



# Convention on Biological Diversity

Distr.  
GENERAL

29 August 2016






ENGLISH ONLY

## THE SUSTAINABLE OCEAN INITIATIVE

GLOBAL DIALOGUE WITH REGIONAL SEAS ORGANIZATIONS  
AND REGIONAL FISHERIES BODIES ON ACCELERATING PROGRESS  
TOWARDS THE AICHI BIODIVERSITY TARGETS  
Seoul, Republic of Korea, 26-29 September 2016

### Information Note for Participants

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## 1. Opening

The Sustainable Ocean Initiative Global Dialogue with Regional Seas Organizations and Regional Fisheries Bodies on Accelerating Progress towards the Aichi Biodiversity Targets will be held from 26 to 29 September 2016 at the Sheraton Seoul Palace Gangnam Hotel, Seoul, Republic of Korea. The meeting will start at 9:00 a.m. on Monday, 26 September. Registration will take place on Sunday, 25 September from 7:00 p.m. to 8:30 p.m. and on Monday, 26 September from 8:00 to 9:00 a.m. at the venue.

## 2. Venue

The meeting will be held at:

**Sheraton Seoul Palace Gangnam Hotel**

**160 Sapyeong-daero, Seocho-gu Seoul, 06578 Korea (South)**

**Tel.: + (82) (2) 532 5000**

Web site:

[http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=4542&language=en\\_US&localeCode=en\\_US](http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=4542&language=en_US&localeCode=en_US)

A map of the area is available in Annex A.

## 3. Local Contact Person for the Workshop

The Secretariat of the Convention on Biological Diversity is organizing the logistics for this meeting in partnership with a local organizer, the Marine Biodiversity Institute of Korea (MABIK).

Where a local contact is required, kindly use the following: D.K. Kim,  
**e-mail:** k.miceteam@gmail.com, Tel: +82-70-4268-5026 Fax: +82 2-430-5745.

## 4. Working language of the meeting

The meeting will be conducted in English.

## 5. Documents

Participants are reminded to bring their own copies of the documents for the meeting as there will be no extra copies made available on site during the meeting. Background documents will be available on the Secretariat's web site: <https://www.cbd.int/doc/?meeting=SOIOM-2016-01>

## 6. General information on access to Seoul, Republic of Korea and transfer to and from hotels to the airports

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).

Please note the local organizer will not provide airport pick-up services, and therefore all participants must arrange their own transfer to hotels, using the information provided below.

*Funded participants whose accommodations and airport transfer are being provided by the local organizer* (indicated in the funding letter sent by the Secretariat) should take the Airport Limousine Bus from Incheon International Airport to the Sheraton Seoul Palace Gangnam Hotel, which is described below. These participants should only purchase a one-way ticket and retain their receipt for reimbursement by the local organizer. A ticket for the return journey will be provided by the local organizer.

## **From Incheon:**

### **Taxi**


Taxis for international visitors are available 365 days per year. The fare is a flat rate applied to the section between Incheon Airport and destination in Seoul. No other charges may be added to this flat rate for trips. Taxis are available for a flat rate depending on vehicle selected (range KRW 65,000-100,000). The journey to the hotel takes approximately 90 minutes.

### **Airport Limousine Bus from Incheon International Airport to the Sheraton Seoul Palace Gangnam Hotel**

From Incheon International Airport, you may take the Korean Air limousine bus, located on the 1<sup>st</sup> floor of the passenger terminal. Bus No. 6703 (4A, 10B Gates) goes to **the Sheraton Seoul Palace Gangnam Hotel**. The schedule is listed below. The bus will drop guests off in front of the hotel. **However, you should tell the bus driver that you will get off at “Sheraton Seoul Palace Gangnam Hotel” when you board.**

Those who are staying at a different hotel should refer to the information provided on the Korean Airlines Limousine web site: [https://www.kallimousine.com/eng/guide01\\_en.html](https://www.kallimousine.com/eng/guide01_en.html).

### **Limousine Bus Information**

<b>Bus type</b>	Korean Air Limousine Bus #6703(Incheon Airport – Sheraton Seoul Palace Gangnam Hotel)
<b>Bus Route</b>	 Incheon Airport <b>Sheraton Seoul Palace Gangnam Hotel</b> Sapyeong STN   Ritz-Carlton   Novotel Ambassador   Samjung Hotel   Shila Stay Yeoksam   Renaissance   Bestwestern Gangnam
<b>Fare (cost)</b>	KRW 16,000 per adult (about US \$15) You can pay for the ticket in cash or by credit card. You can purchase a round trip ticket at the bus ticket booth (funded participants should only purchase a one-way ticket, as the return ticket will be provided by the local organizer). Funded participants should retain their receipt for reimbursement by the local organizer.
<b>Ticket Booth</b>	Korean Air Limousine Counter located in the arrival hall between exit #4 and #5 or the bus ticket booth located outside of arrival hall, 1F.
<b>Hours of Operation</b>	From 05:10 a.m. to 22:55 p.m.
<b>Travelling Time</b>	Approximately 90 minutes

### Bus Stop: Incheon International Airport (4A, 10B)



#### Departure Time: Incheon International Airport (to Sheraton Seoul Palace Gangnam Hotel)

Hour	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22
Min.	12	03	00	28	07	21	04	09	23	30	07	17	21	27	06	18	34	15
					42		37	43	58		43	49	55		43	56		56

#### Departure Time: Sheraton Seoul Palace Gangnam Hotel (to Incheon International Airport)

Hour	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22
Min.	30	05	05	20	00	10	25	00	10	20	30	05	15	25	-	-	-	-
		35	40		35	45		35	45	55		40	50					

## **From Gimpo:**

### **Taxi**

From Gimpo International Airport, you can take a taxi, subway, or use hotel pick-up service. Taxis are available for a meter rate depending on vehicle selected (range KRW 25,000-40,000 depending on traffic). The journey to the hotel takes approximately 40-50 minutes. Please refer to the Gimpo International Airport website:

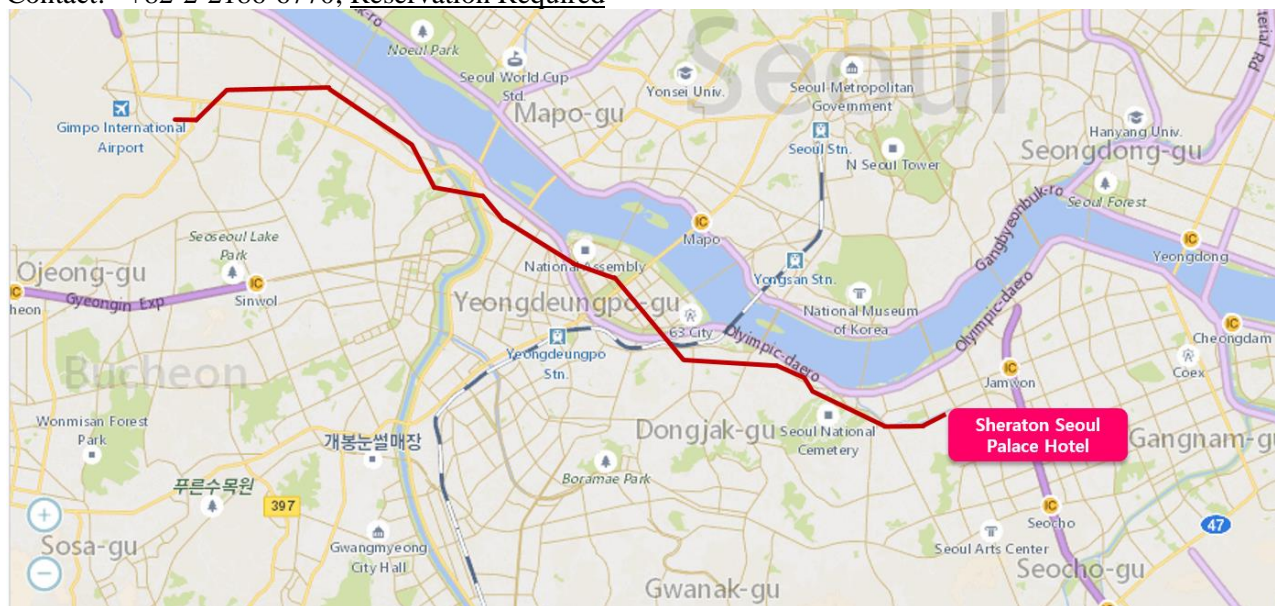
<http://www.airport.co.kr/gimpoeng/content/contents.do?cid=2016010811264189412&menuId=1837>

### **Subway**

Subway Line No. 9 is available at Gimpo Airport Station. Take the subway from the Gimpo Airport Station (Line No. 9) to the Express Bus Terminal Station (Line No. 9) (about 30 minutes). Upon arrival at the subway platform, proceed to Exit No.5 (about 10 minutes). From there, the hotel is approximately a 5-minute walk away.

### **Hotel Pick-up Service**

Hotel Pick-up Service is available. Fee: Sedan: Pick-up 90,000 KRW, Drop-off 85,000 KRW; Van: Pick-up 100,000 KRW, Drop-off 95,000 KRW. Hours: 24 hours. Travel Time: 30 minutes. Contact: +82-2-2186-6770; Reservation Required



## **7. Visa information**



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 Foreign Affairs of the Republic of Korea at:

[http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m\\_40\\_10](http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10).

The visa application form can be found at:

<http://www.mofat.go.kr/english/visa/images/res/visakorean.pdf>

A list of relevant Korean diplomatic/consular missions abroad, is available on the same web site at: [http://www.mofa.go.kr/ENG/countries/index.jsp?menu=m\\_30](http://www.mofa.go.kr/ENG/countries/index.jsp?menu=m_30)

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

## 8. Hotel Information

### Funded participants whose accommodations are being provided by the local organizer

The Secretariat, in collaboration with the local organizer, will make hotel reservations for participants whose accommodation is being sponsored by the local organizer (indicated in the funding letter sent by the Secretariat). These reservations will be made according to the participants' flight itinerary, as arranged by the Secretariat. For most funded participants, the reservation will begin on 25 September and end on 30 September. Reservations will be made at the meeting venue:

#### **Sheraton Seoul Palace Gangnam Hotel**

160, Sapyeong-daero, Seocho-gu,

Seoul, Republic of Korea

Tel: +82.2.532.5000, +82 2 2186-6766-6768, 6797

Website:

[http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=4542&language=en\\_US&localeCode=en\\_US](http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=4542&language=en_US&localeCode=en_US)

The hotel accommodation includes a standard room and breakfast. Any extra personal expenses incurred, such as room upgrades, Internet access, laundry, phone calls, room service, mini-bar, etc., are the sole responsibility of the participant.

Please note that hotel check-in starts at 3:00 p.m. and check-out is at 12:00 noon.

### Self-funded participants

Self-funded participants are encouraged to stay at the meeting venue, the Sheraton Seoul Palace Gangnam Hotel (<http://www.sheratonseoulpalace.com/>), Seoul, Republic of Korea, and should make their own hotel reservations as soon as possible.

The local organizer, MABIK, has arranged the following rate for participants:

Room Type: Deluxe	Room Rates: KRW 217,800
The above rate includes 21% tax and service charge, WiFi and breakfast for 1pax.	

To book, please fill out the hotel accommodation reservation form in Annex B and send it to the hotel team via e-mail ([rsvn@sheratonseoulpalace.com](mailto:rsvn@sheratonseoulpalace.com)) or fax (+82-2-533-0365) with a copy to DK Kim of MABIK (local organizer) at [k.miceteam@gmail.com](mailto:k.miceteam@gmail.com) or by fax at: +82 2-430-5745. Reservation requests should be submitted by **11 September 2016** to ensure room availability.

Alternatively, bookings may be made through your favourite hotel reservation website (e.g. Expedia, Hotels.com) or directly through the website of the hotel you select.

The table below includes information on other hotels available nearby.



<b>Meeting Venue:</b> The Sheraton Seoul Palace Gangnam Hotel ( <a href="http://www.sheratonseoulpalace.com/">http://www.sheratonseoulpalace.com/</a> ), Seoul, Republic of Korea						
<b>Nearby hotels:</b>						
Hotel	Room Type	Rate/USD	Breakfast included	distance from the venue	travel time by taxi	Taxi fare
<a href="#">Hotel Provista</a>	Standard double	about \$170		2.49km	11 to 12 minutes	\$3.50
<a href="#">Best Western Hotel</a>	Single	\$120	O	3.02km	13 to 19 minutes	\$5.00
	Double	\$130				
<a href="#">Artnouveau City Hotel</a>	Double	\$115		3.54km	15 minutes	\$4.00
<a href="#">Coatel Chereville Hotel</a>	Deluxe double	\$130	O	3.42km	15 minutes	\$4.00
<a href="#">IMT Hotel</a>	Standard double	\$120		2.22km	15 minutes	\$3.50
	Deluxe	\$130				
<a href="#">E Hotel</a>	Standard R	\$120		2.22km	15 minutes	\$4.00
	Deluxe	\$130				
<a href="#">Hotel CENTRO</a>	-	\$150	O	2.36km	15 minutes	\$4.00

## 9. Hospitality

Lunch will be provided by the local organizer to all participants during the meeting period, as will morning and afternoon coffee breaks.

## 10. Field Trip

A field trip will be organized on Thursday, 29 September. Details will be provided in due course.

## 11. Official language in the Republic of Korea

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

## 12. General Information

### Weather and time zone information



In September, temperatures in Seoul range between a maximum of +20°C in the daytime and a minimum of +11°C at night. There is a big daily temperature difference day and night. Please bring warm clothing. Current weather conditions can be found at: <http://www.worldweather.org/095/c00231.htm>.

The standard time zone in the Republic of Korea is GMT / UTC +9 hours.

## Electricity

The electrical currents in the Republic of Korea are 220 volts, 60 Hertz as shown in the illustrations below.











## Currency



### Cash

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 exchange rate is subject to market fluctuations. For more details, please, refer to this site. (Source: [www.xe.com](http://www.xe.com)).

Notes			
 KRW 1,000	 KRW 5,000	 KRW 10,000	 KRW 50,000
Coins			
 KRW 10	 KRW 50	 KRW 100	 KRW 500

### Credit card

International credit cards, including 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

### Disclaimer

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.

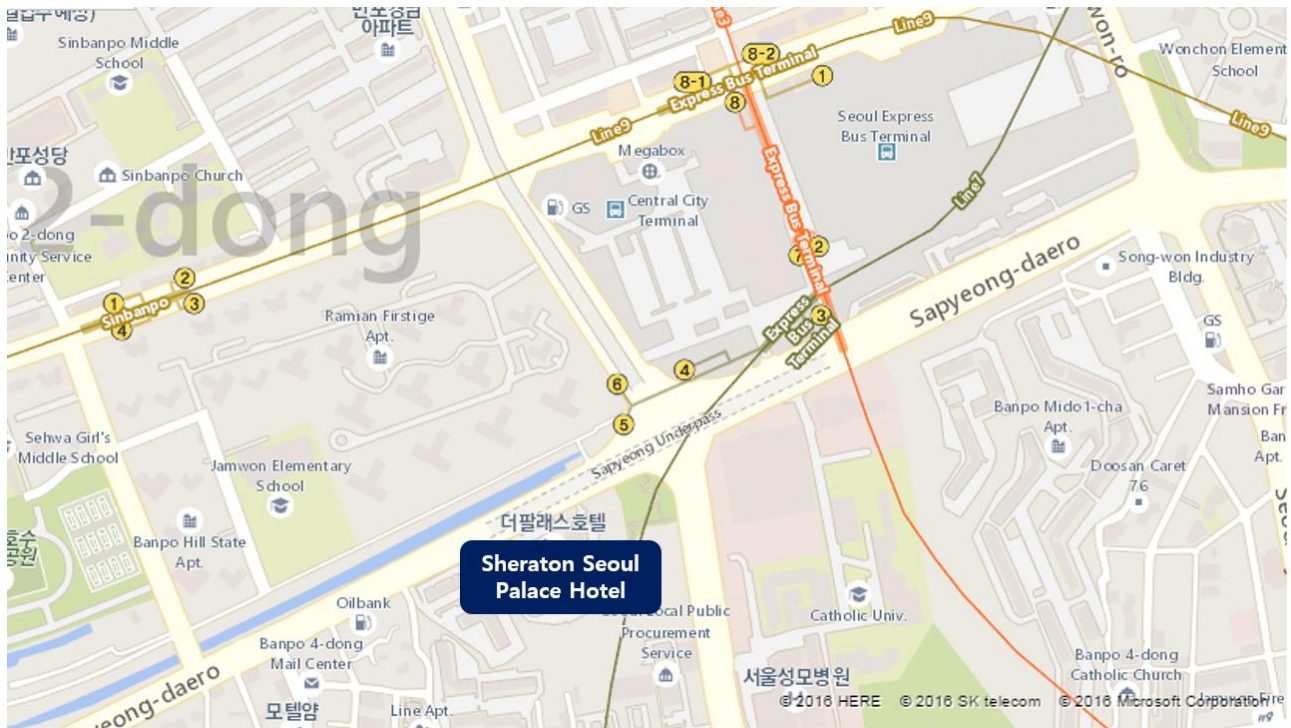
Further information on Seoul can be found in annex C below and at the following link:  
<http://english.visitkorea.or.kr/enu/index.jsp>





## Annex A

### Map of the Area surrounding the Sheraton Seoul Palace Gangnam Hotel



## Annex B Accommodation Reservation Form

Global Dialogue with Regional Seas Organizations and Regional Fisheries Bodies on Accelerating Progress  
towards the Aichi Biodiversity Targets, Seoul, Republic of Korea, 26-29 September 2016

Please complete this form and return directly by e-mail to [rsvn@sheratonseoulpalace.com](mailto:rsvn@sheratonseoulpalace.com) or by fax +82-2-533-0365, with a copy to DK Kim of MABIK (local organizer) at [k.miceteam@gmail.com](mailto:k.miceteam@gmail.com) or by fax at: +82 2-430-5745. Please return form by 11 September 2016 to ensure room availability.

<b>1</b>	<b>HOTEL INFORMATION</b>			
	<b>Name</b>	<b>Room Category</b>	<b>Room Rate(won)</b>	<b>Remark</b>
	Sheraton Seoul Palace Gangnam Hotel <small>(<a href="http://sheratonseoulpalace.com">sheratonseoulpalace.com</a>)</small> <small><a href="mailto:rsvn@sheratonseoulpalace.com">rsvn@sheratonseoulpalace.com</a></small> Fax: +82-2-533-0365	Deluxe Room	☐ 217,800(Room+1Breakfast)	Inclusive 10% Service Charge & 10% Tax Free Wi-Fi
		Club Room	☐ 266,200(Room+1Benefits)	Inclusive 10% Service Charge & 10% Tax * B.F, Sauna, Cocktail- Time(Drink & Snack) Meeting room(2hrs/day), Afternoon tea Free Wi-Fi
<b>2</b>	<b>RESERVATION INFORMATION</b>			
	<b>Room Category</b>			
	<b>Mr/Ms/Mrs</b>	<b>Name (Last, First):</b>	<b>Nationality</b>	
	<b>Accompanied by</b>		<b>Telephone</b>	
	<b>E-mail</b>		<b>Fax</b>	
	<b>Check In Date</b>		<b>Check Out Date</b>	
	<b>In-Bound Flight Date/Time</b>		<b>Out-Bound Flight Date/Time</b>	
<b>3</b>	<b>METHOD OF PAYMENT</b>			
	<b>KIND OF CREDIT CARD</b>	☐ VISA	☐ Master	☐ Other (                      )
	<b>Card Number</b>	<b>Exp. Date</b>		
	<b>Name of card holder</b>			

No cancellation fee for cancellations made by 7 days before the check in date.

When the reservation is cancelled on the arrival day, the cancellation fee is 100% of one night day.

In case of no show without any notification of cancellation, the cancellation fee is 100% of one night day.

Complimentary Mineral Water (2 bottles per day) / Check-in time – 15:00 pm, Check-out time - 12:00 noon.

Breakfast Buffet is available from 6:30am to 10:00am at Buffet Restaurant “`h Garden” located at 1st Floor.

Club Floor Breakfast is available from 7:00am to 10:00am at Sheraton Club located at 12th Floor.

Early Check In Charge : 09:00 Check In 100% Charge , 09:00-12:00 50% Check In Charge.

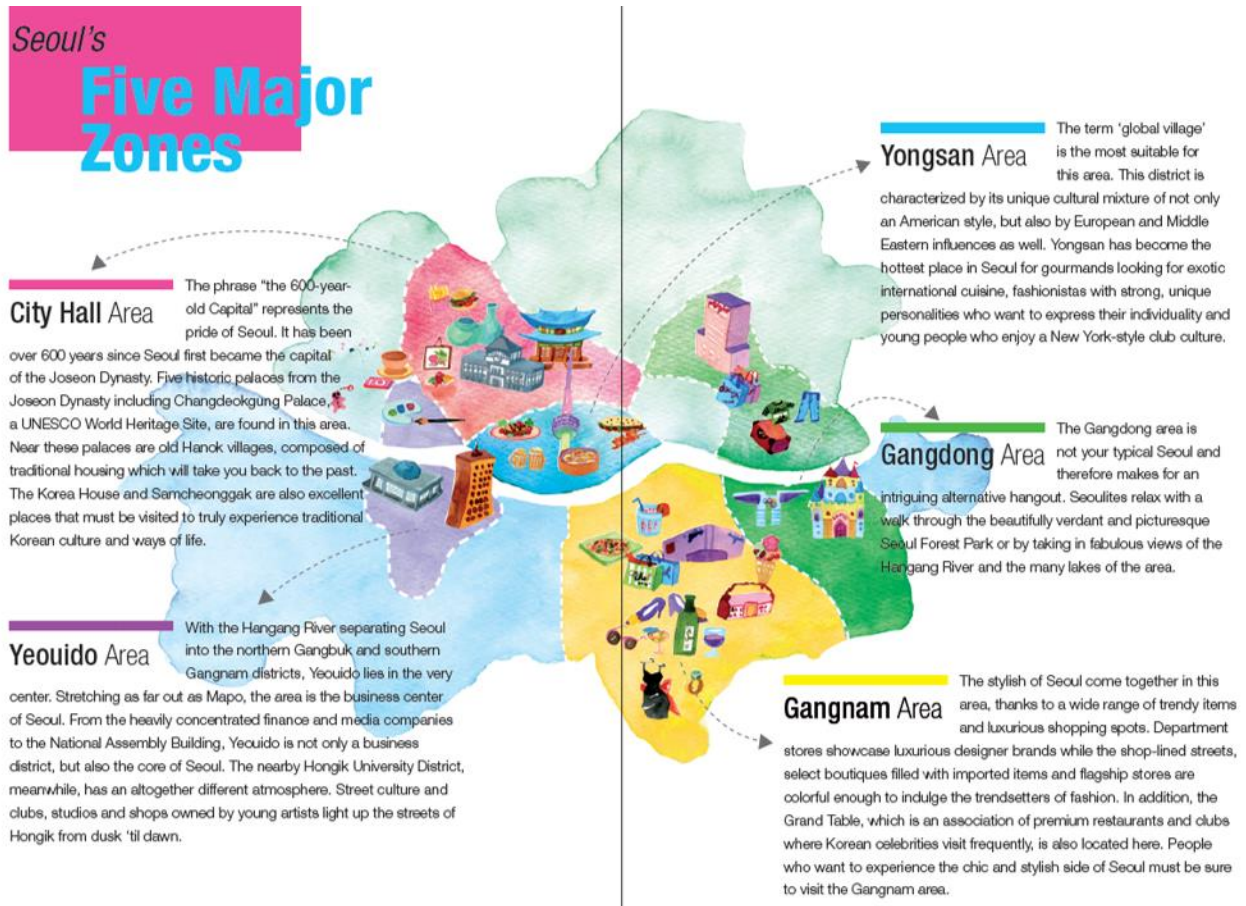
**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

[Sheraton Seoul Palace Gangnam Hotel](http://sheratonseoulpalace.com)  
 160 Sapyeong-daero, Seocho-gu, Seoul, Korea, T. +82 2 532 5000, +82 2 2186-6766-6768, 6797

## Annex C

### Information on Korea

#### Attractions in Seoul

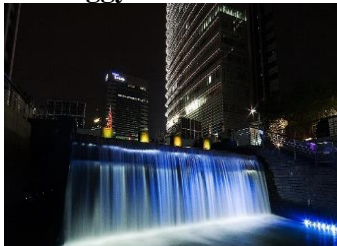


#### **N Seoul Tower**



N Seoul Tower, a landmark of the metropolitan city of Seoul is to be introduced with its new name and look to provide more fun and excitement. From the highest point, Seoul Tower has been embracing the city for the last 25 years giving memories and stories to people. In 2005, Seoul Tower was reopened as N Seoul Tower. Many citizens and foreign tourists have visited the Tower and were taken by the scenic view of the city while also enjoying the nature of Namsan mountain. Seoul Tower is located on the peak of Namsan in Seoul, a city of 10 million people.

#### **Cheonggyecheon**



Once a stream that served as the domestic wastewater of Seoul, it has been transformed into one of the most beautiful leisure place in Seoul. The history of Cheonggyecheon begins even before the Joseon dynasty designated Seoul as its capital. Seoul is surrounded by mountains in nature and the stream developed naturally by its natural geographical reasons. Often the stream caused floods, therefore, it needed extensive construction work countless times.



## **Insa-dong**



Insa-dong, located in the middle of the city, is an important place where old but precious and traditional goods are on display. There is one main road in Insa-dong with alleys on each side. Within these alleys are galleries, traditional restaurants, traditional teahouses, and cafes. The shops in Insa-dong are very popular among all age groups, because each one is unique. The galleries are the heartbeat of Insa-dong. There are about 100 galleries in the area and you can see every example of traditional Korean fine art from paintings to sculptures.

## **Shopping**

### **Gimpo Airport Outlet(Lotte Mall)**



Gimpo Airport Outlet located at the Gimpo International Passenger Terminal, boasts an impressive 200 domestic brand name stores totaling 40,000 square meters of shopping space. The mall is easily accessible via public transportation (Subway Lines 5&9 and the Incheon Airport Railway) and is a popular shopping place due to its variety and department store-like ambiance. Especially the Mayfield hotel shuttle bus operates to the Outlet for free.

### **Myeong-dong**



Myeong-dong is a massive shopping district. Myeong-dong Street is around 1km long and extends from Myeong-dong Subway Station (Seoul Subway Line No. 4) to Lotte Department Store at Euljiro. All kinds of brand name shops and department stores are clustered along the streets and alleyways. You can purchase various products such as clothes, shoes, and accessories. Compared to Namdaemun or Dongdaemun, many good-quality brands are sold in Myeong-dong.

### **Dongdaemun (Dongdaemun Market)**



Ever since its opening in 1905, Dongdaemun Market has been one of the major markets in Korea. Specializing in wholesale clothing, the market has grown large, having more than 20 shopping malls. A full range of fashion items that cover head to toe, are found in Dongdaemun Market at inexpensive prices. Just name it and you shall find it! No wonder the market is always crowded with retailers, foreigners, customers and tourists.

## Streets

### **Seorae Village**



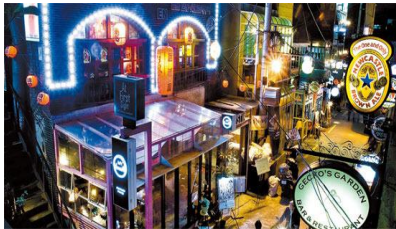
This French town in Seoul formed around the school set up by the French Embassy in Korea. Since nearly 50% of all French people in Korea live here, this village is known as Korea's "Little France." The French-named streets, parks and restaurants such as Montmartre Street and Montmartre Park will remind you of France. The restaurants in particular have become especially famous.

### **Garosu-gil in Sinsa-dong**



Lined with densely planted ginkgo trees, this 700m-long street is considered one of Seoul's most attractive streets to walk along. Here, you can find a variety of vintage items as well as unique places with a modern, yet distinctive character all their own. Luxurious stores and restaurants line both sides of the street. With so many designers' showrooms, antique stores and furniture and interior shops, this place has long been popular among trendsetters.

### **Itaewon**



A place where different races and cultures exist in harmony, Itaewon is truly a global village in Seoul. Seasonal international parties from Christmas to Halloween are held annually, while shoppers can find a variety of unusual and fascinating items from all over the world. Most merchants manage to communicate well with foreigners, and exotic eye-catching shops line both sides of the road. 'Little Tokyo,' located close to Itaewon, is also popular.

### **Hongik University District**



A center of indie culture, the Hongik University area is home to energetic young people. Amateur artists have decorated its main street, creating a new culture. The beautiful cafes and art shops are reminiscent of vibrant streets in Tokyo, while its club and bar culture can be compared to that found in New York. This area is a leading trendsetter of Korea, and is the capital of its indie and underground culture.

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