



Administrative Note
ASEM Senior Officials' Meeting on Trade and Investment
Seoul Korea, 28 April 2017

1. Venue: Lotte Hotel Seoul (30 Eulji-ro, Jung-gu, Seoul, Korea)

2. Registration

It is necessary to complete the registration for every participant who wants to attend the 13th ASEM SOMTI. Please find attached registration form and turn it to the secretariat (registration@asememm2017.kr) by **Wednesday, April 19, 2017**.

Online-registration is available through the official website www.asememm2017.kr from early April.

3. Official Website

Please visit the official website (www.asememm2017.kr) for the latest updates on the 13th ASEM SOMTI.

4. Accommodation and Reservations

Participants can make a reservation at the hotels as below with a special rate. **Participants who wish to make hotel reservations will need to complete the attached reservation form and send it to the hotel directly.** Participants will be responsible for all individual costs incurred during their stay. If you need any further inquiries or helps, please contact to the secretariat at registration@asememm2017.kr (Tel. +82-2-6918-2561).

a. **Lotte Hotel Seoul** 롯데호텔 서울

- Address: 30 Eulji-ro, Jung-gu, Seoul, Korea (서울특별시 중구 을지로 30)

- Website: <http://www.lottehotel.com/seoul/en/>

b. **Lotte City Hotel Myeongdong** 롯데시티호텔 명동

- Address: 362, Samil-daero, Jung-gu, Seoul, Korea, (서울특별시 중구 삼일대로 362)

- Website: <http://www.lottehotel.com/city/myeongdong/en/>

5. Visa

In order to enter Korea, all delegates are required to present their valid passports with appropriate entry visas, except for delegates from countries that have a Visa Waiver Agreement with Korea. Delegates are advised to obtain their visas in advance if required. For those participants who need a visa to enter Korea, please specify on the registration form and submit a scanned copy of your passport.

Visa applications can be found at the following link: <https://www.visa.go.kr/>

6. Transportation

An airport limousine bus ticket will be provided from/to the Incheon International Airport.

a. From Incheon International Airport to Lotte Hotel Seoul

- | | |
|--------------------------------------|--|
| - Bus : No. 6701 | - Bus Stop: 4A or 10B |
| - Ticket Price: 16,000 KRW / one-way | - Schedule: 04:50 (First) - 22:49 (Last) |
| - Travel Time: about 60-70min (60km) | - Interval: 20-30min |

b. From Incheon International Airport to Lotte City Hotel Myeongdong

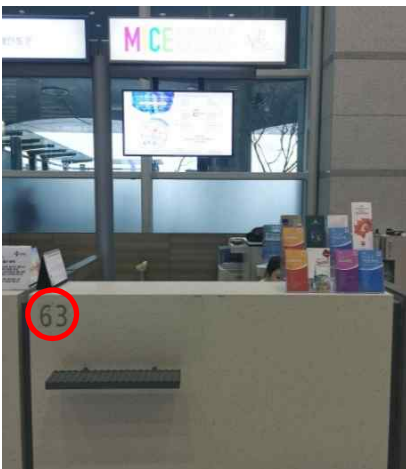
- | | |
|--------------------------------------|--|
| - Bus : No. 6015 | - Bus Stop: 5B or 11B |
| - Ticket Price: 14,000 KRW / one-way | - Schedule: 05:35 (First) - 22:50 (Last) |
| - Travel Time: about 60-70min (55km) | - Interval: 8-12min |

Note: Free shuttle bus information between Lotte City Hotel Myeongdong and Lotte Hotel Seoul will be sent later.

Arrival at the Incheon Airport

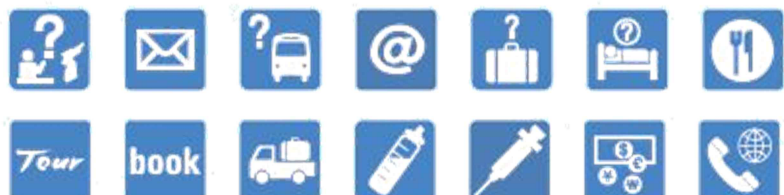


The arrival hall is located on the first floor. Please visit the Concierge Service Desk (Desk 63) located at the end of the arrival hall. There are two bus routes from the Airport to Lotte Hotel Seoul.



Tell which event do you participate and ask what do you want to know inside or outside of the Airport.

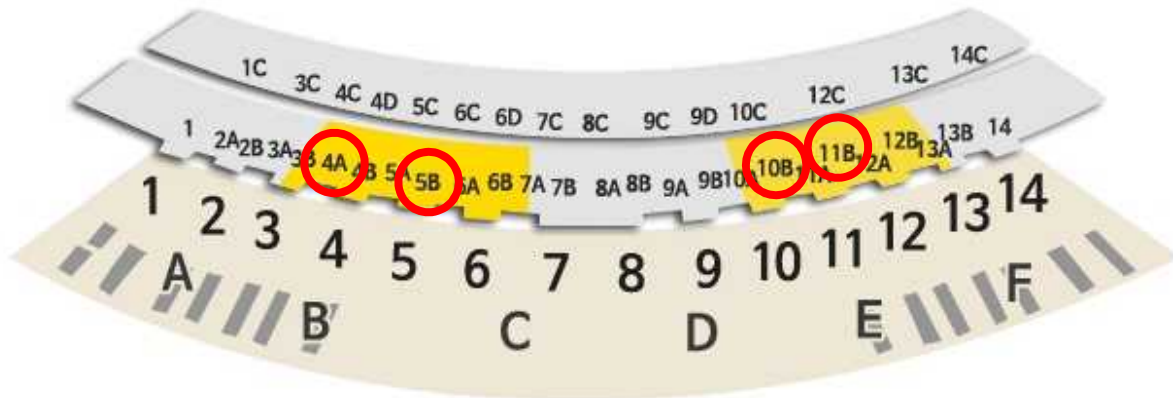
(ex. Transportation, Accommodation, Roaming Phone etc.)



Secretariat

TEL. +82-2-6918-2561 FAX. +82-2-3475-2635 | E-MAIL. registration@asememm2017.kr

LIMOUSINE BUS STOP



Arrival at the Lotte Hotel Seoul

You can get your name badge at the Registration Desk.

Registration Desk

- Date & Time: April 28 (Fri.), 08:00-18:00
- Venue: 2F, Crystal Ballroom Lobby

General Information

A

Accommodation

Lotte Hotel Seoul

- Address: 30 Eulji-ro, Jung-gu, Seoul, Korea
- Website: <http://www.lottehotel.com/seoul/en/>

Lotte City Hotel Myeongdong

- Address: 362, Samil-daero, Jung-gu, Seoul, Korea,
- Website: <http://www.lottehotel.com/city/myeongdong/en/>

B

Banks and foreign exchange offices

Banks are open from 09:00 to 16:00 on weekdays. They are closed on Saturdays and Sundays. Major currencies and traveler's cheques can be exchanged into Korean Won(₩) at the airport, hotels, and at all Korean banks. Credit cards (e.g. VISA, MasterCard, American Express, and Diners Club) are widely accepted.

C

Cash machine/ATM

Users of overseas credit cards should use an ATM with a 'Global' sign or the logo of your card company. The operating hour of an ATM is usually between 08:00 to 23:00. ATMs are located at major stations and airport, and convenience stores.

Credit cards

Most of hotels, restaurants, shops and taxis accept major credit cards, (VISA, MasterCard and American Express). An identification card might be required upon payment. Though credit cards are widely accepted in Korea, it is recommended to have some amount of cash with you.

Currency

The currency in Korea is Won(₩). Dominations for coins are 10, 50, 100, and 500. For banknotes, 1000, 5000, 10000, and 50000. For higher denomination, cashier's checks are used. Please refer to www.xe.com/currencyconverter for exchange rate.



E

Electricity

The standard voltage in Korea is 220 volts. The outlet has two round holes which is used in France, Germany, Australia, Greece, Turkey, and many other countries. You might need a multi-voltage adaptor.

Emergencies and medical care

Emergency Call

- Police Department Tel: 112
- Fire Department Tel: 119
- Medical Emergencies Tel: 1339

F

Food and Beverage

Name	Location	Operating Hour
Pierre Gagnaire à Séoul	New Wing 35F	12:00~15:00, 18:00~22:00
Peninsula (Italian)	New Wing 1F	07:00~10:00, 11:30~14:30, 18:00~22:00
La Seine (Buffet)	Main Building 1F	06:00~10:00, 11:30~14:30, 18:00~22:00 (Weekdays) 06:00~10:00, 11:30~16:00, 17:30~22:00 (Weekends, PH)
Momoyama (Japanese)	Main Building 38F	11:30~14:30, 18:00~22:00
Toh Lim (Chinese)	Main Building 37F	11:30~14:30, 18:00~22:00
Mugunghwa (Korean)	Main Building 38F	11:30~14:30, 18:00~22:00
The Lounge (Lounge)	Main Building 1F	08:00~01:00
Pierre's Bar (Bar)	New Wing 35F	18:00~01:00
Salon de Thé (Lounge)	New Wing 14F	09:00~22:00
Delica-Hans (Bakery)	Main Building 1F	07:00~22:00

*Payments are only able to be accepted in Korean Won and credit cards.

*Opening hours might be changed.

I

Internet

Free Wi-Fi service is available at Lobby and rooms at Hotel.

M

Medical Care

Many large and general hospitals in Korea are offering top notch medical services catering to both Koreans and international visitors with added enhancement facility, such as the International Healthcare Center. The staffs at the center are not only experts in medical knowledge but also fluent in foreign languages, enabling simultaneous interpretations, especially helpful to customers from all over the world.

Seoul Nat'l Univ. Medical Center

Tel. +82-2-2072-2890, 0505

Kangbuk Samsung Medical Center

Tel. +82-2-2001-5100, 5120

Mobile Phone

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 and Lotte Hotel Seoul, 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.kt.com/eng/biz/biz_03.jsp

SK Telecom roaming service

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

S

Smoking

Smoking is illegal and strictly prohibited in public places. Any spotted smoker must pay a fine of 100,000 won at smoke-free areas.

T

Tax-Free shopping

Korea's Tax Free System can largely be divided into "Duty Free" and "Tax Refund." In Duty Free shops, no tax is applied to the price of the items, including Value Added Tax (VAT) and Individual Consumption Tax. These stores are generally operated by large department store chains, including Lotte, Shilla and Shinsegae among others, and are located in airports and downtown.

In comparison, Tax Refund refers to shops that apply a tax to the items and after purchasing at the full price, tourists can apply for a refund of the taxes paid before leaving the country.

Taxi

In Korea, there are plentiful of taxis and they are clean, safe, and above all, inexpensive. They can be found at taxi stands in most busy city areas or hailed on the streets. There are also call taxis that can be requested by phone. Make a phone inquiry to the International Taxi Call Center (+82-2-1644-2255).

Time Difference

Seoul is 9 hours ahead of GMT (standard time)

Secretariat

TEL. +82-2-6918-2561 FAX. +82-2-3475-2635 | E-MAIL. registration@asememm2017.kr

Tipping

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.

U

Useful Link

Korea Information Service	www.korea.net
Korea Tourism Organization	www.visitkorea.or.kr
Korea Customs Service	english.customs.go.kr
Ministry of Foreign Affairs	www.mofa.go.kr/ENG
Ministry of Culture and Tourism	www.mct.go.kr/english
Incheon International Airport	http://www.airport.kr/pa/en/a/index.jsp