

Asian Public Governance Conference on Public-Private Partnerships

Information Note

26 November 2015

Seoul, Korea



GENERAL INFORMATION

1. Meeting Information

The Asian Public Governance Conference on Public-Private Partnerships will be held at the **Koreana Hotel** in Seoul, Korea. **It will commence at 9:30 AM on Thursday, 26 November 2015** and end at 18:00 PM on the same day, followed by a dinner hosted by OECD KOREA Policy Center. The event will be held at the **State Room (7F) of the hotel**.

The format of the meeting is that of an expert meeting, participated by a small group of experts 10 to 15 people for presentations and discussions in the form and general participation of 25 to 30 people from international and local institutions.

Koreana Hotel

135, Sejong-daero, Jung-gu, Seoul, 100-101, Republic of Korea

TEL: +82-2-2171-7000

FAX: +82-2-734-0665

Website: www.koreanahotel.com

2. Visa

If you need an entry visa to the Republic of Korea, please apply for and obtain a visa at the nearest Korean Embassy or Consulate General in your country prior to departure.

Detailed Information on visa application procedures and visa exemption is available on the website of the Ministry of Foreign Affairs of the Republic of Korea at:

http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10

3. Travel

OECD KPC will provide you a round-trip economy air ticket for travel to Seoul and the departing city. The itinerary of your travel will be coordinated with you by our program coordinator and the ticket will be purchased in accordance with the Centre's procedures. The authorized date of **arrival** in Seoul will be **25 November 2015**, i.e. the day preceding the meeting, and **departure** from Seoul will be **27 November 2015**, i.e. the day following the close of the meeting. Any increase in the ticket cost, resulting from a change in travel itinerary or travel dates, must be borne by the participant.

4. Accommodation

Room Reservation

You are entitled to a hotel accommodation at the Koreana Hotel. The reservation of a room (Business Queen) will be made under your name. A Check-in and Check-out time is 15:00 AM and 12:00 PM, respectively. The reservation includes complementary internet service during your stay and the Buffet Breakfast for one person. Any other charges made during your stay at the hotel (i.e. mini bar) must be borne by the participant. The hotel may ask for your credit card at the Check-in counter as a deposit to the room which will be cancelled immediately after the Check-out. Should you need any assistance, please contact our program coordinator.

Meals

November 26, 2015	Breakfast	Breakfast buffet at Koreana Hotel (2F)
	Lunch	Meal Coupon will be distributed at the Registration Desk in the morning, which can be used at Sunrise at Koreana Hotel (2F)
	Dinner	Dinner hosted by OECD KPC at Koreana Hotel, State Room (7F)
November 27, 2015	Breakfast	Breakfast buffet at Koreana Hotel (2F)

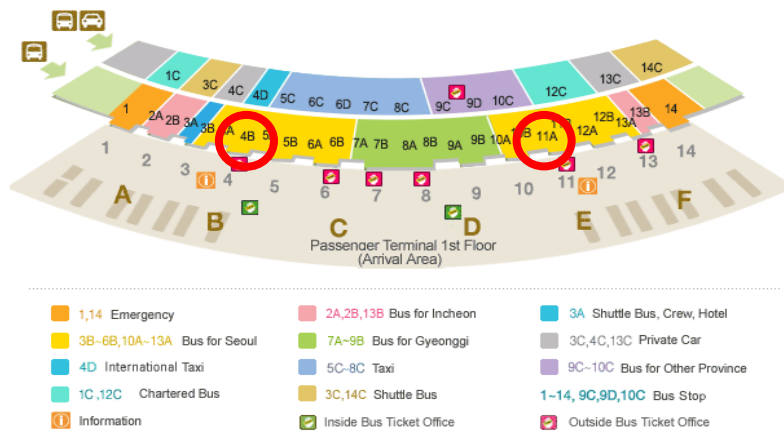
Please keep in mind that the meeting participants staying at the hotel are provided with meals from the morning of 26 November to the morning of 27 November. The lunch and dinner is provided for all participants to the meeting as listed above.

5. Entitlements

Your entitlements as a speaker to our meeting will include an honorarium in accordance with the Centre's Rules and Regulations. Our program coordinator will be contacting you on the day of the meeting.

6. Transportation

INCHEON INTERNATIONAL AIRPORT (ICN) ↔ KOREANA HOTEL



When you exit the airport through the Passenger Terminal on the 1st Floor, you will immediately see several bus stops. Please walk towards the bus stops labeled 4B or 11A (marked above) where you can take the KAL Limousine Bus No. 6701. The bus runs every 20 minutes from the ICN to KOREANA Hotel, and it stops right in front of the hotel. It takes about 70 minutes. The tickets are sold at the airport terminal for KRW 16,000. For your convenience, **please have KRW 16,000 ready** in cash before queuing at the bus stop (Currency exchange booths available at ICN).

Please make sure to keep the receipt of the bus ticket for the reimbursement and a ticket to the Airport from the Hotel after the meeting.

KAL LIMOUSINE BUS SCHEDULE

INCHEON AIRPORT → KOREANA HOTEL				KOREANA HOTEL → INCHEON AIRPORT	
East Gate(4B)	West Gate(11A)	East Gate(4B)	West Gate(11A)		
04:50	04:54	13:51	13:55	05:15	13:05
05:20	05:24	14:16	14:20	05:40	13:25
06:07	06:11	14:41	14:45	06:05	13:45
06:51	06:55	15:07	15:11	06:25	14:05
07:18	07:22	15:29	15:33	06:45	14:25
07:43	07:47	15:51	15:55	07:05	14:45
08:08	08:12	16:18	16:22	07:25	15:10
08:31	08:35	16:40	16:44	07:50	15:35
08:54	08:58	17:09	17:13	08:15	16:00
09:23	09:27	17:23	17:27	08:40	16:25
09:46	09:50	17:47	17:51	09:05	16:45
10:09	10:13	18:08	18:12	09:30	17:10
10:48	10:52	18:26	18:30	09:55	17:35
11:06	11:10	18:46	18:50	10:20	18:00
11:24	11:28	19:11	19:15	10:45	18:25
11:47	11:51	19:31	19:35	11:05	18:50
12:09	12:13	20:08	20:12	11:25	
12:29	12:32	20:44	20:48	11:45	
12:43	12:47	21:24	21:28	12:05	
13:07	13:11	22:07	22:11	12:25	
13:24	13:28	22:49	22:53	12:45	

7. Miscellaneous



ATTIRE

The weather in Seoul during the period of the meeting is early winter. Participants are strongly advised to bring warm outfits.



ELECTRICITY SUPPLY

The voltage in Korea is 220 volts at 60 Hz.



FOREIGN EXCHANGE AND BANKING

The monetary unit is the Won (KRW, denoted by ₩). Korean monetary units are composed of 10, 50, 100, and 500 coins, and 1,000, 5,000, 10,000 and 50,000 notes. The exchange rate is approximately KRW 1,138 / USD 1 (as of 2 November 2015). All major credit cards such as American Express, Visa and Master Card are accepted for payment of hotel bills.



TIPPING

Tipping is not a traditional Korean custom. A 10% service charge is added to your bill at all tourist hotels and so tipping is not expected. It is not necessary to tip a taxi driver unless he assists you with luggage or provides an extra service.



PUBLIC SAFETY

Crime rate in Korea is low. However, it is recommended that you take normal safety precautions and make sure valuables are secured to protect yourself and your belonging from petty crimes such as pickpocketing or purse snatching. For emergency assistance, call 112 for police (English service is available during work hours) and 119 for ambulance and fire.

8. Contact Information

For Substantive Matters:

Park, Deeksoo (Mr.)

Director General
Public Governance Programme
OECD KOREA Policy Centre
Email: depark@oecdkorea.org

Kong, Bumseok (Mr.)

Director
Public Governance Programme
OECD KOREA Policy Centre
Email: kong3sun@oecdkorea.org

Lim, Kyung Ae (Ms.)

Research Officer
Public Governance Programme
OECD KOREA Policy Centre
Tel: 82-2-3702-7133
Email: kalim@oecdkorea.org

Choi, Yun Jung (Ms.)

Research Officer
Public Governance Programme
OECD KOREA Policy Centre
Tel: 82-2-3702-7135
Email: jaceubk10@oecdkorea.org

For Administrative Matters:

Yoo, Kum Hee (Ms.)

Program Coordinator
Public Governance Programme
OECD KOREA Policy Centre
Tel: 82-2-3702-7134
Email: agneskhy@oecdkorea.org