



APCICT

Asian and Pacific Training Centre
for Information and Communication
Technology for Development

INFORMATION NOTE

APCICT Annual Digital Leaders Programme Empowering Women Entrepreneurs through Digital Transformation

I. MEETING INFORMATION

Date and Location

24-26 October 2023, Incheon, Republic of Korea

Organizer

United Nations Asian and Pacific Training Centre for Information and Communication Technology for Development (APCICT/ESCAP) in collaboration with Incheon Metropolitan City

Meeting venue

Venue: Ball Room, 2nd Floor, Holiday Inn Incheon Songdo Hotel

Address: 251 Incheon tower-daero, Yeonsu-Gu, Incheon, Republic of Korea

Tel: +82-32-250-0000

Website: <http://www.holidayinnsongdo.co.kr/>

- The Opening session of the Meeting will be convened at the Ballroom on the 2nd Floor of the hotel from 10:00 hours on 24th October 2023.
- Registration will be held at 09:30 hours in front of the Ball Room on the first day of the meeting, 24th October 2023. Participants will be provided meeting materials and badges.
- For identification and security reasons, all participants are requested to wear their meeting badges at all times during the meeting.

II. CONTACT INFORMATION

United Nations Asian and Pacific Training Centre for Information and Communication Technology for Development (UN-APCICT/ESCAP)

Address: 5th Floor G-Tower, 175 Art center daero, Yeonsu-gu, Incheon City, Republic of Korea

Tel: +82-32-458-6650

Fax: +82-32-458-6691

Contact persons

Questions related to this event may be addressed to:

Mr. Ho-Din Ligay, Team Assistant, APCICT

Email: ho-din.ligay@un.org or telephone +82 10 8689 1842

Ms. Van Anh Nguyen, Team Assistant, APCICT

Email: van.nguyen2@un.org or telephone +82 10 7294 1993

III. TRAVEL INFORMATION

Visa requirements

Participants are REQUIRED to obtain an appropriate entry visa from the Korean Embassy before entering the Republic of Korea.

From April 2022, nationals of visa waiver countries or designated visa-free countries must obtain K-ETA (Electronic Travel Authorization) before entering the Republic of Korea. For entry to Korea, all foreigners must have a K-ETA or valid visa to enter Korea. The K-ETA process will take around 72 hours and the result will be sent to participants' email address directly. The latest information on K-ETA can be found [here](#).

Participants from visa exempt countries who choose to apply for a K-ETA can apply for their K-ETA at this [website](#). Participants must apply for K-ETA at least 72 hours before boarding their flight bound to the Republic of Korea.

To apply for K-ETA, participants should prepare valid passport, credit card (for fee payment), email address, and recent profile photo. The period of validity is 3 years from the date of authorization. The fee is 10,000 KRW (approximately \$9-10, additional fee excluded).

Visa Application Process

Participants requiring visas (i.e., those not from visa exempt countries) should undertake the following steps as soon as possible to ensure they are able to receive their visa for the Republic of Korea in time for travel:

- 1) Visa applications should be sent by participants to embassies or consular offices for the Republic of Korea in their respective country of residence at least four weeks prior to departure.
- 2) Visa applicants are required to submit their passport, completed application forms, a recent passport-size color photograph, and other relevant documents, as may be determined by the Embassy/Consular Offices.
- 3) Participants are invited to consult with the [KOREA VISA PORTAL](#) for further details.

Transit Visa

Please note that arranging any required transit visas is a responsibility of the participant. Letters of invitation issued by APCICT may be used in support of visa applicants, including transit visas. For assistance with invitation letters, please contact Ms. Van Anh Nguyen by email van.nguyen2@un.org.

Entry Requirements

As regulations and policies related to visa and entry are continuously changing, participants who are traveling to the Republic of Korea are kindly advised to keep up to date with travel policies. The latest information on "South Korea Entry Requirements" can be found [here](#).

As of 3 March 2023, the Government has lifted COVID-19 entry requirements. There are no COVID-19 requirements at present for entry to Korea. Pre-departure Negative PCR test certificate and Mandatory 7-day entry quarantine are NOT required.

Q-Code registration will no longer be required to enter Korea, effective July 15, 2023. According to the new screening procedures, entrants to Korea will undergo a simple temperature check unless they are coming in from a designated inspection required area.

Departure requirements

All participants are responsible for checking their government's official websites and arranging their own pre-departure tests for outbound travel to their home country.

Health Insurance

All travelers are required to purchase and bring physical proof of travel/health insurance coverage for the full duration of their stay which includes COVID-related medical and hospitalization expenses. Participants who are unwell or symptomatic of COVID are requested to avoid traveling.

IV. TRANSPORTATION INFORMATION

All participants will arrive at Incheon International Airport Terminal 1 or Terminal 2, which is connected to all major cities around the world. There are several options to transport from airport to hotel/meeting venue as below:

Taxis are available between the airport and the hotel. All Korean taxis are metered and accept visa/master card payment. Taxi stands can be found outside arrival gates on the first floor.

The cost of a taxi from the airport to Songdo is approximately KRW 50,000 (~ 37USD). It takes about 30 minutes and is highly recommended for your convenience.

Buses are available between the airport and Songdo at the fare of KRW 7,000 (~5USD). Incheon Airport Bus No 6777 departs from Incheon Airport terminal 1 and 2 and stops at Songdo. Bus timetable and map is available at [Airport Bus \(6777\) Timetable](#).

Terminal 1 Bus stop location: 3rd Floor, Bus stop 13B

Terminal 2 Bus stop location: Transportation center Basement 1, Bus Stop 17

Bus Schedule (Terminal 1)	07:30	08:30	09:30	11:05	12:25	14:35
	15:45	17:25	19:05	19:30	21:00	22:00
Bus Schedule (Terminal 2)	07:10	08:10	09:10	10:45	12:35	14:15
	15:25	17:05	18:45	19:10	20:40	21:40

Subway departures from Incheon Airport: Incheon International Airport Station (Airport All Stop Line) -> Gyeyang Station (Transfer-Incheon Subway Line 1) --> Get off at Central Park Station -> Exit 2 of Central Park Station.

Notice: Both bus and subway require transportation card or ticket that are available for purchase at the airport near bus/subway station.

Not all Korean Bus / Taxi drivers can speak English, please show the message below so they can drive bring you to the meeting venue.

Holiday Inn, Incheon Songdo	홀리데이인 인천 송도 호텔 (인천광역시 연수구 인천타워대로 251)
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V. ACCOMODATION INFORMATION

Accommodation will be arranged at Holiday Inn Incheon Songdo with the booking made and costs covered by APCICT directly according to flight schedules.

Name: Holiday Inn Incheon Songdo

Address: 251 Incheon Tower-Daero, Yeonsu-gu, Incheon, 406-840, Republic of Korea

Website: <http://holidayinnincheonsongdo.com>

Self-funded participants are responsible for their own hotel bookings and are responsible to pay directly to the hotel all expenses incurred.

A list of recommended hotels close to meeting venue is provided below:

Holiday Inn Incheon Songdo (Meeting venue)

http://holidayinnincheonsongdo.com/ver01/index_eng.php

Orakai Songdo Park Hotel

<https://songdo.orakaihotels.com/eng>

Bridge Hotel Incheon Songdo

<http://bridgehotelincheonsongdo.com/en/index.php>

VI. FINANCIAL INFORMATION

*This section only applicable to participants sponsored by APCICT.

Accommodation will be arranged at Holiday Inn Incheon Songdo with the booking made and costs covered by APCICT directly according to flight schedules.

Daily Subsistence Allowances (DSA) will be provided according to UN rules and regulations. The DSA will cover the cost of meals, visa fee, terminal fee to/from airports, and miscellaneous expenses. The DSA will be provided for the duration of actual participation in the meeting. In order to facilitate the payment of DSA, participants are requested to submit a copy of passport, original boarding pass(es), and a copy of air ticket to the designated APCICT staff. We will inform you of the location and time of DSA Distribution. The signing sheet will be provided every day at the registration desk for the participants' signatures. DSA will be distributed with respect to the actual number of days participants attend the meeting.

In those cases where the participation costs are borne by APCICT, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:

- 1) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- 2) Salary and related allowances for the participants during the period of the meeting;
- 3) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- 4) Compensation in the event of death or disability of participants in connection with attending the meeting;
- 5) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- 6) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

VII. OTHER INFORMATION

COVID-19 measurements

It is advised stay at home or in your accommodation if you or your household feels unwell, develop a fever and/or respiratory symptoms. If at any point a participant tests positive for COVID or experiences COVID symptoms, even if only mild, they will be advised to stay at their accommodation and contact APCICT personnel. The cost of medical treatment related to COVID-19 will be solely covered the participants.

Printing/documentation

APCICT has adopted a paperless approach to meetings. As a result, participants are expected to get acquainted with all the meeting documents prior to the meeting. Should participants wish to print hard copies of the documents, they are expected to bring them to the meeting.

Internet services

Wi-Fi internet access will be available at the meeting venue and hotel. Free Wi-Fi is also common in many cafés and at Korean airports.

Weather and clothing

October temperatures in Incheon range between a low of 10°C and a high of 20°C. To find the current weather in Incheon, please visit the website of the Korean Meteorological Administration: <http://web.kma.go.kr/eng/index.jsp>

The weather in Incheon during the period of the event is later end-autumn. Participants are advised to bring warm outfits due to relatively cooler temperatures.

Smoking

The meeting room is a non-smoking area. Smoking is permitted only in the designated areas outside the building.

Currency and Exchange

The unit of Korean Currency is the Won, 1 USD \approx 1,323 KRW, with normal market fluctuations. Notes include 1,000 won, 5,000 won, 10,000 won, and 50,000 won denominations. Coins include 10 won, 50 won, 100 won, and 500 won denominations.

Foreign Exchange facilities are available at Incheon International Airport, at the hotel, or at banks in the area. Exchange rate is subject to market fluctuations. Participants are advised to carry sufficient amount of funds and to convert them to local currencies for incidental expenses at transit point(s).

Credit Cards

Credit cards are widely accepted by major hotels, shops, restaurants and retail outlets. It is advised to check with your credit card company for merchant acceptability and other services that may be available.

Electrical Power

The available voltages for all electric appliances used are 220/240 volts. Plugs are the 2-holeround-pin type.



Emergency Contacts

- Korea Travel Phone 1330
- Ambulance 1339
- Emergencies for Fire, Rescue 119
- Police 112

Visiting Incheon

For information about Incheon, please visit <http://english.visitincheon.org/>
