



## Convention on Biological Diversity

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### EXPERT MEETING FOR SOUTH-SOUTH COOPERATION ON BIODIVERSITY FOR DEVELOPMENT

Third Meeting

Incheon City, Republic of Korea, 18-20 May 2011

### Information Note for Participants

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## **1. Opening and registration**

The Third Expert Meeting for South-South Cooperation on Biodiversity for Development will be held in Incheon City, Republic of Korea from Wednesday, 18 to Friday, 20 May 2011.

The meeting will start at 9:00 a.m. on Wednesday, 18 May 2011, 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:

### **Songdo ConvensiA**

(406-741) Songdo-dong, Yeonsu-gu

Incheon, Republic of Korea

Telephone: +(82)(32) 210-1114/1115

Fax: +(82)(32) 210-1005

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

## **3. Working language of the meeting**

The meeting will be held in English.

## **4. Documents**

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



<http://www.cbd.int/doc/?meeting=EMSSC-03>

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



Incheon City 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 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).

A shuttle bus service to and from the airport is available for the Sheraton Incheon Hotel. The schedule is listed below.

Trip	Trip 1	Trip 2	Trip 3	Trip 4	Trip 5	Trip 6	Trip 7	Trip 8	Trip 9	Trip 10	Trip 11	Trip 12
Hotel	6:00	7:00	8:00	9:00	11:00	12:00	14:00	15:00	17:00	18:00	19:00	20:40
Airport	6:30	7:30	8:30	9:40	11:40	12:40	14:40	15:40	17:40	18:40	19:40	21:20

\* **Pick up point (Incheon Airport):** Departure level (3F) Gate 13.

## 6. Visa information



Participants require an entry visa for Korea and 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 and Trade of the Republic of Korea at the following link: <http://www.mofat.go.kr/english/visa/apply/index.jsp>.

A list of relevant South Korean diplomatic/consular missions abroad, is available at the following web site (at the bottom of the page): <http://www.mofat.go.kr/english/main/index.jsp>

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

## 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. Travel arrangements

Travel for participants will be organized through the SEIL travel agency. Kindly contact the agency to organize your flights and accommodation details for the meetings. Also, kindly provide your hotel room requirements when contacting the travel agent.

Mr. Dongryul Kim  
SEIL Travel  
Tel: +81-2-738-6022  
Fax: +81-2-722-8071  
E-mail: [drkim@seiltravel.co.kr](mailto:drkim@seiltravel.co.kr)

## 9. Hotel information



A block booking at a special rate has been made on behalf of all participants at the Sheraton Incheon Hotel as it is close to the meeting venue. The SEIL travel agency will communicate your flight and reservation details to the hotel. The hotel information is listed below.

### Sponsored participants

Sponsored participants will be booked at the hotel through the travel agency. The hotel accommodation includes breakfast. Any extras, such as telephone, room upgrade, bar, laundry, etc. are at participants own costs and must be settled upon checking out.

### Non-sponsored participants

Non-sponsored participants may wish to avail themselves of the block booking by contacting the hotel directly. Please advise the hotel that you are a participant at this meeting when making your reservation.

#### **Sheraton Incheon Hotel**

6-9 Songdo-Dong, Yeonsu-Gu

Incheon 406-840

Republic of Korea

Telephone: +(82)(32) 835 1000

Fax: +(82)(32) 835 1001

E-mail: [sheraton.incheon@sheraton.com](mailto:sheraton.incheon@sheraton.com)

Web site:

<http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=3342>

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>

## 10. 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.

## 11. Official language in Korea

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

## 12. Weather and time zone information



In May, temperatures in Incheon City 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 + 9 hours.

### **13. Electricity**

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



### **14. Currency**



The currency in the Republic of Korea is the South Korean Won (KRW). The current exchange rate as at 11 April 2011 is US \$1.00 = 1,086.07 KRW and € 1 = 1,574.24 KRW. Banknotes are available in 1,000, 5,000, 10,000 and 50,000 denominations.

### **15. 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 insurance for the period of participation prior to departure.

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