General Information Note

THE 16TH UNWTO ASIA/PACIFIC EXECUTIVE TRAINING PROGRAM ON TOURISM POLICY AND STRATEGY

Investment in Sustainable Tourism

Monday, 7 – Friday, 11 November 2022
Seoul, Republic of Korea
1. INTRODUCTION

The UNWTO and the Republic of Korea invite you to the UNWTO Asia Pacific Executive Training Programme (ETP) on Tourism Policy and Strategy, celebrating its 16th anniversary on 7 – 11 November 2022. This information note provides details on administrative and logistical arrangements, along with other relevant information pertaining to your participation in the ETP.

1.1 Overview

<table>
<thead>
<tr>
<th>Title</th>
<th>16th UNWTO Asia/Pacific Executive Training Program on Tourism Policy and Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theme</td>
<td>Investment in Sustainable Tourism</td>
</tr>
<tr>
<td>Date</td>
<td>7-11 November 2022</td>
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<tr>
<td>Venue</td>
<td>JW Marriott Dongdaemun Square, Seoul, Republic of Korea</td>
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<td>Host</td>
<td>Ministry of Culture, Sports and Tourism, Republic of Korea</td>
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<td>Organizer</td>
<td>UNWTO</td>
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<tr>
<td>Participants</td>
<td>UNWTO Member States in the Asia and the Pacific Region.</td>
</tr>
<tr>
<td>Official Language</td>
<td>English</td>
</tr>
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* Interpretation in English will be available during the Opening Ceremony & Regional Forum

2. HOST CITY: Seoul

Seoul is the capital and largest metropolis of Korea. It is one of the largest cities in the world, being home to over 10 million citizens. First established as a capital for Korean people more than 2,000 years ago, Seoul is a very unique city where the old and the new coexist in harmony. You will fully enjoy this dynamic city that provides advanced technology and eco-friendly environment. In the heart of Seoul where culture and history come alive, you will be able to make unforgettable memories. You can also visit old palaces and museums with easy transportation.
3. VENUE

**JW Marriott Dongdaemun Square Seoul**

The JW Marriott Dongdaemun Square Seoul, located in the capital city of Korea, is a world-class convention and meeting venue. Whether visiting Korea for work or for play, you'll be thrilled with picture-perfect location in the city's lively Dongdaemun neighborhood, close to shopping centers and Seoul's most notable attractions. The hotel accommodates various facilities which can satisfy your tastes and gives you comfort and relaxation. This hotel will also be provided to participants as the accommodation during the training program.

**Address**: 279, Cheonggyecheon-ro, Jongno-gu, Seoul, Republic of Korea

**Telephone**: +82 2 2276 3000

4. REGISTRATION

Participants are cordially requested to complete the attached Registration Form and submit it to the UNWTO Secretariat no later than 14 Oct 2022. Since all the preparations will be made based on the information from the form, you are kindly requested to provide the most accurate information. An on-site registration desk will be opened on 7 November 2022 at JW Marriot Dongdaemun Square Seoul Hotel. Further information will be provided.

5. FLIGHT, ACCOMMODATION & TRANSPORTATION

An economy-class round-trip flight ticket will be provided to each participant. Participants are requested to supply their preferred flight arrangement on the registration form.

The host country will cover the single room cost for one participant from each member country. Local transportation will be provided by the host member state for the registered participants from and to airport – hotel – airport and official functions and tours only.

Upon receiving your registration, the host country will contact you and arrange your flights, accommodation and local transportation accordingly.

Should you have any inquiries regarding transportation and accommodation, contact at unwtoetp@pod-pco.com

6. FOOD

Most of our events will include vegetarian & Halal options. Requests for special meals can be completed on the programme registration form.
7. VISA REQUIREMENT AND QUARANTINE MEASURES

7-1. VISA
Citizens from the following countries are allowed to enter the Republic of Korea without a visa.(As of 27 September 2022)

<table>
<thead>
<tr>
<th>Passport Type</th>
<th>Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Types</td>
<td>Brunei Darussalam, Fiji, Hong Kong, Makao, Malaysia, Samoa, Thailand, Palau</td>
</tr>
<tr>
<td>Diplomatic or Government Official</td>
<td>Bangladesh, Cambodia, China, India, Iran, Lao PDR, Mongolia, Myanmar, Pakistan, Philippines, Vietnam</td>
</tr>
</tbody>
</table>

Citizens from the following countries must obtain K-ETA (Korea Electronic Travel Authorization) approval before boarding the flight. Please keep in mind that the assessment can take more than 72 hours depending of the situation. Therefore, please apply for K-ETA in person with sufficient time. The K-ETA fee is 10,000KRW and participants should pay in advance online. The designated travel agency (POD Communications) will pay back the fee when you arrive at the on-site registration desk located at JW Marriot Dongdaemun Square Seoul Hotel. Please submit the hard copy of the approval of electronic travel authorization which you will receive by e-mail from K-ETA. For more details, please visit the following website.


<table>
<thead>
<tr>
<th>Passport Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>K-ETA required</td>
<td>Brunei Darussalam, Fiji, Hong Kong, Makao, Malaysia, Samoa, Thailand, Palau</td>
</tr>
</tbody>
</table>

Citizens from the following countries MUST APPLY FOR A VISA to enter the Republic of Korea. Please contact the host country or the Secretariat to receive assistance on visa issuance. (See 10. Contact Information)
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<thead>
<tr>
<th>Passport Type</th>
<th>Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa Required</td>
<td>Afghanistan, Bhutan, Indonesia, Japan, Maldives, Nepal, Papua New Guinea, Sri Lanka, Timor-Leste, Vanuatu</td>
</tr>
</tbody>
</table>

For more details, delegates are advised to contact the Korean Embassy in their countries, or to visit the website of the Ministry of Foreign Affairs of the Republic of Korea at [www.mofa.go.kr](http://www.mofa.go.kr). Detailed visa information on entering Korea can be found at:

- Korea Visa Portal: [https://www.visa.go.kr/](https://www.visa.go.kr/)

### 7-2. Quarantine Measures

All delegates do not need to prepare negative PCR test certificate in advance. From October 2022, all arrivals to Korea are not required to undergo PRC test.

We request all participants put your quarantine information in the Quarantine Information Pre-entry System(Q-Code) before entering Korea for faster procedure. Q-Code can be found at:

- Q-Code: [https://cov19ent.kdca.go.kr/cpassport/](https://cov19ent.kdca.go.kr/cpassport/)
8. TECHNICAL TOUR PROGRAMME

On November 11, a technical tour will take place. Details and the full programme of the tour will be provided in due course.

Smart Tourism City of Suwon

Suwon, the provincial capital city of Gyeonggi-do, has come up with a high-tech solution to change its somewhat dull image. Suwon has developed and launched a new smartphone app called Touch Suwon to refurbish the city’s lackluster image and boost the local tourism industry through this innovative method.

The app helps users plan how to spend their days in the city using various creative online interfaces that guide users to the city’s popular landmarks. For those interested in the city’s historical sites, like Suwon Hwaseong Fortress — a UNESCO heritage site — Paldalmun Gate, Banghwasuryujeong Pavilion, Hwaseomun Gate or Buggammun Gate, the app offers an online method where users can experience the sites in a three-dimensional model with virtual reality or augmented reality-based interfaces offering a 360-degree view.

9. USEFUL INFORMATION

9-1. Weather & Clothing

Korea is considered a continental climate, characterized by four distinct seasons: spring, summer, fall, and winter. Since the Programme will be held around early
November, which is considered the beginning of winter, temperatures are expected to range between 7° - 15° with chilly nights and mornings. It is recommended that you bring warm coat and/or sweater. Please prepare accordingly.

For more information on daily weather, please visit the website below.

- Korea Meteorological Administration: http://www.kma.go.kr/eng/index.jsp

9-2. Time Zone
Korea is 9 hours ahead of Greenwich Mean Time (GMT+9).

9-3. Electricity Supply
The power supply in the Republic of Korea is 220V/60 Hz (two roundpins). Adaptors and converters may be needed if you are traveling from countries that use 110V or other types of plugs.

9-4. Local & International Calls
For international inbound calls, the country code is 82, and the area code for Seoul is 02.

9-5 Mobile Phone (Roaming)
CDMA cellular systems are widely used in Korea. SK Telecom and KT provide a SIM card roaming service so that you can use your GSM subscription in Korea. At the International Airport, you can rent a special CDMA cellular phone which can be equipped with your SIM card.

9-6. Internet Access
Free Wi-Fi service will be available in the JW Marriott Dongdaemun Square Seoul Hotel.
9-7. Foreign Exchange, Banking and VAT
The monetary unit of Korea is Won (KRW). Korean currency consists of 10, 50, 100 and 500 won coins, and 1,000, 5,000, 10,000 and 50,000 won notes. KRW 1,428 is close to USD 1 (As of 27 September 2022). Internationally recognized credit cards including VISA, AMEX, Master Card and JCB can be used to get a cash advance in Korean won at ATMs installed at airports, major hotels and department stores. A Value-Added Tax (VAT) is levied on most goods and services at a standard rate of 10% and is included in the retail price. A 10% service charge is added to your bill automatically at all tourist hotels; therefore, tipping is not expected.

9-8. Business Hours
Banks are generally open from 09:00 to 16:00 on weekdays. All banks are closed on Saturdays, Sundays and public holidays. Government offices open from 09:00 to 18:00 on weekdays. Department stores are usually open between 10:30 and 20:00. Smaller shops have extended opening hours from 09:00 to late in the evening.

9-9. Medical Emergency
When you have an emergency situation or need to go to a hospital for your health problem, ask the concierge or front desk personnel at each hotel for assistance or contact the 16th UNWTO ETP Secretariat.

9-10. Useful Numbers in Korea
- Fire/Medical Emergencies: 119
- Police: 112
- Korea Travel Hotline: 1330
- General Information Center: 1345
- Interpreting Service: 1588-5644
## 10. CONTACT INFORMATION

| UNWTO SECRETARIAT | Mr. Sinyoung AN  
Senior Officer, Regional Department for Asia and the Pacific  
Email: san@unwto.org  
Mr. Yang LI  
Regional Project Specialist, Regional Department for Asia and the Pacific  
Email: yli@unwto.org |
|-------------------|-----------------------------------------------|
| HOST COUNTRY      | Ms. MiJung OH / Deputy Director  
Korea Tourism Organization  
Email: mjoh@knto.or.kr  
Mr. Yeong Jae JOO / Associate  
Korea Tourism Organization  
Email: jayjoo@knto.or.kr |
| TRAVEL AGENCY     | Flight Reservation/Transportation in Korea / VISA Support  
Ms. Ye Seul KIM / Assistant Manager  
POD Communications  
Email: unwtoetp@pod-pco.com |