

Logistics Note

35th Meeting of the Board

13 – 16 March 2023

VENUE

The thirty-fifth meeting of the Board (B.35) will be hosted at **Songdo Convensia**, 123 Central-ro, Yeonsu-gu, Incheon 21998 Republic of Korea.



Please note the location of [Songdo Convensia](#) on Google Maps.

SEQUENCE OF MEETINGS

Sunday 12 March	Constituency meetings Meetings of committees and panels
Monday 13 March – Thursday 16 March	Thirty-fifth meeting of the Board

MODALITY

B.35 will be held as an in-person meeting. In accordance with the Rules of Procedure (paragraph 10), If a Board Member cannot attend all or part of a meeting of the Board, his or her alternate would attend on his or her behalf serving as the Board Member. In accordance with the Information Disclosure Policy, B.35 will be webcast.

REGISTRATION

Participants will be able to register through the Online Registration System (ORS) from 8 February to 24 February 2023. For Board members, alternate Board members and advisers, the ORS is available on the Board portal. Other participants will receive an email with details of how to log into the system separately.

Only registered participants can attend B.35.

VISA

K-ETA

Participants from eligible visa-exempt countries can opt to obtain a short-term Korea Electronic Travel Authorization (K-ETA) instead of a multiple entry/exit visa, for attendance at B.35. This is at

the choice of the participant. **Please note:** If you have already applied for and been granted a K-ETA for meetings in 2022, that K-ETA is valid for two years and you do not need to apply for a K-ETA again.

Participants from visa-exempt countries who choose to apply for a K-ETA should apply using the K-ETA system before departure on the website: <https://www.k-eta.go.kr/portal/apply/index.do>.

Participants who choose to obtain a K-ETA are advised to do so as soon as possible, and **no later than 4 days before travel**. A list of countries that are visa-exempt and eligible for the K-ETA system can be found here: [K-ETA Guide > K-ETA Application Eligibility Guide > K-ETA](#)

Visa

The Secretariat will provide administrative assistance to participants **requiring a visa** (i.e. those not from visa-exempt countries) or who **choose to obtain a visa**. The table below provides a summary of the visa type, document requirements, and processing time for each category of participant:

	Board members/alternate Board members/advisers	Other participants	K-ETA (<i>Visa-exempt countries only</i>)
Visa type	A-type visa	C-type visa	Short-term visa
Required documents	<ul style="list-style-type: none"> - A copy of GCF Note Verbale to MOFA - Passport - Application form - Photo (taken within last 6 months) - Business registration certificate of GCF 	<ul style="list-style-type: none"> - Invitation letter - Passport - Application form - Photo (taken within last 6 months) - Business registration certificate of GCF - Additional documents may be requested 	<ul style="list-style-type: none"> - Passport - Photo - Online application form
Processing time	5 – 10 business days	10 business days	2-4 days
How to apply	Embassy or general consulate office	Embassy or general consulate office	Online
Visa fee	Free of charge	Varies depending on applicant's nationality	KRW 10,000

For any queries, please contact secretarytotheboard@gcfund.org.

Visa application process

Participants requiring visas should take the following steps as soon as possible to ensure they are able to receive their visa for the Republic of Korea in time for travel:

- 1) Visa applications should be sent to embassies or consular offices of the Republic of Korea in their respective country of residence at least **two weeks prior to departure**.
- 2) Visa applicants are required to submit their passport, completed application forms, a recent passport-size colour photograph, and other relevant documents, as may be determined by the embassy/consular office.

Other participants

Participants other than Board members, alternate Board members and advisers are invited to consult the [Korea visa portal](#) for further details.

Transit visas

Please note that arranging any required transit visas is the responsibility of the participant. Letters of invitation issued by the Secretariat may be used in support of visa applications, including for transit visas. For assistance with invitation letters, please contact secretarytotheboard@gcfund.org.

FLIGHTS

Developing country constituency Board members and funded advisers can apply for flights through the Concur system available on the Board portal once they have been registered through the Online Registration System. The Secretariat requests that Concur submissions are made after participants register and are done so by 24 February.

Other participants are responsible for booking their own flights.

Participants who are unwell or experiencing COVID-19 symptoms are requested to avoid travelling.

ACCOMMODATION

All participants are responsible for their own hotel bookings and should contact the hotel of their choice directly. A list of hotels with special rates for GCF events participants is provided below.

Holiday Inn	KRW 130,000 – Standard King/Twin KRW 152,000 – Premium King/Twin	Breakfast KRW23,000 p.p.
	Contacts: jyoung.choi1@ihg.com ; Hyunmo.yang@ihg.com ; +82 32 250 0000	
Central Park	KRW 110,000 – Deluxe Double/Twin KRW 110,000 – Sky Deluxe	Breakfast KRW33,000 p.p.
	Contacts: rsvn@cphotel.co.kr ; +82 32 310 5000	
Orakai Songdo Park	KRW 100,000 (weekday) / KRW 120,000 (weekend) – Deluxe DbI/Twin KRW 190,000 (weekday) / KRW 210,000 (weekend) – Premier Deluxe	Breakfast KRW22,000 p.p
	Contacts: rsvn@orakaihotels.com ; +82 32 210 7000	
Oakwood Premier	KRW 170,000 (weekday) / KRW 220,000 (weekend) – Studio Superior	Breakfast KRW43,000 p.p.
	Contacts: Reservations.incheon@oakwoodpremier.co.kr ; +82 21 726 2001	
Sheraton Grand Incheon	KRW 242,000 – Deluxe Single (without breakfast) KRW 266,200 – Deluxe Single (with breakfast) KRW 303,500 – Club room Single KRW 338,800 – Club room Double	
	Contacts: june.kim@sheraton.com ; +82 32 835 1000	
Gyeongwonjae Ambassador	KRW 260,000 (weekday) / KRW 320,000 (weekend) – Deluxe Double	Breakfast KRW30,000 p.p.
	Contacts: gwjrsvn@ambatel.com ; +82 32 729 1101	

All rates are subject to relevant government tax and service charges.

Please specify that you are attending a GCF event when making a reservation.

The Secretariat kindly requests participants to avoid sharing accommodation in order to minimize the risk of COVID-19 transmission.

ARRIVAL INTO THE REPUBLIC OF KOREA

The information in this section is current as of 20 January 2023, and is subject to change as pandemic conditions change.

Vaccination status

Full vaccination is not a requirement for quarantine-free entry into the Republic of Korea (ROK).

COVID testing requirements

ROK has largely removed the requirement of a pre-departure COVID-19 test prior to departing for ROK, and has also removed any requirements for testing on arrival.

Face masks

ROK has removed the requirement to wear a face mask indoors in most cases, however face masks are still required on public transport, including taxis.

Arrivals from China must use Q-CODE (referenced below) and take a PCR test within one day of arrival. There are two PCR testing centres at Incheon International Airport in Terminal 1 and 2, and the testing cost for arrivals is KRW 80,000.

Q-Code system

ROK introduced the [‘Q-Code’ system](#) to streamline COVID-19-related immigration processes on arrival to ROK. The system will record your health screening and details of your stay, and generate a QR code to show at the airport on arrival. While **not a mandatory requirement for entry**, it is recommended to submit your details and documentation in advance of travel through the Q-Code system, as it may make your passage through the airport on arrival faster. If you have any questions on the Q-Code system please contact the Secretariat.

Recommended documentation

It is recommended that all participants bring physical copies of their documentation with them, including:

- COVID-19 vaccination certificate (in English)
- Q-Code System QR-Code (not a mandatory entry requirement, though may expedite your entry process)

Ground transport on arrival

Participants will arrive in ROK by air at Incheon International Airport (airport code ICN). Accommodation in Songdo is most conveniently accessed by taxi, available from Incheon International Airport. Participants are advised to check with their respective hotels for airport transfer options if available.

COVID-19 MEASURES

Health and safety is a priority at this event, and the preventative measures that are recommended for all participants include:

- **Wearing a face mask.** Masks are no longer a mandatory requirement indoors in ROK, however they remain an important preventative measure in minimizing the risk of contracting and transmitting COVID-19. As such, wearing a mask is not required, but is

recommended. Participants will be provided with masks as part of the registration pack on arrival at the Board meeting. As noted above, masks must still be worn while using public transport, including taxis.

- **Maintaining physical distance.** Participants are recommended to maintain at least 1 meter of distance between themselves. Every effort is being made to provide adequate physical space for the Board meeting to support distancing between participants. It is recommended that all attendees avoid shaking hands, kissing or hugging, and comply with guidance around maintaining physical distance at all B.35 events and meetings.
- **Good personal hygiene.** All participants will be provided with access to hand sanitizer, and all Board meeting facilities and meeting rooms will be regularly sanitized.
- **Rapid Antigen Test on Day 1.** At registration participants will receive a limited number of Rapid Antigen Tests. All B.35 participants are requested to test themselves prior to the first day of meetings, and at any point that they feel unwell or symptomatic.

Symptomatic or positive COVID-19 cases

If at any point a B.35 participant tests positive for COVID-19 or experiences COVID-19 symptoms, even if only mild, they will be advised to stay in their accommodation and contact Secretariat support personnel.

Self-isolation for positive COVID-19 cases

At the time of writing if a B.35 participant tests positive for COVID-19 they are required to self-isolate for a period of **7 days**.

GENERAL INFORMATION

GCF is moving to eliminate the use of disposable plastic water bottles at Board meetings. We would like to encourage all participants to bring their own reusable bottles.

Time zone

Korea Standard Time is 9 hours ahead of Coordinated Universal Time (UTC+9).

Weather

ROK has a continental climate with four distinct seasons. Temperatures in March vary from 4°C to 10°C, with occasional rain to be expected. The levels of air pollution may be expected to be above average.

Dress code

The dress code for the event is smart casual.

Currency

The ROK unit of currency is the Korean Won (KRW).

Electricity

The standard voltage in Korea is 220 volts. The outlet is the same type used in continental Europe and many other countries.



Emergency telephone numbers

Ambulance	119
Fire	119
Police	112

Getting around

Taxis are safe, convenient and can be hired at a taxi rank, hailed on the street or called using the Kakao Taxi app (with payment possible within the app). There are two types of taxis: regular grey, white or orange taxis, and deluxe black taxis. Black taxis are generally more comfortable, though they are more expensive. Metered fares are strictly applied in cities. However, there have been isolated reports of taxi drivers tampering with the meter when conveying foreign passengers. Travelers are advised to have the destination name written in Korean for convenience.

Visiting the Republic of Korea

For information regarding tourist attractions, please visit <https://english.visitkorea.or.kr>.

Contacts

For any queries regarding information not covered in this document, please contact GCF-events@gcfund.org and secretarytotheboard@gcfund.org.