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**GCF Global Programming Conference 2022**  
**Incheon, Republic of Korea**  
**13-15 September 2022**

## PRACTICAL INFORMATION

### VENUE

The second GCF Global Programming Conference will be held at **the Paradise City Hotel conference venue**, 186, Yeongjonghaeannam-ro 321gil, Jung-gu, Incheon, Korea

Please note the location of [Paradise City venue](#) on Google Maps.

### VISA

**It is a requirement of entry into the Republic of Korea to obtain either a K-ETA or a visa. It is strongly recommended that you commence the process of application as soon as possible, to avoid any complications or delays in attending GPC.**

#### Choice of K-ETA or Visa

Participants from eligible, visa exempt countries can opt to obtain a short-term Korea Electronic Travel Authorization (K-ETA) rather than applying for a visa. This is at the choice of the participant, though it is recommended by the Ministry of Foreign Affairs (MOFA) of the Republic of Korea (ROK) that participants, particularly Ministers and government officials, obtain a visa in advance.

#### K-ETA

Participants **from visa exempt countries who choose to apply for a K-ETA** should apply using the K-ETA system before departure on the website: <https://www.k-eta.go.kr/portal/apply/index.do>. Participants who choose to obtain a K-ETA are advised to do so **as soon as possible**. A list of countries that are visa exempt and eligible for the K-ETA system can be found here: [K-ETA Guide > K-ETA Application Eligibility Guide > K-ETA](#)

#### Visa

Participants **requiring a visa** (i.e. those not from visa exempt countries) or who **choose to obtain a visa**, are required to consult with the [Korea visa portal](#) for further details.

Please note the following guidance for participants from countries that are not visa exempt:

- Ministers and government officials with diplomatic passports should apply for A-1 visa,
- Government officials with official passports should apply for A-2 visa,
- All other categories of participants should apply for short-term visitor visa.

For any queries or to request a visa letter, registered participants are invited to contact [generalservices@gcfund.org](mailto:generalservices@gcfund.org).



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## Visa Application Process

Participants requiring visas should undertake the following steps as soon as possible to ensure they are able to receive their visa for the Republic of Korea in time for travel:

- 1) Visa applications should be sent to embassies or consular offices for the Republic of Korea in their respective country of residence **at least two weeks prior to departure**.
- 2) Visa applicants are required to submit their passport, completed application forms, a recent passport-size colour photograph, and other relevant documents, as may be determined by the Embassy/Consular Offices.

## Transit Visas

Please note that arranging any required transit visas is a responsibility of the participant. Letters of invitation issued by the Secretariat may be used in support of visa applications, including for transit visas.

## 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.

## ACCOMMODATION

Participants whose attendance is funded by the GCF will be accommodated at Grand Hyatt Incheon with the booking made and costs covered by the GCF directly. Further details will be communicated to the participants concerned.

Self-supporting participants are responsible for their own hotel bookings and should contact the hotel of their choice directly. A list of recommended hotels is provided below.

<a href="#"><u>Grand Hyatt Incheon*</u></a>	(walking distance from the venue)
<a href="#"><u>Paradise City</u></a>	(walking distance from the venue)
<a href="#"><u>Nest</u></a>	(a short ride on <a href="#"><u>Maglev shuttle train</u></a> )
<a href="#"><u>Best Western</u></a>	(walking distance from the venue)

A special rate at Paradise City hotel is available at <https://bit.ly/3zOkliF>

A special rate at Grand Hyatt Incheon is available at <https://www.hyatt.com/en-US/group-booking/INCHE/G-WLKO>. Please note that the availability is very limited.

The Secretariat kindly requests participants to avoid sharing accommodation in order to minimize the risk of COVID transmission.



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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 7:30am on 13 September on site at **Paradise City Hotel conference venue**.

## ARRIVAL INTO THE REPUBLIC OF KOREA

### Vaccination Status

Full vaccination is no longer a requirement of quarantine-free entry into the Republic of Korea (ROK), however PCR testing after arrival is a requirement.

### COVID Entry Requirements

At the time of writing (1 September 2022), the testing requirements for entry to ROK include:

**PCR Test on Arrival:** a PCR test within 24 hours of arrival in ROK. The most expedient way of obtaining a PCR test is to be tested immediately on arrival at Incheon Airport at the testing facilities available at both terminals. Please [refer to this website for details](#) of testing, location of the facilities, and to make a reservation corresponding with your scheduled time of arrival (it is also possible as a walk-in, without a reservation). The cost for this test is KRW80,000 (equivalent of \$60USD). The Secretariat will provide assistance to cover this cost for sponsored participants only (as part of DSA). This facility is open 24 hours a day.

### Q-Code system

ROK has introduced the '[Q-Code system](#)' to streamline assessment processes on arrival to Korea. The system will record your information, including passport, flights, PCR/antigen test result, and vaccination details, and generate a QR code to show at the airport on arrival. While not a mandatory requirement of entry, it is recommended to submit your details and documentation in advance of travel through the Q-Code system, as it will make your trip through the airport on arrival much faster. If you have any questions on the Q-Code system please contact the Secretariat.

### Confirmation of PCR Test on Arrival

All participants are requested to verify their negative PCR test on arrival by emailing their result to [generalservices@gcfund.org](mailto:generalservices@gcfund.org), which should be done prior to receiving the participant's badge and engaging in any formal or informal meetings on site at the event venue. For the avoidance of doubt, in order to minimize the risk of COVID transmission among participants, the Secretariat will require participants to have obtained a PCR test on arrival, been advised of their result, and shared that test result with Secretariat personnel prior to participating in any formal or informal meetings.

### Required Documentation

It is recommended that all participants bring physical copies of documentation with them, including:

- COVID-19 vaccination certificate (in English)
- Q-Code System QR-Code

### COVID Recovery Certificates

Please note that ROK government **does not** recognize overseas COVID recovery certificates. If you contract COVID in the days prior to departing for ROK, you will still be required to provide a negative PCR or administered rapid antigen test result in order to travel, even if you have recovered from



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COVID and have a valid recovery certificate. Please also note that, at the time of (September 2022), if you test positive after arrival in ROK you will be required to quarantine for 7 days in a government facility.

### **Ground transport on arrival**

Participants will arrive in the Republic of Korea by air at Incheon International Airport (airport code ICN). Grand Hyatt Incheon (hotel booked for sponsored participants) is in a walking distance from Terminal 1. For participants staying at Grand Hyatt Incheon, a [hotel shuttle](#) is available from Terminal 1 and Terminal 2. Participants staying at other hotels are advised to check with their respective hotel.

## **COVID-19 MEASURES**

Health and safety is a priority at this event, and strict COVID-19 protocols will be maintained as per the requirements of the Korean Disease Control and Prevention Agency (KDCA). The preventative measures that will apply to all participants include:

- **Wearing a face mask.** Participants will be required to wear a mask at all times except when speaking in a meeting, eating, or drinking. In meetings participants will be able to remove their mask to speak, but will be required to put it back on when they have finished talking. You will be provided with masks as part of your registration pack on arrival. The Republic of Korea (ROK) has relaxed the requirement to wear masks outdoors where you can maintain physical distance from those around you. Masks are a mandatory requirement indoors – this includes inside the airport, inside the hotel, and inside vehicles including taxis and buses.
- **Maintaining physical distance.** Participants will be requested to maintain 1.5 meters of distance between themselves. Every effort is being made to provide adequate physical space to support distancing between participants. It is important that all attendees avoid shaking hands, kissing or hugging, and comply with guidance around maintaining physical distance at all events and meetings.
- **Good personal hygiene.** All participants will be provided with access to hand sanitizer, and all meeting facilities and meeting rooms will be regularly sanitized.
- **PCR test on arrival.** This has been addressed in the section above. All participants will be required to obtain a PCR test on arrival, and must share their negative test result with Secretariat personnel **prior to** participating in any events or meetings. Please make sure that you adapt your travel plans to allow time to obtain a test result.
- **Daily rapid antigen testing.** At the registration participants will receive rapid antigen tests sufficient for daily use during the event. All participants will be required to monitor themselves for symptoms and take a self-administered rapid antigen test on a daily basis, which should be completed each morning before attending events or meetings with other participants. The details and link will be provided to all registered participants.

### **Symptomatic or positive COVID Cases**

If at any point a participant tests positive for COVID or experiences COVID symptoms, even if only mild, they will be advised to stay in their accommodation and contact Secretariat support personnel at the contact to be shared closer to the event date. If a participant tests positive on a rapid antigen test, a confirmation PCR test will be required, and will be co-ordinated by the Secretariat.

### **Quarantine for positive COVID cases**

At the time of writing (August 2022) if a participant tests positive for COVID during the event, they will be required to isolate in their hotel room at Grand Hyatt\* for a period of **7 days**. For anyone staying at any other hotel than Grand Hyatt, the quarantine would be at a separate quarantine facility



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as defined by the relevant government authority, at a cost to the participant. Indicatively, the cost of government quarantine is 100,000 KRW (approx. \$75-\$80 USD) per day. Any participant who is quarantined will be automatically released from quarantine on midnight of Day 7.

\*all participants sponsored by the GCF will be accommodated at Grand Hyatt Incheon, which has an arrangement of in-room quarantine in case of a positive COVID test. This arrangement does not apply at other hotels in the vicinity.

### **Departure testing requirements**

It is recommended that all participants use the testing facilities at Incheon Airport to obtain any required COVID tests for departure from South Korea. Please [refer to this website for details](#) of testing and to make a booking. Testing facilities located at the Terminal 1 are in a walking distance from the Paradise City hotel.

## **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>



## DRESS CODE

The dress code for the event is smart casual.

## SOCIAL MEDIA

Please note that a selection of photos from the event will be posted on the GCF social media. 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/event/gcf-global-programming-conference-2022>

## MEDIA LIAISON

All media queries and requests for accreditation can be addressed to [communications@gcfund.org](mailto:communications@gcfund.org).

## EVENT CONTACTS

With any queries for information not covered in this document, please contact the GCF events team at [GCF-events@gcfund.org](mailto:GCF-events@gcfund.org).

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