

## **Information Note for Participants**

### **High-Level Forum on Global Geospatial Information Management and Inaugural Session of the UN Committee of Experts on GGIM**

**Seoul, Republic of Korea, 24-26 October 2011**

#### **General**

The United Nations is jointly organizing with the National Geographic Information Institute (NGII) of the Republic of Korea, for the first time, a **High Level Forum on Global Geospatial Information Management (GGIM)** at the COEX Convention Centre in Seoul, 24-26 October 2011. The high level forum will provide an opportunity for in-depth discussion of current critical geospatial information issues and consultations among Ministers, senior government officials and representatives from non-governmental organizations and the private sector.

On 26<sup>th</sup> October 2011, the United Nations will convene the inaugural session of the UN Committee on Global Geospatial Information Management.

On 23<sup>rd</sup> Oct 2011, an Exchange Forum will be organized among industry leaders and national mapping authorities as a.

On 27<sup>th</sup> Oct 2011, a thematic seminar will be organized on ‘Integrating Statistical and Geospatial Information: Issues and Challenges’.

#### **Venue**

The Forum will be held at the **COEX Convention Center**, Seoul, Republic of Korea. All meeting sessions will be held at this venue.

The thematic seminar on 27<sup>th</sup> Oct will be held at the **Kintex Convention Center**, the site of Korean National Spatial Data Infrastructure Exhibition. Transportation will be provided.

#### **Languages**

The High Level Forum on GGIM will be conducted in both English and Korean, with simultaneous interpretation into French and Spanish. Every effort is being made to provide interpretation in UN languages for the Inaugural meeting of the session. Due to logistical constraints, not all may be available.

## **Format for discussions**

The Forum and the Committee meeting will consist of opening and closing ceremony, plenary sessions as well as panel discussions which will take the format of interactive discussion among participants.

Background information papers, research reports and presentations, if received, will be circulated by the meeting co-organizers.

## **Registration**

Government delegations are welcome and will be nominated through the appropriate governmental entities. Nominations should be sent to the GGIM Secretariat, Statistics Division of the UN Department of Economic and Social Affairs.

The focal point is Mr Amor Laaribi, GGIM Secretariat, Tel: 1-212-963-3042, Fax: 1-212-963-9851, email: [laaribi@un.org](mailto:laaribi@un.org) (Alternate: Ms Vilma Frani, Tel: 1-917-367-2903, email: [frani@un.org](mailto:frani@un.org)).

Participation by representatives from International Organizations active in the field of geospatial information management will be by invitation.

Moreover, there will be a number of places available for representatives from civil society organizations and the private sector.

Interested parties are invited to contact the GGIM Secretariat for further information.

Please be advised that all participants are responsible to make their own necessary arrangements, including visa formalities.

For hotel reservation, please click '[Accommodation](#)' menu for more detailed information (<http://www.unggim2011.org/>).

## **Visas<sup>1</sup>**

### **Immigration Requirements**

All visitors to the Republic of Korea must have a valid passport and visa. Visitors with roundtrip tickets from countries who have a special agreement with Korea may be exempt from the visa requirement, and can stay in Korea visa-free for periods up to 30 days or 90 days, depending on the type of agreement between the two countries. When uncertain as to the requirement for entry visa to Korea, please contact the Korean embassy or a consulate as soon as

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<sup>1</sup> The information on visa and other subsequent information are provided by the website: <http://www.unggim2011.org/>

possible. If you are in need of an individual invitation to the conference, please contact the Preparatory office for 1st HLF on UN-GGIM. However, this invitation implies no obligation.

### **Entry Requirements for Korea**

1. Each foreign visitor wishing to enter the Republic of Korea should have a valid passport and obtain a Korean visa before coming.
2. But people of countries below who want to visit Korea temporarily are permitted to enter without a visa (Table 1).
3. If you need a visa, please apply for it no less than two months prior to your intended travel date.

### **Entry Requirements for Korea Application for Visas**

Most international travellers do not require a visa to enter Korea. However, we strongly recommend that you check with Korean embassy of your country or travel agent.

- A Letter of Invitation to the Preparatory office may be required with your visa application.
- Invitation letters will be provided to all international attendees after settlement of registration.
- Any participants who need a visa can require an invitation letter from the Preparatory office for 1st HLF on UN-GGIM written request only.

**For more details, please visit one of the following websites :**

- Ministry of Foreign Affairs and Trade - [www.mofat.go.kr](http://www.mofat.go.kr)
- Immigration Bureau - [www.immigration.go.kr](http://www.immigration.go.kr)

### **Countries under Visa Exemption Agreements**

Austria, Bahamas, Barbados, Belgium, Brazil, Bulgaria, Chile, Colombia, Commonwealth of Dominica, Costa Rica, Czech Republic, Denmark, Dominican Republic, El Salvador, Estonia, Finland, France, Germany, Greece, Grenada, Guatemala, Hungary, Iceland, Ireland, Israel, Italy, Jamaica, Latvia, Lesotho, Liberia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Malta, Mexico, Morocco, Netherlands, New Zealand, Nicaragua, Norway, Panama, Peru, Poland, Portugal, Romania, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Singapore, Slovakia, Spain, Suriname, Sweden, Switzerland, Thailand, Trinidad and Tobago, Tunisia, Turkey, United Kingdom, Venezuela

### **Countries allowed for visa-free entry**

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

### **Countries needs to obtain a visa to enter Korea**

Afghanistan, Algeria, American Samoa, Angola, Anguilla, Armenia, Aruba, Azerbaijan, Bangladesh, Belarus, Belize, Benin, Bermuda, Bhutan, Bolivia, Botswana, British Virgin Islands, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Cayman Islands, Central African Republic, Chad, China, Chinese Taipei, Comoros, Congo (Dem. Rep. of), Cook Islands, Cote D'ivoire, Cuba, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Falkland Islands, French Polynesia, Gambia, Georgia, Ghana, Gibraltar, Guernsey, Guinea, Guinea-Bissau, India, Iran, Iraq, Isle of Man, Jersey, Jordan, Kazakhstan, Kenya, Kyrgyzstan, Laos, Libya, Macedonia, Madagascar, Malawi, Maldives, Mali, Mauritania, Moldova, Mongolia, Montserrat, Mozambique, Myanmar, Namibia, Nepal, Netherlands Antilles, Netherlands Antilles, Niger, Nigeria, Niue, Occupied Palestinian Territory, Pakistan, Papua New Guinea, Philippines, Puerto Rico, Russian Federation, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, Sri Lanka, Sudan, Syria, Tajikistan, Tanzania, Timor-Leste, Togo, Turkmenistan, Uganda, Ukraine, United States Virgin Islands, Uzbekistan, Vanuatu, Viet Nam, Zambia, Zimbabwe.

### **Hotel Accommodation**

The Housing Bureau of the First High Level Forum on United Nations Global Geospatial Information Management offers various kinds of efficient and convenient hotel reservation service. All the participants are entitled to the deeply negotiated special rates that have been arranged by the Housing Bureau.

In order to prevent any disadvantage in the process, all participants are advised to be well acquainted with the policies shown below.

**30 Hotels within 5km from COEX, over 7,500 rooms**



*Hotel reservation is available until September 26 (Monday).*

No	Hotel Name	Room Rate (KRW)		Breakfast /Per	Remarks	Distance to Venue
	(Grade)	/ Night / Room				
		Single Occupancy*	Double Occupancy**			
1	Grand InterContinental Seoul	290,000 (Approx. USD 260)	320,000 (Approx. USD 296)	25,000 (Approx. USD 23)	21% Tax & Service charge will be added	200m
2	Coex InterContinental Seoul	40,000 (Approx. USD 222)	270,000 (Approx. USD 250)	25,000 (Approx. USD 23)		200m
3	Ramada Seoul	150,000 (Approx. USD 139)		18,000 (Approx. USD 16)		1km
4	Riviera Seoul	140,000 (Approx. USD 129)		18,000 (Approx. USD 16)		1.7km
5	Ibis Seoul	135,000 (Approx. USD 125)		18,000 (Approx. USD 16)	10% Tax will be added	1.5km
6	Seoul Residence (Residence)	110,000 (Approx. USD 102)		included		2.1km
7	Casaville Samseong (Residence)	85,000 (Approx. USD 79)		Unavailable	included	500m

\* Double : 1 bed for 1 or 2 persons in a room \*\* Twin : 2 separated beds for 2 persons in a room

- For information on the other types of accommodations (budget hotels), please contact the Housing Bureau

## **1. Important Note**

- **Hotel Reservation Deadline: September 26 (Monday), 2011** (Korean local time), after the date room availability shall not be guaranteed.
- Hotel reservation is arranged by the Housing Bureau, Holiday Planners Co., Ltd and do not contact hotel directly for any changes and cancellation.
- A valid credit card information or remittance of one-night deposit at least is required to be confirmed and secure your room reservation. Otherwise hotel reservation cannot be confirmed according to policy.
- Hotel assignment will be made on a first-come, first-served basis.
- For early check-in (before 15:00) & late check-out (after 12:00), extra charge will be applied.
- For group reservation (more than 1 room) should be requested to the Housing Bureau directly.

## **2. Payment Information**

- Coex Intercontinental, Casaville Samseong and Artnouveau city: Your credit card details will be informed to the hotel and total room rates will be charged when you check out.
- Ramada Seoul, Riviera Seoul, Ibis Gangnam, and Seoul residence: When booking is requested, we will send a tentative confirmation. Then you should settle down the payment by bank transfer or Paypal account within 2 weeks before check in date.
- Any other personal expenses, **such as breakfast**, laundry, phone calls, mini-bar and etc. will be charged when check out to the hotel.
- If you do not have any credit card, you should remit one-night deposit at least by bank transfer to the Housing Bureau to secure your room reservation.

## **Receipt of Room rates**

- Coex Intercontinental, Casaville Samseong and Artnouveau city: Will be issued by the hotel when you check out
- The other hotels: Will be issued by Housing & Tour Bureau, Holiday Planners Co., Ltd upon request.

## **Bank Information**

<b>Beneficiary</b>	Holiday Planners Co., Ltd
<b>Bank/Branch</b>	Korea Exchange Bank, Shinchon Branch
<b>Account No.</b>	048-JSD-100400-9
<b>SWIFT code</b>	KOEXKRSE
<b>Bank address</b>	107-1, Nogosan-dong, Mapo-gu, Seoul, Korea
<b>Details of payment</b>	Participant's Name, 1st HLF UN-GGIM

### **3. Cancellation & Refund Policy (for individual reservation)**

- Any changes & cancellation should be requested in writing via e-mail or fax to the Housing Bureau.
- Bank service charge will be deducted from refund.
- All dates are based on Korean standard time (GMT+9 hours).
  - Cancellation 8 days before your check-in date: No penalty.
  - Cancellation 7 days before your check-in date or No-show, early departure: One-night room rate will be charged.
    - ❖ No-show: do not check in without any notice in advance.
    - ❖ **Cancellation & refund policy for group reservation (more than 1 room), will be informed separately.**
- For any inquiry, please contact below;

### **Housing Bureau Contact**

Ms. Hongeun Lee  
(Holiday Planners Co., LTD./ Official Housing & Tour Bureau of 1st HLF-UNGGIM)  
2F Donggang Building 368-28 Seogyodong, Mapo-gu, Seoul, Republic of Korea, 121-210  
Tel: +82-2-336-3532 Fax: +82-2-336-3522 E-mail:[tour@holidayplanners.co.kr](mailto:tour@holidayplanners.co.kr)

## Arrival at the airport

### From Airport to Coex

Station	Platform	Hours of operation
<b>Incheon Airport</b>	Platform east 4A , west 10B Platform No. 4B, 11A	05:20 - 22:30 (every 5 to 10 minutes)
<b>Gimpo Airport</b>	Domestic Arrivals: Platform 3 International Arrivals: Platform 6	07:15 - 22:15

### Airport Bus Guide

Passengers can get information about Limousines, Premium Buses, and ticketing at the following ticket booths : Exit 4 and 9(indoors) & Exit 4, 6, 7, 8, 11, 13, and 9C(outdoors).

### Inquiries on ticketing for buses

Online ticketing is available only for buses going to local provinces:

<http://www.airportbus.or.kr>

Service fee of 2,000 KRW will be added to the ticket price for online ticketing.

### By Subway

You can get to Coex easily using the subway. Coex is located at Line#2 Samseong station. Take the Subway and get off at Samseong station. Use the Exit No. 6 connected to the Coex Mall. If you take the escalator, you can access to Coex main hall.

### By Bus

Station	Bus Number			
	Green	Blue	Yellow	Village
<b>Trade Center Samseong Station</b>	3411, 3415, 4428	146, 341, 360, 730, 8443	41	
<b>Trade Center</b>	2413, 4318, 4419	143, 8431	41	
<b>KOREA Electronic Power Corporation</b>	2413, 2415, 3217, 3412, 3414, 3417, 3418, 4318, 4419	143, 146, 301, 361, 362, 401, 640, 8360, 362, 8431	41	Gangnam01
				Gangnam06
<b>Bongeun Temple Asem Center</b>	3412	361, 640	41	

## By Car

### From Gangnam area

Drive towards Samseong-dong in Teheran Road, U-turn at the Samseong station rotary, turn right along the Hyundai Department Store, and go forward about 200m then access to the parking lot at the basement or rooftop through Gate 3 on the right side.

### From Gangbuk area

Across the Youngdong Daegyo bridge, go forward at Cheongdam station rotary (Kyunggi High School), go forward 100m at the Coex rotary, then access to the parking lot at the basement through Gate 2 or Gate 5 on the right side.

### From Jamshil area

Go to Samsung station Rotary, turn right on Asem Road and go for about 200m. Then access the parking lot in the basement or rooftop through Gate 3 on the right side.

### From Kyungbu Express Way

Drive towards Seoul, go straight towards Garak Agriculture/Fishery Market at the Yangjae Interchange, turn left towards Youngdong Daegyo bridge before Samsung Hospital, cross the Samsung station rotary, U-turn at the Coex rotary and go forward 100m, then access to the Coex parking lot at the basement through Gate 2 or Gate 5 on the right side.



## From Incheon International Airport to Hotels

Most participants traveling on international flights will enter Korea through Incheon International Airport (ICN), which connects 59 international airlines to 139 cities in 44 countries. It is located 52km west of downtown Seoul.

For more information on Incheon International Airport and the related services, please visit the websites below.



- Incheon International Airport <http://www.airport.kr/eng>
- Super Airport Shuttle - [[Download](#)]



## Limousine bus

Airport buses may be the best way to get to Coex and major hotels easily. It takes roughly 80 minutes from Incheon International Airport to Coex or the hotels. The bus services for designated hotels are as follows.

You can buy Limousine and Premium Bus tickets, and get information at the following Bus Ticketing Office : Exit 4 and 9 (indoors) & Exit 4, 6, 7, 8, 11, 13, and 9C (outdoors).

Hotel	Route No.	Bus Stop	Operating Hour	Interval	Price
Coex InterContinental Grand Intercontinental Seoul Ramada Seoul	Gangnam Coex	4B, 11A	To Airport: 05:20-20:00 To Seoul: 05:30-22:30	20~30 min.	KRW 14,000 (Approx. USD 13)
Riviera Seoul	Cheonhodong (6010)	5A, 11B	To Airport: 04:20-21:00 To Seoul: 05:45-22:45	10~15 min.	KRW 14,000 (Approx. USD 13)
Ibis Seoul Seoul Residence Casaville Samseong	City Airport, Logis & Travel	4A, 10B	To Airport: 05:20-20:00 To Seoul: 05:30-22:30	20~25 min.	KRW 14,000 (Approx. USD 13)

City Airport, Logis & Travel<sup>1)</sup> is close to Coex (Walking distance). To get to hotels at CALT, please take a taxi or use hotel transportation service.

## Taxi

Incheon Airport is a selected business zone where long distance premium on taxi fares are not imposed, therefore the long distance premium should not be added when traveling out of the city and province. The fare from Incheon International Airport to each hotels is approximately KRW 90,000 (Approx. USD 80) for a standard taxi and KRW 130,000 (Approx. USD 115) for a deluxe taxi. Expressway fees (KRW 7,500 or USD 6 each way) will be the passengers' responsibility. (Exchange rate = USD 1 to KRW 1,142.00 as of December, 2010)



## AREX (Airport Railroad) and Subway

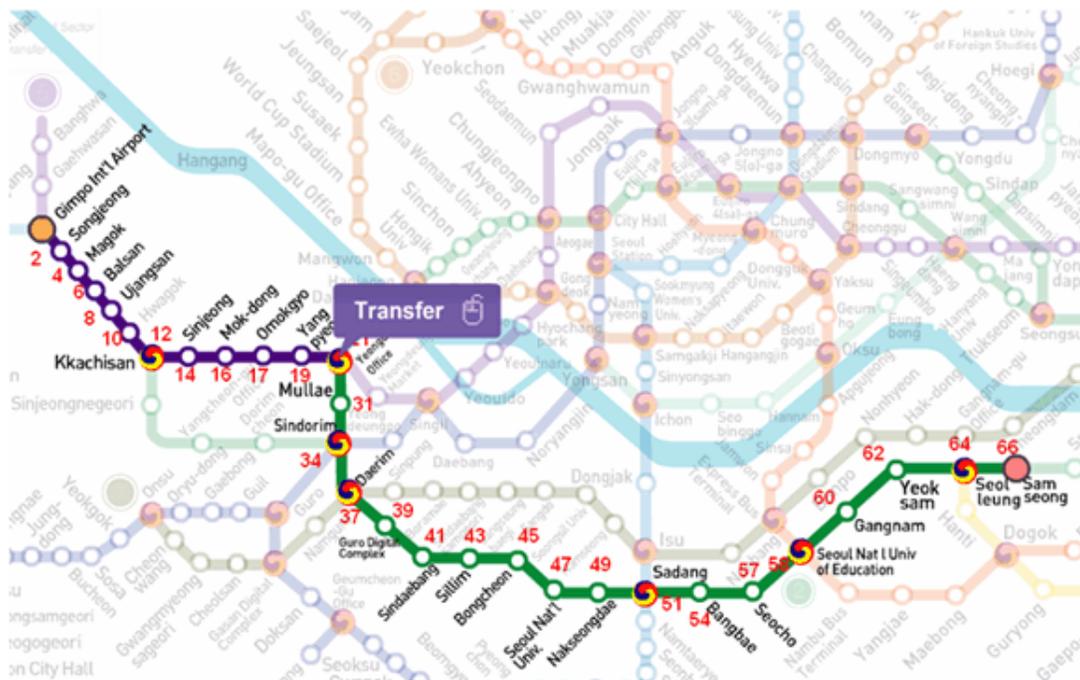
Airport Railroad Express is now operating between Incheon International Airport and Gimpo Airport. At Gimpo Airport, you can transfer to Subway line 5. You can take AREX at Airport Transportation Center (B1) in Incheon International Airport.

- Fare: KRW 4,800 (Approx. USD 5) for using AREX and Subway
- Time: App. 120 minutes

Classification		Route	Operating Hour	Interval	Journey Time	Price
AREX	Commuter	IIA ↔ Cargo Terminal ↔ Unseo ↔ Geomam ↔ Gyeyang ↔ Gimpo Airport	05:27-22:28	60 min.	33 min.	KRW 3,300 (Approx. USD 3)
Subway	Line 5	Gimpo Airport ↔ Yeongdeungpo-gu Office (Transfer to Line 2) ↔ Samseong (Coex)	06:00-11:30	5 min.	80 min.	KRW 1,500 (Approx. USD 2)

For more information on each airport and the related services, please visit the websites below.

- AREX [[www.alex.or.kr/jsp/eng/index.jsp](http://www.alex.or.kr/jsp/eng/index.jsp)]
- Seoul subway [<http://www.seoulmetro.co.kr/eng/>]



## From Gimpo Airport

Participants traveling on international flights from Haneda, Tokyo will enter Korea through Gimpo International Airport (GMP). The airport is located 34km west of downtown Seoul and is roughly 55 minutes away from the hotels.

For more information on each airport and the related services, please visit the websites below.

- Gimpo International Airport [<http://gimpo.airport.co.kr/eng/index.jsp>]

## Limousine bus

Participants may take a limousine bus at bus stop number 6 outside of Gate 1 at the International Terminal. Limousine bus to Samseong-dong goes directly to the City Airport, Logic & Travel which is close to Coex. After getting off at CALT, please use public transportation or hotel transportation service.

Hotel	Route No.	Operating Hour	Interval	Journey Time	Price
Coex InterContinental Seoul Grand Intercontinental Seoul Ramada Seoul Riviera Seoul Ibis Seoul Casaville Samseong	Limousine To Samseong-dong (CALT)	To Airport: 05:30-20:00 To Seoul: 07:15-22:20	5-15 min.	50 min.	KRW 6,500 (Approx. USD 7)
Ibis Seoul <sup>1)</sup> Seoul Residence <sup>2)</sup>	Limousine To Lotteworld (6000)	To Airport: 05:30-24:00 To Seoul: 04:30-22:55	12-15 min.	60 min.	KRW 3,000 (Approx. USD 3)

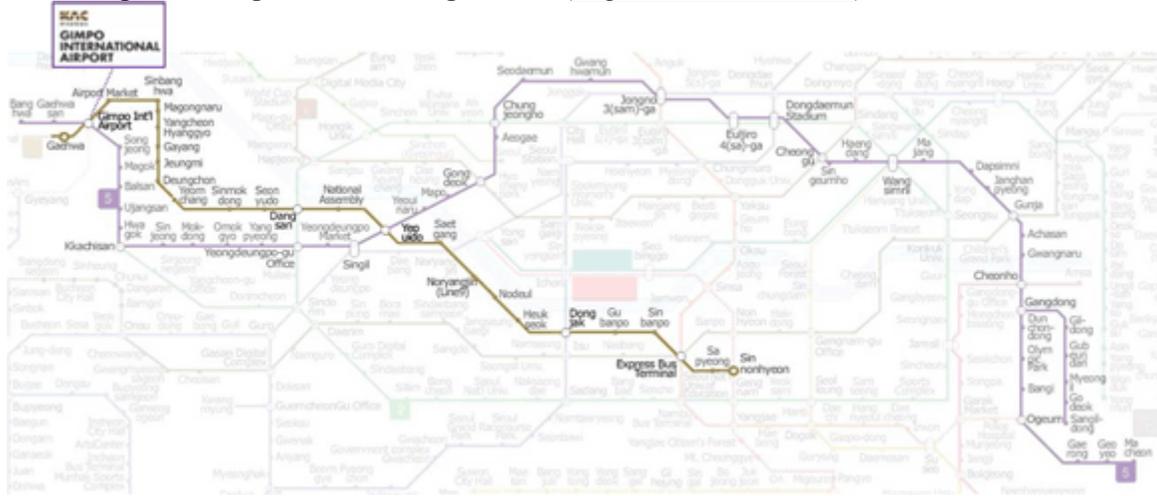
Ibis Seoul<sup>1)</sup> - Take off at POSCO Sageori  
Seoul Residence<sup>2)</sup> - Take off at Seolleung Station

## Taxi

The fare from Gimpo International Airport to each hotels is approximately KRW 50,000 (Approx. USD 43) for a standard taxi and KRW 70,000 (Approx. USD 60) for a deluxe taxi. (Exchange rate = USD 1 to KRW 1,142.00 as of December, 2010)

## **Subway**

Gimpo International airport is served by subway Line 5 and 9. If you want to know more information about the subway, please visit the following subway website. Seoul Metropolitan Subway Corporation (<http://www.seoulsubway.co.kr>) Seoul Metropolitan Rapid Transit Corporation (<http://www.smrt.co.kr>)



## **Currency**

The Korean local currency is won(₩). Under the floating exchange rate system, one US dollar is about 1,100 won as of March 2010. Major foreign currencies that can be exchanged at banks, hotels, and airports include the US dollar, Japanese Yen, Euro, and UK Sterling. Most hotels, restaurants, and shops accept major international credit cards including Visa, American Express, Diners Club, Master Card, and JBC(JCB?). Foreign-issued ATM card may have limited use.

## **Climate**

Korea has a continental and monsoon-type climate. Korea has four seasons, with a wet monsoon/summer in the middle of the year, and a cold winter from November to March. In autumn (September-November), the country experiences warm, sunny weather, with clear blue skies and spectacular foliage. Spring (April-May) is also beautiful with all the cherry blossoms in bloom. Winters are cold and dry, whereas the summer months are muggy and hot. October, the time the conference is going to be held, is autumn, so it is cool.

Long sleeve shirt is suitable for outdoors during the day time, while a cardigan or jacket is recommended for early morning and night.