



United Nations Office for
Sustainable Development
Incheon - ROK

Information Note

Executive Training Course for Policymakers on the 2030 Agenda and the SDGs

20 – 24 May 2019

Holiday Inn Incheon Songdo, Republic of Korea



Venue

The Meeting will take place from 20 to 24 May, 2019 at Holiday Inn Incheon Songdo, Incheon, Republic of Korea. Holiday Inn Incheon Songdo is situated at the south-western tip of Incheon City. The hotel is in a new development area, near a commercial zone with restaurants and shops. It is within 30 minutes from the Incheon International Airport, and 1.5 hour away from Seoul, the capital of the Republic of Korea.



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

In Korean: 홀리데이인 인천송도
인천광역시 연수구 인천타워대로 251

Telephone: +82 (32) 250-0000

Email: reservation.songdo@ihg.com

*Please see the map [here](#). More information on transportation to the venue is available below.

Accommodation

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

Each participant should make room reservations by filling out the **Reservation Form** (See the attached at the end of the document).

Dining and Refreshments:

- A coffee shop is available on the ground floor for light refreshments and hot/cold drinks (Drinks and refreshments at the hotel will not be covered by the organizers).
- Local and foreign cuisine in multiple restaurants and cafes are available across from Holiday Inn Incheon Songdo (Songdo Central Park is near the hotel).

Any enquiries regarding room reservations should be addressed directly to the hotel.

Transportation

From Incheon Int'l Airport

Note that UNOSD is ***not*** providing transfer from and to [Incheon International Airport](#). Transfer is easy and straightforward:

- ▶ **By taxi:** about KRW 35,000 (≈ USD \$30).
*Show the above Korean address to the driver.
 - Incheon International Airport **Terminal 1:**
Between Gates 4 and 5, Desk No. 23 on 1st Floor (Arrival Level)
 - Incheon International Airport **Terminal 2:**
The International Taxi counter on the right side of the Gate A, 1st Floor (Arrival Level)
- ▶ **By shuttle bus:** 6707B (KAL Limousine service), KRW 7,000 one way (≈ USD \$7)

Departure Point:

- Incheon International Airport **Terminal 1:**
No. 3 on 1st Floor (Arrival Level)
- Incheon International Airport **Terminal 2:**
Transportation Center Basement 1 No. 17



Arrival Point: Holiday Inn Incheon Songdo (about 30-50 minutes travel time)

KAL Limousine Routes:

*Please see more information about KAL Limousine Routes [here](#)



KAL Limousine Schedule (Terminal 1):

Incheon Int'l Airport → Holiday Inn Incheon Songdo				Holiday Inn Incheon Songdo → Incheon Int'l Airport			
Departure Time				Departure Time			
05:43	06:13	06:44	07:12	04:56	05:18	05:44	06:09
07:38	08:15	08:54	09:28	06:36	07:06	07:38	08:05
09:56	10:23	10:57	11:33	08:31	09:08	09:47	10:21
12:23	13:13	14:03	14:44	10:50	11:17	11:51	12:26
15:23	16:04	16:41	17:24	13:16	14:06	14:56	15:37
18:07	18:48	19:43	20:32	16:16	16:57	17:36	18:17
21:23	22:00	22:38		19:00	19:42		

* The departure time of Passenger Terminal 2 is 20 minutes after the above time.

From Seoul Station

Songdo is 1.5 hour from downtown Seoul (Seoul Station) by taxi, and 2 hours by public bus or subway.

► **By taxi:** about KRW 60,000 (≈ USD \$53)

*Show the above Korean address to the driver.

► **By Subway:** about KRW 1,950 (≈ USD \$2)

*Please see the Seoul Metro Map [here](#).

- Take Line 1 from Seoul Station
- Transfer to Incheon Line 1 at Gyeyang Station
- Get off at Central Park Station and take Exit 2 (right next to the hotel)

How to Purchase Subway Ticket

Single journey tickets can be purchased from vending machines in subway station (left picture). When using the machines, start by pressing “English” and follow the instructions. Once you select your destination “Central Park Station”, the total amount will show (transfer fee + deposit).



Once you arrive at your destination station, you can get refund for your deposit by inserting the ticket (plastic card) into the deposit refund machine (right picture).



If you plan to travel around the city, you may also purchase transportation card called “T money” which can be used on public buses and subways in several different metropolitan cities and locations throughout Korea. With this card, you don’t have to buy single journey tickets every time and enjoy discounts on rides during transfers from bus to subway or vice versa (within a transfer time limit).

T-Money cards can be purchased from most of convenience stores (CU, GS 25).

Tourism Information

Please find further information on tourist attractions, restaurants, shopping and more in the following websites:

- [Korea Tourism Organization](#)
- [Incheon Tourism Organization](#)
- [Incheon iTour](#)

Visa Requirements

Obtaining a visa is the responsibility of each participant. Please check the visa requirement for your nationality [here](#).

Visa support letters can be issued by UNOSD upon request. In such case, please contact [sangjun.jung\[at\]un.org](mailto:sangjun.jung[at]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 if any emergency situations occur. Please contact your usual insurance provider or travel agency.

Local Information

Language

The official language of the event and all documentation will be in English.

However, English is not an official language in Korea. Therefore, while airport and hotel employees may be conversational in English, taxi drivers and workers at smaller stores and restaurants may not (with the exception of downtown Seoul tourist areas).

Time Zone

Korean Standard Time is nine hours ahead of Coordinated Universal Time (UTC+9). South Korea does not observe DST.

Currency

South Korea's official monetary unit is Won (KRW or ₩). 1 USD is about KRW 1,136, with normal market fluctuations (as of April 4, 2019).

Shinhan Bank, KEB Hana Bank and Woori Bank Currency Exchange services are available at the Incheon International Airport.

**A list of available currency exchange locations are [here](#). Please select Terminal 1 or 2 and search for "currency exchange" in Airport Facilities Search box.*

Cash Advance Service

You can withdraw cash from the ATMs, 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 Korea.

Tipping

Tipping is not required nor expected in South Korea.

Weather

Korea has four distinct seasons. Spring is very pleasant with mild temperatures. May temperatures in Incheon range between a low of 12°C and a high of 21°C.

**Please find more information about weather in Korea [here](#).*

Internet

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

Electricity

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

220V/ 60 Hz on following outlets:



Meeting Contacts

For further administrative information about 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)