

PRACTICAL INFORMATION

VENUE

The GCF Global Programming Conference will be held at **Songdo Convensia**,
123 Central Street, Yeonsu-gu, Incheon
21998 South Korea



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

VISA

Participants are responsible for relevant visa arrangements, including any transit visa, if required. Detailed visa information is available on the website of the Ministry of Foreign Affairs of the Republic of Korea at: http://english.visitkorea.or.kr/enu/TRV/TV_ENG_2_1.jsp

ARRANGEMENTS FOR SPONSORED PARTICIPANTS

Sponsored participants will be provided with flight tickets, hotel accommodation and a daily subsistence allowance (DSA) for the duration of their stay in line with the GCF travel policy. Information regarding the accommodation arrangements for sponsored participants will be circulated separately.

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 on the bus. The bus ride takes approximately 40 minutes. Further details and schedules are available at the [KAL Limousine website](#).

Taxis are 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.

Please note that different arrangements may apply for hotels located in close proximity of the Airport and participants are advised to consult with the hotel of their choice, if not listed below.



ACCOMMODATION

Please note the following hotel options in Songdo for self-supporting participants.

Holiday Inn

Room Type	Price	Remarks
Superior	KRW 130,000 (Approx. USD 115)	<ul style="list-style-type: none"> • Additional KRW 19,800 for breakfast • Includes service charge and VAT
Deluxe	KRW 150,000 (Approx. USD 133)	
Contact: +82 32 250 0000 / +82 32 250 0303; reservation.songdo@ihg.com ; HyunSoo.Doo1@ihg.com		

Gyeongwonjae Ambassador Incheon

Room Type	Price	Remarks
Deluxe Single/Double	KRW 176,000 (Approx. USD 157)	<ul style="list-style-type: none"> • Breakfast included for one person • Includes service charge and VAT
Deluxe Ondol	KRW 209,000 (Approx. USD 187)	
Contact: +82 32 729 1101; gwjrsvn@ambatel.com		

Central Park

Room Type	Price	Remarks
Deluxe Double	KRW 110,000 (Approx. USD 110)	<ul style="list-style-type: none"> • Additional KRW 16,500 for breakfast • Includes service charge and VAT
Double Twin	KRW 110,000 (Approx. USD 110)	
Sky Deluxe	KRW 120,000 (Approx. USD 120)	
Contact: +82 32 310 5000; rsvn@cphotel.co.kr		

Orakai Songdo Park

Room Type	Price	Remarks
Deluxe	KRW 115,000 (Approx. USD 102)	<ul style="list-style-type: none"> • Breakfast included for one person • Subject to 10% government tax
Superior	KRW 145,000 (Approx. USD 149)	
Contact: +82 32 210 7000; rsvn@orakaihotels.com ; henry.kim@orakaihotels.com		

Oakwood Premier

Room Type	Price	Remarks
Studio Superior Twin	KRW 145,200 (Approx. USD 135)	<ul style="list-style-type: none"> • Includes service charge and VAT
1 Bedroom	KRW 181,500 (Approx. USD 169)	
2 Bedroom	KRW 266,200 (Approx. USD 248)	
Contact: +82 32 726 2001 / +82 10 2995 5977; reservations.incheon@oakwoodpremier.co.kr ; sales1.incheon@oakwoodpremier.co.kr		

Sheraton Incheon

Room Type	Price	Remarks
Deluxe	KRW 170,000 (Approx. USD 164)	<ul style="list-style-type: none"> • Additional KRW 20,000 for breakfast • Subject to 10% government tax
Club	KRW 240,000 (Approx. USD 243)	
Club Double	KRW 296,450 (Approx. USD 252)	
Executive Suite Single	KRW 356,950 (Approx. USD 334)	
Contact: +82 32 835 1004; reservation.incheon@sheraton.com		

We also encourage participants to consider alternative options found on [Airbnb](#).



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REGISTRATION & BADGING

Attendance to the event is by invitation only. Registration on-site (walk-ins) will not be possible. All media representatives should also be registered (see the contacts below).

Registered participants will be able to receive their badges from 8am on 19 August on site at Songdo Convensia.

MISCELLANEOUS

Time Difference

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

Weather

Korea is renowned for its four distinct seasons. Songdo is located on the coast of the Yellow Sea and a short distance from Seoul. The climate is considered to be continental, with average temperatures in August from 22°C to 29°C, high level of humidity and occasional rains.

Currency

The unit of the Korean currency is Korean Won (KRW).

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.

Insurance

The organizers cannot accept liability for personal accident, loss, or damage to private property, which may be incurred as a result of the participation in the conference. Participants are advised to arrange appropriate insurance coverage prior to their travel.

Emergency phone numbers

112: Police

119: Emergency Fire, Rescue & Hospital Services

Visiting South Korea

For information regarding tourist attractions in Korea, please visit: <http://www.visitkorea.or.kr>

For information about the City of Incheon and Songdo, please visit: <http://eng-itour.incheon.go.kr/> and https://visitincheon.or.kr/ptl/docu/sc/Map_Eng.pdf

DRESS CODE

The dress code for the event is smart casual.



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SOCIAL MEDIA & KNOWLEDGE MANAGEMENT

The GCF will be communicating about the Conference via its social media channels:

Facebook: <https://www.facebook.com/GCFOfficial/>

Twitter: twitter.com/GCF_News

Instagram: [Instagram.com/greenclimatefund](https://www.instagram.com/greenclimatefund)

flickr: <https://www.flickr.com/photos/greenclimatefund/albums>

Please note that a selection of photos from the event will be posted on the GCF social media (outlined above). Participants are kindly requested to inform the GCF should they prefer to not have their photos taken. Specific sessions of the event may also be recorded for knowledge capture purposes. Speakers are kindly requested to inform the GCF should they prefer to not have their interventions recorded.

All relevant materials will be posted on the GCF web page:

<https://www.greenclimate.fund/meetings/2019/globalprogramming>

MEDIA LIAISON

All media queries and requests for accreditation can be addressed to communications@gcfund.org.

EVENT CONTACTS

In case of any queries, participants are kindly requested to contact:

Mr Marsel Kuzyakov, GCF Events Management Specialist Ms Anna Katsantonis, Event Support Consultant	gcf-events@gcfund.org
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