



Convention on Biological Diversity

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REGIONAL WORKSHOP FOR SOUTH, EAST AND SOUTHEAST ASIA ON THE PREPARATION OF THE FIFTH NATIONAL REPORT AND REGIONAL SCENARIO ANALYSIS

Incheon City, Republic of Korea, 20-24 May 2013

INFORMATION NOTE FOR PARTICIPANTS

QUICK LINKS (Control + click on icons for web page, click on page number to directly access text in document)

 <p>Visa Information (page 3)</p>
 <p>Meeting Documents (page 2)</p>
 <p>Hotel Information (page 4)</p>
 <p>Weather Information (page 4)</p>
 <p>Currency Information (page 5)</p>

INFORMATION HIGHLIGHTS

1.	OPENING AND REGISTRATION.....	2
2.	VENUE	2
4.	DOCUMENTS	2
5.	GENERAL INFORMATION ON ACCESS .TO INCHEON CITY, REPUBLIC OF KOREA	2
6.	VISA REQUIREMENTS	3
7.	HEALTH INFORMATION	3
8.	HOTEL INFORMATION	4
11.	WEATHER AND TIME ZONE INFORMATION	4

1. Opening and registration

The Regional Workshop for South, East and Southeast Asia on the Preparation of the Fifth National Report and Regional Scenario Analysis will be held in Incheon, Republic of Korea from Monday, 20 to Friday, 24 May 2013.

The meeting will start at 9:00 a.m. on Monday, 20 May 2013, and registration will take place at the venue of the meeting from 8:30 a.m. to 9:00 a.m. the same day.

2. Venue

The meeting will be held at:

Benikea Premier Songdo Bridge Hotel
(406-840) 223, Convensia-daero, Yeonsu-gu
Incheon, Republic of Korea
Telephone: +(82)(32) 210-3000
Fax: +(82)(32) 210-3300
E-mail : info@songdobridgehotel.com
Web site: <http://www.songdobridgehotel.com>

3. Working language

The meeting will be held in English.

4. Documents

Participants are kindly reminded to bring their own copies of the documents for the meeting as there will be no extra copies made available on site. Pre-session documents will be on the Secretariat's web site as they become available:



<http://www.cbd.int/doc/?meeting=RW5NR-ESASI-01>

5. General information on access to Incheon City, Republic of Korea



Incheon is serviced by the Seoul - Incheon International Airport (about 25 km from the city centre) and the journey takes about 30 minutes. Taxis and buses are available at the on the arrivals level. Passengers can obtain information about Limousine and Premium Bus and purchase tickets at the following Bus Ticketing Offices: Exit 4 and 9 (indoors) & Exit 4, 6, 7, 8, 11, 13, and 9C (outdoors). The bus fare is 7,000 KRW.

The schedule of Limousine Bus is listed below (the schedule is in Annex A attached).

Hours of operation from airport to hotel: from 05:27 to 22:00

Hours of operation from hotel to airport: from 05:00 to 20:45

The bus runs in intervals of about 25 to 40 minutes

Location: Arrival Floor 1F / Airport Exit No. 4B, 11A

6. Visa requirements



Participants from countries listed below do not require an entry visa for the republic of Korea. All others requiring an entry visa are strongly advised to contact the nearest Korean diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Information on visa procedures including the application form is available on the web site of the Ministry of Foreign Affairs of the Republic of Korea at the following link: visa procedures: http://www.mofat.go.kr/ENG/visa/application/index.jsp?menu=m_40_10 and visa form: <http://www.mofat.go.kr/english/visa/images/res/visakorean.pdf>.

A list of relevant South Korean diplomatic/consular missions abroad, is available at the following link: http://www.mofat.go.kr/ENG/ministry/overseas/asia/index.jsp?menu=m_50_70

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

**Countries and territories whose citizens do not require a visa in order to enter Korea
(as listed on the web site of the Ministry of Foreign Affairs of the Republic of Korea)**

Albania	Honduras	Qatar
Andorra	Hong Kong	Samoa
Argentina	Japan	San Marino
Australia	Kiribati	Saudi Arabia
Bahrain	Kuwait	Serbia
Bosnia and Herzegovina	Macau	Slovenia
Brunei Darussalam	Oman	Solomon Islands
Canada	Marshall Islands	South Africa
Croatia	Mauritius	Swaziland
Cyprus	Micronesia, Federated States of	Seychelles
Ecuador	Monaco	Tonga
Egypt	Montenegro	United Arab Emirates
Fiji	Nauru	United States of America
Guyana	Palau	Yemen
Holy See	Paraguay	

7. Health information

For entry into South Korea there is a limited Malaria risk mainly in the northern areas of Gangwon Do and Kyunggi Do Provinces and Incheon City (towards the Demilitarized Zone DMZ).

For more information, please consult a medical professional with regard to the vaccination requirements for your travel.

8. Hotel information

A block booking at a special rate has been made on behalf of all sponsored participants at the Songdo Bridge Hotel which is same as the meeting venue. The hotel information is listed below.

The hotel accommodation includes breakfast and lunch. Any extras, such as telephone, room upgrade, bar, laundry, etc. are at participants own costs and must be settled upon checking out.

All non-sponsored participants are requested to make their own reservations at the hotel. Please advise the hotel that you are a participant at this meeting when making your reservation.

Benikea Premier Songdo Bridge Hotel

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Incheon, Republic of Korea

Telephone: +(82)(32) 210-3000

Fax: +(82)(32) 210-3300

E-mail: info@songdobridgehotel.com

Web site: <http://www.songdobridgehotel.com/>

More information on hotels in Incheon City and other tourist information can be found at the following link:

<http://english.visitkorea.or.kr/enu/index.kto>



9. Payment of the daily subsistence allowances (DSA)

The relevant residual DSA will be paid to the sponsored participants on the first day of the meeting.

10. Official language in Korea

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

11. Weather and time zone information



In May, temperatures in Incheon usually range between a maximum of +23°C in the daytime and a minimum of +12°C at night. Current weather conditions can be found at: <http://www.worldweather.org/095/c00231.htm>.

The standard time zone will be GMT/UTC -4 hours.

12. Electricity

The electrical currents are 220 Volts, 60 Hertz. The power plug used in Korea is only one type and is shown below.



13. Currency



The currency in the Republic of Korea is the South Korean Won (KRW). The current exchange rate as at 9 April 2013 is US \$1.00 = 1,139.530, KRW and € 1 = 1,491.73 KRW. Banknotes are available in 1,000, 5,000, 10,000 and 50,000 denominations.

14. Disclaimer

The CBD Secretariat disclaims 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

Schedule of limousine bus to and from airport

KAL LIMOUSINE TIME TABLE					
HOTEL-> Airport			Airport->HOTEL		
No	HOTEL	ICN APO	ICN APO		HOTEL
		3F 8 GATE	1F 4B	1F 11A	
1	5:00	5:35			
2	5:20	5:55			
3	5:40	6:15	5:43	5:47	6:20
4	6:20	6:55	6:18	6:22	6:55
5	6:55	7:30	6:53	6:57	7:30
6	7:30	8:05	7:33	7:37	8:10
7	8:10	8:45	8:13	8:17	8:50
8	8:50	9:25	8:58	9:02	9:35
9	9:35	10:10	9:38	9:42	10:15
10	10:15	10:50	10:23	10:27	11:00
11	11:00	11:35	11:13	11:17	11:50
12	11:50	12:25	12:03	12:07	12:40
13	12:40	13:15	12:53	12:57	13:30
14	13:30	14:05	13:43	13:47	14:20
15	14:20	14:55	14:33	14:37	15:10
16	15:10	15:45	15:23	15:27	16:00
17	16:00	16:35	16:13	16:17	16:50
18	16:50	17:25	17:03	17:07	17:40
19	17:40	18:15	17:43	17:47	18:20
20	18:20	18:55	18:22	18:26	19:00
21	19:00	19:35	19:03	19:07	19:40
22	19:40	20:15	19:53	19:57	20:30
23	20:30	21:05	20:40	20:44	21:17
24			21:30	21:34	22:07
25			22:10	22:14	22:47
