

Information for participants



48th Session of the IPCC Incheon, Republic of Korea 1 to 5 October 2018

I. INTRODUCTION

The forty-eight session of the Intergovernmental Panel on Climate Change (IPCC) will take place at the Songdo Convensia, in the city of Songdo-Incheon, Republic of Korea from 1 to 5 October 2018. The registration of participants to this meeting will open on 30 September 2018, from 2 to 6 p.m., and as of 8:00 a.m. from 1 to 5 October 2018.

NOTE – This guide will provide participants attending the IPCC above mentioned meetings in Songdo-Incheon with useful information. Participants are advised to read it carefully and contact us in case of questions.

II. VISITORS TO INCHEON

1. International Airports

Participants are recommended to arrive at the [Incheon International Airport \(ICN\)](#), where major companies operate daily flights as destination.

2. Time Zone

Incheon time zone is UTC + 09:00 hours.

3. How to request a visa

All participants requiring a visa to enter the Republic of Korea should make their visa applications directly to the nearest embassy or consulate of the Republic of Korea, submitting invitation letters issued, if necessary, by the Local Organizing Committee, together with other required documents. Holders of Diplomatic, Service, Official or specified passports from some countries may not require a visa by virtue of bilateral agreements.

Unless coming from one of the visa-exempt countries, all participants requiring a visa to enter the Republic of Korea should apply for their visa directly from the Embassy or Consulate-General of the Republic of Korea in their country, or a designated country in cases where no Korean Embassy or Consulate is available in their own country. Diplomatic and service visas and entry permits, where required, shall be granted free of charge and as speedily as possible to the participants for their effective participation throughout the duration of the meetings, provided the application for the visa is made sufficiently in advance before the beginning of the session.

More detailed information on Immigration Facilities in different countries is available on the Ministry of Foreign Affairs of the Republic of Korea webpage:

<http://www.mofa.go.kr/indexen.html>.

https://www.visa.go.kr/openPage.do?MENU_ID=10204

If a letter of invitation is necessary for visa application, please send the information page of your passport to the local organizing committee (LOC), **before August 31(Fri), 2018.**

Local organizing committee
E-mail : ipcc48.visa@gmail.com
Fax : +82-2-6000-8190

III. Weather

Climate data during October in Incheon are listed below:

Mean maximum temperature	19.7°C
Mean minimum temperature	11°C
Mean relative humidity	67.3%
Mean precipitation	53.4mm
Mean number of days with precipitation ≥ 1 mm	6.2 days
Mean duration of sunshine	6.8h/day

IV. Health requirements/medical services

Up-to-date information on international travel and health requirements are provided by the World Health Organization (WHO) at the following websites:

<http://www.who.int/ith/en/>

<http://www.who.int/countries/kor/en/>

V. Foreign currency

Currency exchange services are available at Incheon International Airport as well as in all banks (opening hours are 9 a.m. to 4 p.m.). The local currency is the won (KRW).

The average exchange rate in KRW is as follows:

1 Euro = 1 292 KRW

1 USD = 1 110 KRW

1 CHF = 1 110 KRW

VI. Airline reservations

Many international airlines operate regular services to and from Incheon. Participants are advised to secure their return bookings prior to their departure for Incheon. If this is not possible, they should make firm return bookings immediately upon arrival in Incheon.

VII. Hotel accommodations

All Participants will be offered a hotel reservation service. The official hotels have been selected with a careful consideration of such factors as distance to the venue, amenities, security and etc. And the reservation at these hotels can be made at specially discounted rates for participants. The deadline for hotel reservation is **10 September, 2018**.



List of Official Hotels

No.	Hotel Name	Room Grade	Room Rate(KRW)/ Night/Room	Breakfast (KWR)	Tax & Service Charge
[5 Star Hotels]					
1	Oakwood Premier Incheon (3min. on foot)	Studio	187,550	27,000 (1 Person)	10% Service Charge & 10% VAT Included
		1 Bedroom Superior	223,850	27,000 (1 Person)	
		2 Bedroom Superior	369,050	54,000 (2 Person)	
2	Sheraton Grand Incheon Hotel (3min. on foot)	Deluxe	171,820	18,150 (1 Person)	
[4 Star Hotels]					
3	Orakai Songdo Park Hotel (10min. on foot)	Deluxe	137,500	1 Person Inc.	10% VAT Included
		Twin	154,000	2 Person Inc.	
4	The Central Park Hotel Songdo (15min. on foot)	Deluxe	135,000	16,500 (1 Person)	
5	Holiday Inn Incheon (6min. by car)	Deluxe	144,800	19,800 (1 Person)	
6	Ramada Songdo (10min. by car)	Double	98,600	1 Person Inc.	
		Twin	109,600	2 Person Inc.	

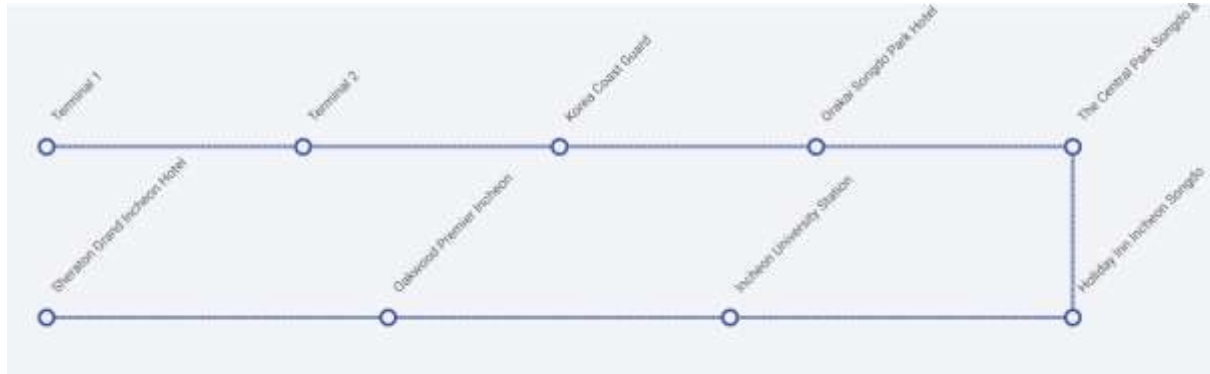
III. Transportation

1. From the Airport

When you arrive at the airport, a staff will be waiting for you with a welcome sign. You will be escorted to purchase a round-trip airport limousine bus ticket and guided to the bus stop which will take you to your hotel. The journey will take around one hour.

The bus number is **6707B** (KRW 7,000)

Bus Routes



Please get off the bus at your hotel:

1. Orakai Songdo Park Hotel → 2. The Central Park Songdo Hotel → 3. Holiday Inn Incheon Songdo → 4. Oakwood Premier Incheon → 5. Sheraton Grand Incheon Hotel

Location to get on:

Terminal 1: you can take the limousine bus at the point 3 on the First floor of Terminal 1.



Terminal 2: you can take the limousine bus at the point 17~22 on the B1 floor of Terminal



Bus Schedule (Depart from Airport)

Bus Schedule (Terminal 1)	6:05	6:37	7:04	7:30	8:06	8:46
	9:24	9:48	10:18	10:55	11:38	12:25
	13:15	14:05	14:43	15:25	16:05	16:45
	17:26	18:04	18:50	19:42	20:32	21:22
	22:00	22:38				
Bus Schedule (Terminal 2)	5:57	6:25	6:57	7:24	7:50	8:25
	9:06	9:44	10:08	10:38	11:15	11:58
	12:45	13:35	14:25	15:03	15:45	16:25
	17:05	17:46	18:24	19:10	20:02	20:52
	21:42	22:20	22:58			

Should you encounter any problems with the immigration process or entry into the Republic of Korea, please ask Korean officials to contact Ms. Soyun JEONG. In such a case, kindly show the following message to the immigration officer.

출입국관리사무소 귀하: 입국 수속 상 문제가 발생하거나 참가자에 관한 문의사항이 있으시면, 기상청 담당자 정소윤 (전화: 02-2181-0396, 휴대전화: 010-9301-9696) 에게 연락 주시기 바랍니다.

2. To the Airport

Please take an airport limousine bus (6707B) from the Hotel to Incheon international airport at the bus stop in front of the hotel.

VIII. Internet services

Wireless Internet connection will be available in the main conference room and at the venue.

IX. Electricity, electric plugs and sockets

Power systems are generally 220 volts and 60 Hz. An adaptor may be necessary.

SIM cards for mobile phones are available. For more details, please visit the websites of the local mobile phone operators, or contact your local service operator.

Appendix: 1

HOTEL RESERVATION FORM

Please print or type clearly in block letters and return the completed form to the IPCC 48 official housing bureau. Upon receipt of the completed form with the appropriate payment, a confirmation letter will be sent via e-mail.

Official Housing Bureau **Fax: +82-2-571-9921, E-mail: ipcc48@kimstravel.com**
 Kim's Travel Service Co., Ltd 4F, 2728 Nambusunwhan-ro, Gangnam-gu, Seoul, Korea

1. PARTICIPANT INFORMATION (Fields marked with asterisk * are optional)

Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Other			
First (Given) name:	Exactly match as in your passport	Last (Family) name:	
Affiliation:		Country:	
Tel:		Fax:*	
E-mail			

2. GUEST INFORMATION

Check-in Date (dd/mm) _____, 2018	Check-out Date (dd/mm) _____, 2018
No. of Nights	No. of Rooms __ Room(s)
Guest Name	* If a guest is different from the participant indicated above
Accompanying Person's Name	* I will share my room with this person
Special Request	* e.g. non-smoking room

3. HOTEL & ROOM TYPE (Please check the appropriate box and fill in the blanks below)

No.	Hotel Name	Room Grade	Room Rate(KRW)/ Night/Room	Breakfast (KWR)	Tax & Service Charge
[5 Star Hotels]					
1	Oakwood Premier Incheon (3min. on foot)	Studio	<input type="checkbox"/> 187,550	<input type="checkbox"/> 27,000 (1 Person)	10% Service Charge & 10% VAT Included
		1 Bedroom Superior	<input type="checkbox"/> 223,850	<input type="checkbox"/> 27,000 (1 Person)	
		2 Bedroom Superior	<input type="checkbox"/> 369,050	<input type="checkbox"/> 54,000 (2 Person)	
2	Sheraton Grand Incheon Hotel (3min. on foot)	Deluxe	<input type="checkbox"/> 171,820	<input type="checkbox"/> 18,150 (1 Person)	
[4 Star Hotels]					
3	Orakai Songdo Park Hotel (10min. on foot)	Deluxe	<input type="checkbox"/> 137,500	1 Person Inc.	10% VAT Included
		Twin	<input type="checkbox"/> 154,000	2 Person Inc.	
4	The Central Park Hotel Songdo (15min. on foot)	Deluxe	<input type="checkbox"/> 135,000	<input type="checkbox"/> 16,500 (1 Person)	
5	Holiday Inn Incheon (6min. by car)	Deluxe	<input type="checkbox"/> 144,800	<input type="checkbox"/> 19,800 (1 Person)	
6	Ramada Songdo (10min. by car)	Double	<input type="checkbox"/> 98,600	1 Person Inc.	
		Twin	<input type="checkbox"/> 109,600	2 Person Inc.	

4. Payment Method (Please indicate your preferred payment method.)

Method	<input type="checkbox"/> Credit card <input type="checkbox"/> Bank transfer			
Option 1: Credit card	Card type:	<input type="checkbox"/> VISA <input type="checkbox"/> Master <input type="checkbox"/> AMEX		
	Card Number:			
	Expiration date:	(mm/yy)	CVC code*:	
	Holder's Name:		Holder's Signature:	Put your signature image.
	I hereby authorize the Housing bureau, Kim's Travel Service Co., Ltd, to debit my credit card.			
	* Card Validation Code: AMEX: 4-digit number on the front side, VISA / Master: 3-digit number on the back side			
Option 2: Bank transfer	Sender's name:		※ In case the sender's name is different from the participant	
	Overseas participant	Bank/Branch:	Woori Bank / Kaepodong Br.	
		Account No.:	1081-800-454038	
		Beneficiary:	Kim's Travel Service Co., Ltd	
		SWIFT Code:	HVBKRRSEXXX	
	Bank Address:	Dogok-dong, Gangnam-gu, Seoul, Korea, 135-272		
	Details of Payment:	Participant's Name, IALA 2018		
※ All bank charges for remittance must be paid by the participant. ※ A copy of receipt of the bank remittance with the participant's name should be sent to the secretariat by e-mail or fax. E-mail : ipcc48@kimstravel.com Fax : +82-2-571-9921				

General Announcement

- Hotel Reservation Deadline: **10 September(Mon), 2018**, after this date any request cannot be guaranteed.
- Reservations are made on a first come first served basis.
- Early check-in (before 15:00) & late check-out (after 12:00) cannot be guaranteed and extra charge will be applied
- For group reservation, please request it to Housing Bureau by e-mail.
- The hotel list & room rates are subject to change due to the local conditions.

Payment Information

- One-night room rate will be charged to the given card by Housing Bureau(Kim's Travel Service Co., Ltd.) within one week from the day you make your reservation. Balance amount will be charged on the third week of September, 2018.
- Receipt will be issued by the Housing Bureau upon request.
- Confirmation letter will be sent when the deposit is made.

- The rate only covers room and other expenses such as breakfast, mini-bar, laundry service and etc. will incur personal bill and should be paid to the hotel when you check out.
- If you do not have any credit card, you should remit at least one night room rate to Housing Bureau within one week and the remaining balance should be paid by the third week of September, 2018.
- Confirmation letter will be sent when the 1 night deposit payment is made.
- Receipt will be issued by Housing Bureau upon request.

Cancellation & Refund Policy

- Any change or cancellation requests must be made by e-mail or fax to the Housing Bureau.
- All dates are based on Korean standard time (GMT+9hours).
- Refund will be made after the conference due to administrative reason and bank service charges will be deducted from the refund amount.
- Cancellation policy for group booking will be informed through an invoice.

Cancellation request	Policy
Before 10 September(Mon), 2018.	No penalty
From 11 September or No-show or Early departure	No refund and full payment will be charged as penalty.

※ No-show: do not check in without any notice in advance.