

Practical Information GCF Regional Dialogue With Asia and the Pacific 7 – 11 August 2023

VENUE

GCF Regional Dialogue with Asia and the Pacific 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.

MODALITY

The Regional Dialogue will be held as an in-person meeting.

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. Please note that K-ETA is valid for two years and you do not need to apply for a K-ETA again if your previous application is still valid.

Please check your eligibility for K-ETA at the following link: <https://www.k-eta.go.kr/>

Additionally, from 1 April 2023 to 31 December 2024, nationals of the following countries can enter ROK without applying for a K-ETA - Austria, Australia, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Italy, Japan, Macau, Netherlands, New Zealand, Norway, Poland, Singapore, Spain, Sweden, Taiwan, United Kingdom, United States (including Guam). For more 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 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, and **no later than 4 days before travel**. 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

The GCF 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	Event participants not eligible for K-ETA	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"> - A copy of GCF Note Verbale to MOFA - Passport - Application form - Photo (taken within last 6 months) - Business registration certificate of GCF 	<ul style="list-style-type: none"> - GCF Invitation letter - Passport - Application form - Photo (taken within last 6 months) - Business registration certificate of GCF [please request from the GCF prior to the application] - Additional documents may be requested 	<ul style="list-style-type: none"> - Passport - Photo - Online application form
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 pcorporal@gcfund.org or gcf-events@gcfund.org.

Visa application process

Letters of invitation issued by the GCF may be used in support of visa applications. For assistance with invitation letters, please contact pcorporal@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.

Transit visas

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

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 Central 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. Please specify that you are attending a GCF event when making a reservation.

Holiday Inn	KRW 130,000 – Standard King/Twin KRW 152,000 – Premium King/Twin	Breakfast KRW23,000 p.p.
	Contacts: jiyoung.choi1@ihg.com ; Hyunmo.yang@ihg.com ; +82 32 250 0000	
Central Park	KRW 150,000 – Deluxe Double/Twin KRW 150,000 – Sky Deluxe	Breakfast KRW24,000 p.p.
	Contacts: rsvn@cphotel.co.kr ; +82 32 310 5000	
Orakai Songdo Park	KRW 233,750 (weekday) Deluxe Dbl/Twin KRW 299,750 – Premier Deluxe	Breakfast KRW22,000 p.p.
	Contacts: rsvn@orakaihotels.com ; +82 32 210 7000	
Oakwood Premier	KRW 260,000 – Studio Superior KRW 330,000 – 1 Bedroom superior	Breakfast KRW43,000 p.p.
	Contacts: Reservations.incheon@oakwoodpremier.co.kr ; +82 21 726 2001	
Sheraton Grand Incheon	KRW 242,000 – Deluxe Single (without breakfast) KRW 266,200 – Deluxe Single (with breakfast) KRW 303,500 – Club room Single KRW 338,800 – Club room Double	
	Contacts: june.kim@sheraton.com ; +82 32 835 1000	
Gyeongwonjae Ambassador	KRW 260,000 (weekday) / KRW 320,000 (weekend) – Deluxe Double	Breakfast KRW30,000 p.p.
	Contacts: gwjrsvn@ambatel.com ; +82 32 729 1101	

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

ARRIVAL INTO THE REPUBLIC OF KOREA

The information in this section is current as of 20 January 2023, and is subject to change as pandemic conditions change.

COVID

All COVID restrictions for events, meetings, and transport into / out of the Republic of Korea (ROK) are relaxed. Specifically:

- Full vaccination is not a requirement for quarantine-free entry into ROK.
- ROK has removed the requirement of a pre-departure COVID-19 test prior to departing for ROK has also removed any requirements for testing on arrival.
- ROK has removed the requirement to wear a face mask indoors.

Q-Code system

ROK introduced the '[Q-Code](#)' system to streamline COVID-19-related immigration processes on arrival to ROK. The system will record your health screening and details of your stay, and generate a QR code to show at the airport on arrival. While **not a mandatory requirement for entry**, it is recommended to submit your details and documentation in advance of travel through the Q-Code system, as it may make your passage through the airport on arrival faster. If you have any questions on the Q-Code system please contact pcorporal@gcfund.org.

Recommended documentation

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

- COVID-19 vaccination certificate (in English)
- Q-Code System QR-Code (not a mandatory entry requirement, though may expedite your entry process)

Ground transportation on arrival

Participants will arrive in ROK by air at Incheon International Airport (airport code ICN). Accommodation in Songdo is most conveniently accessed by taxi, available from Incheon International Airport. Participants are advised to check with their respective hotels for airport transfer options, if available.

COVID-19 MEASURES

Health and safety is a priority at this event, and the preventative measures that are recommended for all participants include:

- **Wearing a face mask.** Masks are no longer a mandatory requirement indoors in ROK, however they remain an important preventative measure in minimizing the risk of contracting and transmitting COVID-19. Participants will be provided with masks as part of the registration pack on arrival at the Board meeting.
- **Maintaining physical distance.** Participants are recommended to maintain at least 1 meter of distance between themselves. Every effort is being made to provide adequate physical space for the Board meeting to support distancing between participants.
- **Good personal hygiene.** All participants will be provided with access to hand sanitizer.

Symptomatic or positive COVID-19 cases

If at any point a participant tests positive for COVID-19 or experiences COVID-19 symptoms, even if only mild, they will be advised to stay in their accommodation and contact the GCF staff for guidance on next steps.

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

ROK has a continental climate with four distinct seasons. Temperatures in August 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 ROK unit of currency is the 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.

**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. Travelers 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.