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Programme

**The Eighteenth Global Meeting of the Regional Seas
Conventions and Action Plans
Incheon, Republic of Korea 30 Sept – 1 October 2016**

Information Note

For reasons of economy, this document is printed in a limited number. Delegates are kindly requested to bring their copies to meetings and not to request additional copies.

The Eighteenth Global Meeting of the Regional Seas Conventions and Action Plans (18GMRS)

The 18th Global Meeting of the Regional Seas Conventions and Action Plans will be held at the G-Tower (UN Offices) in Songdo, Incheon, Republic of Korea on 30 September and 1 October 2016.

Registration

Participants are requested to register between 0830 and 0900 hours on the opening day of the meeting. When you enter the G-Tower, you will find a notice board (set up next to the reception desk) which will lead you to the meeting room.

Language

The meeting will be conducted in English only.

Daily Subsistence Allowance

UNEP-sponsored participants will be provided with Daily Subsistence Allowance (DSA) at the prevailing United Nations rate for Incheon. In order to facilitate the payment of your DSA, eligible participants are requested **to submit copies of their boarding pass(es) and e-ticket.**

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

Visa Requirements

All participants are advised to consult with the diplomatic mission of the Republic of Korea in their respective countries regarding the latest applicable immigration requirements and, if necessary, to obtain an appropriate visa prior to their departure.

Participants should obtain appropriate entry visas to the Republic of Korea from diplomatic or consular mission at their point of origin. Passport must be valid for at least 6 months from the date of arrival and have valid return ticket. The immigration officer at the port of entry may ask the passenger to produce any necessary documents (such as invitation letter, hotel reservation and proof of finance).

National passport holders of the following countries are given visa-free entry facility for maximum of 30, 60 or 90 days.

1. Australia

10. Marshall Islands

19. Solomon Islands

- | | | |
|----------------------|------------------------|--------------------|
| 2. Brunei Darussalam | 11. Micronesia | 20. Thailand |
| 3. Fiji | 12. Nauru | 21. Tonga |
| 4. France | 13. Netherlands | 22. Turkey |
| 5. Japan | 14. New Zealand | 23. Tuvalu |
| 6. Kiribati | 15. Palau | 24. United Kingdom |
| 7. Hong Kong, China | 16. Russian Federation | 25. United States |
| 8. Kazakstan | 17. Samoa | 26. Macau, China |
| 9. Malaysia | 18. Singapore | |

Official and diplomatic passport holders of the following countries are given visa-free entry facility for maximum of 30,60 or 90 days.

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|----------------------|---|
| 1. Armenia | 24. Mongolia |
| 2. Australia | 25. Myanmar |
| 3. Azerbaijan | 26. Nauru |
| 4. Bangladesh | 27. Netherlands |
| 5. Brunei Darussalam | 28. New Zealand |
| 6. Cambodia | 29. Pakistan |
| 7. China | 30. Palau |
| 8. Fiji | 31. Philippines |
| 9. France | 32. Russian Federation |
| 10. Georgia | 33. Samoa |
| 11. Hong Kong,China | 34. Singapore |
| 12. India | 35. Solomon Islands |
| 13. Indonesia | 36. Tajikistan |
| 14. Iran | 37. Thailand |
| 15. Japan | 38. Tonga |
| 16. Kazakhstan | 39. Turkey |
| 17. Kiribati | 40. Turkmenistan* (Diplomatic passport only) |
| 18. Kyrgyzstan | 41. Tuvalu |
| 19. Lao PDR | 42. United Kingdom |
| 20. Macau, China | 43. United States of America |
| 21. Malaysia | 44. Uzbekistan* (<u>Diplomatic passport only</u>) |
| 22. Marshall Islands | 45. Viet Nam |
| 23. Micronesia | |

Insurance

You are advised to arrange at your own expense insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting. UNEP will not assume responsibility for any other expenditure, including the following:

- Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- Compensation in the event of death or disability of participants in connection with attending the meeting; and
- Any loss 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.

Accommodation

Meeting participants are advised to make their own hotel reservations at the **Holiday Inn Incheon Songdo**, which is located at about 5-minute walking distance from the meeting venue (G-tower). **Please note that participants are required to send a reservation form directly to the hotel.** Any cancellations, postponements or other changes should be notified at least three working days (not counting Saturday or Sunday) in advance.

Room type and rate	Superior (king or twin)	KRW 140,000 (about USD 120)
	Deluxe (king or twin)	KRW 160,000 (about USD 135)
	Rates are including 10% service charge, 10% tax and breakfast for 1 person	
	Bank Transfer will be required 1 week before your arrival	
Payment	Cash or credit card when check out	
Check-in/out	Check-in: from 15:00 Check-out: before 12:00	
Internet	Complimentary high speed internet service	
Contact	Tel: +82-32-250-0000 Fax: +82-32-250-0001 Email: reservation.songdo@ihg.com If you have any question, please contact Ms. Andrea Park, Sales Executive (Email - Jihoon.Park@ihg.com)	

* For more details, please refer to the hotel reservation form.

When you check out, please settle payment directly with the hotel on all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, business center use, laundry, room service and hotel transportation services, mini-bar items, as well as restaurant and bar

services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

Transportation

UNEP will provide transport from the Palace Hotel to **G Tower** on 30 September 2016. The participants luggages will be dropped at the hotel awaiting check in after the meeting.

1. From Holiday Inn Incheon Songdo to the Meeting Venue

The meeting will be held at the premises of the UNEP East and North-East Asia Office in Incheon, at G-Tower. On foot, it takes about 5 minutes. Please refer the map below.



Address:

6th Floor, G-Tower, 175 Art centre-daero, Songdo-dong, Yeonsu-gu, Incheon

인천광역시 연수구 송도동 아트센터대로 175 G타워 6층
(Address in Korean)

Tel: +82-(0)32-458-6600

2. From Holiday Inn Incheon, Songdo to Incheon Airport

Meeting participants will make their own transportation arrangements from Holiday Inn Incheon Songdo to Incheon/Gimpo International Airport. Please refer to the following:

KAL Limousine Bus

Below is the KAL Limousine Bus timetable from Holiday Inn Incheon Songdo to Incheon Airport.

Holiday Inn Incheon Songdo → Incheon Airport				
04:57	05:17	05:37	06:17	06:52
07:27	08:07	08:47	09:32	10:12
10:57	11:47	12:37	13:27	14:17
15:07	15:57	16:47	17:37	18:17
18:58	19:39			

* Please be advised that actual times may vary depending on traffic conditions.

Meals

Morning and Afternoon tea-breaks, and Lunch will be provided on 30 September and 1 October 2016 at the G Tower .

Foreign Exchange Rate

Korean official currency is Won. The estimate exchange rate for 1 US dollar is estimate 1,1139 Korean Won.

Electricity Supply

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



Weather

The average temperature in September/ October is between 11 and 20 degrees Celsius.

Telecommunication

Mobile telephones can be rented at Incheon International Airport. The following information may be considered useful.

	SK Telecom Roaming	Olleh KT Roaming
Rental fee (per day)	₩ 3,000 (about USD 3)	₩ 3,000 (about USD 3)
Call charge (per second)	₩ 10 (for local calls) Free incoming calls	₩ 10 (for local calls) Free incoming calls
SMS charges (per case)	₩ 100 (domestic) -	₩ 100 (domestic) ₩ 300 (international)
Website	http://www.skroaming.com/en (online reservation available)	http://roaming.kt.com/renewal/eng/main.asp (online reservation available)
Location	Between Gate 6 and 7 on the ground floor (available 24 hrs)	Gate 6 and 7 on the first floor (available 24 hrs)

Payment method	Cash or credit cards	Cash or credit cards
SIM Rental	Available	Available

* VAT excluded

More information about the Republic of Korea can be found on its official website at <http://www.korea.net>.

For More Information Please Contact:

For technical queries;

Kanako Hasegawa
Regional Seas Coordination,
Marine and Coastal Ecosystems Branch,
Division of Environmental Policy Implementation (DEPI)
United Nations Environment Programme (UNEP)
Nairobi, Kenya
Email: kanako.hasegawa@unep.org

For Logistical Queries;

Hellen Ojiambo
Regional Seas Coordination Office
Marine and Coastal Ecosystems Branch
Division of Environmental Policy Implementation
United Nations Environment Programme
E-mail: Hellen.ojiambo@unep.org

Stay Smart, Stay Real in Songdo



Holiday Inn

INCHEON SONGDO

Make Your Reservation at Holiday Inn Incheon Songdo Hotel

* Please complete and return this form to us by email (reservation.songdo@ihg.com) only.

GUEST INFORMATION

Title :

Dr. Prof. Mr. 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% service charge, 10% Tax and breakfast for 1 person)

- *Superior King (One King size bed) **KRW 140,000**
- *Deluxe King (One King size bed) **KRW 160,000**
- *Superior Twin (Separate two semi-double size bed) **KRW 140,000**
- *Deluxe Twin (Separate two semi-double size bed) **KRW 160,000**
- *Junior Suite (One King size bed) **KRW 260,000**
- *Extra Bed **KRW 48,400**

Room Benefit :

- *Complimentary daily English or Korean newspaper (upon request)
- *Complimentary mineral water in room (daily 2 bottle)
- *Complimentary access to Gym (2F)
- *Complimentary use of in-room coffee tea making facilities (Deluxe Floor and Junior Suite only)
- *Complimentary high speed internet service (wireless)

Number of Guest :

Additional Breakfast (rate is including 10% service charge and 10% Tax)

KRW 24,200 (per person) 1 person 2 persons

Remarks:

- * The room rate is a special contracted rate for **UNEP**.
- * Tax exemption is only applied to who has license of diplomat.
- * The room rate and benefits are valid from **27 Sep 2016 to 5 Oct 2016**.
- * Rates are not applicable for conference and meeting events or groups of more than nine (09) rooms. Rates for specific groups and meeting events will be reviewed and discussed individually.

Holiday Inn Incheon Songdo

251 Incheon Tower-daero, Yeonsu-gu, Incheon, Korea

Stay Smart, Stay Real in Songdo



Holiday Inn

INCHEON SONGDO

RESERVATION GUARANTEE: (Bank Transfer will be required 1 week before your arrival)

Credit Card : Visa Master JCB AMEX Diners

Card Number:

Card Holder :

Expiry Date :

*Bank Transfer

Account No. : IBK BANK 677-015599-01-018

Account Owner : OK Center Hotel Co. Ltd

Swift Code : IBKOKRSE

Bank Address : 175, Art center-daero, Yeongsu-gu, Incheon 406-840, Korea

BOOKING CONDITIONS

- Check out time: before 12:00 - Check in time: from 15:00
- Early Check-in: Before 09:00-Full charge of reserved rate / between 09:00-12:00 50% charge of reserved rate / after noon-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**

AIRPORT LIMOUSINE INFORMATION

* Please be advised that actual times may vary depending on traffic conditions.

Holiday Inn → Incheon International Airport 홀리데이 인 인천 송도 → 인천 국제 공항				Incheon International Airport → Holiday Inn 인천 국제 공항 → 홀리데이 인 인천 송도			
1st 첫차	4:56	13	11:48	1st 첫차	5:53	13	14:33
2	5:18	14	12:38	2	6:21	14	15:23
3	5:38	15	13:28	3	6:58	15	16:14
4	6:03	16	14:18	4	7:33	16	17:03
5	6:28	17	15:08	5	8:13	17	17:43
6	6:56	18	15:58	6	8:58	18	18:22
7	7:33	19	16:49	7	9:38	19	19:03
8	8:08	20	17:38	8	10:23	20	19:53
9	8:48	21	18:18	9	11:13	21	20:42
10	9:33	22	18:59	10	12:03	22	21:30
11	10:13	23	19:40	11	12:53	Last 막차	22:11
12	10:58	Last 막차	20:28	12	13:43		

* The bus stop no less than five minutes prior to the scheduled departure time.

* Airport limousine bus fare (one-way) is KRW 7,000, children between 6-12 will cost KRW 4,500 per person.

Holiday Inn Incheon Songdo

251 Incheon Tower-daero, Yeonsu-gu, Incheon, Korea

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* Ticket Purchase – Hotel Front Desk (19F) / KAL Limousine counter NO. 22 or KAL Limousine bus stop



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