



## 8th Regional Symposium on Effective Governance and AI Transformation for the 2030 Agenda Fostering Transformative Actions for Innovating Public Services

### INFORMATION NOTE

#### VENUE



The 8th Regional Symposium on Effective Governance and AI Transformation will be held at Songdo Convensia Conference Center in Incheon, Republic of Korea, from 30 October to 1 November 2024.

The official proceedings will take place in Grand Ballroom A.

**Address:** Songdo Convensia, 123 Central Street, Yeonsu-gu, Incheon 21998 Republic of Korea  
(Korean) (21998) 인천광역시 연수구 센트럴로123 (송도동 6-1) 송도 컨벤시아

#### VISA REQUIREMENTS

Obtaining a visa is the responsibility of the participant. Please check the visa requirement for your nationality at the following site: [https://www.immigration.go.kr/immigration\\_eng/index.do](https://www.immigration.go.kr/immigration_eng/index.do)

For participants coming from countries included in the K-ETA agreement (112 countries), they can register online for K-ETA approval at this link: <http://www.k-eta.go.kr/>. The application fee is KRW 10,000 (≈ \$8). The K-ETA approval will be sent 24 hours to a few days after application. K-ETA is valid for up to 2 years and allows a stay of 30, 60 or 90 days (up to 6 months for Canadian passport holders) in the Republic of Korea, depending on each country's Visa Waiver Agreement.





Please note that 22 countries/regions are currently temporarily exempted from K-ETA (Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Italy, Japan, Macao, Netherlands, New Zealand, Norway, Poland, Singapore, Spain, Sweden, Taiwan, UK, US (including Guam)). More detailed information can be found on the K-ETA website: <https://www.k-eta.go.kr/portal/apply/index.do?locale=EN>

If your country is not listed and you require an entry visa to the Republic of Korea, please apply for and obtain a visa at the nearest Korean Embassy or Consulate General in your country prior to departure. Please note participants are responsible for making applications for and obtaining their visas. Please also note that it is the responsibility of the participants to arrange for transit visas.

Visa support letters can be issued by UNPOG upon request. In such a case, please contact Mr. Chang Il Kim at [cciapple92@naver.com](mailto:cciapple92@naver.com) with CC to Ms. Hye Kyung (Shelley) Choi at [choi9@un.org](mailto:choi9@un.org) as soon as possible.

## HEALTH INSURANCE

All participants are strongly encouraged to have health travel insurance before travelling. Emergency and hospital claims are not covered by UNPOG or the public Korean health system. Again, the cost of medical treatment and quarantine related to COVID-19 are solely covered by the participant. Please contact your insurance provider or travel agency well in advance.

Below are some medical centres available in Incheon:

- **Dr. Rhee's Clinic:** Tel: +8232 833 7119, 13 53 Incheon Tower Street, Songdo 2(i)-dong, Yeonsu-gu, Incheon (2 floor). 인천시 연수구 송도2동 13-53 인천타워대로
- **Plus Hospital (in Songdo):** Tel: 1533-3164, Address: 230 beon-gil 54 Convensia-dae-ro, Songdo, Yeonsu-gu, Incheon (인천광역시 연수구 송도동 컨벤시아대로 230번길 54 닥터플러스몰)
- **Gacheon University Gil Hospital Emergency Center (bigger hospital in Incheon):** Tel +82 10 6272 9567 (Mathew-English translator). Address: Guwol-dong 1141-25, Namdong-gu, Incheon. (가천대 길병원 응급의료센터 인천광역시 남동구 구월동 1141-25)

## ACCOMMODATION

Participants are responsible for making their own accommodation arrangements. Reservations should be made directly with the preferred hotel as soon as possible and must be booked with a credit card.

We however recommend the list of these hotels due to their price and proximity to Songdo Convensia:

1. Sheraton Grand Incheon Hotel (5 ★)  
- (1 minute walking distance) 153 Convensia-Road, Yeonsu-Gu, Incheon, Republic of Korea)
2. Oakwood Premier Hotel (5 ★)  
- (1 minute walking distance) 165, Convensia-daero, Yeonsu-gu, Incheon, Republic of Korea)
3. Orakai Songdo Park Hotel (4 ★)  
- (3 minute walking distance) 151, Techno Park-ro, Yeonsu-gu, Incheon, Republic of Korea)
4. Songdo Central Park Hotel (4 ★)  
- (3 minute drive) 193, Techno Park-ro, Yeonsu-gu, Incheon, Republic of Korea)



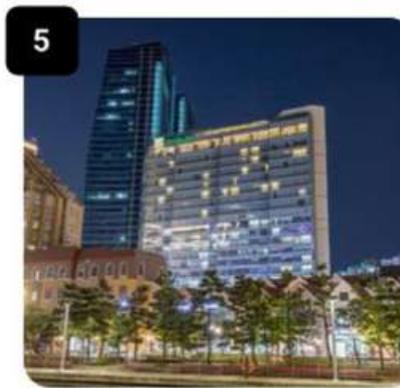


5. Holiday Inn Incheon Songdo (4 ★)

- (5 minute drive) 251 Incheon Tower-Daero, Yeonsu-gu, Incheon, Republic of Korea)

6. Bridge Hotel Incheon Songdo (3 ★)

- (5 minute drive) 233 Convensia-daero, Yeonsu-gu, Incheon, Republic of Korea)



## TRANSPORTATION

### Airport ↔ Hotels in Songdo

Transport between Incheon International Airport and the hotels will NOT be provided. Participants must arrange their own transportation to their hotels. If you require specific accessibility accommodations, please inform us at the time of registration so that we can offer the necessary assistance.

A variety of public transportation options are available from the airport to the hotels and to Songdo Convensia Conference Centre, the venue of the Forum. We recommend using a taxi and there is also the airport limousine bus (Bus no. 6777 and 6777-1) for direct transportation to Songdo. Tickets can be purchased at the airport from ticket booths or machines, which accept both Korean Won and credit cards.

The cost of transportation varies: approximately KRW 2,400 for a public bus, KRW 8,000 for the Airport limousine bus, and up to KRW 40,000 plus a KRW 5,500 toll fee for a taxi (approximately USD 25).





For convenient travel around the convention centre and nearby areas, we highly recommend using a transit card (T-money). This prepaid card can be purchased and topped up at convenience stores within the airport. Many public transport systems provide facilities to charge these cards, but please note that cash is required for top-ups.

Please be aware that not all local buses accept cash. Thus, it is advisable to obtain a T-money card upon arrival at the airport to ensure smooth travel during your stay. Also, on your return to the airport, you can conveniently use your T-money card to board the bus, provided that your card has sufficient balance. Just tap your card when you get on.

**Airport limousine bus no. 6777 from Incheon International Airport ↔ Songdo, Incheon**

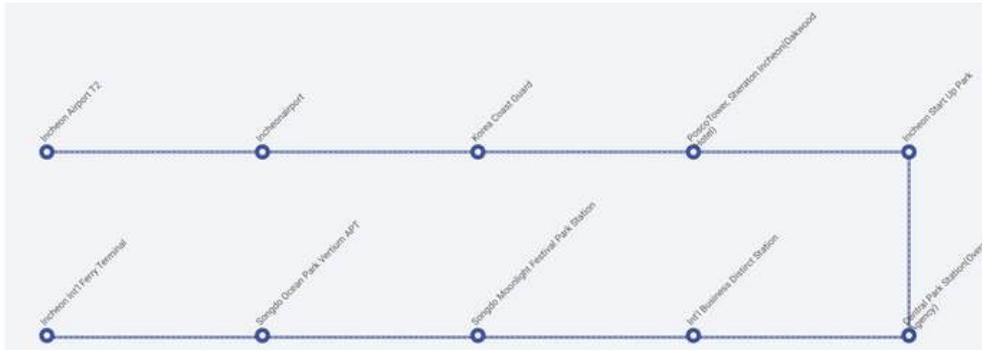


Bus No	Platform	Drop-off Spot	Travel Time	Fare (KRW)
6777	<b>Terminal 1:</b> Exit Door 3, platform No. 2 B-4 1Floor Exit Door 13, platform 13 B-2  <b>Terminal 2:</b> Transportation Centre No. 17, floor B1	Central Park Station	30-40 mins	8,000



**Route Schedule**

Bus Schedule (Terminal 1)	07:30	08:30	09:30	11:05	12:55	14:35
	15:45	17:25	19:05	19:30	21:00	22:00
Bus Schedule (Terminal 2)	07:10	08:10	09:10	10:45	12:35	14:15
	15:25	17:05	18:45	19:10	20:40	21:40



Bus No	Platform	Drop-off Spot	Travel Time	Fare (KRW)
6777-1	<b>Terminal 1:</b> Exit Door 3, platform No. 2 B-4 1Floor Exit Door 13, platform 13 B-2  <b>Terminal 2:</b> Transportation Centre No. 17, floor B1	Central Park Station	30-40 mins	8,000

Bus Schedule (Terminal 1)	08:00	09:00	10:00	12:00	13:45	15:10
	16:35	18:15	19:20	20:15	21:30	-
Bus Schedule (Terminal 2)	07:40	08:40	09:40	11:40	13:25	14:50
	16:15	17:55	19:00	19:55	21:10	-



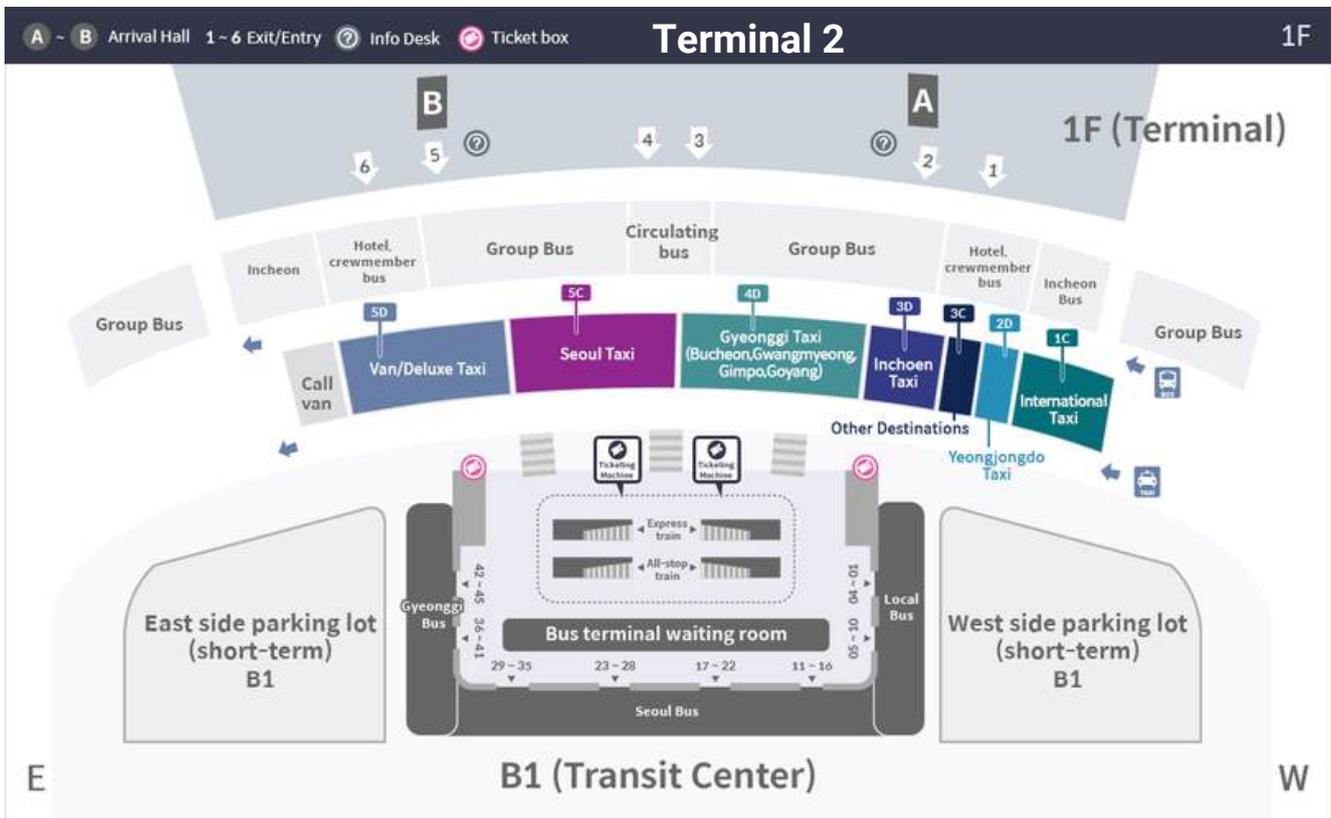


**Taxis**

International taxis: 1644-2255  
<https://www.intltaxi.co.kr/>

Regular taxis\*: Base fare 4,800 KRW  
 Stop location for Terminal 1: 5C, 6C, 6D  
 Stop location for Terminal 2: 3C, 3D

\*Variable additional late-night charges apply between 22:00 and 04:00 depending on the time you are travelling. The surcharge is between 20% to 40% increase in fare depending on the time you are travelling

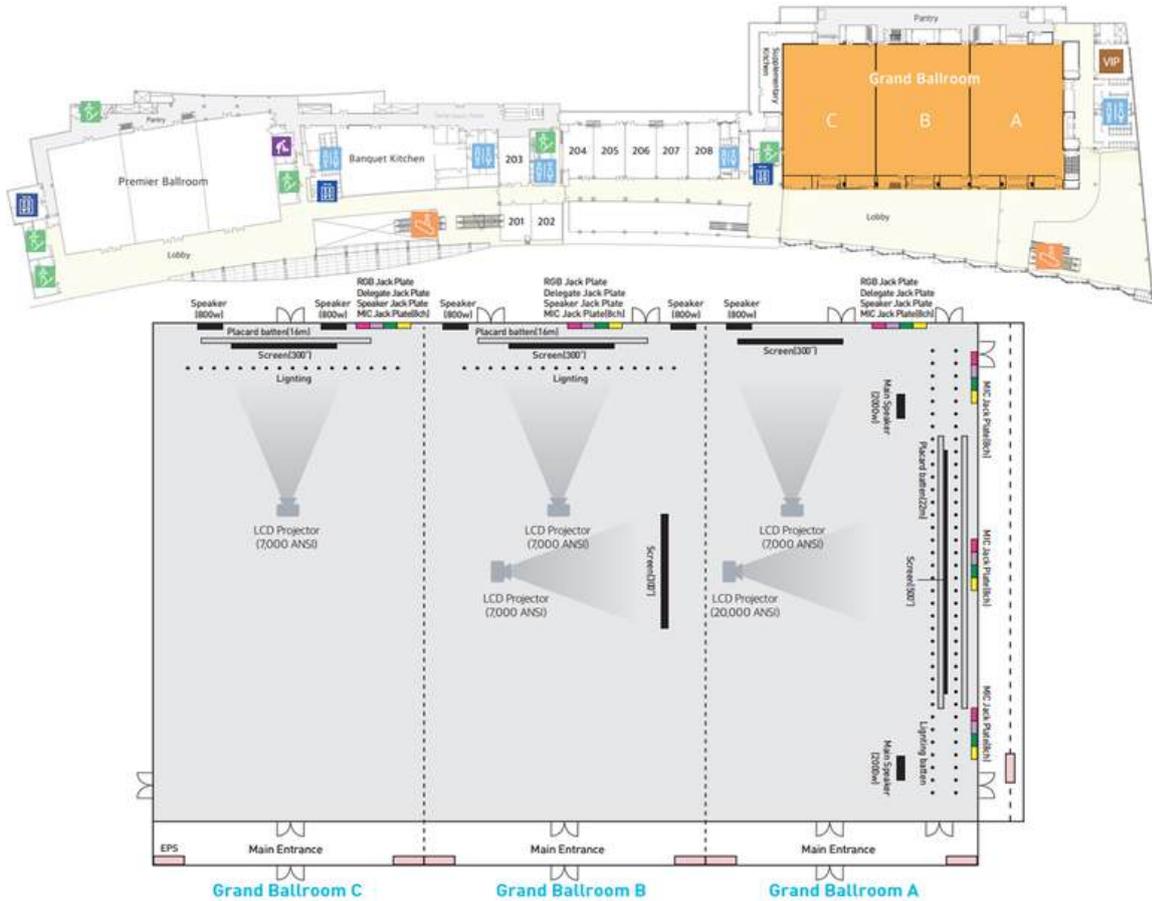




## MEETING ROOM AND FACILITIES LOCATED AT THE SYMPOSIUM VENUE

### Meeting Room: Grand Ballroom A

The information regarding the Facility in the Convensia Center could be found at: <http://www.songdoconvensia.com/> (Facility Guide, Find English Version)



## RESTAURANTS

During the Symposium, the organizers will provide very light lunch. On Day 1, there will be a welcome dinner.

There are many restaurants inside Convensia, the venue of the Symposium.



### Restaurant

Location	1st floor
Area	228.99㎡ (For restaurant hall)
Phone number	032-210-1155
Service	Restaurant for groups, able to accommodate 200 people at once



### Rainbow Chaihong

Location	1st floor
Shelter	About 170 people
Phone number	+82-32-858-0111
Service	Chinese restaurant





**Fall in sushi**

Location	1st floor
Shelter	About 30 people
Phone number	+82-32-218-1114
Service	Sushi Restaurant



**Gahoe-dong Shabu & Kalguksu**

Location	1st floor
Shelter	About 140 people
Phone number	+82-32-2816-2208
Service	Korean Restaurant



**Samgyo-ri dongchimi makguksu**

Location	1st floor
Shelter	About 83 people
Phone number	+82-32-715-4220
Service	Korean Restaurant



**Hocheondang**

Location	1st floor
Shelter	About 44 people
Phone number	+82-32-715-8130
Service	Japanese Restaurant



**Gyeongseong hanwoo bulgogi**

Location	1st floor
Shelter	About 72 people
Phone number	+82-32-715-4592
Service	Korean Restaurant

**Additional Restaurants in the area**

- The Orakai Songdo Park Hotel restaurants located on the 1st floor (Thirsty Monk) and 19th floor (Level 19) offer vegetarian options.
- Swagat: Indian restaurant, 124 Harmony-ro, Yeonsu-gu, Incheon 21998
- Addio a Napoli Pizzeria: Italian restaurant, 1F Songdo Millennium Building, 69 Convensia-daero, Yeonsu-gu, Incheon 21995
- Choo Choo's Asian Tapas Dining: Asian restaurant, S1 Tower, 168-2 Haedoji-ro, Yeonsu-gu, Incheon 22002
- Yoldubakuni: Korean restaurant, 7 Sinsong-ro 125beon-gil, Yeonsu-gu, Incheon 21995
- Manokamana: Indian restaurant, 1F G Building, 107 Haedoji-ro, Yeonsu-gu, Incheon 21997

**Halal Restaurants in Yeonsu-gu, Incheon (slightly further away from Songdo Convensia)**

- Bombay Brau: Indian restaurant, 160 Central-ro, Songdo-dong, Yeonsu-gu, Incheon
- Alyamani Corner: Yemeni restaurant, 552-8 Ongnyeon 1-dong, Yeonsu-gu, Incheon
- Dera Restaurant: Pakistani restaurant, 6 Dokbae-ro, Yeonsu-gu, Incheon

**MISCELLANEOUS**

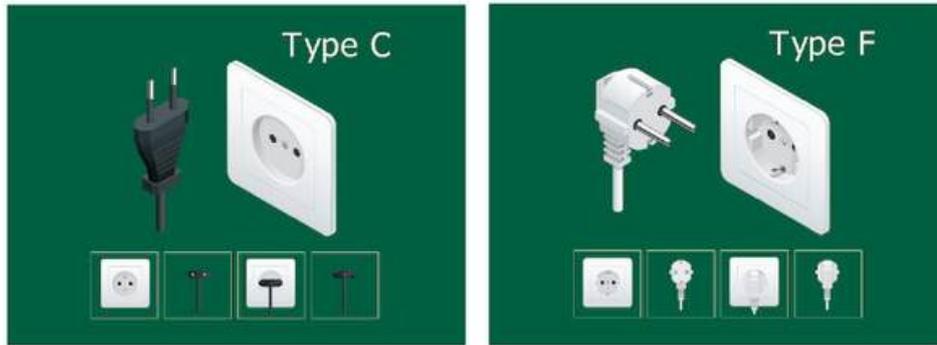
**Weather:** October temperatures in Incheon range between a low of 10°C and a high of 20°C. To find the current weather in Incheon, please visit the website of the Korean Meteorological Administration: <http://web.kma.go.kr/eng/index.jsp>

**Time Difference:** Incheon uses Korea Standard Time (KST), which is 9 hours ahead of GMT (standard time).

**Attire:** Professional or a business dress code, including those appropriate to your culture, is recommended for the Forum.

**Electricity Supply:** The voltage in Korea is 220 volts at 60 Hz on the following outlets. Please carry the necessary outlets for your use. The organizer does not provide these electronic appliances.





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

**Language:** Korean (Hangeul) is the official language in Korea. Airport and major hotel staff speak English, but this may not be common among all taxi drivers or restaurant workers – with the exception of downtown tourist areas. Participants can download a translator (App) to go around the city.

**Currency: Korean Won (KRW)** 1 USD ≈ 1,350 KRW, with normal market fluctuations.

For Currency Exchange, participants can do so both at Terminal 1 and Terminal 2 of Incheon Airport. Woori Bank Currency Exchange at Terminal 1 is open 24 hours, but other counters have extensive opening hours, so participants who wish to exchange currency upon arrival should check which counter is more convenient to go to at this link: [https://www.airport.kr/ap/en/svc/getFacilityMain.do?CTGRY\\_ID=11&UPPER\\_ID=111](https://www.airport.kr/ap/en/svc/getFacilityMain.do?CTGRY_ID=11&UPPER_ID=111)

**Bank:** Mastercard and VISA are the most widely accepted cards at stores and restaurants in Korea. Some may also accept American Express and Diners Club cards, but the most popular and widely accepted are Mastercard and VISA.

**Cash advance service:** If participants wish to withdraw cash, one should look for a 'global' ATM, especially those found in the banks (some ATMs will only work with Korean cards). Note that ATMs found at subway stations or convenience stores have higher withdrawal fees. At the ATM, click on 'Foreign card' or 'English' (often at the bottom right-hand side of the screen) and insert your card to proceed.

## MISCELLANEOUS

**For further administrative information during the meeting, please contact:**

**Ms. Hye Kyung (Shelley)Choi**  
Senior Programme Management Assistant  
choi9@un.org

**Mr. Changil Kim**  
Meeting Services Assistant  
[ciapple92@naver.com](mailto:ciapple92@naver.com)

**119 for Emergency (Fire & Ambulance)**  
**1339 for Medical Emergencies**  
**112 for Police**  
**1330 for Foreign Traveler Hotline**

