

PRACTICAL INFORMATION

VENUE

All working sessions of the Empowering Direct Access Workshop on 29 May – 1 June 2019 will take place at Songdo G-Tower, on floor 12 for plenary sessions and floor 13 for breakout and bilateral sessions. Registration desk will be in the foyer of the G-Tower. Further information will be available on site.

Attendance to the event is by invitation only.

Green Climate Fund
Songdo International Business District
175, Art Center-daero
Yeonsu-gu, Incheon 22004
Republic of Korea



Please note the location on [Google Maps](#).

VISA & IMMIGRATION

Detailed visa information is available on the website of the Ministry of Foreign Affairs of the Republic of Korea at: https://www.visa.go.kr/openPage.do?MENU_ID=10101

TRANSPORTATION FROM & TO AIRPORT

Participants can take a KAL Limousine Shuttle bus 6707B that goes from Incheon International Airport (both terminals) to Songdo, with stops at most hotels in Songdo. One way bus fare is KRW 7,000 and can be paid at a counter inside the airport or to the driver in the bus. The bus ride takes approximately 40 minutes. Further details and schedules are available at: https://www.kallimousine.com/eng/schedule_en.asp. Please note that on KAL website the hotels might be marked as Incheon, as Songdo is a part of Incheon.

Taxis are also available outside of the Arrivals hall. Taxis are metered, and the fare to Songdo should be within KRW 30,000-40,000. Please note that there is a toll fee of KRW 5,500 to be covered for crossing the Incheon Bridge. This fee is charged to the passenger and some taxi drivers might ask a separate payment at the time of crossing the toll, whereas other taxi drivers will include the toll fee in the final payment. Credit cards are accepted in taxis.



ARRANGEMENTS FOR SPONSORED PARTICIPANTS

Lunch and tea/coffee breaks will be provided for all participants of the workshop on 29 May – 1 June 2018.

Sponsored participants are provided with a daily subsistence allowance (DSA) for the duration of their stay. Please note that relevant deductions will be applied for the meals provided during the event.

Accommodation should be booked by the participants directly. The following hotels are in a walking distance from the G-Tower:

Holiday Inn

Room Type	Price (Inclusive of Service Charge and VAT)	Remarks
King Room (Superior)	KRW 130,000	<ul style="list-style-type: none"> Additional KRW 19,800 for breakfast.
Twin Room (Superior)	KRW 130,000	
Deluxe Room	KRW 150,000	
Suite	KRW 200,000	
Reservation Office: +82 32 250 0000, reservation.songdo@ihg.com		

Gyeongwonjae Ambassador Incheon

Room Type	Price (Inclusive of Service Charge and VAT)	Remarks
Deluxe double	KRW 187,000	<ul style="list-style-type: none"> Breakfast for one person included in the room charge. (Additional KRW 19,800 for extra guests.)
Deluxe double & single	KRW 220,000	
Deluxe ondol	KRW 220,000	
Deluxe suite	KRW 627,000	
Reservation Office: 82 32 729 1101, gwjrsvn@ambatel.com		

Central Park

Room Type	Price (Inclusive of Service Charge and VAT)	Remarks
Deluxe Double	KRW 110,000	<ul style="list-style-type: none"> Additional KRW 16,500 for breakfast
Double Twin	KRW 110,000	
Sky Deluxe	KRW 120,000	
Park Suite	KRW 190,000	
Contact: +82 32 310 5000, rsvn@cphotel.co.kr		

Orakai Songdo Park

Room Type	Price (Inclusive of Service Charge and VAT)	Remarks
Deluxe Double/Twin	KRW 126,500	<ul style="list-style-type: none"> Breakfast included for one person
Superior Double/Twin	KRW 159,500	
Premier Deluxe/Twin	KRW 181,500	
Junior Suite	KRW 214,500	
Contact: +82 32 210 7000, rsvn@orakaihotels.com		

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Oakwood Premier

Room Type	Price (Inclusive of Service Charge and VAT)	Remarks
Studio Room	KRW 145,200	<ul style="list-style-type: none"> Additional KRW 27,000 for Breakfast
1 Bedroom Superior	KRW 181,500	
1 Bedroom Premier	KRW 201,700	
Contact: +82 32 726 2001, reservations.incheon@oakwoodpremier.co.kr		

Sheraton Incheon

Room Type	Price (Exclusive of Service Charge and VAT, total 21%)	Remarks
Deluxe	KRW 180,000	<ul style="list-style-type: none"> Breakfast is included for Club and Executive Suite rooms only. Additional KRW 34,000 for Breakfast for Deluxe room guests.
Club	KRW 250,000 for single use KRW 280,000 for double use	
Executive Suite	KRW 300,000 for single use KRW 330,000 for double use	
Contact: +82 32 835 1004/ reservation.incheon@sheraton.com		

MISCELLANEOUS

Time Difference

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

Weather

Korea is renowned for its four distinct seasons. Average temperature in October would be from 27°C to 16°C, high level of humidity might be expected.

Currency

The unit of the Korean currency is Korean Won (KRW). ATMs and bank offices are available at G-Tower.

Electricity

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

Mobile Phones

You may rent a mobile phone at Incheon International Airport or purchase a prepaid visitor sim card to use with your own mobile phone for calls, texts as well as internet access. The desks offering these services are clearly marked in the arrivals hall of the airport.

Emergency phone numbers

112: Police

119: Emergency Fire, Rescue & Hospital Services



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Visiting Korea

For information regarding tourist attractions and restaurants in Seoul, please visit:
<http://english.seoul.go.kr> or <http://www.korea.net>.

For information about Songdo and the City of Incheon, please visit: <http://english.visitincheon.org/>.

DRESS CODE

The dress code for the event is smart casual.

EVENT CONTACTS

Should there be any queries, participants are requested to contact:

Mr Marsel Kuzyakov, GCF Events Coordinator	gcf-events@gcfund.org
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