



The United Nations Office for Disaster Risk Reduction  
Office for Northeast Asia (ONEA) in Incheon and Global Education and  
Training Institute (GETI) for Disaster Risk Reduction

4F G-Tower  
24-4 Songdo-dong, Yeonsu-gu  
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Incheon, Republic of Korea

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[isdr-incheon@un.org](mailto:isdr-incheon@un.org)



UNISDR  
The United Nations Office for Disaster Risk Reduction



## ADMINISTRATIVE NOTE

### International Workshop on Resilient Cities Campaign and Local HFA2 Consultation

10 – 13 December 2013, Incheon, Republic of Korea

#### ❖ SCHEDULE AND VENUE OF THE MEETING

The *International Workshop on Resilient Cities Campaign and Local HFA2 Consultation* will be held at UNISDR Global Education and Training Institute for Disaster Risk Reduction (GETI), Incheon, Republic of Korea, on 10 – 13 December 2013. The address is below:

UNISDR Global Education and Training Institute for Disaster Risk Reduction (GETI)

4<sup>th</sup> Floor, G-Tower

24-4 Songdo-dong, Yeonsu-gu, Incheon, Republic of Korea

인천시 연수구 송도동 24-4 번지

G 타워 4층

#### ❖ TRAVEL ARRANGEMENTS (FOR UNISDR SPONSORED PARTICIPANTS)

The UNISDR will provide travel support (round trip air ticket by the most direct route in **economy class only** and daily subsistence allowance (DSA)) to cover expenses of the sponsored participants. The UNISDR secretariat will contact the sponsored participants directly in connection with travel arrangements. The air ticket will be issued by UNDP Country Offices from specified duty station of sponsored participants or by UNISDR authorized Travel Agents.

The UNISDR sponsored participants are not authorized to purchase their own ticket. **The request of reimbursement of air ticket purchased by sponsored participants is not permissible under UN rules.**

After the ticket issued, the participants should contact directly to the airline or the travel agent by themselves for any changes requested. This will be considered as **personal request**, and the participants are responsible for covering from their own funds any additional cost due to changes made.

#### ❖ ACCOMMODATION

All arrangements are made for participants to accommodate at BENIKEA Premier Songdo Bridge Hotel.

The hotel information is below:

**BENIKEA Premier Songdo Bridge Hotel (송도 브릿지 호텔)**

10-2, Songdo-dong Yeonsu-gu, Incheon, Korea (인천시 연수구 송도동 10-2)

TEL : +82-32-210-3000 | FAX : +82-32-210-3300

WEBSITE: [www.songdobridgehotel.com](http://www.songdobridgehotel.com)

E-MAIL : [info@songdobridgehotel.com](mailto:info@songdobridgehotel.com)

For any inquiries regarding hotel reservation, please contact the hotel directly or Ms. Teh-Lan Linda Mu (email: [mut@un.org](mailto:mut@un.org)).

For participants who wish to stay before and beyond the official workshop period, expenses will be to their personal account.



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## ❖ **LOCAL TRANSPORTATION GUIDANCE**

### ***A. Airport Transfer***

The UNISDR will NOT provide airport transfer from Airport to Hotel and from Hotel to Airport. Participants could take international airport limousine (bus # 303) at international taxi counter on the first floor at Gate No. 4, or taxi. The cost of local transportation is inclusive in the extra DSA provided to participants. The bus fare is 2,800 KRW per person, and the estimated taxi fare from Airport to Hotel is approximately 50,000 KRW.

For participants taking taxi, please show taxi drivers the hotel addresses which are also available in Korean, provided above under Accommodation.

### ***B. Transportation between Hotel and GETI***

The UNISDR will NOT provide local transportation from Hotel to UNISDR Global Education and Training Institute on Disaster Risk Reduction (GETI). Please find the transportation guidance below:

UNISDR Global Education and Training Institute on Disaster Risk Reduction (GETI) is located on Central Park Subway (Exit #4).

#### **a) From BENIKEA Premier Songdo Bridge Hotel to GETI**

The participants are recommended to use subway at Incheon University Station (towards Bupyeong/Gyeyang direction), located nearby the hotel.

Get off the subway and exit through exit #4.

Once you are out of subway station, turn around, walk straight to cross the bridge and the first building on your right is G-Tower.

The taxi service can be arranged by the front desk, and the fare is approximately KRW 3,000 to 4,000.

#### **b) From GETI to Hotel**

The participants are recommended to use subway at Central Park station (towards International Business District direction).

Take the subway to Incheon University station, go to exit 1.

Taxi service is also available with the same fare mentioned above.

After getting off at "Central Park" Station, you will see some signs posted on the wall to show you the direction to GETI.

GETI is located on the 4<sup>th</sup> Floor of G-Tower.

## ❖ **DAILY SUBSISTENCE ALLOWANCE (DSA)**

For participants, whose travel was processed through UNISDR, the allowance will tentatively be paid in Korean Won at UNISDR Global Education and Training Institute on Disaster Risk Reduction (GETI) on 11 December (end of the day) in accordance with UN Rules and Regulations. The DSA covers participants' accommodation, meals, local transportation and all other personal expenses while in Incheon. Extra DSA of one night is provided to cover other costs such as insurance, visa fee, in-country travel costs. **No additional reimbursement request, including any hospitality cost will be made.**



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For participants who wish to stay before and beyond the official workshop period (10-13 December), expenses will be to their personal account.

The participants are also responsible for covering their other related personal costs; such as mini bar in the room, telephone costs and etc.

Kindly note that, the cost of insurance, visa fee, daily miscellaneous expenses are all included in the daily DSA. The total DSA will be provided at once in a lump sum amount on the date specified above. Therefore, the participants **should not request for additional reimbursement**, including any hospitality cost occurred.

The sponsored participants are requested to submit the following documents to Ms. Teh-Lan Linda Mu or Mr. Charlie Sin in the secretariat **during morning coffee break on 11 December 2013**.

1. *Copy of air ticket/e-ticket and/or ticket stump*
2. *Original boarding pass(es)*
3. *Copy of Passport (the first page and Immigration Stamp page)*

## ❖ **FOOD**

UNISDR will provide lunch throughout the meeting, and a welcoming reception for all participants on **10 December 2013**.

## ❖ **WORKING LANGUAGE**

The working language of the meeting will be English. No simultaneous translation will be provided for Korean-English only.

## ❖ **LOCAL INFORMATION**

Local language is Korean, and local standard time is GMT/UTC + 09:00 hour.

Local currency is Korean Won (KRW, ₩); UN Exchange Rate as of November 2013, 1 USD is equivalent to 1,060 KRW.

Banks are located on the 1<sup>st</sup> floor of G Tower, available from 09:00 AM to 16:00 PM for any currency exchange.

## ❖ **IMMIGRATION REQUIREMENTS**

Please check with the Embassy of the Republic of Korea in your respective countries for individual country visa requirements. Visa fee will be included in miscellaneous expenses in the allowance provided.

## ❖ **TRAVEL INSURANCE**

All participants are strongly recommended to buy Travel Insurance by themselves before travelling. The cost of the insurance is inclusive in the extra DSA provided as miscellaneous expenses. Emergency and hospital claims are **NOT** covered by UNISDR in case of any accidents occurred.

## ❖ **CONTACT PERSON(S)**



# UNISDR

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For further administrative information, please contact:

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