ADMINISTRATIVE NOTE

I. The Forum Venue and Accommodation
The Plaza Hotel
119 Sogong-Ro, Jung-Gu, Seoul, 100-864, Korea
Phone: +82-2-771-2200
Fax: +82-2-755-8897
http://www.hoteltheplaza.com

[Meeting Venue Information]

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<td>(10 Sept) 09:00 – 14:00 hrs</td>
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※ The Grand Ballroom has a separate entrance. You should get to the ballroom by using the walkway connecting the hotel lobby to the ballroom.
Free Internet access is available in all forum venue.

II. Pre-forum registration
It is important that all country delegations and observers are registered ahead of time by submitting by email a completed registration form to the Forum Secretariat. In addition to your personal information, participants are requested to indicate your flight itineraries on the same form.
All participants are requested to register on site at The Plaza Hotel lobby and pick up your name badges and meeting documents after registering. Registration on 9 Sept will be from 14:00 to 20:00 hours and on 10 Sept will be from 09:00 to 14:00 hours.

III. Funding support for country delegations
For countries eligible for funding support from the Forum organizers, up to 4 members of the country delegation will be covered their local costs that consist of airport transfer, accommodation and meals during the Forum period. The arrangement of economy-class flight tickets for eligible country delegations is handled directly by the country offices of sponsoring organizations.

All other country delegations, up to four members, will have the meals and coffee breaks during the Forum covered.

Please be advised that any additional costs incurred at the hotel (e.g. telephone calls, mini bar charges, and additional meals and days of stay in the hotel before and/or after the meeting) will be the responsibility of each participant. Participants are expected to settle the additional costs directly with the hotel. The hotel accepts payment through all major credit cards (Amex, Master, Visa and Diners) or by cash in KRW currency (for foreign nationals).

IV. Registration Fee
Additional members of country delegations (that is, beyond the first four members) and non-delegation observers are kindly requested to pay a US$ 350 Registration Fee to the Secretariat, in order to cover their meals and running costs. The registration fee can be paid upon registration in Seoul (in USD cash only). For these additional participants, it is also important that they submit their completed registration forms to the Forum Secretariat as soon as possible.

V. Visa
Participants are required to obtain, where necessary, an entry visa to the Republic of Korea from the Korean diplomatic or consular mission in their own countries in advance. Upon request, KICCE will prepare a formal letter of invitation to participants needing visas. Holders of UN/LPs are allowed to enter the country visa free for 30 days.

※ Please check out visa information in the following link:

VI. Transportation from the airport to the hotel
The event organizer will meet all country delegates only and escort them to an airport limousine bus. KICCE will arrange private transportation for Ministers and Vice-Ministers in consultation with the countries’ respective embassies in Seoul.

Below are the two most convenient ways to reach the Plaza Hotel:

By KAL Limousine Bus
• Bus Station: Inchon Airport Arrival floor (1st floor), Bus Stop 4A or 11A
• Fare: 15,000 KRW, about 14USD
• Interval: Every 20 min (first bus at 04:4 a.m.)
• Travel Time: 70 min

By Taxi
• Travel Time: 50-60 min
• Fare: 70,000 KRW (Regular), 90,000 KRW (Deluxe)

(1USD=1,120KRW as of 26 July 2013)
[Map of the Inchon Airport Arrival floor (1St)]

[Location of the Seoul Plaza Hotel & Hotel President]
VII. Daily Subsistence Allowance: (DSA)
For country delegates sponsored by the meeting organizers.
A reduced Daily Subsistence Allowance for the meeting will be provided to the eligible country delegates by the sponsoring organizations. For these country delegates, please make arrangements directly with the country office of your sponsoring organization. DSA will be provided in the country of origin prior to your travel to Seoul.

VIII. Special hotel rates
The specially negotiated rates for two official hotels for the Forum are as follows:

- **The Plaza Hotel** (Forum Venue)
  *Single Room per night*  USD **210.00 (Including VAT and service charges)*
  119 Sogong-Ro, Jung-Gu, Seoul, 100-864, Republic of Korea
  Phone: +82-2-771-2200; Fax: +82-2-755-8897

- **Hotel President** (3 minutes walk to the meeting venue)
  *Single Room per night*  USD **145.00 (Including VAT and service charges)*
  12 Euljiro, Jung-gu, Seoul, Republic of Korea, 100-191
  Phone: +82-2-753-3131; Fax: +82-2-752-7417
  [http://www.hotelpresident.co.kr/](http://www.hotelpresident.co.kr/)

**Notes:**

1) The room rate is inclusive of breakfast and unlimited internet access in the guest rooms.

2) The hotel accepts payment through all major credit cards (Amex, Master, Visa and Diners) or by cash (in KRW).

3) Organizers will support rooms for national delegates, **maximum for 3 nights only**. If delegates would like to stay longer than 3 nights it will not be funded by the organizers. After the Forum, the room rate of the Plaza Hotel will be USD **210 (net price) without breakfast**; the special rate of Hotel President will still be applicable only for the forum participants.

4) Please be informed that **organizers can make reservations only if we receive your registration form** through [ap-ecce-forum@unesco.org](mailto:ap-ecce-forum@unesco.org).

IX. Climate
Temperatures in Seoul, Korea are expected to be in the 16-25 centigrade range in September. Isolated rain showers are expected, hence, a small umbrella would be useful. The temperature in the meeting room(s) can be comfortable to cold, hence it is recommended to bring a light jacket or scarf for ladies.

X. Currency Exchange
The currency of the Republic of Korea is the Korean won (KRW). The commercial exchange rate is subject to change daily. The exchange rate for cash is slightly lower than for travelers’ cheques. There are banks and currency exchange kiosks located at the airport and from the hotel cashier as well *(1USD = 1,120 KRW as of 25 July 2013)*.

XI. Electricity
The voltage used in Korea is generally 220 volts with 60 Hertz. As 2-round-pin plugs are used, it is advised to purchase a plug adapter if you use 2-flat-pin or 3-flat-pin plugs.
XII. Medical Care
In case of any health problems during the forum, please do not hesitate to contact KICCE organizers. The hospitals below can offer medical services in English.

Seoul Paik hospital:
1st floor of Seoul Paik Hospital
85 Jeo-dong 2-ga, Jung-gu, Seoul, Korea
Tel: +82-2-2270-0114, International Clinic (+82-2-2270-0500)
* Outpatient Clinic : Mon~ Fri :08:00~17:00 Evening :18:00~21:00 Sat: 08:00~12:00
* Emergency Center : Open 24 hours (+82-2-2270-0119, 0211, 0212)

Severance Hospital:
134, Sinchon-dong, Seodaemun-gu, Seoul
Tel: +82-1599-1004, International Clinic (+82-2-2228-5800)
Open 9:30-12:00 and 14:00-17:00 on weekdays, and 9:30-12:00 on Saturdays

XIII. Contact Information
For more information, you may contact:

Ms. Songa Chae
Korea Institute of Child Care and Education
Ankuk Bldg, 33 Yulgok-ro, Joungno-gu, Seoul, Korea, 110-734
Tel: +82-2-398-7795(O), +82 10-3864-9678 (CP), Fax: +82-2-730-3317
E-mail: ap-ecce-forum@unesco.org