INFORMATION NOTE

APCICT Annual Digital Leaders Programme

I. MEETING INFORMATION

Date and Location

1-2 December 2026, Incheon, Republic of Korea

Organizer

Asian and Pacific Training Centre for Information and Communication Technology for Development (APCICT/ESCAP) in collaboration with the Ministry of Science and ICT, Incheon Metropolitan City, and Incheon Tourism Organization of the Republic of Korea

Meeting venue

Venue: Ballroom, 2nd Floor, Holiday Inn Incheon Songdo Hotel
Address: 251 Incheon tower-daero, Yeonsu-Gu, Incheon, Republic of Korea
Website: http://holidayinnincheonsongdo.com/ver01/index_eng.php

- Registration will be held at 09:00 hours in front of the Ballroom on the first day of the meeting, 1 December 2026.
- For identification and security reasons, all participants are requested to wear their meeting badges at all times during the meeting.

Meeting documents

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.

II. CONTACT INFORMATION

Asian and Pacific Training Centre for Information and Communication Technology for Development (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:
Ms. Nuankae Wongthawatchai, Programme Officer, APCICT
Email: wongthawatchai@un.org

Ms. Seoyeon Lim, Team Assistant, APCICT
Email: seo.lim@un.org or telephone +82 10-3300-8195

III. TRAVEL INFORMATION

Visa and Entry requirements

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

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. Preparations for travel should be made in advance in anticipation of delays. The latest information on "South Korea Entry Requirements" can be found here.

K-ETA or Visa

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. A list of countries that are visa-exempt and eligible for the K-ETA can be found here.

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 a valid passport, credit card (for payment fee), 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 the 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 seo.lim@un.org

Arrival to the Republic of Korea

Under the current screening procedures, entrants to Korea will undergo a simple temperature check unless they are coming in from a designated inspection required area.

Entrants to Korea will also be required to submit a response to a health questionnaire. We highly encourage participants to use the Q-code system for the health questionnaire.

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.

IV. TRANSPORTATION INFORMATION

Ground Transportation

All participants will arrive at Incheon International Airport Terminal 1 or Terminal 2.

Taxis are available between the airport and the hotel. All Korean taxis are metered and accept visa/master card payment. Taxi stands are outside arrival gates on the first floor. It takes about 30 minutes and is highly recommended for your convenience. The cost of a taxi from the airport to Songdo is approximately KRW 50,000 (~ 37USD), although it can vary by the type of taxis and time.

Standard (일반) taxis are typically white or gray vehicles that have a base fare of KRW 4,800 and charges KRW 100 for every 131 meters and 30 seconds of travel time, while Deluxe taxis (모범) are black vehicles that have a base fare of KRW 7,000 and charges KRW 200 for every 151 meters and 36 seconds of travel time.

Taxis have a night surcharge fee from 10:00 PM to 4:00 AM, which the base fare will range from KRW 5,800 to KRW 6,700 and an extra charge of KRW 120 – 140 for every 131 meters and 30 seconds for standard taxis and deluxe taxis will have a higher base fare of KRW 8,400 and an additional charge of KRW 2,400 for every 151 meters and 36 seconds of travel.

Buses are available between the airport and the hotel.

Incheon Airport Bus No 6777 departures from Incheon Airport terminal 1 and 2 and stops at Songdo. Bus timetable and map is available at Airport Bus (6777) Timetable. The fee for the bus is KRW 8,000.

The bus requires a transportation card or ticket that is available for purchase at the airport near the bus station.

Terminal 1 Bus stop location: 3rd Floor, Bus stop 2
Terminal 2 Bus stop location: Transportation center Basement 1, Bus Stop 17

Bus Schedule (Terminal 1)	07:30	08:30	09:30	11:05	12:55	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

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

Holiday Inn, Incheon Songdo	**홀리데이인 인천 송도 호텔(인천광역시 연수구 인천타워대로 251)**

V. ACCOMODATION INFORMATION

APCICT has arranged accommodations at the Holiday Inn Songo for its sponsored participants. Self-funded participants are responsible for their hotel bookings and for paying all expenses incurred directly to the hotel.

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
https://en.bridgehotelincheonsongdo.com/

VI. FINANCIAL INFORMATION

*This section is only applicable to participants sponsored by APCICT.

Accommodation will be arranged at Holiday Inn Incheon Songdo with the booking made. Accommodation costs will be covered directly by APCICT 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.

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.

VII. OTHER INFORMATION

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
November temperatures in Incheon range between a low of 5°C and a high of 15°C. To find the current weather in Incheon, please visit the website of the Korean Meteorological Administration. The weather in Incheon during the period of the event is late 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. 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. The 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 2holeround-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
- https://www.incheoncvb.or.kr/biz/archive/akVideoMain.do
- https://eng-itour.incheon.go.kr/cmn/main/main.do