

# 2022 Sustainable Development Transformation Forum (SDTF)

25 – 28 October 2022

Lily Hall, Orakai Songdo Park Hotel, Incheon, Republic of Korea

## INFORMATION NOTE

(Updated as of 4 October 2022)

This Information Note entails important logistical information for the participants travelling to the forum location. **Please take time to closely read the information in advance for your safe and efficient travel.**

**We would like to remind our participants that the UN has zero tolerance policy for inappropriate behaviours such as sexual harassment or physical and verbal abuse.** We trust that all participants behave accordingly and feel assured that they can report any such suspicion to the organizers during the Forum.

Regulations and policies related to visa and travel are continuously changing, and participants are especially advised to keep up with the COVID-19 related travel policies. See latest information at this link: [http://english.visitkorea.or.kr/enu/TRV/TV\\_ENG\\_1\\_COVID.jsp](http://english.visitkorea.or.kr/enu/TRV/TV_ENG_1_COVID.jsp)

### A. VENUE

The 2022 SDTF will take place at Lily Hall (2<sup>nd</sup> Floor) of [Orakai Songdo Park Hotel](#), Incheon, Republic of Korea. [See map](#)

**Meeting Venue:** Lily Hall, 2nd floor, Orakai Songdo Park Hotel

**English address:** Orakai Songdo Park Hotel, 151, Techno park-ro, Yeonsu-gu, Incheon, Republic of Korea

**Korean address:** 인천시 연수구 테크노파크로 151 오라카이 송도파크호텔

**Hotel phone number:** +82-32-210-7000

**Email:** [rsvn@orakaihotel.com](mailto:rsvn@orakaihotel.com)

### B. VISA AND ENTRY REQUIREMENTS

#### 1. Visa

Obtaining a visa is **the responsibility of each participant**. Please check the visa requirement for your nationality at the following site: [https://www.immigration.go.kr/immigration\\_eng/index.do](https://www.immigration.go.kr/immigration_eng/index.do)

For participants coming from countries included in the K-ETA agreement (112 countries), they can register online for K-ETA approval at this link: <http://www.k-eta.go.kr/>. The application fee is KRW 10,000 (≈ \$8). The K-ETA approval will be sent 24 hours to a few days after application. K-ETA is valid for up to 2 years and allows a stay of 30, 60 or 90 days (up to 6 months for Canadian passport holders) in the Republic of Korea, depending on each country's Visa Waiver Agreement. Upon arrival at Incheon International Airport, participants need to show the passport when passing immigration to enter the Republic of Korea. Please note that 10 countries are currently suspended from this agreement (Grenada, Hong Kong, Japan, Kiribati, Macau, Macronesia, Samoa, Solomon Islands, Taiwan, Tonga). More detailed information can be found on the K-ETA website: <https://www.k-eta.go.kr/portal/apply/index.do?locale=EN>

Visa support letters can be issued by UNOSD upon request. In such case, please contact JinHyun Lee at [jinhyun.lee@un.org](mailto:jinhyun.lee@un.org) with CC to [sumin.unosd@gmail.com](mailto:sumin.unosd@gmail.com) as soon as possible.

## 2. COVID-19 Entry Requirements

As of October 1st, 2022, travellers entering the Republic of Korea are no longer required to take a pre-departure COVID-19 antigen test nor a PCR test upon arrival. Travellers only need to **fill out the Health Questionnaire and Travel Record Declaration** on board of the plane or upon arrival before passing formalities.

Anyone showing symptoms of Covid-19 infection within three days of their arrival in the country **can still be tested for free** at one of the public health centres throughout the country.

See the latest information the COVID-19 related travel policies at this link: [http://english.visitkorea.or.kr/enu/TRV/TV\\_ENG\\_1\\_COVID.jsp](http://english.visitkorea.or.kr/enu/TRV/TV_ENG_1_COVID.jsp)

### C. COVID-19 SAFETY MEASURES

As a mandatory measure, participants are required to **wear masks at ALL times indoors** except when eating or drinking. Korea has relaxed the requirement to wear masks outdoors, but keep physical distance to stay safer.

If at any point a participant tests positive for COVID-19 or has its symptoms - even mild, please stay in the accommodation and contact UNOSD staff immediately (JinHyun Lee at 010-9309-1771 / [jinhyun.lee@un.org](mailto:jinhyun.lee@un.org)). If a participant tests positive on a rapid antigen test, a confirmation PCR test will be required. This will be guided by UNOSD staff accordingly.

The cost of medical treatment and quarantine related to COVID-19 are solely to be covered by the participants.

### D. HEALTH INSURANCE

All participants are strongly encouraged to have health travel insurance before travelling. Emergency and hospital claims are not covered by UNOSD 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 or travel agency well in advance.

### E. FINANCIAL ARRANGEMENT *(for participants sponsored by UNOSD)*

**Daily Subsistence Allowances (DSA)** will be provided according to UN rules and regulations. The DSA covers the cost of meals, visa fee, terminal fee to/from airports, and miscellaneous expenses. The DSA will be calculated for the duration of actual participation in the meeting. To facilitate the payment of DSA, participants are requested to submit **original boarding pass(es)**, and **a copy of air ticket** to the designated UNOSD staff. Announcement on the location and time of DSA Distribution will be shared. The sign-in sheet will be provided every day at the registration desk for all the participants' signatures. DSA will be distributed with respect to the actual number of days participants attend the meeting.

### F. TRANSPORTATION

#### 1. Airport Transfer



### ■ By taxi

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 \$37).

- **(Terminal 1)** Use international taxi service at **Exit 4 (4C)**, 1<sup>st</sup> floor.
- **(Terminal 2)** Use international taxi service at **Exit 1**, 1<sup>st</sup> floor.

### ■ By shuttle bus



A shuttle bus going from the airport is proposed by the hotel for KRW 7000 (≈USD \$6).

- **(Terminal 1)** The limousine service is located at gates 3B, 4A
- **(Terminal 2)** The limousine service is located at gates 17,18,19

Tickets can be purchased at the KAL Limousine desk in the airport or at the front desk of ORAKAI Songdo Park Hotel for the trip back to the airport.

## 2. Around Songdo and Seoul

### ■ Songdo/Incheon

The closest subway station to the hotel is Incheon University station (인천대입구역) where it is possible to take Incheon Line 1 (light blue Line).

There are two subway lines (Incheon Line 1 and Incheon Line 2) and many buses are easily accessible inside of Incheon.

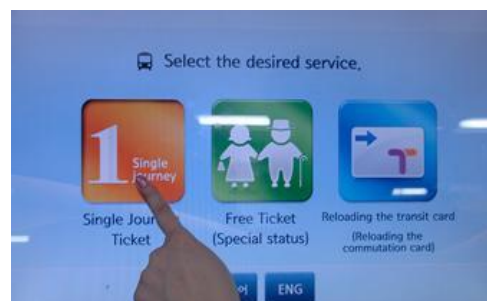
### ■ Seoul

By **taxi**, going from Songdo to Seoul is around KRW 50,000 (≈ \$38), but can be higher depending on the area of destination in Seoul and traffic situation.

By **public transportation**, participants should take Line 1 at Bupyeong station (부평역), which can be reached by using Incheon Line 1, available near the hotel. Incheon and Seoul also have an important bus network.

### How to buy transportation tickets

- Single journey tickets can be purchased from Ticket Vending Devices at all of stations



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



- ii. Electronic payment cards (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 as showed above.

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

If planning to use public transportation frequently, *Citymapper* or *Naver Map* are recommended smartphone applications to download to go around Incheon or Seoul.

## G. ACCOMMODATION

[Orakai Songdo Park Hotel](#) is providing rooms at discounted rates exclusively for the participants to the 2022 SDTF. Unless one has a preference, it will be comfortable distance-wise to stay at the hotel the forum is taking place. Take note of the superblocks of Songdo as they are vehicle-friendly from the map.

Each participant should **make their own room reservations by filling out the 'Reservation Form'** which is **attached at the last page below**. Simply fill out the form electronically, save and send directly to the hotel email [rsvn@orakaihotel.com](mailto:rsvn@orakaihotel.com). Any enquiries regarding accommodation should be addressed directly to the hotel.

*Please note that due to October being a month of many events, only a limited number of rooms could be blocked for the SDTF. Read the cancellation policy carefully. Participants are **encouraged to reserve early (before October 19) and make changes later accordingly.***

## H. LOCAL INFORMATION

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 can download a translator (App) to go around the city.

Time: Korea Standard Time (KST), GMT/UTC +9.

Currency: Korean Wons (KRW)

1 USD ≈ 1,405 KRW, 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 extensive opening hours so participants who wish to exchange currency upon arrival should check which counter is more convenient to go to at this link:

[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)

Hana Bank Currency Exchange: +82-(0)32-743-2220

Shinhan Bank Currency Exchange: +82-(0)32-743-5100

Woori Bank Currency Exchange: +82-(0)32-743-1056 (24 hours counter, for other phone numbers please refer to the link above)

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

If participants wish to withdraw cash, one should look for a 'global' ATM especially those found in the banks (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.

Weather: The end of October in Korea has [average temperatures](#) going from 8°C to 18°C (46°F to 64°F). Field trip is planned on the afternoon of the Forum's last day where participants should wear comfortably.

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, the forum does not provide these electronic appliances.

## I. DINING AND MISCELLANEOUS

### Vegetarian friendly Restaurants in Songdo:

- The Orakai Songdo Park Hotel restaurants located on the 1<sup>st</sup> floor (*Thirsty Monk*) and 19<sup>th</sup> Floor (*Level 19*) offer vegetarian option.
- *Swagat*: Indian restaurant  
124, Harmony-ro, Yeonsu-gu, Incheon 21998
- *Pizzaria Napoli*: Italian restaurant  
69, Convensia-daero, Yeonsu-gu Songdo Millennium Bldg. 1F, Incheon South Korea
- *Choo Choo's Tapas Dining*: Asian Tapas Restaurant  
201 S1 Tower, 21-32 KR, Songdo-dong, Yeonsu-Gu, Incheon
- *열두바구니 'Yoldubakuni'*: Korean  
3-5 Songdo-dong, Yeonsu-gu, Incheon

- *Manokamana*: Indian restaurant  
Haedoji-ro, Songdo 1-dong, 107 상가 1<sup>st</sup> 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 South Korea
- *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

#### **J. CONTACTS**


For further administrative information during the meeting, please contact:

Mr. JinHyun Lee  
Team Assistant  
+82 10-9309-1771  
[jinhyun.lee\[at\]un.org](mailto:jinhyun.lee[at]un.org)

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

 119 for Emergency (Fire & Ambulance)

 1339 for Medical Emergencies

 112 for Police

 1330 for Foreign Traveler Hotline

#### **K. TRAVEL CHECKLIST**

Please read above detailed information if any of the checklist is not clear.

|   |                          |
|---|--------------------------|
| Korean Visa for Travel  | <input type="checkbox"/> |
| Reservation of Accommodation at/near Orakai Songdo Park Hotel                               | <input type="checkbox"/> |
| Health Questionnaire and Travel Record Declaration (On Board Plane/Upon Arrival at Airport) | <input type="checkbox"/> |
| Travel Health Insurance   | <input type="checkbox"/> |
| Personal electrical appliances for 220V, 60 Hz  | <input type="checkbox"/> |
| Comfortable warm clothes and shoes for field trip on the Forum's last day                   | <input type="checkbox"/> |





# 2022 SDTF

## Accommodation Reservation Form



▶ Applicable period(적용기간): 2022. 10. 23 ~ 2022. 10. 28

▶ Reservation Period(예약가능기간): **Limited rooms available until October 19, 2022**

▶ Facilities: Level19 buffet restaurant, Illy Café, Thirsty Monk (pub bar), Convenience store, Sauna, Swimming Pool, Fitness center

| Guest Details  |  |   |                                  |
|--|--|---|----------------------------------|
| First Name   | Click or tap here to enter text.   | Last Name                                   | Click or tap here to enter text. |
| Nationality  | Click or tap here to enter text.   | Contact No.                                 | Click or tap here to enter text. |
| Hotel Room Reservation   |  |   |                                  |
| Check-in Date  | Click or tap to enter a date.  | Check-out Date                              | Click or tap to enter a date.    |
| No. of Guest   | Click or tap here to enter text.   | No. of Room                                 | Click or tap here to enter text. |
| Arrival Flight No.   | Click or tap here to enter text.   | Departure Flight No.                        | Click or tap here to enter text. |
| Room type  | Special Room Rate (Weekday)  | Remark                                      |                                  |
| <input type="checkbox"/> Deluxe Double   | <b>121,000 KRW</b>   | 1 Double Bed / Room only                    |                                  |
| <input type="checkbox"/> Deluxe Twin   | <b>121,000 KRW</b>   | 2 Single Bed / Room only                    |                                  |
| <input type="checkbox"/> Premier Deluxe Twin   | <b>176,000 KRW</b>   | 1 Double bed + 1 Single Bed / Room only     |                                  |
| ※ Inclusive of Tax / If you add breakfast, 22,000KRW(per person) will be charged additionally. |  |   |                                  |
| <input type="checkbox"/> No breakfast needed   | <input type="checkbox"/> 1 person breakfast  | <input type="checkbox"/> 2 person breakfast |                                  |
| Special Request  |  |   |                                  |
| Early Check In   |  | Late Check Out                              |                                  |
| <input type="checkbox"/> Before 10 :00   | 100% charge of 1 night   | <input type="checkbox"/> After 16 :00       | 100% charge of 1 night           |
| <input type="checkbox"/> 10:00~15:00   | 50% charge of 1 night  | <input type="checkbox"/> 11:00~16:00        | 50% charge of 1 night            |
| Standard Check In time: 15:00 / Check Out time : 11:00   |  |   |                                  |
| *No smoking in all rooms   |  |   |                                  |
| Credit Card Information  |  |   |                                  |
| Type   | <input type="checkbox"/> VISA <input type="checkbox"/> Master <input type="checkbox"/> AMEX <input type="checkbox"/> Diners <input type="checkbox"/> JCB |   |                                  |
| Credit Card No.  | Click or tap here to enter text.   |   |                                  |
| Card Holder's Name   | Click or tap here to enter text.   | Expire date (Year/Month)                    | Click or tap here to enter text. |

### Cancellation Policy

For the event of any cancellation or change, please notify our reservation team at least 72hours prior to the expected arrival date. A One-night charge will be applied to No-Show or failure to provide advance notice of a cancellation. Reservations none guaranteed are valid for 72 hours prior to the guest's expected arrival time (Seoul time). If you wish to hold your reservation(s) without any restrictions, please do guarantee your reservation by providing us with your credit card number and its expiry date.

**FOR RESERVATION, PLEASE FILL OUT THIS FORM AND SEND DIRECTLY TO** E-mail [rsvn@orakaihotels.com](mailto:rsvn@orakaihotels.com)

Contact No. +82-32-210-7000, Fax. +82-210-7100

Location: 151, Techno Park-ro, Yeonsu-gu, Incheon, Korea Orakai Hotel <https://nollaplace.com/orakai/>