

PRACTICAL INFORMATION FOR PARTICIPANTS SPONSORED BY THE GCF

VENUE

The Korea Global Adaptation Week is co-hosted by the UNFCCC and the Ministry of Environment of the Republic of Korea, and co-organized with the Korea Environment Institute (KEI) Korea Adaptation Center for Climate Change (KACCC), the Incheon Metropolitan City and the Green Climate Fund.

Please refer to [UNFCCC website](#) for the overall programme of the week and the [GCF website](#) for the components organized by the GCF.



The event venue is **Songdo Convensia**,
123 Central Street, Yeonsu-gu, Incheon
21998 South Korea

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



VISA

Detailed visa information is available on the website of the Ministry of Foreign Affairs of the Republic of Korea at: http://english.visitkorea.or.kr/enu/TRV/TV_ENG_2_1.jsp

TRANSPORTATION FROM & TO AIRPORT

Participants can take a KAL Limousine Shuttle bus 6707B that goes from Incheon International Airport (both terminals) to Songdo, with stops at most hotels in Songdo. One-way bus fare is KRW 7,000 and can be paid at a counter inside the airport or to the driver on the bus. The bus ride takes approximately 40 minutes. Further details and schedules are available at: https://www.kallimousine.com/eng/schedule_en.asp. Please note that on KAL website the hotels might be marked as Incheon, as Songdo is a part of Incheon.

Taxis are also available outside of the Arrivals hall. Taxis are metered, and the fare to Songdo should be within KRW 30,000-40,000. Please note that there is a toll fee of KRW 5,500 to be covered for crossing the Incheon Bridge. This fee is charged to the passenger and some taxi drivers might ask a



separate payment at the time of crossing the toll, whereas other taxi drivers will include the toll fee in the final payment. Credit cards are accepted in taxis.

ARRANGEMENTS FOR SPONSORED PARTICIPANTS

Sponsored participants will be provided with flight tickets and a daily subsistence allowance (DSA) for the duration of their stay, in line with the GCF travel policy. Full DSA rate for Incheon is currently USD207 per day (this amount may differ slightly in April).

Please note that **the accommodation should be arranged by each participant individually** and will not be provided by the GCF. Please refer to the list of hotels in Songdo as provided below.

We also encourage participants to consider alternative options found on [Airbnb](#).

ACCOMMODATION

Please click on hotel's name to access its website

[Holiday Inn](#)

Room Type	Price	Remarks
Superior	KRW 130,000 (Approx. USD 115)	<ul style="list-style-type: none"> Additional KRW 19,800 for breakfast
Deluxe	KRW 150,000 (Approx. USD 133)	
Contact: +82 32 250 0000 / +82 32 250 0303 Harrison Park (Reservation.songdo@ihg.com ; yongsoo.park@ihg.com)		

[Gyeongwonjae Ambassador Incheon](#)

Room Type	Price	Remarks
Deluxe Single/Double	KRW 176,000 (Approx. USD 157)	<ul style="list-style-type: none"> Breakfast for one person included in the room charge (Additional KRW 19,800 for extra guests)
Deluxe Ondol	KRW 209,000 (Approx. USD 187)	
Contact: +82 32 729 1101 Tony Lee (gwirsvn@ambatel.com)		

[Central Park](#)

Room Type	Price	Remarks
Deluxe Double	KRW 110,000 (Approx. USD 110)	<ul style="list-style-type: none"> Additional KRW 16,500 for Breakfast USD rate is calculated based on Central Park Hotel's exchange rate and is subject to change
Double Twin	KRW 110,000 (Approx. USD 110)	
Sky Deluxe	KRW 120,000 (Approx. USD 120)	
Contact: +82 32 310 5000 (rsvn@cphotel.co.kr)		

[Orakai Songdo Park](#)

Room Type	Price	Remarks
Deluxe	KRW 115,000 (Approx. USD 102)	<ul style="list-style-type: none"> Breakfast included for one person Shuttle provided from the hotel to the venue during Board meeting period
Superior	KRW 145,000 (Approx. USD 149)	
Contact: +82 32 210 7000 Ray Park (ray.park@orakaihotels.com ; rsvn@orakaihotels.com)		



**GREEN
CLIMATE
FUND**

Oakwood Premier

Room Type	Price	Remarks
Studio Superior Twin	KRW 145,200 (Approx. USD 135)	
1 Bedroom	KRW 181,500 (Approx. USD 169)	
2 Bedroom	KRW 266,200 (Approx. USD 248)	
Contact: +82 32 726 2001 / +82 10 2995 5977		
Rey Chae (reservations.incheon@oakwoodpremier.co.kr ; sales1.incheon@oakwoodpremier.co.kr)		

Sheraton Incheon

Room Type	Price	Remarks
Deluxe	KRW 170,000 (Approx. USD 164)	<ul style="list-style-type: none"> • Additional KRW 18,150 for Breakfast for Deluxe room guests • Breakfast is included for Club and Executive Suite rooms only • Special rates will be applied only for the period between 28 Jun and 5 Jul
Club	KRW 240,000 (Approx. USD 243)	
Club Double	KRW 296,450 (Approx. USD 252)	
Executive Suite Single	KRW 356,950 (Approx. USD 334)	
Executive Suite Double	KRW 393,250 (Approx. USD 367)	
Contact: +82 32 835 1004		
Reservation.incheon@sheraton.com		

All rates include service charge and VAT

MISCELLANEOUS

Time Difference

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

Weather

Korea is renowned for its four distinct seasons. Average temperature in April would be from 7°C to 18°C, high level of humidity and occasional rains might be expected.

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.

Emergency phone numbers

112: Police

119: Emergency Fire, Rescue & Hospital Services

Visiting Korea

For information regarding tourist attractions and restaurants in Seoul, please visit: <http://english.seoul.go.kr> or <http://www.korea.net>.



For information about Songdo and the City of Incheon, please visit: <http://english.visitincheon.org/>.

DRESS CODE

The dress code for the event is smart casual.

SOCIAL MEDIA & KNOWLEDGE MANAGEMENT

The GCF will be communicating about the Conference via its social media channels:

Twitter: twitter.com/GCF_News

Instagram: [instagram.com/greencimatefund](https://www.instagram.com/greencimatefund)

flickr: <https://www.flickr.com/photos/greencimatefund/albums>

Please note that a number of photos from the event will be posted on the GCF social media (outlined above). 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.greencimate.fund/meetings/2019/adaptationweek>.

EVENT CONTACTS

Should there be any queries, participants are requested to contact:

Mr Marsel Kuzyakov, GCF Events Management Specialist Ms Anna Katsantonis, Event Support Consultant	gcf-events@gcfund.org
---	--