

## Logistics Note

### Thirty-ninth meeting of the GCF Board

15–18 July 2024

#### VENUE

The thirty-ninth meeting of the Board (B.39) 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.

#### SEQUENCE OF MEETINGS

Saturday, 13 July	Constituency meetings Meetings of committees and panels
Sunday, 14 July	Informal meeting of the Board
Monday, 15 July – Thursday, 18 July	Thirty-ninth meeting of the Board

#### MODALITY

B.39 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.39 will be webcast.

#### REGISTRATION

Participants will be able to register through the Online Registration System (ORS) **from 3 June (9:00 KST) to 23 June (23:00 KST)**. 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 log into the system separately.

For any queries regarding registration please contact [registration@gcfund.org](mailto:registration@gcfund.org).

***Only registered participants can attend B.39.***

## VISA

### K-ETA

Participants from eligible visa-exempt countries can opt to obtain a short-term Korea Electronic Travel Authorization (K-ETA) instead of a multiple entry/exit visa for attendance at B.39. This is at the choice of the participant. **Please note:** If you have already applied for and been granted a K-ETA for meetings in 2023 or 2024, that K-ETA is valid for two years and you do not need to reapply for a K-ETA.

Additionally, from 1 April 2023 to 31 December 2024, nationals of the following countries can enter the Republic of Korea without applying for a K-ETA: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Italy, Japan, Kingdom of the Netherlands, New Zealand, Norway, Poland, Singapore, Spain, Sweden, United Kingdom of Great Britain and Northern Ireland, and United States of America. For further details please refer to the K-ETA website.

Participants from visa-exempt countries who choose to apply for a K-ETA should apply using the K-ETA system before departure via 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, and **no later than four days before travel**. A list of countries that are visa-exempt and eligible for the K-ETA system can be found here: <https://www.k-eta.go.kr/portal/guide/viewetaalification.doA>.

### Visa

The Secretariat will provide administrative assistance to participants **requiring a visa** (i.e., those not from visa-exempt countries) or who **choose to obtain a visa**. The table below provides a summary of the visa type, document requirements, and processing time for each category of participant:

	Board members/alternate Board members/advisers	Other participants	K-ETA (Visa-exempt countries only)
Visa type	A-type visa	C-type visa	Short-term visa
Required documents	<ul style="list-style-type: none"><li>- A copy of GCF Note Verbale to MOFA</li><li>- Passport</li><li>- Application form</li><li>- Photo (taken within last 6 months)</li><li>- Business registration certificate of GCF</li></ul>	<ul style="list-style-type: none"><li>- Invitation letter</li><li>- Passport</li><li>- Application form</li><li>- Photo (taken within last 6 months)</li><li>- Business registration certificate of GCF</li><li>- Additional documents may be requested</li></ul>	<ul style="list-style-type: none"><li>- Passport</li><li>- Photo</li><li>- Online application form</li></ul>
Processing time	5–10 business days	10 business days	2-4 days
How to apply	Embassy or general consulate office	Embassy or general consulate office	Online
Visa fee	Free of charge	Varies depending on applicant's nationality	KRW 10,000

For any queries, please contact [registration@gcfund.org](mailto:registration@gcfund.org)

### Visa application process

Letters of invitation issued by the Secretariat may be used in support of visa applications. For assistance with invitation letters, please contact [registration@gcfund.org](mailto:registration@gcfund.org). It is always best to apply early and notify the Secretariat of any issues encountered in the application process.

Participants requiring visas should take 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 of 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 office.

### Other participants

Participants other than Board members, alternate Board members and advisers are invited to consult the [Korea visa portal](#) for further details.

### 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 in support of visa applications, including for transit visas. For assistance with invitation letters, please contact [registration@gcfund.org](mailto:registration@gcfund.org).

## FLIGHTS

Developing country constituency Board members, alternate Board members, and their respective funded advisers can apply for flights through the Concur system available on the Board portal once they have been registered through the Online Registration System. The Secretariat requests that Concur submissions be made after participants register and by 23 June.

Other participants are responsible for booking their own flights.

Participants who are unwell or experiencing fever or other flu-related symptoms are requested to avoid travelling.

## ACCOMMODATION

All participants are responsible for their own hotel bookings and should contact the hotel of their choice directly. A list of hotels with special rates for GCF event participants is provided below.

Holiday Inn	KRW 121,000 – Standard King/Twin KRW 143,000 – Premium King/Twin	Breakfast KRW23,000 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 KRW24,000 p.p.
	Contacts: <a href="mailto:rsvn@cphotel.co.kr">rsvn@cphotel.co.kr</a> ; +82 32 310 5000	
Orakai Songdo Park	KRW 100,000 (weekday) / KRW 130,000 (weekend) – Deluxe Dbl/Twin KRW 190,000 (weekday) / KRW 220,000 (weekend) – Premier Deluxe	Breakfast KRW23,100 p.p
	Contacts: <a href="mailto:rsvn@ohmckorea.com">rsvn@ohmckorea.com</a> ; +82 32 210 7000	
Oakwood Premier	KRW 170,000 – Studio Superior KRW 200,000 – 1 Bedroom Superior	Breakfast KRW43,000 p.p.

	Contacts: <a href="mailto:Reservations.incheon@oakwoodpremier.co.kr">Reservations.incheon@oakwoodpremier.co.kr</a> ; +82 32 726 2001	
Gyeongwonjae Ambassador	KRW 210,000 (weekday) - Deluxe Double Room	Breakfast KRW30,000 p.p.
	Contacts: <a href="mailto:gwjrsvn@ambatel.com">gwjrsvn@ambatel.com</a> ; +82 32 729 1101	

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

The Secretariat kindly requests participants to avoid sharing accommodation in order to minimize the risk of COVID-19 transmission.

## ARRIVAL IN THE REPUBLIC OF KOREA

### Q-code system

- [Q-Code registration](#) is no longer required for entry into the Republic of Korea, though it may expedite your entry process.
- Arriving passengers will undergo a simple temperature check, except for those coming from [designated quarantine inspection required areas](#). These areas include countries with outbreaks of Ebola virus (such as the Democratic Republic of the Congo and Uganda), cross-species virus transmission (Cambodia, People's Republic of China), and MERS (Saudi Arabia and the United Arab Emirates). Travellers from these areas will still need to register in the Q-Code system in advance.

### Ground transport on arrival

Participants will arrive in the Republic of Korea by air at Incheon International Airport (airport code ICN).

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 Board meetings. We would like to 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. Temperatures in July vary from 20 °C to 30 °C, with rain to be expected. The levels of air pollution may be expected to be above average.

### **Dress code**

The dress code for the event is smart casual.

### **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, convenient and can be hired at a taxi rank, hailed on the street or called using the Kakao Taxi app (with payment possible within the app). There are two types of taxis: regular grey, white or orange taxis, and deluxe black taxis. 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.

### **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) and [registration@gcfund.org](mailto:registration@gcfund.org).