

UNITED NATIONS  
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

Sixty-sixth session  
13-19 May 2010  
Incheon, Republic of Korea

**INFORMATION FOR PARTICIPANTS**

**I. GENERAL**

1. The sixty-sixth session of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is scheduled to be held at the Songdo ConvensiA, Incheon, Republic of Korea, from 13 to 19 May 2010. The session comprises two segments: a senior officials segment from 13 to 15 May 2010, consisting of meetings of Committees of the Whole I and II, and the Working Group on Draft Resolutions, and a ministerial segment from 17 to 19 May 2010.

**II. MEETING SCHEDULE**

2. The tentative schedule for the sixty-sixth session is as follows:

**Senior officials segment**

(a) Opening of the senior officials segment on 13 May 2010 in the Premier Ballroom A/B, level 2, of ConvensiA;

(b) Meetings of Committees of the Whole I and II will be held from 13 to 15 May 2010 in the following venues in ConvensiA:

- **Committee of the Whole I: Premier Ballroom A/B, level 2**
- **Committee of the Whole II: Premier Ballroom C, level 2**

(c) The Working Group on Draft Resolutions will meet on 14 and 15 May 2010 in one of the ballrooms when the Committees of the Whole are not in session.

**Ministerial segment**

The inaugural meeting of the ministerial segment on 17 May 2010 in the Premier Ballroom A/B, on level 2 of ConvensiA, where all the subsequent meetings will be held.

3. Subject to approval by the Commission and except for the first day of the ministerial segment, the daily meeting hours are from 0900 to 1200 hours and from 1400 to 1700 hours.

**III. CREDENTIALS**

4. Members of delegations are kindly requested to bring their official credentials with them, duly signed by the appropriate authorities of their respective Governments/agencies/organizations, and provide them to the ESCAP Conference Officer at the time of registration.

#### IV. REGISTRATION OF PARTICIPANTS

5. Participants attending the session are required to register and obtain meeting badges in advance. For reasons of security, meeting badges should be worn visibly at all times during the meetings and at social functions.

(a) **Online registration**

6. For the sake of convenience and smooth coordination in the issuance of badges, participants are requested to register online at <http://www.unescap.org/66> well in advance, preferably by **23 April 2010**. Participants who have registered online can collect their badges at the registration counter without filling in a registration form.

(b) **Badge distribution and on-site registration**

7. A registration counter will be set up at the ground floor lobby of ConvensiA on the following days during the hours indicated:

- From 12 to 15 May 2010, 0900-1600 hours, every day,
- On 16 May 2010, 1400-1600 hours,
- On 17 May 2010, 0730-0845 hours.

During the period indicated, arrangements for on-site registration will be made for participants who had difficulty or no access to the website of ESCAP for online registration. *Only the names of duly registered participants will be included in the list of participants for the sixty-sixth session.*

#### V. IMMIGRATION REQUIREMENTS

8. All visitors to the Republic of Korea must have a valid passport and visa. Visitors with round-trip tickets from countries which have special agreements with the host country may be exempt from visa requirement. Such visitors may stay in the Republic of Korea visa-free for periods up to 30 days, or 90 days, depending on the type of agreement. For details of visa requirements, participants are advised to consult the local embassy/diplomatic mission of the Republic of Korea or visit the website <http://www.immigration.go.kr/indeximmeng.html>.

9. Citizens of countries/regions listed below are permitted to stay in the Republic of Korea visa-free for a period of up to 30 days, depending on the type of agreement between two countries.

Region	Country/region
Europe (42)	Albania, Andorra, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Holy See, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation,* San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine,** and United Kingdom of Great Britain and Northern Ireland
Asia and Oceania (38)	Australia; Bangladesh; Brunei Darussalam; Cambodia;* Fiji; Guam; Hong Kong, China; India;* Indonesia;* Iran (Islamic Republic of);* Israel; Japan; Kazakhstan;* Kiribati; Kuwait; Lebanon;* Macao, China; Malaysia; Marshall Islands; Micronesia; Mongolia;* Nauru; New Caledonia; New Zealand; Oman; Pakistan;* Palau; Philippines;* Qatar; Samoa; Saudi Arabia; Singapore; Solomon Islands; Thailand; Turkey; United Arab Emirates; Viet Nam;* and Yemen

<b>Region</b>	<b>Country/region</b>
Americas (33)	Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize,* Brazil, Canada, Chile, Colombia, Costa Rica, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Surinam, Trinidad and Tobago, United States of America, Uruguay, and Venezuela
Africa (11)	Algeria,* Benin,* Egypt, Lesotho, Liberia, Mauritius, Morocco, Seychelles, South Africa, Swaziland, and Tunisia

\* Valid for diplomatic passport or official passport holders.

\*\* Valid only for diplomatic passport holders.

10. Visas will be issued by the embassies and/or diplomatic missions of the Republic of Korea abroad as expeditiously as possible.

11. A holder of a United Nations laissez-passer is required to obtain an appropriate entry visa from the diplomatic or consular mission of the Republic of Korea at the point of origin, or en route, prior to entering the Republic of Korea.

## **VI. WEATHER**

12. The month of May in Incheon is the beginning of summer. The average temperature is between 16 and 19 degrees centigrade. Light, long-sleeved shirts or blouses with light cardigans are sufficient. In the evenings, a light jacket would be advisable.

## **VII. TIME**

13. Incheon time is nine hours ahead of Greenwich Mean Time (GMT+9).

## **VIII. HEALTH AND VACCINATION**

14. Indoor smoking is prohibited in most buildings and public places in the Republic of Korea. Participants are allowed to smoke only in designated smoking areas outside the conference building.

15. No vaccinations are required in order to enter the Republic of Korea.

## **IX. FOREIGN EXCHANGE AND BANKING FACILITIES**

16. The currency of the Republic of Korea is the won, which comes in 1,000, 5,000, 10,000 and 50,000 won bills, and 10, 50, 100 and 500 won coins. The exchange rate is subject to market fluctuations and is trading at approximately 1,145 Korean won per United States dollar as of 4 March 2010.

17. Foreign currency and traveller's checks can be converted into Korean won at most banks and other authorized money changers. Generally, banks are open between 09:00 and 16:00 Monday through Friday. Automated teller machines (ATMs) are in operation 24 hours a day. Holders of foreign credit cards need to find an ATM with a "Global" sign or the logo of the credit card company.

18. Participants entering the Republic of Korea in possession of foreign currency exceeding the equivalent of 10,000 United States dollars should declare that fact on the Customs declaration form and receive a foreign currency confirmation stamp from the Customs official.

## X. ELECTRICITY AND TELECOMMUNICATIONS

19. The standard electricity supply is 220 volts AC, 60 cycles, and the primary socket types are Europlug and Schuko.

20. Mobile telephones can be rented at Incheon International Airport. The following information may be considered useful:

	<b>SK Telecom Roaming</b>	<b>Olleh KT Roaming</b>
Rental fee (per day)	₩3,000 (about \$2.62)	₩2,700 (about \$2.36)
Call charges (per second)	₩10 (for local calls) Free incoming calls	₩10 (for local calls) Free incoming calls
SMS charges (per case)	₩100 (domestic) -	₩100 (domestic) ₩300 (international)
Website	<a href="http://www.skroaming.com/en">http://www.skroaming.com/en</a> (online reservation available)	<a href="http://roaming.kt.com/eng">http://roaming.kt.com/eng</a> (online reservation available)
Location	Between gates 5 and 6 on the first floor (available 24 hrs)	Gate 11 on the first floor (available 24 hrs)
Payment method	Cash or credit cards	Cash or credit cards
SIM Rental	Available	Available

*Notes:*

₩ = Korean won (KRW).

A value-added tax (VAT) of 10 per cent will be added to both rental fees and call charges.

International calls will be billed at the domestic rate plus international rates.

Fees are subject to change without notice.

## XI. AIRLINE RESERVATIONS

21. A number of international airlines operate regular services to and from Incheon. Participants are advised to secure their return bookings prior to their departure for Incheon. If this is not possible, they should make firm return bookings immediately upon arrival in Incheon. A travel desk will be available at the conference venue to provide relevant travel information.

## XII. HOTEL ACCOMMODATION

22. The following hotels have been designated as official hotels for the Commission session with special rates for the participants:

Name and address	Daily room rates (Korean won)			Hotel description
	Room type	Single (1 person)	Double/Twin (2 persons)	
Songdo Area				
<b>Songdo Bridge Hotel (BENIKEA Premier)</b> ★★★★★ 10-2, Songdo-dong, Yeonsu-gu, Incheon  Tel: (82-32) 210-3000 Fax: (82-32) 210-3300 Email: info@songdobridgehotel.com www.songdometrohotel.com	Standard	85 000	106 000	<ul style="list-style-type: none"><li>• Situated in the heart of Songdo new city</li><li>• Newly built, modern facilities</li><li>• Smart and contemporary hotel</li><li>• Impressive view of Songdo New City</li><li>• Lunch and dinner buffet at special discount</li><li>• <b>8-minute walk to the conference venue</b></li></ul>
	Deluxe	95 000	116 000	
	Parlor Suite	195 000	206 000	
	Royal Suite	445 000	456 000	
<b>Ramada Songdo Hotel</b> ★★★★★ 812, Dongchun 1-dong, Yeonsu-gu, Incheon  Tel: (82-32) 832-2000 Fax: (82-32) 830-2349 Email: rs@ramada-songdo.co.kr www.ramada-songdo.co.kr/eng/	Executive Type	85 000	95 000	<ul style="list-style-type: none"><li>• Situated in Songdo New City neighbourhood</li><li>• Lively atmosphere with restaurants and bars around the hotel</li><li>• Hiking course nearby</li><li>• Fitness club, sauna and nightclub</li><li>• <b>12-minute drive to the conference venue</b></li></ul>
<b>Sheraton Incheon Hotel</b> ★★★★★ 6-9 Songdo-Dong, Yeonsu-Gu, Incheon  Tel: (82-32) 835-1000 Fax: (82-32) 835-1007 Email: sheraton.incheon@sheraton.com www.sheraton.com/incheon	Deluxe	166 980	188 760	<ul style="list-style-type: none"><li>• <b>Next to the conference venue in Songdo New City</b></li><li>• 319 guest rooms (all non-smoking)</li><li>• Elegant and luxurious accommodations</li><li>• Fitness centre, spa and indoor swimming pool</li></ul>
	Club	279 000	315 000	
	Executive Suite	424 000	424 000	
Incheon Downtown Area				
<b>Harbor Park Hotel</b> ★★★★★ 5, Hang-dong 3-ga, Jung-gu, Incheon  Tel: (82-32) 770-9500 Fax: (82-32) 770-9712 Email: rsv@htc21.co.kr www.harborparkhotel.com	Standard	85 000	98 000	<ul style="list-style-type: none"><li>• Situated in the heart of old town</li><li>• Modern and contemporary hotel</li><li>• Close to Chinatown, Old Port, Freedom Park, Art Platform and underground shopping mall</li><li>• Free access to harbour lounge</li><li>• <b>25-minute drive to the conference venue</b></li></ul>
	Suite	180 000	194 000	

Name and address	Daily room rates (Korean won)			Hotel description
	Room type	Single (1 person)	Double/Twin (2 persons)	
<b>Paradise Hotel</b> <b>★★★★★</b> 3-2, 1-ga, Hang-dong, Jung-gu, Incheon  Tel: (82-32) 762-5181 Fax: (82-32) 763-5281 Email: <a href="mailto:incheon@paradise.biz">incheon@paradise.biz</a> <a href="http://incheon.paradisehotel.co.kr">http://incheon.paradisehotel.co.kr</a>	Standard	85 000	98 000	<ul style="list-style-type: none"> <li>• Situated in the heart of old town</li> <li>• Vibrant atmosphere, close to restaurants, karaoke, bars and shops</li> <li>• Only minutes away from Chinatown, Freedom Park and tourist attractions</li> <li>• Fitness centre and sauna at 50 per cent off</li> <li>• <b>25-minute drive to the conference venue</b></li> </ul>
<b>Incheon Airport Area</b>				
<b>Best Western Premier Incheon Airport Hotel</b> <b>★★★★★</b> 2850-4, Unseo-dong, Jung-Gu, Incheon  Tel: (82-32) 743-1000 Fax: (82-32) 743-1004 Email: <a href="mailto:icnbestwestern@hotmail.com">icnbestwestern@hotmail.com</a> <a href="http://www.airporthotel.co.kr/en/">www.airporthotel.co.kr/en/</a>	Standard	110 110	147 620	<ul style="list-style-type: none"> <li>• 3-minute drive to Incheon International Airport (free shuttle bus service)</li> <li>• Close to supermarket (E-Mart) and food court</li> <li>• Ideal for stopover travellers</li> <li>• <b>40-minute drive to the conference venue</b></li> </ul>
	Premier Double	148 830	166 980	
	Junior Suite	173 030	191 180	

*Notes:*

KRW 100,000 is approximately US\$ 87.22 (US\$ 1 = 1,145 won, as of 4 March 2010).

The above rates are per room, per night, inclusive of breakfast and 10 per cent value-added tax (VAT).

All room rates are specified in Korean won and will be charged at the prevailing exchange rate at the time of check-out. Shuttle buses will be operating frequently between the above hotels and the conference venue.

23. To facilitate hotel reservations, it is strongly recommended that participants complete and send the attendance/hotel reservation form online through the website: [<http://www.unescap.org/66>](http://www.unescap.org/66) **no later than 23 April 2010.**

24. All rooms will be reserved on a first-come, first-served basis and in accordance with the information provided in the online attendance/hotel reservation form. Participants should make their reservations as early as possible, as rooms in the above-listed hotels will be either unavailable or priced at the market rate after the deadline due to high demand during the session.

25. The hotel will confirm the reservation via return email or fax. In the event of any subsequent change, it is each participant's responsibility to notify the hotel at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

26. In the event that accommodation at any of the above-listed hotels is not available, Incheon Metropolitan City will, upon request, make every effort to arrange for suitable alternative accommodation.

27. For further information about the session and assistance, participants may contact the following officials:

Address correspondence to:	Chief, Conference Management Unit Administrative Services Division United Nations ESCAP Bangkok 10200 Thailand Tel: +66-2-288-2571, 288-1174 Fax: +66-2-288-3022, 288-1000 Email: <a href="mailto:escap-conference-services@un.org">escap-conference-services@un.org</a>
Copy to:	Staff, United Nations Preparatory Team (NOC) Incheon Metropolitan City Republic of Korea Office: +82-(0) 32-440-4958/4959 Fax: +82-(0) 32-440-4949 E-mail: <a href="mailto:apcs2009@korea.kr">apcs2009@korea.kr</a>

### **XIII. PAYMENT OF HOTEL ACCOUNTS**

28. Before departing from Incheon, participants are expected to settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business centre use, laundry, room service and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

### **XIV. RECEPTION ON ARRIVAL**

29. To facilitate airport reception for participants, identity badges and luggage labels are enclosed with this note.

30. To assist participants attending the sixty-sixth session of the Commission, a special “help desk” will be set up in the Arrival Hall at Incheon International Airport.

31. To facilitate airport transport arrangements, the expected date and time of arrival and other flight details should be communicated as soon as possible to the persons indicated on the hotel reservation form. Any subsequent changes should be similarly notified.

32. It is requested that the confirmed flight details of all participants, especially those at the ministerial level, be notified **at least two weeks** in advance of the sixty-sixth session (**i.e. by 30 April 2010**) to both ESCAP and NOC at the addresses indicated in paragraph 27.

33. Any official notification issued by Governments/agencies/organizations concerning the composition of delegations should be sent to the Executive Secretary of ESCAP.

### **XV. PRIVILEGES AND IMMUNITIES**

34. Without prejudice to the applicable privileges, immunities and facilities accorded to all participants, it is the duty of every participant to respect the laws and regulations of the Republic of Korea and to refrain from interfering in the country’s internal affairs.

## **XVI. LOCAL TRANSPORTATION**

35. The NOC will provide shuttle transportation for participants from the International Airport to the official hotels, as well as from the official hotels to ConvensiA and official social functions held outside the conference venue.

36. Participants not staying in any of the designated hotels will be responsible for arranging their own transportation to and from the airport, as well as between their respective hotels and the conference venue.

37. Information on ConvensiA is available on its official website at <http://www.songdoconvensia.com>.

## **XVII. CORRESPONDENCE**

38. Mail intended for participants during the sixty-sixth session should be sent to the following address:

*(Name of delegate)*  
c/o ESCAP Conference Secretariat  
Room 102  
Songdo ConvensiA, 6-1 Songdo-dong  
Yeonsu-gu, Incheon  
Republic of Korea  
Zip Code: 406-741

## **XVIII. MEETING DOCUMENTS**

39. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat to their Governments/agencies/organizations prior to the Commission session. Only a limited number of copies of such documents will be available during the session.

40. Participants are advised that all pre-session documents will be available in the four official languages at <<http://www.unescap.org/66>>.

41. Documents for circulation or distribution at the Commission session should be handed to Ms. Geetha Karandawala, Secretary of the Commission. A minimum of 200 copies are required to ensure proper distribution to participants. In accordance with United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or statements submitted by individual delegations unless the Commission specifically takes a decision to that effect and accepts the financial implications thereof.

## **XIX. SOCIAL EVENTS**

42. Delegations wishing to host receptions, luncheons or dinners should give prior notice to the Secretary of the Commission, in order that the secretariat can coordinate all social events in an orderly fashion and give adequate notification.

## **XX. SECRETARIAT OF THE NATIONAL ORGANIZING COMMITTEE**

43. For further information about the Republic of Korea and Incheon, participants may communicate with the NOC via the address indicated in paragraph 27.



## **XXI. INSURANCE**

44. Neither the NOC nor ESCAP will be responsible for personal accidents or damage to the private property of participants. It is highly advisable for participants to make their own arrangements with respect to personal insurance.

## **XXII. ABOUT THE HOST COUNTRY – REPUBLIC OF KOREA**

### **A. Geography and Location**

45. The Korean Peninsula extends southward from the north-eastern part of the Asian continent between latitudes 33 and 43 degrees North, and longitudes 124 and 131 degrees East. The standard meridian of the Peninsula is 135 degrees. The Amnok and Tuman Rivers border both China and the Russian Federation to the north, and Japan lies to the East.

### **B. Climate**

46. The Republic of Korea has four distinct seasons. Spring and autumn are rather short, summer is hot and humid, and winter is cold and dry with abundant snowfall, especially in the mountainous regions, but not along the southern coast. Temperatures differ widely from region to region within the Republic of Korea, with the average being between 10° C (50° F) and 16° C (61° F).

### **C. Language**

47. The Korean language has several different dialects in addition to the standard variety used in Seoul. The Korean character system, Hangeul, was developed in 1443 by a group of scholars under the patronage of King Sejong of the Joseon Dynasty.

### **D. People and population**

48. In 2009, the Republic of Korea had a total population of 48.6 million with a population growth rate of 0.31 percent. Due to the low birth rate and extended life expectancy, those aged 15 and younger make up a decreasing portion of the total, while senior citizens account for about 10.7 per cent of the total.

### **E. Host City - Incheon**

49. Located an hour west of Seoul, Incheon Metropolitan City has been the gateway for modernization and economic growth since the opening of the country's first modern port in 1883. In 2001, the opening of the state-of-the-art Incheon International Airport established the city as a logistics centre for North-East Asia. In 2003, a new chapter in Incheon's history began with the establishment by the Government of Korea of the Incheon Free Economic Zone (IFEZ), the first such project in the Republic of Korea.

50. Since 2006, Incheon has been active in inviting United Nations regional offices and subsidiary bodies. The city currently hosts five such offices, including the United Nations Asian and Pacific Training Centre for Information and Communication Technology for Development (APCICT), a United Nations Depository Library, the International Strategy for Disaster Reduction (UN/ISDR) Northeast Asia Office and the UN/ISDR Global Education and Training Institute and, most recently, the ESCAP Subregional Office for East and North-East Asia. Plans are under way to invite more international organizations.

## **F. Business hours and shopping tips**

51. Government offices and organizations are open from 9 am to 6 pm every day except Saturdays, Sundays and national holidays. Post Offices are open from 9 am to 6 pm on weekdays, 9 am to 1 pm on Saturdays, and are closed on Sundays. Foreign diplomatic missions are open on weekdays only. Opening hours vary. Department stores are open every day from 10.30 am to 8 pm.

52. Tipping is not a traditional Korean custom. Generally, a 10 per cent service charge is added to the bill at hotels and tipping is not expected. It is not necessary to tip a taxi driver unless the driver provided assistance with luggage or some extra service.

53. A value-added tax (VAT) is levied on most goods and services at a standard rate of 10 per cent and is included in the retail price. In tourist hotels, this 10 per cent tax applies to rooms, meals and other services and is included in the bill. It is possible to obtain a refund of the VAT on any product labelled "Tax Free Shopping". The purchaser must depart the Republic of Korea within three months of the purchase.

54. More information about the Republic of Korea can be found on its official website at [www.korea.net](http://www.korea.net).

## **G. Useful information**

### **Emergency numbers**

- Crime reporting and Police: 112
- Fire and medical service: 119
- First aid: 129

**Taxi service (Incheon City accredited)** 1577-5588

**Incheon International Airport** +82 (32) 741-0114

More information about Incheon International Airport is available at [www.iiac.kr/eng](http://www.iiac.kr/eng).

### **Airlines**

Air China	+82 (32) 744-3255~8
Asiana Airlines	+82 (32) 744-2132~3
Cathay Pacific Airways	+82 (32) 744-6777
Emirates	+82 (32) 743-8101
Japan Airlines	+82 (32) 744-3601~3
Korean Air	+82 (32) 742-7654
Lufthansa	+82 (32) 744-3400
Orient Thai Airlines	+82 (32) 743-1014
Singapore Airlines	+82 (32) 744-6500~2
Thai Airways International	+82 (32) 744-3571