



Consultative Meetings on
“E-Government for Sustainable Development”

Preparatory Process for the
2016 United Nations E-Government Survey

INFORMATION NOTE

Organized by the
Division for Public Administration and Development Management
Department of Economic and Social Affairs
United Nations

9-10 February 2015
Seoul, Republic of Korea

GENERAL INFORMATION

1. Date and Place

The Consultative Meeting on “*E-Government for Sustainable Development*” will be organized by the Division for Public Administration and Development Management (DPADM), of the United Nations Department of Economic and Social Affairs (UNDESA) and will be hosted by United Nations Project Office on Governance (UNPOG) in partnership with the Ministry of Government Administration and Home Affairs (MOGAHA) of the Republic of Korea as the preparatory process for the 2016 United Nations E-Government Survey. This event will be held at Best Western Premier Seoul Garden Hotel from 9 to 10 February 2015.

The Consultative Meeting will begin at 9:00 a.m. on Monday, 9 February 2015 and end at 12:30 p.m. on Tuesday, 10 February 2015. The Meeting will be small groups of 8 to 10 people with discussions at roundtables. The discussion notes will be shared in a Plenary Session in order to capture all participant’s views.

2. Venue (Best Western Premier Seoul Garden Hotel)

To view the event facilities, please visit the Best Western Premier Seoul Garden Hotel website at:

<http://book.bestwestern.com/bestwestern/KR/Seoul-hotels/BEST-WESTERN-PREMIER-Seoul-Garden-Hotel/Hotel-Overview.do?propertyCode=99516>

3. 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

4. Accommodation

Participants are entitled to a special discount rate while staying at the Best Western Premier Seoul Garden Hotel, the venue of the Consultative Meeting. Please contact Ms. Yeh-Jin Suh (suh@un.org), UNPOG if you are interested in a reservation being booked.

Should you prefer to stay at other hotels, kindly advise the name of your selected hotel to Ms. Yeh-Jin Suh (suh@un.org). Please note that there will not be special discount rates or transportation service provided for those staying in other hotels.

5. Documentation

All documents related to the Consultative Meeting will be available electronically:

United Nations Public Administration Network (UNPAN)

<http://www.unpan.org/DPADM/EGovernment/UNEGovernmentSurveys/PreparatoryProcessof2016UNEGovernmentSurvey/tabid/1788/language/en-US/Default.aspx>

United Nations Project Office on Governance (UNPOG)

www.unpog.org

Free wireless internet access will be available for participants during the event at Best Western Premier Seoul Garden Hotel.

6. Transportation

Airport ↔ Hotels

Various public transportation options are available from the airports to the hotels. Depending on the means of transportation, the fee varies from KRW 3,850 (Airport Railroad) and KRW 10,000 (Airport Limousine Bus) to KRW 50,000 (taxi).

7. Miscellaneous



WEATHER

Korea has four distinct seasons - spring, summer, fall and winter. Winter lasts from December to February. During the month of February, the average temperature in Seoul ranges from approximately 25 to 35°F, -3 to -1°C. To find the current weather of Seoul, please visit the website of the Korean Meteorological Administration:

<http://web.kma.go.kr/eng/index.jsp>



TIME DIFFERENCE

Seoul uses Korea Standard Time (KST), which is 9 hours ahead of GMT (standard time).

**ATTIRE**

The weather in Seoul during the period of the Consultative Meeting is late 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 1,078 / USD 1 (as of 19 January 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.

**MOBILE PHONE (ROAMING)**

CDMA cellular systems are widely used in Korea. SK Telecom and KT are providing a SIM card roaming service to allow you to use your GSM subscription in Korea. At the International Airport, you can rent a special CDMA cellular phone which accepts your SIM card. Please check the links below for more details.

KT Roaming Service

http://www.ktfroaming.com/english/inbound/02_use/01_gsm_01.jsp

SK Telecom Roaming Service

<http://www.sktelecom.com/eng/>



KOREA NATIONAL TOURISM ORGANIZATION

<http://english.visitkorea.or.kr/enu/index.kto>

Korea Immigration Service: <http://www.korea.net>

Incheon Airport: <http://www.airport.kr/eng/>

Gimpo Airport: <http://www.airport.co.kr/mbs/gimpoeng/>

Ministry of Government Administration and Home Affairs (MOGAHA):

<http://www.mogaha.go.kr/eng/a01/engMain.do>

EMERGENCY AND USEFUL PHONE NUMBERS

Local calls

For local calls within the same area or city, just dial the telephone number. For another area or city, please dial the 'area code' before the telephone number. However, the area code should be dialed when using a mobile phone.



International Calls

For international calls, first dial the international access code (001 or 002), the country code, area code and the recipient's number. Emergency

- **Police** 112
- **Fire and Ambulance** 119

HOTEL INFORMATION

* Best Western Premier Seoul Garden Hotel



The Best Western Premier Seoul Garden Hotel is located in the heart of the Mapo - Yeouido business precinct, with the Mapo subway station (Subway line 5 -exit gate No.3) at a 2 minute walk. Best Western Premier Seoul Garden Hotel is a 50 minute car drive from the Incheon International Airport.

Airport ↔ Best Western Premier Seoul Garden Hotel

Incheon International Airport (50 minutes)	no.6015 limousine bus at 5B, 12A
Gimpo International Airport (30 minutes)	Travel by taxi, Airport Railroad or pick-up service

Room Type	Special Rates	Remarks
Standard Double	KRW 126,500	Breakfast and VAT included

Participants are entitled to special discount rates while staying at Best Western Premier Seoul Garden Hotel for the Consultative Meeting. For reservations, please send an email to Ms. Yeh-Jin Suh (suh@un.org).

*** Lotte City Hotel Mapo**



Lotte City Hotel Mapo is a premium business hotel for business traveler with a great location and easy access to the subway and other public transportation. Lotte City Hotel Mapo is at a 10 minute walking distance to the Consultative Meeting venue.

Reservation Contact

Phone: +82-2-6009-1000

Fax: +82-2-6009-1004

Email: reservationmapo@lotte.net

Address: 467, Gongduk-Dong, Mapo-Gu , Seoul, 121-805 Korea

Airport ↔ Lotte City Hotel Mapo

Incheon International Airport (50 minutes)	no.6030 limousine bus at 5B, 12A
Gimpo International Airport (30 minutes)	Travel by taxi or subway or pick-up service

Room Type	Room Rates	Remarks
Standard Double	KRW 180,000	Breakfast inclusive, subject to 10% VAT