

Logistics Note

Forty-Sixth Meeting of the Green Climate Fund Board

26 – 29 October 2026

VENUE

The Forty-Sixth Meeting of Green Climate Fund (GCF) Board (B.46) will be held at **IBS Tower** and **G-Tower** in Songdo, Incheon, Republic of Korea.

Main venue for the Board:

25th floor, IBS Tower, 263 Central-ro, Yeonsu-gu, Incheon 22006, Republic of Korea

Main venue for the Observers:

12th & 17th floors, G-Tower, 175 Art center-daero, Yeonsu-gu, Incheon 22004, Republic of Korea



Please note the location of [IBS Tower](#) and [G-Tower](#) on Google maps.

SEQUENCE OF MEETINGS

Saturday, 24 October

Developing and Developed Country
Constituency Meetings

Sunday, 25 October

Developing and Developed Country
Constituency Meetings / Informal
Meeting of the Board / USP-3 Workshop /
Committee Meetings

Monday, 26 October – Thursday, 29 October

Forty-Sixth Meeting of the GCF Board

MODALITY

B.46 will be held as an in-person meeting. In accordance with paragraph 10 of the Governing Instrument for the GCF, if a Board member cannot attend all or part of a meeting of the Board, his or her alternate will attend on his or her behalf, serving as the Board member. In accordance with the Information Disclosure Policy, B.46 will be webcast.

REGISTRATION

Participants can register through the **Online Registration System (ORS)** from **18:00 KST on Wednesday, 16 September 2026 to 23:59 KST on Wednesday, 30 September 2026**. For Board members, alternate Board members, and advisers, the ORS is available on the **Board Portal**. Other participants will receive an **email with details** on how to access the ORS and register separately.

Registration is required to attend B.46 in person. Those who wish to watch the meeting virtually through the webcast are not required to register.

For any queries regarding registration, please contact registration@gcfund.org.

Participants who have registered will automatically receive a **letter of invitation** via email once their registration in ORS is confirmed. For any queries regarding the letter of invitation, please contact registration@gcfund.org.

VISA

K-ETA

Participants from eligible visa-exempt countries may obtain a short-term Korea Electronic Travel Authorization (K-ETA) instead of a visa for attendance at B.46. K-ETA can be obtained electronically, removing the need to submit a visa application at the Korean Embassy or Consulate. However, visa fee exemption, applicable to those indicated in the table below, cannot be applied through the K-ETA process.

Please note: If you have already applied for and been granted a K-ETA for previous meetings, you may wish to check if that K-ETA is still valid before applying for another.

*Validity Period: 3 Years (if the passport expiration date is shorter than 3 years, valid until the passport expiration date)

Further information about eligibility and the online application are available at: <https://www.k-eta.go.kr/portal/apply/index.do>.

Visa

Participants who are required to have a visa (i.e., those who are not from visa-exempt countries) or who **choose to obtain a visa** to benefit from fee exemption (where applicable) are advised to consult the nearest Korean Embassy or Consulate for guidance on the documentation required for the associated application. The table below provides a summary of the appropriate visa type and estimated processing time for each category of participant:

	Board members/ Alternate Board members/Advisers/ Active observers	Other participants	K-ETA (Visa-exempt countries only)
Visa type	A-type visa	C-type visa	Short-term visa
Processing time	10-12 business days	10-12 business days	2-4 days
How to apply	Embassy or general consulate office	Embassy or general consulate office	Online (Link)

Visa Application Process

Letters of invitation and the GCF Business Registration Certificate, both issued by the Secretariat, should be submitted with visa applications. For assistance, please contact registration@gcfund.org. Visa applications should be initiated at least **three weeks before departure** and promptly notify the Secretariat of any issues encountered in the application process.

Transit Visas

Please note that arranging any required transit visas is the responsibility of the participant. Letters of invitation issued by the Secretariat may be used to support visa applications, including transit visas. For assistance with invitation letters, please contact registration@gcfund.org.

FLIGHTS

The Secretariat will arrange flights for developing country constituency Board members, alternate Board members, and their respective funded advisers. These participants should submit their travel requests after registration through Oracle. The Secretariat kindly requests that all travel requests be submitted via Oracle by **16 October**. For assistance, please contact email registration@gcfund.org and cc travel@gcfund.org.

All other participants are responsible for booking their flights.

ACCOMMODATION

- A list of hotels with special rates for GCF event participants is provided below.
- All rates are subject to relevant government tax and service charges.
- Please specify that you are attending a GCF event when making a reservation.

Hotel	Room Type	Price	Google Maps & Distance to Meeting Venue
Holiday Inn Incheon Songdo (Website Link)	Standard King/Twin	KRW 121,000	Map Link Walking: 735 m
	Premium King/Twin	KRW 143,000	
	• Contact: reservation.songdo@ihg.com, Tel: +82 32 250 0000 • Breakfast KRW24,000 p.p.		
Central Park Hotel Songdo (Website Link)	Deluxe Double/Twin	KRW 110,000	Map Link Walking: 1 km
	Sky Deluxe Park Suite	KRW 110,000 KRW 210,000	
	• Contacts: rsvn@cphotel.co.kr, Tel: +82 32 310 5000 • Breakfast KRW24,000 p.p.		
Orakai Songdo Park Hotel (Website Link)	Deluxe Double/Twin (weekday)	KRW 106,000	Map Link Walking: 1.5 km
	Deluxe Double/Twin (weekend)	KRW 136,000	
	Premier Deluxe (weekday)	KRW 204,600	
	Premier Deluxe (weekend)	KRW 248,600	
	• Contact: rsvn@ohmckorea.com, Tel: +82 32 210 7000 • Breakfast KRW25,300 p.p.		
Oakwood Premier Incheon (Website Link)	Studio Superior	KRW 190,000	Map Link Walking: 1.6 km
	1 Bedroom Superior	KRW 240,000	
	• Contact: Reservations.incheon@oakwoodpremier.co.kr, Tel: +82 32 726 2000 • Breakfast KRW42,300 p.p.		

ARRIVAL IN THE REPUBLIC OF KOREA

Health Questionnaire and Q-code system

When entering the Republic of Korea after staying in or passing through a '[Quarantine Inspection Required Area](#),' travellers are obliged to submit a Health Questionnaire to quarantine officials. To expedite your entry, the questionnaire may be submitted [electronically](#) prior to your departure.

Ground transportation on arrival

Participants will arrive in the Republic of Korea by air at Incheon International Airport. Accommodation in Songdo is most conveniently accessed by taxi (including Uber and Kakao T app options) or bus 6777, available from Incheon International Airport. Participants are advised to check with their hotels for airport transfer options if available.

GENERAL INFORMATION

GCF is moving to eliminate the use of disposable plastic water bottles at Board meetings. We encourage all participants to bring their own reusable bottles.

Time zone

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

Weather

The Republic of Korea has a continental climate with four distinct seasons. October is autumn, generally mild and dry. Temperatures typically range from about 7°C to 20°C. Air quality is usually moderate, though occasional pollution episodes may occur.

Dress code

The dress code for the event is smart casual.

Language

All meetings will be conducted in English.

Currency

The Republic of Korea unit of currency is the Korean won (KRW). ATMs are available at most convenience stores (e.g. CU, GS25, 7-Eleven, and emart24) and on the ground floor of G-Tower.

Electricity

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



Emergency telephone numbers

Ambulance	119
Fire	119
Police	112

Getting around (Taxi, Metro & Bus)

Taxis are safe and convenient, and they can be hired at a taxi rank, hailed on the street, or called using the Kakao T or Uber apps (with payment possible within the app).

There are two types of taxis: regular grey, white or orange, and deluxe black. Black taxis are generally more comfortable, though they are more expensive. Metered fares are strictly applied in cities. However, there have been isolated reports of taxi drivers tampering with the meter when conveying foreign passengers.

Travellers are advised to have the destination name written in Korean for convenience. The Korean addresses for GCF Headquarters and the IBS Tower are provided below:

- **GCF Headquarters:** 인천광역시 연수구 아트센터대로 175, G타워 (우편번호 22004).
- **IBS Tower:** 인천광역시 연수구 센트럴로 263, IBS타워 (우편번호 22006).

Korea's metro and bus networks are extensive, safe, and well signposted in English. They are usually the fastest way to travel around major cities (Seoul, Incheon, etc.). To use public transportation, purchase a reloadable **T-money transit card** at metro stations ticket machines, station offices, or convenience stores (e.g. CU, GS25, 7-Eleven, emart24), add money to the card, and tap in and out at metro gates and on bus card readers.

Insurance

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

Visiting the Republic of Korea

For information regarding tourist attractions, please visit <https://english.visitkorea.or.kr/>.

Contacts

For any queries regarding information not covered in this document, please contact GCF-events@gcfund.org and registration@gcfund.org.