



## Practical Information GCF Global Conference with Indigenous Peoples 8-10 April 2026

### VENUE

The GCF Global Conference with Indigenous Peoples will be hosted at Songdo Convensia, 123 Central-ro, Yeonsu-gu, Incheon 21998, Republic of Korea.



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

### VISA

#### K-ETA

Participants from eligible visa-exempt countries may obtain a short-term Korea Electronic Travel Authorization (K-ETA) instead of a visa. K-ETA can be obtained electronically, negating 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 at the GCF in 2024 or 2025, you may wish to check if that K-ETA is still valid before applying for another.**

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

The list of eligible visa-exempt countries can be found here: <https://www.k-eta.go.kr/portal/guide/viewetaalification.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:

	Participants	K-ETA (Visa-exempt countries only)
<b>Visa type</b>	C-type visa	Short-term visa
<b>Processing time</b>	Up to 2 weeks	2-4 days
<b>How to apply</b>	In-person visit at Embassy/ Consulate General or Visa Centre	Online
<b>Visa fee</b>	May vary depending on applicant's nationality	Currently KRW 10,000

#### Visa Application Process

Please note that visa application requirements may vary depending on the country. We therefore recommend contacting the Korean Embassy or Consulate directly, well in advance of your planned travel, to ensure that you are fully informed of all applicable requirements.

In some countries, visa services have been outsourced to a designated external visa application center.

The Korean Embassy or Consulate will inform you if this applies in the country or city where you intend to submit your visa application.

As a general rule, your application should include a letter of invitation issued by the GCF Secretariat, as well as the GCF Business Registration Certificate.

To request these documents, please contact [mmoore@gcfund.org](mailto:mmoore@gcfund.org) and **attach a copy of your valid passport, indicating also the city and country of the Korean Embassy or Consulate General where you intend to submit your visa application.**

Kindly note that the GCF Business Registration Certificate must not be shared with any third party.

You are kindly advised to request visa support at the time of event registration or at least three weeks prior to departure, taking into account that the visa application process at the Embassy or Consulate may take up to 2 weeks. Please inform the Secretariat promptly if you encounter any issues during 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.

## FLIGHTS AND ACCOMMODATION

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. The DSA shall be paid to the eligible participants by cash on site. The accommodation for sponsored participants will be arranged based on their arrival and departure dates in connection with the event, at the **Orakai Songdo Park Hotel**.

Self-supporting participants are responsible for arranging their own flights and accommodation. A list of hotels with special rates for GCF events is provided below.

Holiday Inn	KRW 121,000 – Standard King/Twin KRW 143,000 – Premium King/Twin	Breakfast KRW 24,000 p.p.
	Contacts: <a href="mailto:reservation.songdo@ihg.com">reservation.songdo@ihg.com</a> ; +82 32 250 0000	
Central Park Hotel	KRW 110,000 – Deluxe Double/Twin KRW 110,000 – Sky Deluxe KRW 210,000 – Park Suite	Breakfast KRW 24,000 p.p.
	Contacts: <a href="mailto:rsvn@cphotel.co.kr">rsvn@cphotel.co.kr</a> ; +82 32 310 5000	
Orakai Songdo Park	KRW 106,000 (weekday) / KRW 136,000 (weekend) – Deluxe Dbl/Twin KRW 204,600 (weekday) / KRW 248,600 (week- end) – Premier Deluxe	Breakfast KRW 25,300 p.p.
	Contacts: <a href="mailto:rsvn@ohmckorea.com">rsvn@ohmckorea.com</a> ; +82 32 210 7000	
Oakwood Premier	KRW 190,000 – Studio Superior KRW 240,000 – 1 Bedroom Superior	Breakfast KRW 42,300 p.p.
	Contacts: <a href="mailto:Reservations.incheon@oakwoodpremier.co.kr">Reservations.incheon@oakwoodpremier.co.kr</a> ; +82 32 726 2001	

All rates are subject to relevant government tax and service charges, as well as availability. Please specify that you are attending a GCF event when making a reservation.

## 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, this may be performed [electronically](#) three days before 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 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 meetings and events. Participants are encouraged 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. In April, temperatures typically range from 10°C to 20°C. Air quality is generally moderate, though there may occasionally be higher levels of fine dust.

### Dress code

The dress code for the event is smart casual.

### Language

All meetings will be conducted in English. French and Spanish interpretation will be available upon request during the session.

### Currency

The Republic of Korea unit of currency is the Korean won (KRW).

### 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

Taxis are safe and convenient, and they can be hired at a taxi rank, hailed on the street, or called using the Kakao Taxi application or Uber with payment possible by credit card 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.

Further, it is recommended to use the Naver Map application for general navigation, including public transport and walking routes, due to the limitations of Google Maps in Korea.

### Insurance

The organizers cannot accept liability for personal accident, loss, or damage to private property, which may be incurred during travel for the meetings. 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](mailto:GCF-events@gcfund.org)