

# Information Note

## 2019 Sustainable Development Transformation Forum

23 – 25 October 2019,

Holiday Inn Incheon Songdo, Republic of Korea

### Venue

The Forum will take place at Holiday Inn Incheon Songdo, Incheon, Republic of Korea. More information on transportation to the venue is available below in this note ([see map here](#)).

### Accommodation

[Holiday Inn Incheon Songdo](#) is providing rooms at special rates for UNOSD participants. The special room rates of bed and breakfast is at **KRW 121,000** (incl. service charge + VAT) per night.

Each participant should make their own reservations by filling out the ‘**Reservation Form**’ in the attached **and sending the form to the email below**. Any enquiries regarding room reservation should be addressed directly to the hotel.



**Address:** Holiday Inn Incheon Songdo  
251, Incheon Tower dae-ro, Songdo 2-dong,  
Yeonsu-gu, Incheon, South Korea

**In Korean:** 홀리데이인 인천송도

인천광역시 연수구 송도 2 동 (인천타워대로 251)

**Telephone:** +82 (32) 250-0000

**Email:** reservation.songdo@ihg.com

### Local Transportation

#### A. Airport Transfer

Please note that UNOSD is **not** providing transfer from and to Incheon International Airport. Transfer is easy and straightforward (please refer to the information below)

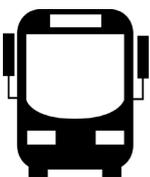
##### ► By taxi:



(Terminal 1) Use **international taxi service** at **Exit 4 (4C)**, 1<sup>st</sup> floor. You can show the above Korean address of the hotel to the taxi driver directly. It will take roughly 30 minutes, and cost about KRW 50,000 (≈USD \$45).

(Terminal 2) Use **international taxi service** at **Exit 1**, 1<sup>st</sup> floor.

##### ► By shuttle bus:



(Terminal 1) Ride a shuttle bus **No. 6707B (KAL Limousine Bus)**, at **Exit 3B**, 1<sup>st</sup> floor. You can buy one-way ticket from ticket machine in the same floor. It costs KRW 7,000 for one-way (≈USD \$7). Please get off the bus at Holiday Inn Incheon Songdo station (About 40 minutes or 1 hour travel time).

(Terminal 2) Ride a shuttle bus **No. 6707B (KAL Limousine Bus)**, at **#17 platform**, B1 floor.

Shuttle Schedule between Incheon International airport and Holiday Inn Incheon Songdo:

Incheon Int'l Airport → Holiday Inn Incheon Songdo				Holiday Inn Incheon Songdo → Incheon Int'l Airport o				
Departure Time				Departure Time				
06:02	06:23	07:21	08:31	04:56	05:34	06:14	06:55	07:25
09:21	10:15	11:11	12:05	08:14	09:24	10:14	11:08	12:04
13:10	14:27	15:51	17:01	12:58	14:04	15:20	16:44	17:54
18:02	18:41	19:40	20:48	18:55	19:34			
21:46	22:38							

**B. Around Songdo and Seoul**

Holiday Inn Incheon Songdo is located in the ward of Songdo, at the south-western tip of Incheon City. The hotel is in a new development area, near a commercial zone with restaurants and shops. To visit Seoul, you can take either a taxi (1 to 1.5 hour travel time) or subway (Central Park station/ 1.5 to 2 hour travel time), which are easily accessible in front of the hotel. To return to Songdo, you can follow the instruction below.



▶ **By taxi** (≈KRW 40,000 - 65,000 from Seoul)

Show the taxi driver the following address of the hotel:

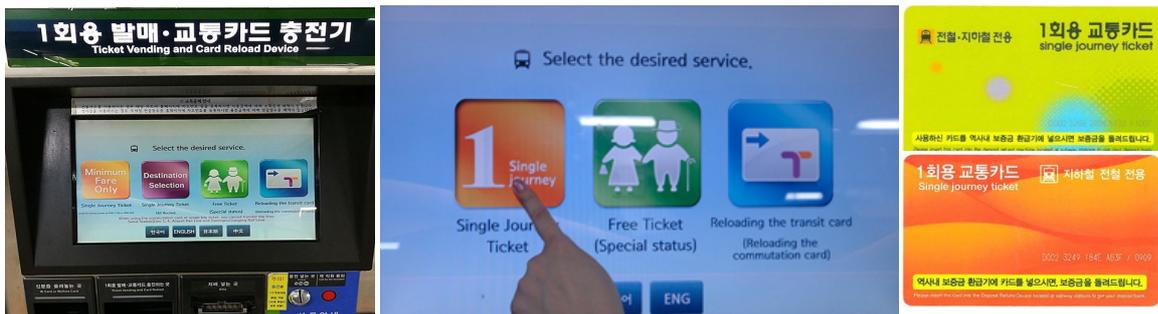
홀리데이인 인천송도, 인천광역시 연수구 송도 2 동 인천타워대로 251



▶ **By subway** (≈KRW 1,800 from Seoul)

Search the nearest subway station and find your way getting back to **Central Park Station** in this website: ("[Seoul Metro Cyber Station](#)"), and come out to Exit 2 (A hallway from subway station is connected directly with the hotel)

**\*\* How to Purchase Subway Ticket**



1) Single journey ticket can be purchased from Ticket Vending Devices at all of stations, or electronic payment card (called T-money card) can be purchased from most of the convenience stores such as CU, GS 25, Ministop..etc. The electronic payment card is pre-paid, and you can reload the card through the same ticket vending machine.



2) The deposit (KRW 500) for using the single journey ticket can be refunded from Deposit Refund Device (usually standing near Ticket Vending Devices).

◆ When using all the above devices, you can select language in English then follow the instructions on the screen.

### Dining and Miscellaneous

- ▶ A coffee shop is available in the hotel at the ground floor for light refreshments and hot/cold drinks. \*\*Drinks and refreshments at the hotel will not be covered by the organizers.
- ▶ Dining and miscellaneous: Local and foreign cuisines in multiple restaurants and cafes are available near Holiday Inn Incheon Songdo. Take note of the restaurant list at the information desk of the forum. Lunch time is limited therefore choose the hotel located closer to the hotel.

### Immigration Requirements

Obtaining a visa is the responsibility of each participant. Please check the visa requirement for your nationality at the following site:

<http://www.immigration.go.kr/HP/IMM80/index.do#>

Visa support letters can be issued by UNOSD upon request. In such case, please contact sangjun.jung@un.org as soon as possible.

### Health Travel Insurance

All participants are strongly encouraged to buy health travel insurance before travelling. Emergency and hospital claims would **not** be covered by UNOSD or the public Korean health system would any emergency occur. Please contact your usual insurance provider or travel agency.

### Local Information

**Language:** while airport and major hotel staff know English, this is not common in Korea, even among taxi drivers or restaurant workers – with the exception of downtown Seoul tourist areas.

- ▶ The working language of this event and all its documentation is English only.
- ▶ **Time in Korea:** GMT/UTC + 09:00
- ▶ **Currency:** 1 USD is about 1,120 Korean Won (KRW or ₩), with normal market fluctuations.

Currency Exchange	Hours of Operation	Location at Incheon Airport
Shinhan Bank Currency Exchange	06:00 ~ 21:00 Tel: +82-32-743-5133	Public Area: 1F & 3F Duty-free Area: 3F; Concourse: 3F
KEB Currency Exchange	06:00 ~ 21:00 Tel: +82-32-743-2234	Public Area: 1F & 3F Duty-free Area: 3F; Concourse: 3F
Hana Bank Currency Exchange	05:30 ~ 23:00 Tel: +82-32-746-1111	Public Area: 1F & 3F Duty-free Area: 3F; Concourse: 3F

### Cash Advance Service:

You can withdraw cash from the many ATMs, very common in Korea, for a reasonable fee. Click on 'Foreign card' or 'English' (often at the bottom right-hand side of the screen) and insert your card to proceed.



- ▶ **Debit and Credit Cards:** American Express, Diners Club, Master Card, and Visa are widely accepted at stores and restaurants in Korean cities.
- ▶ **Weather:** October temperatures in Incheon range between a low of 3°C and a high of 16°C.
- ▶ **Internet:** Wi-Fi internet access will be available throughout the meeting. Free Wi-Fi is also common in many cafés and at Korean airports.
- ▶ **Electricity:** 220V, 60 Hz, on following outlets: Please carry necessary outlets for your use.



### Shopping and other stores

Please see map of Songdo at hotel concierge.

### Contacts and Further Information

For further administrative information during the meeting, please contact:

Ms Ilae Kim  
Administrative Assistant  
+82-32-822-9087  
[kim23\[at\]un.org](mailto:kim23[at]un.org)

Mr. Sangjun (Paul) Jung  
Team Assistant  
+82-32-822-9083  
[sangjun.jung\[at\]un.org](mailto:sangjun.jung[at]un.org)



## Reservation Form for Sustainable Development Transformation Forum

\* Please complete and return this form to us by email  
([reservation.songdo@ihg.com](mailto:reservation.songdo@ihg.com))

### GUEST INFORMATION

Title : <input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Mr. <input type="checkbox"/> 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% Tax)
*Superior King (One King size bed) <input type="checkbox"/> <b>KRW 121,000 (with 1 Breakfast)</b>
*Superior Twin (Separate two semi-double size bed) <input type="checkbox"/> <b>KRW 121,000 (with 1 Breakfast)</b>

*Room Benefit: \*Complimentary daily English or Korean newspaper (upon request) \*Mineral water in room (daily 2 bottle) \*Access to Gym (2F) \*High speed internet service (wireless)*

Number of Guest:
Additional Breakfast (rate is including 10% Tax) <b>KRW 19,800 (per person)</b> <input type="checkbox"/> 1 person <input type="checkbox"/> 2 person

Remarks :  
\*The room rate and benefits will be applied until the blocked rooms are available. Please reserve ASAP.  
\*Duplicated reservation via Online Travel Agent (Booking.com, Hotels.com, Expedia.com and etc) will be fully charged

### RESERVATION GUARANTEE:

Credit Card : <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> JCB <input type="checkbox"/> AMEX <input type="checkbox"/> Diners	
Card Number:	
Card Holder :	Expiry Date :
*Bank Transfer	Account No. :
Account Owner :	Swift Code :
Bank Address :	

### BOOKING CONDITIONS

- Normal Check-in time : from 15:00 / Check-out time: 12:00
- Early Check-in: Before 10:00-Full charge of reserved rate / between 10:00-12:00 50% charge of reserved rate / Afternoon upon availability.
- Late Check-out: Between 12:00~16:00-50% 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 contact our Reservations team as follows:**

**Reservations Department, Tel - +82 32 250 0000 or email -**

**[reservation.songdo@ihg.com](mailto:reservation.songdo@ihg.com) OR**

**Mr. Hyunsoo Doo, Sales Manager, Tel : +82 32 250 0303 or Email :**

**[hyunsoo.doo1@ihg.com](mailto:hyunsoo.doo1@ihg.com)**