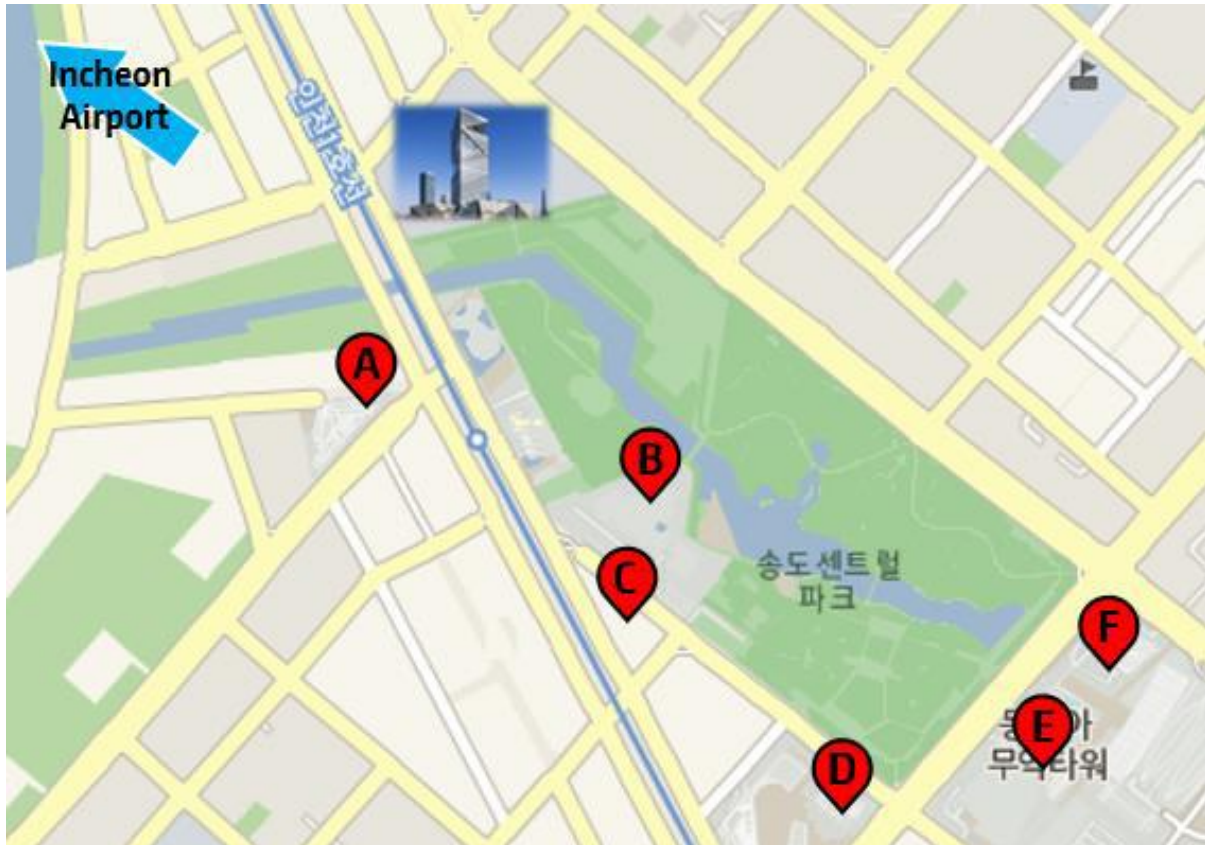
https://www.hikorea.go.kr/pt/InfoDetailR_en.pt?categoryId=2&parentId=385&catSeq=401&showMenuId=375

Visa applicants are required to submit passport, completed application forms, a recent passport-size color photograph, and other relevant documents to Korean embassies or consular offices in their country of residence at least two weeks prior to departure.

Please see Annex for the list of countries that have a visa-waiver agreement with the Korean government.



Accommodation



All rates including service charge and VAT

A. Holiday Inn (0.6 km from G-Tower)

Room Type	Price per night	Remarks
Superior King/Twin	KRW 130,000 (Approx. USD 120)	Additional KRW 19,800 for breakfast Shuttle provided from the hotel to the venue in the morning
Deluxe	KRW 150,000 (Approx. USD 139)	
Suite	KRW 200,000 (Approx. USD 185)	
Contact: +82 32 250 0000 / +82 32 250 0303 Young Doo (Reservation.songdo@ihg.com ; hyunsoo.doo@ihg.com)		

B. Gyeongwonjae Ambassador Incheon (0.9 km from G-Tower)

Room Type	Price per night	Remarks
Deluxe Single	KRW 187,000 (Approx. USD 173)	Additional KRW 19,800 for breakfast
Deluxe Double/Ondol	KRW 220,000 (Approx. USD 204)	
Deluxe Suite	KRW 627,000 (Approx. USD 580)	
Contact: +82 32 729 1101 Tony Lee (gwjrsvn@ambatel.com)		

C. Central Park (1.0 km from G-Tower)

Room Type	Price per night	Remarks
Deluxe Double	KRW 110,000 (Approx. USD 102)	Additional KRW 16,500 for breakfast
Double Twin	KRW 110,000 (Approx. USD 102)	
Sky Deluxe	KRW 120,000 (Approx. USD 111)	
Park Suite	KRW 190,000 (Approx. USD 176)	
Contact: +82 32 310 5000 (rsvn@cphotel.co.kr)		



D. Orakai Songdo Park (1.5 km from G-Tower)

Room Type	Price per night	Remarks
Deluxe Double/Twin	KRW 115,000 (Approx. USD 106)	Breakfast included for one person
Superior Double/Twin	KRW 145,000 (Approx. USD 134)	
Premier Deluxe Twin	KRW 165,500 (Approx. USD 153)	
Junior Suite	KRW 195,000 (Approx. USD 180)	
Contact: +82 32 210 7000 Ray Park (ray.park@orakaihotels.com ; rsvn@orakaihotels.com)		

E. Oakwood Premier (1.5 km from G-Tower)

Room Type	Price per night	Remarks
Studio Superior Double	KRW 145,200 (Approx. USD 134)	Additional KRW 27,000 for Breakfast
1 Bedroom	KRW 181,500 (Approx. USD 168)	
2 Bedroom	KRW 266,200 (Approx. USD 246)	
Contact: +82 32 726 2000 / +82 10 2995 5977 Rey Chae (reservations.incheon@oakwoodpremier.co.kr ; sales1.incheon@oakwoodpremier.co.kr)		

F. Sheraton Incheon (1.6 km from G-Tower)

Room Type	Price per night	Remarks
Deluxe	KRW 175,450 (Approx. USD 162)	Breakfast is included for Club and Executive Suite rooms only; it costs an additional KRW 18,150 for Deluxe room guests
Club	KRW 260,150 (Approx. USD 241)	
Executive Suite	KRW 356,950 (Approx. USD 330)	
Contact: +82 32 835 1004 Reservation.incheon@sheraton.com		

Transportation

Taxi

A taxi from Incheon Airport to the meeting area and the hotels should take around half an hour and cost roughly KRW 40,000 (Approx. USD 37).

Shuttle buss

KAL Limousine Shuttle (runs every 35 – 50 minutes & takes 35-45 minutes)						
		Holiday Inn	Central Park	Orakai Songdo	Oakwood Premier	Sheraton Incheon
First Bus	To Airport	04:57	04:55	04:54	05:04	05:05
	To Hotel	05:43				
Last Bus	To Airport	19:39	19:37	19:36	19:46	19:47
	To Hotel	22:10				
Fare		KRW 7,000 (Approx. USD 6)				



Travel and medical insurance

Participants are strongly advised to obtain international travel and medical insurance to cover the period of their departure to the SCF forum until the time of their return to their home country.

The United Nations, the UNFCCC secretariat and the other organizers disclaim all responsibility for medical accident and travel insurance, for compensation, death or disability, loss or damage to personal property and for any other costs or losses that may be incurred during travel time or the period of participation at the UNFCCC meeting.

Daily Subsistence Allowance

UNFCCC-funded participants are eligible for DSA in accordance with UNFCCC rules. The DSA for Songdo is USD 214 per day (effective 19 June 2018; may change before event).

DSA is calculated from the official arrival day of the forum depending on the flight schedule through to the conclusion of the forum, plus Terminal Expenses (USD 188) to cover miscellaneous travel expenses including visa and airport taxes.

The DSA for UNFCCC-funded participants will be disbursed at the venue. Please make sure to present your passport, flight ticket and boarding passes at registration on the first day to avoid delay in receiving your DSA payment.

Participants funded by other bodies are advised to check with the respective institutions for the arrangements concerning DSA.

General information

Language

The official language of the meeting will be English.

Time Difference

Korean Standard Time is nine hours ahead of Coordinated Universal Time (UTC+9).

Weather

Korea is renowned for its four distinct seasons. At the time of the SCF forum, the average temperature will range from 22°C (71°F) to 30°C (86°F).

Air Quality

Annual average air quality index (AQI) of Incheon last year was 56 (moderate). It is acceptable, but there may be a moderate health concern for small number of people who are unusually sensitive to air pollution.

Electricity

The standard voltage in Korea is 220 volts. The outlet is the same type used in continental Europe and many other countries.





Currency

The unit of the Korean currency is the Korean Won (KRW). The exchange rate is subject to market fluctuations. As of June 2018, USD 1 is approximately KRW1.081.

Foreign bank notes and traveler's checks can be converted into the Korean Won at foreign exchange banks and other authorized money exchange outlets. ATM and currency exchange banks are also available at G-Tower.

Mobile Phone Rental

You may rent a mobile phone at Incheon International Airport. Users can rent a handset, and pay rental and call charges upon returning the phone. Applicants are required to provide identification, a credit card and a service contract. For more information, please visit the website of each service provider.

- ❖ Olleh KT: <http://roaming.kt.com>
- ❖ SK Telecom: <http://www.skroaming.com/>

Emergency Phone Numbers

112: Police

119: Emergency Fire, Rescue & Hospital Services