



Convention on Biological Diversity

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**Global Workshop on the Forest Ecosystem
Restoration Initiative**
Seoul, Republic of Korea, 26-28 August 2025

INFORMATION NOTE FOR PARTICIPANTS


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1. Opening and Registration

The Global Workshop on the Forest Ecosystem Restoration Initiative will be held in Seoul, Republic of Korea from Tuesday, 26 August to Thursday, 28 August 2025. The meeting will start at 10:00 a.m. on Tuesday, 26 August 2025 and registration will take place at the venue between 9:30 a.m. and 10:00 a.m.

2. Venue

The meeting will be held at:

KBIZ-Korea Federation of SMEs

Sangam DMC Tower

2nd Floor

189 Seongam-ro, Mapo-gu

Seoul, 03929, Republic of Korea

Tel: + 82 02-3151-1111

Website: <https://www.kbiz.or.kr/en/location/view.do?mnSeq=588>

A map of the area is available in annex A.

3. Working language of the meeting

The meeting will be held in English.

4. Meeting Documents



Participants are reminded to bring their own copies of the meeting documents as there will be no extra copies made available on site during the meeting in order to minimize the environmental impact of the meeting.

Documents will be available at the following link:

<https://www.cbd.int/meetings/FB-WS-2025-01>

5. General information on access to Seoul



There are two airports servicing Seoul: Incheon International Airport (ICN/RKSI) (about 49 km from the city centre) and Gimpo International Airport (SEL/RKSS) (about 17 km from the city centre).

Incheon (https://www.airport.kr/sites/ap_en/index.do)

Gimpo (<https://www.airport.co.kr/gimpoeng/index.do>).

Please note that participants must arrange their own airport transfers.

From Incheon International Airport (ICN) to downtown Seoul

There are several transportation options available for traveling from Incheon International Airport where the majority of participants are expected to arrive into Seoul. Several transfer options are available: airport rail service, airport limousine buses, taxis, each method is laid out in the table.

Table. ICN → Seoul

Transport	Duration	Fare	Note
AREX (Express) Train Website for details: http://www.arex.or.kr	43-51 min	From 13,000 KRW	Non-stop to Seoul Station
AREX (All Stops) Website for details: http://www.arex.or.kr	59-66 min	4,450-5,050 KRW	Stops at all stations
Airport Limousine Bus (see more info below) For details visit: https://www.airport.kr/ap_en/1502/subview.do	60-80 min	From 16,000 KRW	Fare varies according to distance
Taxi (see more info below) Website for details: www.intltaxi.co.kr	60- 90m	Distance-based (From 70,000 KRW)	Night Surcharge Applies (10PM-4AM)
Call Van (Private transfer for a group) Website for details: https://www.airport.kr/ap_en/1515/subview.do	60-90m	Distance-based	

Airport Limousine Bus from Incheon International Airport

From Incheon International Airport, you may take a bus to the workshop venue. You can take the bus no. 6012 or no. 6005. The journey from the airport to the recommended hotels will take about 120 minutes depending on traffic conditions. The fare is 18,000 KRW.

Taxi

Taxis for international visitors are available 365 days per year. The fare is approximately KRW 100,000 for regular taxi and KRW 135,000 for deluxe taxi (black in colour) with additional charges depending on traffic conditions. If you would like to book an International Taxi in advance, please visit international taxi website. (www.intltaxi.co.kr)

From Gimpo International Airport (GMP) to downtown Seoul

Gimpo International Airport is located at the far west end of Seoul, serving as a gateway for both domestic and international flights. The airport offers a multiple transport options: train, subway, direct airport limousine buses, and taxis into central Seoul, which are laid out in the table below.

Table. GMP → Seoul

Transport	Duration	Fare	Note
AREX (All Stops) (see more info below) Website for details: http://www.arex.or.kr	59-66 min	4,450-5,050 KRW	Stops at all stations
Airport Limousine Bus (see more info below) Website for details: https://www.airport.kr/ap_en/1502/subview.do	60-80 min	From 16,000 KRW	Fare varies according to distance
Taxi (see more info below) Website for details: https://www.airport.kr/ap_en/1515/subview.do	60- 90m	Distance-based (From 70,000 KRW)	Night Surcharge Applies (10PM-4AM)
Call Van (Private transfer for a group) Website for details: https://www.airport.kr/ap_en/1515/subview.do	60-90m	Distance-based	
Subway (see more info below) Seoul Metro (Cyber Station) : Website for details: https://www.seoulmetro.co.kr/en/cyberStation.do?menuIdx=337#stationInfo	60-90m	From 1,550KRW	Line 5, 9

Airport Railway Service (AREX)

From Gimpo International Airport, the most convenient way to reach the workshop venue (Sangam DMC Tower) is to use the airport railroad express (AREX). You should exit at the Digital Media City station and use station exit/entrance no. 8.

Airport Limousine Bus from Gimpo International Airport

From Gimpo International Airport, you may arrive at the workshop venue (Sangam DMC Tower) by the airport railway service (AREX). The journey from the airport to the recommended hotels will take about 120 minutes depending on traffic conditions. The fare is 18,000 KRW.

Taxi

Taxis for international visitors are available 365 days per year. The fare is approximately KRW 30,000 for regular taxi and KRW 135,000 for deluxe taxi (black in colour) with additional charges depending on traffic conditions. The journey to the hotel takes approximately 90mins drive (30km).

If you would like to book an International Taxi in advance, please visit international taxi website (www.intltaxi.co.kr).

Subway

There are five subway rail services for public transportation to downtown Seoul, for more details visit the website (<https://www.seoulmetro.co.kr/en/cyberStation.do?menuIdx=337#stationInfo>).

Travel tips

Language: While many signs are in English, it's helpful to have your destination written in Korean.

Payment : It is highly recommended to use “T-money card” as it is widely accepted on public transportation, taxi. You can buy and recharge it at convenience stores and subway stations.

Luggage: If you travel with heavy luggage, consider taking a taxi or call van.

Traffic : Please be mindful that traffic in Seoul is heavily congested during rush hours (7:00 AM to 9:00AM and 17:00 PM to 19:00)

6. Visa information



Countries requiring a Visa

Participants requiring an entry visa to the Republic of Korea are strongly advised to contact the nearest Korean diplomatic or consular mission **as early as possible** in order to secure the required entry visa in a timely manner, prior to departure. It should be noted that airline companies will not allow boarding in the absence of a valid visa.

Information on visa procedures can be found on the web site of the Ministry of Justice of the Republic of Korea at: <https://visa.go.kr/main/openMain.do>

A list of relevant Korean diplomatic/consular missions abroad, is available on the same web site at: https://visa.go.kr/openPage.do?MENU_ID=10106.

Visa exempt countries require a Korean Electronic Travel Authorization (ETA)

Please note that **nationals from visa waiver countries or designated visa-free countries must obtain the Korean Electronic Travel Authorization (K-ETA)** before entering the Republic of Korea. The K-ETA process may take up to 72 hours and the result will be sent directly to your e-mail. Please print and keep the hard copy on you for your trip. If you have a valid visa to enter Korea, you do not need K-ETA.

The link to apply for the K-ETA:

<https://www.k-eta.go.kr/portal/newapply/index.do?locale=EN>.

To facilitate the issuance of visas, the Secretariat has issued visa assistance letters to be attached to the visa applications.

7. Hotel information



Participants are kindly reminded that they must make their **own hotel reservations and should do so as soon as possible**. Annex B contains a list of hotels located in the vicinity of the venue.

8. Payment of the Daily Subsistence Allowance (DSA)

The DSA will be disbursed to funded participants on the first day of the meeting in the form of a prepaid credit card (Swiss Bankers card). **These funded participants are kindly requested to bring their passports and boarding passes on the first day of the meeting**. These will be copied and returned to participants during the meeting. It is advisable that participants have some cash at

hand to cover expenses that may occur between their arrival and the moment at which they are provided with the prepaid credit card from which they will access their DSA. Please note that the funds can take 24 hours to be loaded on the cards.

IMPORTANT: If you were provided with a Swiss Bankers card for a previous meeting, please inform the Secretariat and bring it with you to the meeting (if it is still valid) so that it may be reused. Please make sure you remember the PIN, otherwise contact the bank to request that they reset the PIN.

Swiss Bankers Contacts:

Swiss Bankers Prepaid Services Ltd, Customer Service
(forgotten PIN numbers, card replacements or transaction claims)

Tel: +41-31 710 12 15

Email: info@swissbankers.ch

Opening hours:

Mon-Sun: 8.00-22.00 Swiss time. Closed on Swiss bank holidays.

9. Official language

The official language in the Republic of Korea is Korean. English is spoken in some hotels and restaurants.

10. Weather and time zone information



In August, average daily temperatures in Seoul range between a maximum of +30°C in the daytime and a minimum of +22°C at night. This year, it is projected that the summer is more likely to be hotter with more heavy rains. Please prepare for the heat and heavy rain with plenty of hydration and umbrella. Current weather conditions can be found at: <http://worldweather.wmo.int/en/city.html?cityId=231>.

The standard time zone is Korea Standard Time (KST) GMT / UTC +9 hours.

11. Electricity

The electrical currents in the Republic of Korea are 220 volts, 60 Hertz, plug types are C and F as shown in the illustrations below.



12. Currency



The currency in the Republic of Korea is the South Korean Won (KRW). Specifically, various notes and coins are used: Notes include 1,000 won, 5,000 won, 10,000 won, and 50,000 won denominations, while coins include 10 won, 50 won, and 500 won denominations. Foreign bank notes and traveller's checks can be converted into Korean won at foreign exchange banks and other authorized money exchange outlets. The current exchange rate (May 2025) is US \$1 = 1,400 KRW and €1 = 1,565 KRW (rates are subject to change, Source: www.xe.com).



Credit card

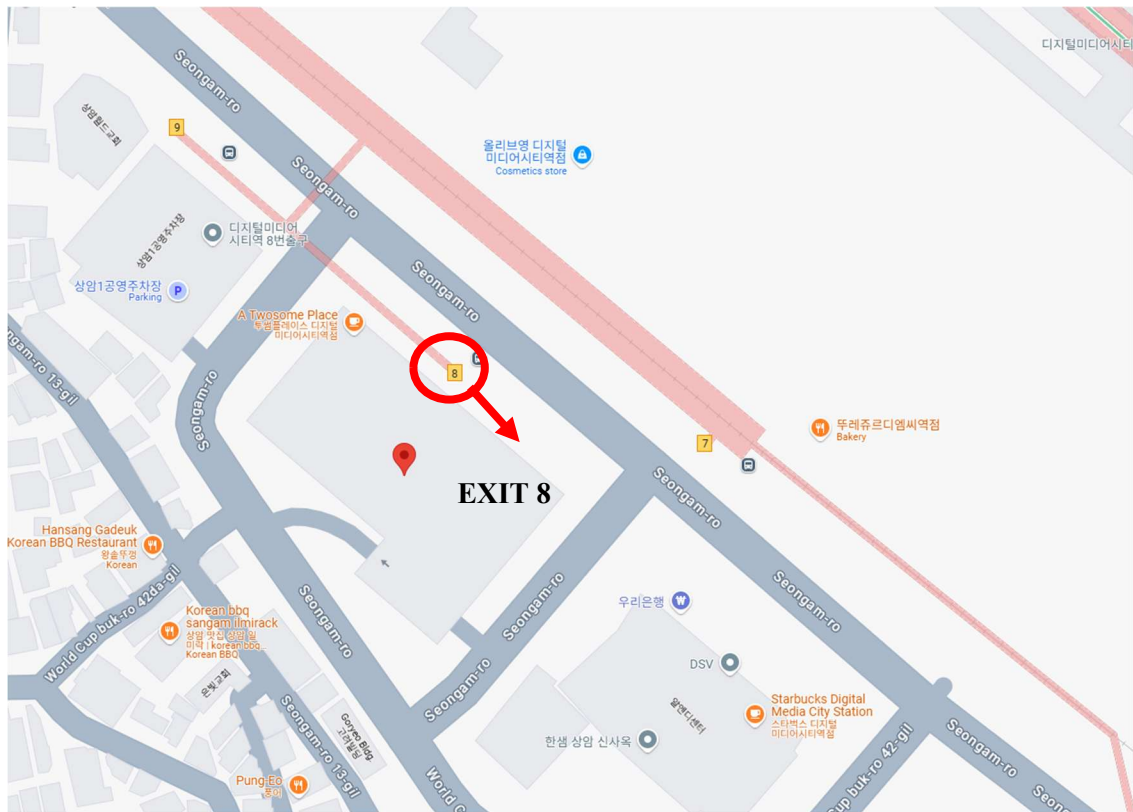
International credit cards (VISA, MasterCard, American Express, JCB and Diners club) are widely accepted at major hotels, department stores, restaurants and retail outlets. Check with your credit card company for details of merchant acceptability and other services which may be available.

13. Disclaimer

The CBD Secretariat and Korea Forest Service disclaim all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical, accident and travel insurance for the period of participation prior to departure.

Annex A -Venue Map

Map of the Area surrounding the KBIZ-Korea Federation of SMEs and hotels



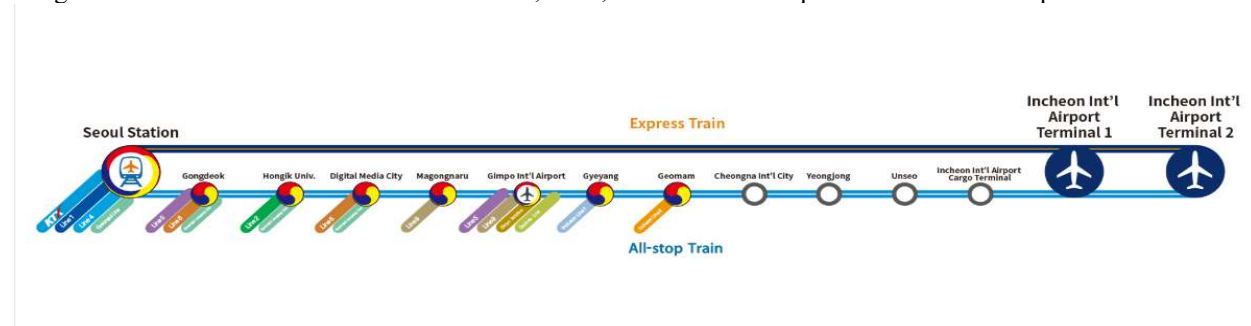
From airports:

From Incheon International Airport: Take the AREX All Stop Train (not the Express Train, which only goes to Seoul Station). When you arrive at Digital Media City Station, get off the train and follow the sign to EXIT 8. This exit is connected to the basement floor of the KBIZ Sangam DMC Tower and a workshop will be held in the DMC Hall on the second floor.

From Gimpo International Airport: Take the AREX All Stop Train, which goes towards Magoknaru Station. When you arrive at Digital Media City Station, get off the train and follow the sign to EXIT No. 8. For the next route, please refer to the route above.

General Access to the venue :

To reach Sangam DMC Tower, the easiest way is by taking Seoul Subway Line 6 to Digital Media City Station, and then using Exit No. 8. Several buses such as No. 6715, 7013, and 7737 also stop close to the workshop venue.



For more details, please see AERX Official Webpage:

https://www.arex.or.kr/content.do?url=&menuNo=MN202103170000000001&contentNo=&clientLocale=en_US&clientDevice=Normal

Annex B
Hotel listing near the venue: KBIZ-Korea Federation of SMEs

HOTELS	ROOM RATES (Rates may vary)	DISTANCE TO VENUE	REMARKS
1. STANDFORD HOTEL SEOUL 84, Namdaemun-ro, Jung-gu Seoul, 04534, Republic of Korea Tel : +82-2-6016-0001 Website : https://stanford-hotel.com/group/en	approx. US \$120 (Standard Queen) approx. US \$120 (Single 2EA)	14 mins by bus	• incl. breakfast based on 2person in the room • Free WIFI
2. AMANTI SEOUL 31, World Cup Buk-Ro Mapo-Gu Seoul, 04001, Republic of Korea Tel : +82-2-334-3111 E-mail : rsvn@hotelamanti.co Website : https://www.hotelamanti.com/view/index.do?SS_SVC_LANG_CODE=ENG	approx. US \$155 (Single 2EA) approx. US \$155 (Double 1EA)	16 mins by bus	• incl. breakfast based on 2person in the room • Free WIFI
3. MERCURE SEOUL MAGOK 143 Magokjungang-ro, Gangseo-gu Seoul, 07797, Republic of Korea Tel : +82-2-2261-6000 E-mail : hc0g5@accor.com Website : https://www.homehmc.com/en/mercure-seoul-magok/	approx. US \$130 (Standard Queen) approx. US \$140 (Delux Twin)	14 mins by subway	• incl. breakfast based on 2person in the room • Free WIFI
4. LOTTE CITY HOTEL GIMPO AIRPORT 30 Eulji-ro, Jung-gu Seoul, 04533, Republic of Korea Tel : +82-2-771-1000 Website : https://www.lottehotel.com/gimpo-city/en	approx. US \$150 (Single 2EA) approx. US \$150 (Double 1EA)	22 mins by subway	• Extra Breakfast charge US \$17.15 adult per person including 10% VAT • Free WIFI
5. M-FELICE HOTEL 15 Magokdong-ro 4gil, Gangseo-gu Seoul 07803, Republic of Korea Tel : +82-2-2668-3600 E-mail : reservation@hotelmfelice.com Website : http://www.hotelmfelice.com/eng/index.do	approx. US \$90 (Double 1EA) approx. US \$100 (Double 1EA + Single 1EA)	27 mins by subway	• incl. breakfast based on 2person in the room • Free WIFI
6. GOLDEN SEOUL HOTEL 663 Gonghang-daero, Gangseo-gu Seoul, 07557, Republic of Korea Tel : +82-2-3397-2000 E-mail : book@goldenseoul.com Website : http://gsheng.kocomtec.gethompv.com/	approx. US \$95 (Single 2EA) approx. US \$100 (Double 1EA)	28 mins by subway	• incl. breakfast based on 2person in the room • Free WIFI
7. THE FIRST STAY HOTEL 23 Magokdong-ro 4gil, Gangseo-gu Seoul, 07803, Republic of Korea Tel : +82-2-2600-8300 E-mail : rsvn@thefirststayhotel.com Website : https://en.thefirststayhotel.com/?redirect=no	approx. US \$75 (Single 2EA) approx. US \$75 (Double 1EA)	32 mins by subway	• Free WIFI

Annex C - Countries and Territories whose citizens must apply for the K-ETA (Korean Electronic Travel Authorization)

Information on K-ETA : <https://www.k-eta.go.kr/portal/newapply/index.do?locale=EN>

A

Albania
Andorra
Antigua and Barbuda
Argentina
Australia
Austria

B

Bahamas
Bahrain
Barbados
Bosnia and Herzegovina
Botswana
Brazil
Brunei Darussalam
Bulgaria

C

Canada
Chile
China
Colombia
Costa Rica
Croatia
Cyprus
Czechia

D

Denmark
Dominica
Dominican Republic

E

Ecuador
El Salvador
Estonia
Eswatini

F

Fiji
Finland
France

G

Germany
Greece
Grenada
Guatemala
Guyana

H

Haiti
Holy See
Honduras
Hungary

I

Iceland
Ireland
Israel
Italy

J

Jamaica
Japan

K

Kazakhstan
Kiribati
Kuwait

L

Latvia
Lesotho
Liechtenstein
Lithuania
Luxembourg

M

Malaysia
Malta
Marshall Islands
Mauritius
Mexico
Micronesia, Federated States of
Monaco
Montenegro
Morocco

N

Nauru
Netherlands
New Zealand
Nicaragua
Norway

O

Oman

P

Palau
Panama
Paraguay
Peru
Poland
Portugal

Q

Qatar

R

Romania
Russian Federation

S

Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Samoa
San Marino
Saudi Arabia
Seychelles
Singapore
Slovakia
Slovenia
Solomon Islands
South Africa
Spain
Suriname
Sweden
Switzerland

T

Thailand
Tonga
Trinidad and Tobago
Tunisia
Türkiye
Tuvalu

U

United Arab Emirates
United Kingdom of Great Britain and Northern Ireland
United States of America
Uruguay

V

Venezuela