

ADMINISTRATIVE NOTE

***CONSULTATIVE WORKSHOP ON
LOCAL DISASTER RISK REDUCTION STRATEGIES***

1-2 October 2019, Incheon, Republic of Korea

1. SCHEDULE AND VENUE OF THE WORKSHOP

The *Consultative Workshop on Local Disaster Risk Reduction Strategies* will be held at UNDRR Global Education Training Institute (GETI), Incheon, Republic of Korea, on 1-2 October 2019. The address is:

(English)
UNDRR GETI
4F, G-Tower,
175 Art Center Dae-ro, Yeonsu-gu
Incheon 406-840
Republic of Korea.
Phone: (+82-32) 458-6570

(Korean)
UNDRR GETI
인천시 연수구 아트센터대로 175,
G 타워 4층.
전화: 032-458-6570

Additional information on the workshop can be found at:

<https://www.preventionweb.net/go/67282>

2. ACCOMMODATION

All participants are requested to make his/her own reservations. UNDRR will provide information and assist participants for hotel booking upon requested ONLY.

Please refer to the *Annex I* below for list of hotels in the Songdo area.

3. LOCAL TRANSPORTATION GUIDANCE

UNDRR will NOT provide airport transfer from Airport to Hotel and from Hotel to Airport. Following are the suggested means of transportation:

1) Airport Limousine (Bus)

- Bus route and time schedule available at:

http://www.kallimousine.com/eng/schedule_en.asp

- You may purchase bus ticket from KAL Limousine desk on arrival floor (outside door)

- Bus fare is 7,000 KRW one way

- Board the bus at exits **4B** and **11A**

2) Taxi

- Taxi stands are located on the arrival level (1F) at the passenger terminal between platform 4D and 8C.
- Taxi fare to the hotel is approximately **50,000~55,000 KRW** including the toll fee.

3) Subway

- Airport Express (Arex) route and time schedule available at: <http://www.arex.or.kr>
- (Airport Express) Incheon International Airport → Gyeyang Station (Transfer to Incheon Metro) → (Incheon Subway) **Central Park Station - Exit 4**
- Fare to the venue is approximately **5,000 KRW**.

4. WORKING LANGUAGE

The working language of the workshop will be English. No interpretation will be provided.

5. LOCAL INFORMATION

Local language is Korean, and local standard time is GMT/UTC + 09:00 hour.
Local currency is Korean Won (KRW, ₩);

6. VISA – ENTRY TO REPUBLIC OF KOREA

Please check with the Embassy of the Republic of Korea in your respective countries for visa requirements. Visa fee are included in miscellaneous expenses in the allowance provided. United Nations do not get involved in the visa processing matters as it is sole authority of the government. UNDRR will provide visa support letters upon request only.

7. TRAVEL INSURANCE

Participants are strongly recommended to buy Travel Insurance before travelling. The cost of the insurance is included in the extra DSA provided for miscellaneous expenses. Emergency and hospital claims are **NOT** covered by UNDRR in case of any accidents.

8. CONTACT PERSON(S)

For further administrative information, please contact:

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Team Assistant

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Global Education and Training Institute (GETI)

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E-mail: mut@un.org

ANNEX I:

Nearby Hotels in Songdo area (from nearest to furthest to G-Tower)

Below is the list of nearby hotels in the vicinity, and all participants are free to make his/her own booking via commercial websites such as booking.com, hotels.com, etc.

1. Holiday Inn Songdo (홀리데이인 송도) – *please inquire us for contract rate

251 Incheon Tower-Daero, Yeonsu-gu, Incheon, Korea (인천시 연수구 인천타워대로 251)

TEL : +82-32-250-0000

WEBSITE: Click [here](#).

E-MAIL : reservation.songdo@ihg.com

2. Central Park Hotel (송도 센트럴파크 호텔)

193, Technopark-ro, Yeonsu-gu, Incheon, Korea (인천시 연수구 테크노파크로 193)

TEL : +82-32-310-5000

WEBSITE: <http://www.centralparkhotel.co.kr/>

E-MAIL : rsvn@cphotel.co.kr

3. Gyeongwonjae Ambassador (경원재 앰배서더)

200, Technopark-ro, Yeonsu-gu, Incheon, Korea (인천시 연수구 테크노파크로 200)

TEL : +82-32-729-1101

WEBSITE: <http://www.gyeongwonjae.com/>

4. Orakai Songdo Park Hotel (오라카이 송도 파크 호텔)

151, Technopark-ro, Yeonsu-gu, Incheon, Korea (인천시 연수구 테크노파크로 151)

TEL : +82-32-210-7000

WEBSITE: <http://www.orakaihotels.com/songdo/eng/default.asp>

E-MAIL : rsvn@orakaihotels.com

5. Oakwood Premier Incheon (오크우드 프리미어 인천)

165, Convensia-daero, Yeonsu-gu, Incheon, Korea (인천시 연수구 컨벤시아대로 165)

TEL : +82-32-726-2000

WEBSITE: <http://www.oakwoodpremier.co.kr/opi/>

E-MAIL : general.opi@oakwoodpremier.co.kr

6. Sheraton Grand Incheon Hotel (쉐라톤 인천 호텔)

153, Convensia-daero, Yeonsu-gu, Incheon, Korea (인천시 연수구 컨벤시아대로 165)

TEL : +82-32-835-1000

WEBSITE: <http://www.sheratongrandincheon.com>

E-MAIL : reservation.incheon@sheraton.com

Options for local BnB is also available on commercial websites.

All participants to pay hotel bills directly to hotel from the Daily Subsistence Allowance (DSA) provided.