

Information Note

First Global Workshop for 2025 Voluntary National Reviews (VNRs): Supporting Evidence-based VNRs

3 – 5 December 2024

Holiday Inn Incheon Songdo, Incheon, Republic of Korea

Venue

The Meeting will take place from 3 to 5 December 2024 at the **Holiday Inn Incheon Songdo** located in Incheon, Republic of Korea. The hotel is near attractions and landmarks. The hotel has a direct link from Central Park Subway Station (Exit #2), served by Incheon Line 1. Incheon International Airport is a 20-minute drive, and Gimpo Airport is a 1-hour drive and is 1.5 hour away from Seoul, the capital of the Republic of Korea.

The hotel is offering a special rate of KRW 144,400 per night (including breakfast) from 2 to 6 December 2024. To claim this rate please, use the registration form that has been distributed to all confirmed participants. Participants are at liberty to choose other nearby accommodations.



Address:

251 Incheon tower-daero, Yeonsu-gu, Incheon, Republic of Korea, 22008

In Korean:

인천광역시 연수구 인천타워대로 251

홀리데이인 인천 송도

Contact:

Reservation.songdo@ihg.com / +82-32-250-0000

**Please see the map [here](#). More information on transportation to the venue is available below.*

Each participant should make room reservations by filling out the **Reservation Form** (See the attached shared along with this info note). Any enquiries regarding room reservations should be addressed directly to the hotel (reservation.songdo@ihg.com).

Dining and Refreshments:

- Local and foreign cuisine in multiple restaurants and cafes are available near the Holiday Inn Incheon Songdo as well as in the hotel's restaurants.

Transportation

From Incheon Int'l Airport

Note that the United Nations will **NOT** provide transportation from and to [Incheon International Airport](#).

By taxi: about KRW 40,000 (≈ USD \$30), cost can vary based upon late-night surcharges.

*Show the above Hotel address in Korean to the driver.

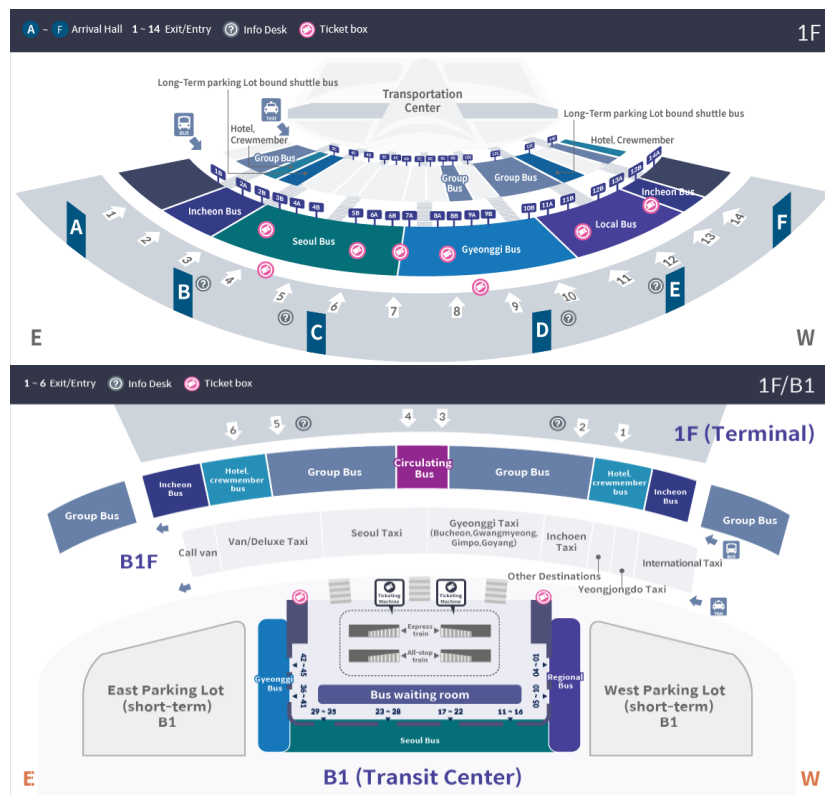
- Incheon International Airport **Terminal 1:**
Stop Location: 5C, 6C, 6D
- Incheon International Airport **Terminal 2:**
Stop Location: 3C, 3D

By bus: 6777; KRW 7,000 one way (≈ USD \$6)

*Note no big carrier is allowed when using a bus

Departure Point:

- Incheon International Airport **Terminal 1:**
Stop Location: 2A or 2B or 13B on the 1st Floor
- Incheon International Airport **Terminal 2:**
Stop Location: 17 on B1 Floor



Arrival Point:

6777 Bus: get off at “Central Park Station”. Bus stop is a 7-minute walk from the venue.

- **Duration:** approx. 80 minutes
- For more information please visit the airport's [website](#).

By subway: about KRW 5,000 one way (≈ USD \$4)

- Take Airport Railroad Express (AREX) and transfer to Incheon Line #1 at ‘Gyeyang’ station, headed in the direction of ‘Songdo Moonlight Festival Park’ station.
- Get off at “Central Park” and exit via Exit #2. Train stop is a 5 minute walk from the venue.
- **Duration:** approx. 120 minutes

From Seoul Station

Songdo is 1.5 hours from downtown Seoul (Seoul Station) by taxi, and 2 to 2.5 hours by public bus or subway.

By taxi: about KRW 50,000 (≈ USD \$38)

**Show the above Korean address to the driver.*

By Subway: about KRW 2,000 (≈ USD \$1.50)

**Please see the Seoul Metro Map [here](#).*

- Take Line 1 from Seoul Station, on the Incheon Platform
- Transfer to Incheon Line 1 at Bupyeong Station, headed in the direction of Songdo Moonlight Festival Park Station
- Get off at Central Park Station and take Exit 2 and walk 5 minutes to the hotel.
- **Duration:** approx. 100 minutes

How to Purchase Subway Ticket

Single journey tickets can be purchased from vending machines in subway stations (left picture). When using the machines, start by pressing “English” and follow the instructions. Once you select your destination “Central Park Station”, the total amount will show (transfer fee + deposit).



Once you arrive at your destination station, you can get a refund for your deposit by inserting the ticket (plastic card) into the deposit refund machine (right picture).



If you plan to travel around the city, you may also purchase a transportation card called “T money” which can be used on public buses and subways in several different metropolitan cities and locations throughout Korea. With this card, you don’t have to buy single journey tickets every time and enjoy discounts on rides during transfers from bus to subway or vice versa (within a transfer time limit).

T-Money cards can be purchased from most of convenience stores (CU, GS 25).

Visa Requirements

Each participant is responsible for obtaining a valid visa for travel. **The United Nations will NOT be applying visa for the participants.** Please ensure to check the visa requirements for your respective nationality. The visa requirements and process for each country may vary, so please check with the Embassy or Ministry of Foreign Affairs.

The general E-Visa (K-ETA) online application process can be done at: <https://www.k-eta.go.kr/portal/apply/index.do>. Please go through the guidelines on application and eligibility carefully.

You can check if your country is eligible for K-ETA at: <https://www.k-eta.go.kr/portal/guide/viewetaalification.do>

***VISA ON ARRIVAL IS NOT AVAILABLE IN KOREA**

If your country is not eligible for K-ETA, you have the responsibility to contact the Embassy or Ministry of Foreign Affairs. The visa issuance fee should be covered by terminal expenses (provided by the United Nations).

If you need a visa support letter to facilitate the process, please contact Winta.abay@un.org as soon as possible.

Health Travel Insurance

All participants are strongly encouraged to buy health travel insurance before travelling. Emergency and hospital claims would **not** be covered by the United Nations or the public Korean health system if any emergency situations occur. Please contact your usual insurance provider or travel agency.

Local Information

The official language of the event and all documentation will be in English.

However, English is not an official language in Korea. Therefore, while airport and hotel employees may be conversational in English, taxi drivers and workers at smaller stores and restaurants may not (with the exception of downtown Seoul tourist areas).

Applications like 'Google Translate' and 'Papago' can be helpful for translating Korean to English.

Time Zone

Korean Standard Time is nine hours ahead of Coordinated Universal Time (UTC+9). South Korea does not observe DST.

Currency

South Korea's official monetary unit is Won (KRW or ₩). 1 USD is about KRW 1,349,81 with normal market fluctuations (as of 15 October 2024).

Shinhan Bank, KEB Hana Bank and Woori Bank Currency Exchange services are available at the Incheon International Airport.

**A list of available currency exchange locations are [here](#). Please select Terminal 1 or 2 and search for "currency exchange" in Airport Facilities Search box.*

Cash Advance Service

You can withdraw cash from the ATMs, for a reasonable fee. Foreign cards will generally only be able to utilize ATM's marked 'Global ATM'. Global ATMs can be easily found in the Songdo Convensia and in G-Tower.

Click on 'Foreign card' or 'English' (often at the bottom right-hand side of the screen) and insert your card to proceed.



Debit and Credit Cards

American Express, Diners Club, Master Card, and Visa are widely accepted at stores and restaurants in Korea.

Weather

Korea has distinct seasons. Winter temperatures in Incheon range between a low of -5°C and a high of 10°C with dry and strong winds. We highly recommend all participants to bring warm jackets to keep warm.

**Please find more information about weather in Korea [here](#).*

Internet

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

Electricity

The standard voltage in Korea is 220 volts. The outlet is the same type used in continental Europe and many other countries.

220V/ 60 Hz on following outlets:



Meeting Contacts

For further information about the meeting, please contact:

Ms. Winta Abay	Ms. Maame Agyeben
Administrative Assistant	Associate Sustainable Development Officer
winta.abay@un.org	agyeben@un.org

Code of Conduct

The organizations of the United Nations system are committed to enabling events at which everyone can participate in an inclusive, respectful and safe environment.

UN system events are guided by the highest ethical and professional standards, and all participants are expected to behave with integrity and respect towards all participants attending or involved with any UN system event according to the UN's code of conduct on **“to prevent Harassment, including Sexual Harassment, at UN System Events”**.

Please refer to the code of conduct at: <https://www.un.org/en/content/codeofconduct/>

Any act of misconduct can lead to:

- Undertaking a fact-finding exercise
- Requesting the perpetrator to immediately stop the offending behavior
- Suspending or terminating the perpetrator's access to the UN system event or refusing registration at future UN system events, or both
- Conveying the complaint to any investigative or disciplinary authority with jurisdiction over the person accused of harassment
- Conveying a report to the employer or entity with jurisdiction over the person accused of harassment for appropriate follow-up action