

LOGISTICAL INFORMATION FOR 2024 ICAO LEGAL SEMINAR IN SEOUL

(16 – 18 April 2024, Lotte Hotel Seoul, Republic of Korea)

1. INFORMATION OF SEMINAR

1.1. Overview

- Event Date: 2024. 04. 16(Tue.) ~ 18(Thu.)
- Format: In-person seminar with live streaming
- Website: <https://2024icaoleg.kr/>

1.2. Venue

- Name: Lotte Hotel Seoul
- Address: 30, Eulji-ro, Jung-gu, Seoul, 04533 Korea
- Website: <https://www.lottehotel.com/seoul-hotel/en.html>
- Contact: +82-2-771-1000

2. ONLINE REGISTRATION

- 2.1. All participants are required to complete online registration by themselves via the official website of the 2024 ICAO Legal Seminar (<https://2024icaoleg.kr/>).
- 2.2. Due to limited space of function room, registration for in-person option is on a first come, first served basis.
- 2.3. The registration fee is waived for all participants and does not cover accommodation.
- 2.4. If you do not receive a confirmation after your registration, please contact the local secretariat by email (regis_2024icaoleg@on-comm.kr).

3. PASSPORT, VISA AND K-ETA REQUIREMENTS

3.1. Passport

- All foreign nationals entering the Republic of Korea are required to hold a passport valid for at least 6 months beyond their planned departure date from the Republic of Korea.

3.2. Visa / K-ETA

- All participants are required to have either a valid Visa or K-ETA prior to their travel. In accordance with visa agreements by country, **K-ETA or VISA exemption is available in some countries and depend on types of passports participants hold**. Please check with the appropriate consular authorities, as requirements vary by country.
- **Visa / K-ETA Exemptions**
 - a) Holders of **UNLP** are exempt from both VISA and K-ETA to enter the Republic of Korea.
 - b) Holders of **Diplomatic passport** are exempt from the K-ETA requirements, while Visa exemptions vary by country.
- For more information, please visit the below link;
VISA: <https://www.visa.go.kr/>
K-ETA: <https://www.k-eta.go.kr>

3.3. Customs

- Each traveler is permitted to bring the following into the Republic of Korea
 - a) 2 bottles of alcohol (with a combined total of less than 2L and not more than USD 400)
 - b) 200 filtered cigarettes (usually 1 carton)
 - c) 20ml of e-cigarette nicotine solution (less than 1% nicotine)
 - d) 60ml of perfume
 - e) All passengers travelling through Incheon Airport carrying more than USD 10,000 or an equivalent sum of foreign currency are required to inform the customs personnel.
- For more information, please visit: <https://www.airport.kr/>

4. HOTEL ACCOMMODATION

4.1. Participants are responsible for making their own hotel reservations directly with their chosen hotel. April being the peak season for the event, we highly recommend making hotel reservations as early as possible. Room rates may vary depending on the date and whether breakfast is included or not, and hotel reservations are generally secured by credit card only.

● Special Rate for 2024 ICAO Legal Seminar Participants (2024.04.15~2024.04.19)

| # | Hotel | Star Rating | Room Rate (Room Only) | Breakfast (1 Person) | Distance |
|---|--|-------------|--|----------------------|-----------------|
| 1 | Lotte Hotel Seoul (Event Venue) | 5 Stars | Superior Double: KRW 290,400 | KRW 48,400 | - |
| 2 | Four Points Josun Seoul Myeongdong | 4 Stars | Superior Double: KRW 187,550 Superior Twin: KRW 211,750 | KRW 16,500 | 14 min. by walk |
| 3 | Ibis Ambassador Seoul Myeongdong | 3 Stars | (Sun.~Thu.) Standard Double: KRW 154,000 (Fri.~Sat.) Standard Double: KRW 220,000 | KRW 25,410 | 7 min. by walk |

* The above special rates may be subject to availability based on the hotel room reservation status.

* Please refer to the 2024 ICAO Legal Seminar website for further details regarding the reservation method and additional information.

5. PUBLIC TRANSPORTATION

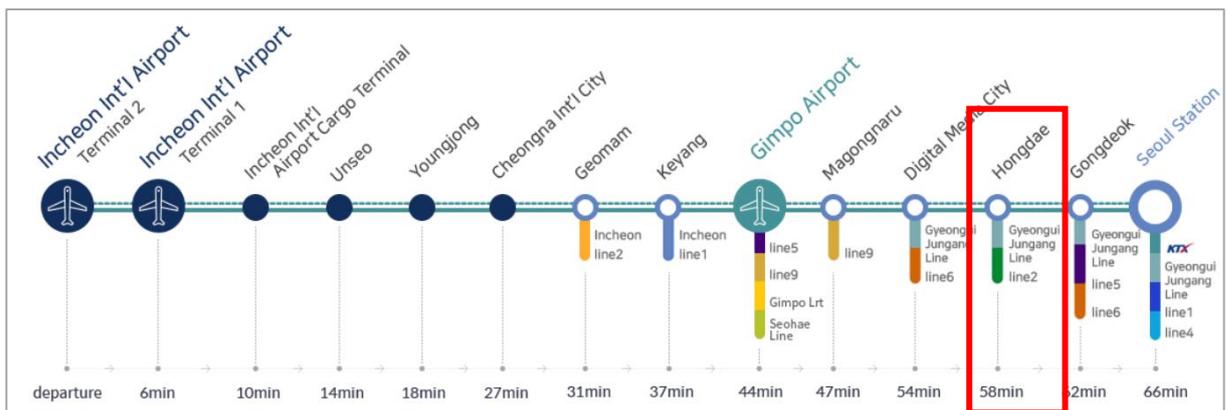
5.1. Participants are requested to make their own arrangements for transportation from/to the airport.

5.2. There are several public transportation options from the Incheon International Airport (ICN) to downtown Seoul, such as subway, airport limousine bus, regular taxis, and international taxis.

● By Subway

a) AREX (Airport Railroad) connects downtown Seoul with Incheon International Airport. To get to the venue area, transfer to Line 2 at [Hongdae Station], and get off at [Euljiro 1(il)-ga] station.

b) AREX Route Map

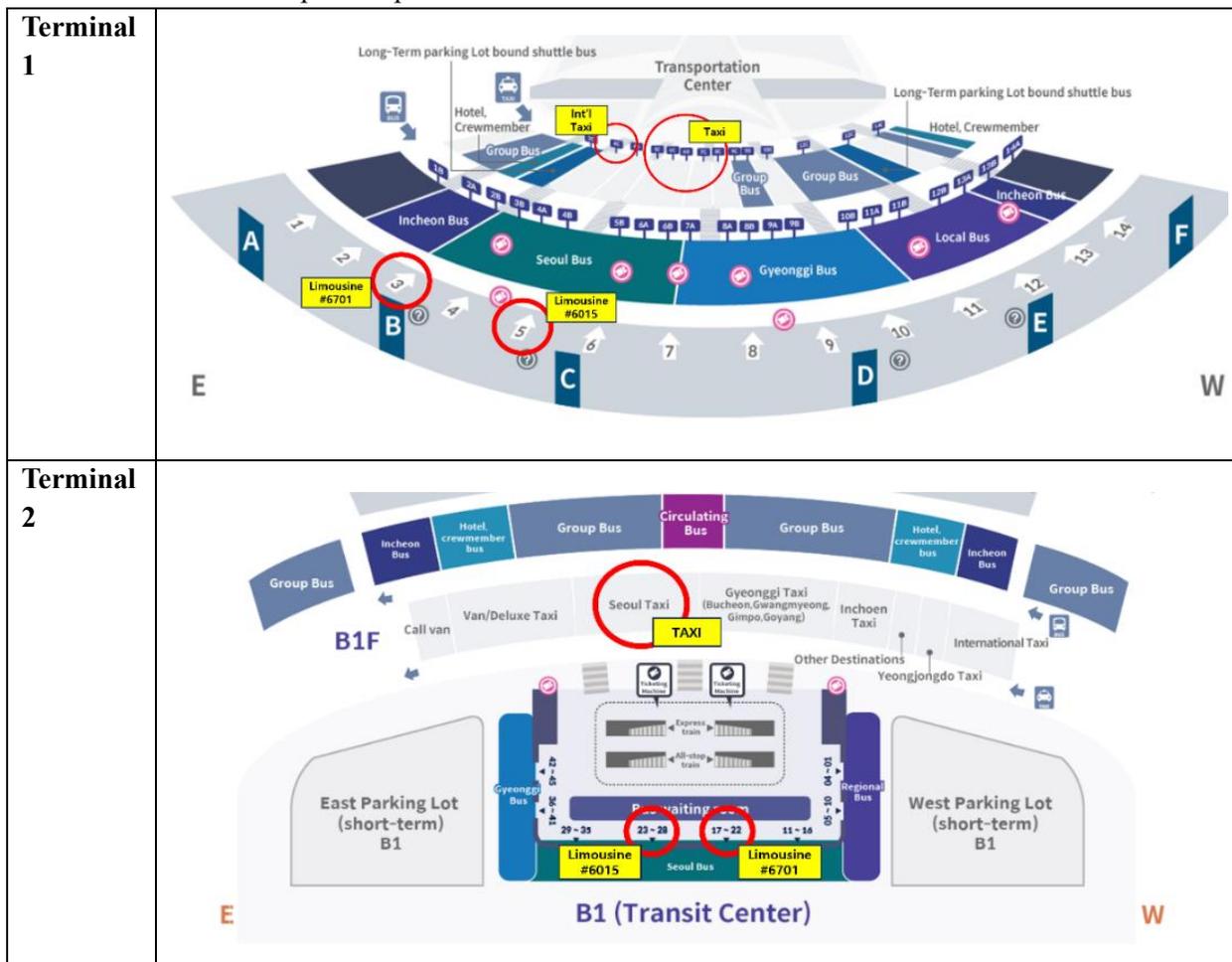


● By Airport Limousine Bus:

a) Airport Limousine Buses offer 14 routes connecting Incheon International Airport with various areas throughout Seoul. Passengers can conveniently reach their destinations within Seoul with a single ride on these buses. Bus tickets can be purchased at the ticket offices located outside Gate No. 4, 6, 7, 8, 9, 11 or 13 on the first floor of Terminal 1 or at the bus terminal in the Terminal 2 Transit Center (B1 floor). Payment can be made with either cash or credit card at the ticket office.

b) For more information, please visit: <https://www.airport.kr/ap/en/tpt/busRouteList.do>

- By Taxi
 - a) Standard taxis in Korea can be largely divided into regular taxis and deluxe taxis. Regular taxis can easily be recognized due to their yellow license plates and a roof sign that reads “TAXI.” Deluxe taxis consist of expensive vehicles and offer a higher standard of service than regular taxis, often with standard rates. These taxis are usually black and do not have a roof sign.
 - b) Apart from the standard taxis, there are also special international taxis driven by drivers who can speak one or more foreign languages such as English, Japanese, or Chinese. International taxis are available in various sizes to accommodate travelers’ needs. They also offer airport pick-up services with reservations. Pick-up reservations must be made at least 24 hours in advance via the website, email, or phone call. (Website: www.intltaxi.co.kr | Reservations: reserve@intltaxi.co.kr / +82-1644-2255)
- Incheon International Airport Map



6. OTHER INFORMATION

6.1. Time Zone

- Korea is + 09:00 hours ahead of GMT.

6.2. Insurance and Health Requirements

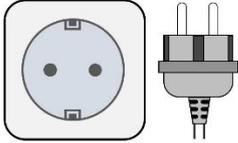
- Participants are strongly advised to obtain international travel and medical insurance to cover the period from their departure for the event and until their return to their home country. The ICAO and MOLIT disclaim all responsibility for medical accident and travel insurance, compensation for death or disability, loss or damage to personal property, and any other costs or losses that may be incurred during travel or the period of participation at the seminar.
- The obligations for COVID PCR testing and Q-code system for incoming travelers to the Republic of Korea have been lifted. There is no longer a requirement for PCR testing or filling out Q-code forms when entering Korea.

6.3. Weather

- The average temperature in Korea during April ranges from 9°C and 15°C, creating a comfortable spring atmosphere characterized by mild temperatures, occasional rainfall, and blooming cherry blossoms.

6.4. Electricity

- The standard voltage used in the Republic of Korea is 220v and the standard frequency is 60hz. Please refer to the below picture for the sockets type.



6.5. Currency and Credit cards

- The official currency in the Republic of Korea is Korean Won (KRW). The current exchange rate for USD to KRW is USD 1 = KRW 1,328 (as of 8 Feb 2024).
- Credit cards such as Visa, Master Card, AMEX and Union Pay are generally accepted in most shops.
- There are 4 types of notes and coins each.

Notes



50,000 Won
(Oh Man Won)

10,000 Won
(Man Won)

5,000 Won
(Oh Cheon Won)

1,000 Won
(Cheon Won)

Coins



500 Won
(Oh Baek Won)



100 Won
(Baek Won)



50 Won
(Oh Sib Won)



10 Won
(Sib Won)

- More rates are available from: <https://www.xe.com>
- Tipping is not a Korean custom and will not be expected by service personnel. However, many major hotels and upscale restaurants add a 10 percent service charge (in addition to the 10 percent VAT) to the bill. Taxi drivers do not expect tips but do appreciate it if you let them keep the change.

7. CONTACT INFORMATION

7.1. Emergency Contact

- Fire & Rescue: 119 (interpretation service available)
- Police: 112 (interpretation service available)
- Lost and Found: 182
- Medical Emergencies: 1339
- Foreign Traveler Hotline: 1330

7.2. Local Secretariat for 2024 ICAO Legal Seminar

- Tel. +82-70-4336-1684
- Email. 2024icaoleg@on-comm.kr
- Registration Email. regis_2024icaoleg@on-comm.kr