



联合国  
粮食及  
农业组织

Food and Agriculture  
Organization of the  
United Nations

Organisation des Nations  
Unies pour l'alimentation  
et l'agriculture

Продовольственная и  
сельскохозяйственная организация  
Объединенных Наций

Organización de las  
Naciones Unidas para la  
Alimentación y la Agricultura

منظمة  
الغذية والزراعة  
للأمم المتحدة

# COMMISSION ON PHYTOSANITARY MEASURES

**Twelfth Session**

**Incheon, RoK, 5-11 April 2017**

**Local Information Paper**

**Agenda item 3**

**Prepared by RoK**

**English only**

## WELCOME TO CPM-12 IN INCHEON, REPUBLIC OF KOREA!

*5-11 April, 2017, Songdo Convensia, Incheon, Rep. of Korea*

### Program

	Wed, 5 April	Thur, 6 April	Fri, 7 April	Sat, 8 April	Sun, 9 April	Mon, 10 April	Tue, 11 April
09:00		Plenary 2	Plenary 4	Side Sessions	Field Trip	Plenary 6	
10:00							
11:00							
12:00		Lunch	Lunch	Lunch		Lunch	
13:00							
14:00	Plenary 1	Plenary 3	Plenary 5	Special Topic Sessions		Plenary 7	Plenary 8
15:00							
16:00							
17:00							
18:00				Welcome Reception			
19:00							
20:00							

- 4 days' lunch during the CPM (on 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> April 2017) and evening cocktail party on Saturday, 8<sup>th</sup> April 2017 will be provided to all participants. Detailed information will be announced. Kindly note that these will be deducted from DSA for all the participants receiving the financial support.
- Technical exhibitions and posters will be displayed during the CPM-12.
- Optional field trip will be on Sunday, 9 April 2017. (Detailed information will be announced.)

### Climate

- [1] In early April is spring season in Korea and the weather is getting warmer. The possible lowest temperature is 8°C (46°F) and highest one is 18°C (64°F). Since the daily temperature range varies greatly in the spring, it is recommended to bring a light jacket and umbrella.

### How to get to the hotel from Incheon International airport

- [2] When you arrive at Incheon international airport, please go through all procedures such as immigration, customs and pick up your luggage and go through a gate A or B. (You might need to, use monorail to come to Terminal 1 if you arrive at Terminal 2.)
- [3] Please find a currency exchange and exchange some pocket money or withdraw some cash at the cash machine for transportation and meals. (Current exchange rate is approximately 1,100won/US\$.)

## Using Limousine bus

[4] Look for the door exit number 4 or 11 and purchase your bus ticket next to the door exit (4 or 11) at the Korean Airlines Limousine (KAL) bus service counter (number 22). Find bus stop **4A or 10B** respectively and wait for **sky blue color KAL limousine bus No. 6707B**. The bus runs every 30 minutes from 05:53 to 22:11. Arrival stops are as follows and it will take about 30 minutes from Incheon airport to hotels.

- Airport limousine bus fare (one-way) is KRW 7,000
- Ticket purchase: Korean Airlines Limousine (KAL) Counter No. 22
- Boarding: 4A or 10B (1st floor)

[5] No. 6707B Limousine route from Incheon Airport to hotels:

**1. Incheon Airport → 2. Grand Hyatt Incheon → 3. Korea Coast Guard HQ → 4. Orakai Songdo Park Hotel → 5. The Central Park Hotel Songdo → 6. Holiday Inn Incheon Songdo → 7. Incheon National University Station → 8. Oakwood Premier Incheon → 9. Sheraton Grand Incheon Hotel & Songdo Convensia**

*\*English announcement is provided in a limousine bus but it is advisable to provide the bus driver with the name of your hotel.*

[6] If you arrive in **Gimpo Airport** (probably transit in some cities of China or Japan)

(Option 1) Use subway at Gimpo airport station.

Departure from Gimpo airport station (Line 5 and 9) → Transfer to Incheon Line 1 at Gye-Yang station → Arrival in Central Park Station gate No. 2 → Walk or take a taxi to your hotel

[7] (Option 2) Use Korean Airlines Limousine (KAL) bus No. 6707A between Gimpo airport and Incheon airport.  
1. Gimpo Airport → 2. Incheon Airport → GET OFF THE BUS → TRANSFER AND TAKE THE BUS No. 6707B → Follow the above mentioned Limousine route No. 6707B

- Airport limousine bus fare (one-way from Gimpo airport to Incheon airport) is KRW 7,500
- Ticket purchase : KAL Limousine Counter
- Boarding: Bus stop No.14(Gimpo Domestic Terminal) or Bus stop No.7(Gimpo International Terminal)
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*\*English announcement is provided in a limousine bus but it is advisable to provide the bus driver with the name of your hotel.*

## How to make hotel reservation

[8] Hotel list (based on standard room)

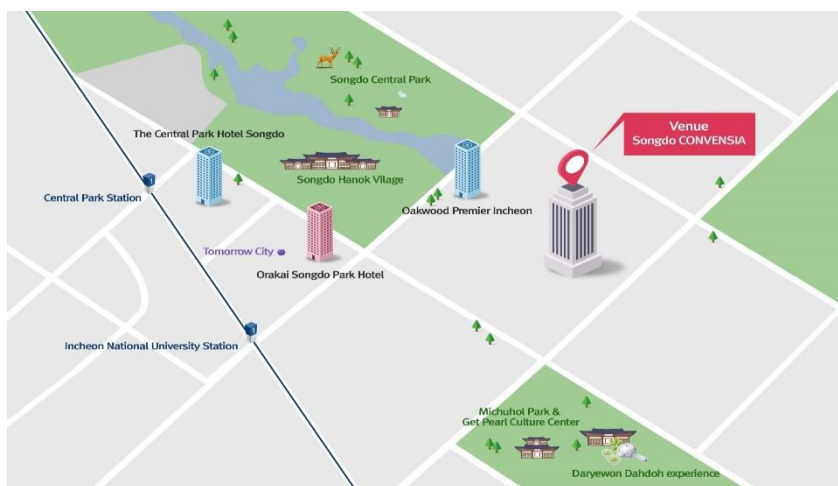
[9] **Please use hotel reservation forms attached to this document to get special price for CPM-12.**

Hotel	Room + breakfast rate (KRW, inc. VAT)	Distance (by walking)	Booking email address
<b>Oakwood Premier Incheon</b> <a href="http://www.oakwoodpremier.co.kr/?view=main&amp;mode=hub_eng">http://www.oakwoodpremier.co.kr/?view=main&amp;mode=hub_eng</a>	205,700 (Approx. USD 176)	5 minutes	<a href="mailto:reservations.opi@oakwoodpremier.co.kr">reservations.opi@oakwoodpremier.co.kr</a>
<b>Orakai Songdo Park Hotel</b> <a href="http://www.orakaihotels.com/songdo/eng/default.asp">http://www.orakaihotels.com/songdo/eng/default.asp</a>	137,400 (Approx. USD 115)	10 minutes	<a href="mailto:rsvn@orakaihotels.com">rsvn@orakaihotels.com</a>
<b>The Central Park Hotel Songdo</b> <a href="http://www.centralparkhotel.co.kr/en-sdHotel/">http://www.centralparkhotel.co.kr/en-sdHotel/</a>	126,500 (Approx. USD 108)	15 minutes	<a href="mailto:rsvn@cphotel.co.kr">rsvn@cphotel.co.kr</a>

[10] **Accommodation for the participants receiving financial support from IPPC or QIA will be provided in the Central Park Hotel Songdo and reserved on behalf of these participants.**

**Visa**

[11] Attached, please find full list of countries with visa requirements. You may check the visa requirements at the following link: <http://www.mofa.go.kr/ENG/visa/application> . Should you need any support with the visa request, please contact [cpm-12@meci.kr](mailto:cpm-12@meci.kr); [yjcho@meci.co.kr](mailto:yjcho@meci.co.kr) or [imhj1022@meci.co.kr](mailto:imhj1022@meci.co.kr).



**Currency exchange**

[12] Please find a currency exchange at [www.xe.com](http://www.xe.com). (Current exchange rate is approximately 1,100won/US\$.)

**Restaurants**

[13] Restaurants near hotels are located in NC Cube, Lotte Mart and Hyundai Premium Outlets, you can find various kind of restaurants where you across the road from your hotel and pass through the park. Less the 10,000won/meal (10US\$) is reasonable price for simple meal. In Korea, most of restaurants accept credit card.

**How to get to Seoul**

[14] Metropolitan buses

Bus No.	M6724	M6405	1301
Route	Songdo Convensia Shinchon Seoul St.	Songdo Convensia Gangnam St.	Songdo Convensia Shinchon Seoul St.
Running Time	05:00-24:00	05:00-23:30	05:00-23:40
Interval	15-20 min	10-15 min	30-60 min
Total travel Time	100 min	50 min	100 min
Bus fare	KRW 2,500	KRW 2,500	KRW 2,500

**Subway**

[15] Use subway station “University of Incheon Station (Incheon line)”

[16] **Seoul metro line map** (English): <http://dmzap1.seoulmetro.co.kr/station/eng/linemap.action>

**Seoul Tour website**

Please visit website (English): <http://en.seoulcitybus.com/> and <http://english.seoul.go.kr/>

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**SECRETARIAT of IPPC**

**Email** hspark101@korea.kr | **Phone** +82-54-912-0628 | **Fax** +82-54-912-0635

**LOCAL Korean  
SECRETARIAT**

**Email** cpm-12@meci.kr | **Phone** +82-2-6288-6307 | **Fax** +82-2-6288-6399

## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Afghanistan	yes	yes	yes	yes
Albania	No (for 30days)	No (for 30days)	No (for 30days)	no
Algeria	yes	No (for 90days)	No (for 90days)	yes
Antigua and Barbuda	No (for 90days)	No (for 90days)	No (for 90days)	no
Argentina	No (for 30days)	No (for 90days)	No (for 90days)	yes
Armenia	yes	No (for 90days)	No (for 90days)	no
Australia	No (for 90days)	No (for 90days)	No (for 90days)	yes
Austria	No (for 90days)	No (for 180days)	No (for 180days)	yes
Azerbaijan	yes	No (for 30days)	No (for 30days)	yes
Bahamas	No (for 90days)	No (for 90days)	No (for 90days)	no
Bahrain	No (for 30days)	No (for 30days)	No (for 30days)	yes
Bangladesh	yes	No (for 90days)	No (for 90days)	yes
Barbados	No (for 90days)	No (for 90days)	No (for 90days)	no
Belarus	yes	No (for 90days)	No (for 90days)	no
Belgium	No (for 90days)	No (for 90days)	No (for 90days)	yes
Belize	yes	No (for 90days)	No (for 90days)	no
Benin	yes	No (for 90days)	No (for 90days)	no
Bhutan	yes	yes	yes	no
Bolivia	yes	No (for 90days)	No (for 90days)	yes

## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Bosnia and Herzegovina	No (for 30days)	No (for 30days)	No (for 30days)	no
Botswana	yes	yes	yes	no
Brazil	No (for 90days)	No (for 90days)	No (for 90days)	yes
Bulgaria	No (for 90days)	No (for 90days)	No (for 90days)	yes
Burkina Faso	yes	yes	yes	no
Burundi	yes	yes	yes	no
Cambodia	yes	No (for 60days)	No (for 60days)	yes
Cameroon	yes	yes	yes	yes
Canada	No (for 180days)	No (for 180days)	No (for 180days)	yes
Cape Verde	yes	No (for 90days)	No (for 90days)	no
Central African Republic	yes	yes	yes	no
Chad	yes	yes	yes	no
Chile	No (for 90days)	No (for 90days)	No (for 90days)	yes
China	yes	No (for 30days)	No (for 30days)	yes
Colombia	No (for 90days)	No (for 90days)	No (for 90days)	yes
Comoros	yes	yes	yes	no
Congo	yes	yes	yes	no
Congo, The Democratic Republic of the	yes	yes	yes	yes
Cook Islands	yes	yes	yes	no
Costa Rica	No (for 90days)	No (for 90days)	No (for 90days)	yes

## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Côte d'Ivoire	yes	yes	yes	yes
Croatia	No (for 90days)	No (for 90days)	No (for 90days)	yes
Cuba	yes	yes	yes	no
Cyprus	No (for 30days)	No (for 90days)	No (for 90days)	no
Czech Republic	No (for 90days)	No (for 90days)	No (for 90days)	yes
Democratic People's Republic of Korea	yes	yes	yes	no
Denmark	No (for 90days)	No (for 90days)	No (for 90days)	yes
Djibouti	yes	yes	yes	no
Dominica	No (for 90days)	No (for 90days)	No (for 90days)	no
Dominican Republic	No (for 90days)	No (for 90days)	No (for 90days)	yes
Ecuador	No (for 90days)	No (for 90days)	No	yes
Egypt	No (for 30days)	No (for 90days)	No (for 90days)	yes
El Salvador	No (for 90days)	No (for 90days)	No (for 90days)	yes
Equatorial Guinea	yes	yes	yes	no
Eritrea	yes	yes	yes	no
Estonia	No (for 90days)	No (for 90days)	No (for 90days)	no
Ethiopia	yes	yes	yes	yes
European Union	yes	yes	yes	no
Fiji	No (for 30days)	No (for 30days)	No (for 30days)	yes
Finland	No (for 90days)	No (for 90days)	No (for 90days)	yes
France	No (for 90days)	No (for 90days)	No (for 90days)	yes



## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Gabon	yes	No (for 90days)	No (for 90days)	yes
Georgia	yes	No (for 90days)	No (for 90days)	no
Germany	No (for 90days)	No	No	yes
Ghana	yes	yes	yes	yes
Greece	No (for 90days)	No	No	yes
Grenada	No (for 90days)	No (for 90days)	No (for 90days)	no
Guatemala	No (for 90days)	No (for 90days)	No (for 90days)	yes
Guinea	yes	yes	yes	no
Guinea-Bissau	yes	yes	yes	no
Guyana	No (for 30days)	No (for 30days)	No (for 30days)	no
Haiti	No (for 90days)	No (for 90days)	No (for 90days)	no
Honduras	No (for 30days)	No (for 30days)	No (for 30days)	yes
Hungary	No (for 90days)	No (for 90days)	No (for 90days)	yes
Iceland	No (for 90days)	No (for 90days)	No (for 90days)	no
India	yes	No (for 90days)	No (for 90days)	yes
Indonesia	yes	No (for 30days)	No (for 30days)	yes
Iran- Islamic Republic of	yes	No (for 90days)	No (for 90days)	yes
Iraq	yes	yes	yes	yes
Ireland	No (for 90days)	No (for 90days)	No (for 90days)	yes
Israel	No (for 90days)	No (for 90days)	No (for 90days)	yes
Italy	No (for 90days)	No (for 90days)	No (for 90days)	yes

## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Jamaica	No (for 90days)	No (for 90days)	No (for 90days)	no
Japan	No (for 90days)	No (for 90days)	No (for 90days)	yes
Jordan	yes	yes	yes	yes
Kazakhstan	No (for 30days)	No (for 90days)	No (for 90days)	yes
Kenya	yes	yes	yes	yes
Kuwait	No (for 90days)	No (for 90days)	No (for 90days)	yes
Kyrgyzstan	yes	No (for 30days)	No (for 30days)	yes
Lao Peoples Democratic Republic	yes	No (for 90days)	No (for 90days)	yes
Latvia	No (for 90days)	No (for 90days)	No (for 90days)	no
Lebanon	yes	No (for 30days)	No (for 30days)	yes
Lesotho	No (for 60days)	No (for 60days)	No (for 60days)	no
Liberia	No (for 90days)	No (for 90days)	No (for 90days)	no
Libya	yes	yes	yes	yes
Lithuania	No (for 90days)	No (for 90days)	No (for 90days)	no
Luxembourg	No (for 90days)	No (for 90days)	No (for 90days)	no
Macedonia- The Former Yugoslav Republic of	yes	yes	yes	no
Madagascar	yes	yes	yes	yes
Malawi	yes	yes	yes	no
Malaysia	No (for 90days)	No (for 90days)	No (for 90days)	yes
Maldives	yes	yes	yes	no

## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Mali	yes	yes	yes	no
Malta	No (for 90days)	No (for 90days)	No (for 90days)	no
Mauritania	yes	yes	yes	no
Mauritius	No (for 30days)	No (for 30days)	No (for 30days)	no
Mexico	No (for 90days)	No (for 90days)	No (for 90days)	yes
Micronesia- Federated States of	No (for 30days)	No (for 30days)	No (for 30days)	no
Moldova- Republic of	yes	No (for 90days)	No (for 90days)	no
Mongolia	yes	No (for 90days)	No (for 90days)	yes
Montenegro	No (for 30days)	No (for 30days)	No (for 30days)	no
Morocco	No (for 90days)	No (for 90days)	No (for 90days)	yes
Mozambique	yes	yes	yes	yes
Myanmar	yes	No (for 90days)	No (for 90days)	yes
Namibia	yes	yes	yes	no
Nepal	yes	yes	yes	yes
Netherlands	No (for 90days)	No (for 90days)	No (for 90days)	yes
New Zealand	No (for 90days)	No (for 90days)	No (for 90days)	yes
Nicaragua	No (for 90days)	No (for 90days)	No (for 90days)	yes
Niger	yes	yes	yes	no
Nigeria	yes	yes	yes	yes
Niue	yes	yes	yes	no
Norway	No (for 90days)	No (for 90days)	No (for 90days)	yes

## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Oman	No (for 30days)	No (for 90days)	No (for 90days)	yes
Pakistan	yes	No (for 90days)	No (for 90days)	yes
Palau	No (for 30days)	No (for 30days)	No (for 30days)	no
Panama	No (for 90days)	No (for 90days)	No (for 90days)	yes
Papua New Guinea	yes	yes	yes	yes
Paraguay	No (for 30days)	No (for 90days)	No (for 90days)	yes
Peru	No (for 90days)	No (for 90days)	No (for 90days)	yes
Philippines	yes	No	No	yes
Poland	No (for 90days)	No (for 90days)	No (for 90days)	yes
Portugal	No (for 60days)	No (for 60days)	No (for 60days)	yes
Qatar	No (for 30days)	No (for 30days)	No (for 30days)	yes
Republic of Korea	yes	yes	yes	no
Romania	No (for 90days)	No (for 90days)	No (for 90days)	yes
Russian Federation	No (for 60days)	No (for 90days)	No (for 90days)	yes
Rwanda	yes	yes	yes	yes
Saint Kitts and Nevis	No (for 90days)	No (for 90days)	No (for 90days)	no
Saint Lucia	No (for 90days)	No (for 90days)	No (for 90days)	no
Saint Vincent and the Grenadines	No (for 90days)	No (for 90days)	No (for 90days)	no
Samoa	No (for 30days)	No (for 30days)	No (for 30days)	no
São Tomé and Príncipe	yes	yes	yes	no
Saudi Arabia	No (for 30days)	No (for 30days)	No (for 30days)	yes

## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Senegal	yes	yes	yes	yes
Serbia	No (for 90days)	No (for 90days)	No (for 90days)	yes
Seychelles	No (for 30days)	No (for 30days)	No (for 30days)	no
Sierra Leone	yes	yes	yes	no
Singapore	No (for 90days)	No (for 90days)	No (for 90days)	yes
Slovakia	No (for 90days)	No (for 90days)	No (for 90days)	yes
Slovenia	No (for 90days)	No (for 90days)	No (for 90days)	no
Solomon Islands	No (for 30days)	No (for 30days)	No (for 30days)	no
South Africa	No (for 30days)	No (for 30days)	No (for 30days)	yes
South Sudan	yes	yes	yes	no
Spain	No (for 90days)	No (for 90days)	No (for 90days)	yes
Sri Lanka	yes	yes	yes	yes
Sudan	yes	yes	yes	yes
Suriname	No (for 90days)	No (for 90days)	No (for 90days)	no
Swaziland	No (for 30days)	No (for 90days)	No (for 90days)	no
Sweden	No (for 90days)	No (for 90days)	No (for 90days)	yes
Switzerland	No (for 90days)	No (for 90days)	No (for 90days)	yes
Syrian Arab Republic	yes	yes	yes	no
Tajikistan	yes	No (for 90days)	No (for 90days)	no
Tanzania- United Republic of	yes	yes	yes	yes
Thailand	No (for 90days)	No	No	yes

## VISA requirement for Rep. of KOREA for IPPC CPs

Country	General VISA needed	VISA need for official passport	VISA needed for diplomatic passport	Korean embassy
Togo	yes	yes	yes	no
Tonga	No (for 30days)	No (for 30days)	No (for 30days)	no
Trinidad and Tobago	No (for 90days)	No (for 90days)	No (for 90days)	yes
Tunisia	No (for 30days)	No (for 30days)	No (for 30days)	yes
Turkey	No (for 90days)	No (for 90days)	No (for 90days)	yes
Tuvalu	No (for 30days)	No (for 30days)	No (for 30days)	no
Uganda	yes	yes	yes	yes
Ukraine	yes	No (for 90days)	No (for 90days)	yes
United Arab Emirates	No (for 90days)	No (for 90days)	No (for 90days)	yes
United Kingdom	No (for 90days)	No (for 90days)	No (for 90days)	yes
United States of America	No (for 90days)	No (for 90days)	No (for 90days)	yes
Uruguay	No (for 90days)	No (for 90days)	No (for 90days)	yes
Vanuatu	yes	yes	yes	no
Venezuela- Bolivarian Republic of	No (for 90days)	No (for 30days)	No (for 30days)	yes
Viet Nam	yes	No (for 90days)	No (for 90days)	yes
Yemen	yes	yes	yes	yes
Zambia	yes	yes	yes	no
Zimbabwe	yes	yes	yes	yes

## Countries without Korean embassy but needs VISA

	<b>Country</b>	<b>Nearby country where visa issuance is possible</b>
1	Bhutan	Bangladesh
2	Botswana	South Africa
3	Burkina Faso	Côte d'Ivoire
4	Burundi	Rwanda
5	Central African Republic	Cameroon
6	Chad	Cameroon
7	Comoros	Kenya
8	Congo	Congo, The Democratic Republic of the
9	Cook Islands	New Zealand
10	Cuba	
11	Democratic People's Republic of Korea	
12	Djibouti	Ethiopia
13	Equatorial Guinea	Gabon
14	Eritrea	Sudan
15	Guinea	Senegal
16	Guinea-Bissau	Senegal
17	Macedonia- The Former Yugoslav Republic of	
18	Malawi	Zimbabwe

## Countries without Korean embassy but needs VISA

	Country	Nearby country where visa issuance is possible
19	Maldives	Sri Lanka
20	Mali	Senegal
21	Mauritania	Morocco
22	Namibia	Angola
23	Niger	Côte d'Ivoire
24	Niue	
25	Saint Lucia	Trinidad and Tobago
26	São Tomé and Príncipe	Gabon
27	Sierra Leone	Nigeria
28	South Sudan	Uganda
29	Syrian Arab Republic	
30	Togo	Ghana
31	Vanuatu	Papua New Guinea
32	Zambia	Zimbabwe



**HOTEL RESERVATION FORM**

**2017 IPPC (International Plant Protection Convention)**

**Meeting Period:** 4<sup>th</sup>, April ~ 11<sup>th</sup>, April, 2017

- ◆ Please complete this form and return directly by fax or email to us **no later than 21<sup>th</sup> March, 2017 (final cut-off date)** to ensure room availability and special discount. If there's change regarding with the reservation please contact following number or email.

**Reservation Dept : Phone: +82 32 726 2001 / Fax: +82 32 726 2002,**

**Email: [reservations.opi@oakwoodpremier.co.kr](mailto:reservations.opi@oakwoodpremier.co.kr)**

Arrival Date:	Departure Date:
Booker Name:	Participant Name(Mr./Ms.):
Arrival Flight No./Time :	Departure Flight No. / Time :
Company Name:	Email:
Phone No.:	Fax No.:

◆ **Please check your choice of accommodations:**

(Unit: Korean Won)

Room Type and size	Rack Rate (Room Only)	Special offered Room Rate(include daily breakfast for 1)	Remark
<b>Studio</b> <i>40~55sq.m</i>	<b>350,000</b>	<input type="checkbox"/> 170,000	* Complimentary use of high speed internet in room * Additional Breakfast : 24,200KRW /person
<b>1 Bedroom Superior</b> <i>67-75sq.m</i>	<b>450,000</b>	<input type="checkbox"/> 200,000	
<b>2 Bedroom Superior</b> <i>101~112sq.m</i>	<b>650,000</b>	<input type="checkbox"/> 320,000	

\* All mentioned rates are subject to 10% Government tax and 10% service charge.

\* Additional Breakfast: **Special discount at KRW 24,200 per person** (from a regular price of KRW 33,000 per person) in case of including in the room rate.

- ◆ A credit card number is required to guarantee your reservation.

Card: <input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> Master <input type="checkbox"/> Visa <input type="checkbox"/> JCB	4 digit # for AMEX: _ _ _ _
Card Number:	Expire Date:

**Check-in and Check-out Policy / Cancellation and No-Show Policy**

- Check-in time after 15:00 and Check-out time before 11:00.
- 1 night penalty will be charge on the no show and cancellation can be made 6pm, 3 days before the arrival date.
- \* The hotel will consider the booking to have been cancelled when the guest who has made a reservation for over

one day has not check-in on the first day of the reservation

We are pleased that you have selected Oakwood Premier Incheon and look forward to welcoming you and your guests soon.

Sincerely yours,

- ◆ Please indicate special requests and comments;

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*Oakwood*<sup>®</sup>

Premier  
INCHEON

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Orakai Songdo Park Hotel

## RESERVATION FORM (Special rates for IPPC)

### Guest Details

First Name		Last Name	
Nationality		Contact No.	
E-mail address			

### Hotel Reservation

Check-in date		Check-out date	
No. of guests		No. of rooms	
Arrival flight No.		Departure flight No.	

<b>Room type</b>	<b>Room rate</b> (10% V.A.T will be added , 1 person Breakfast is included)
<input type="checkbox"/> <b>Deluxe Double</b>	<b>KRW 137,000</b>
<input type="checkbox"/> <b>Deluxe Twin</b>	<b>KRW 137,000</b>

★ If you add breakfast, **KRW 18,700**(per person) will be charged additionally. (10% V.A.T is included)

### Special request

<input type="checkbox"/> Early Check-in		<input type="checkbox"/> Late Check-out	
Early Check-in		Late Check-out	
Before 09:00	09:00 ~ 12:00	13:00 ~ 16:00	After 16:00
100% Charge of One night	50% Charge of One night	50% Charge of One night	100% Charge of One night

★ Check-in time : 14:00 / Check-out : 12:00.

★ Extra charge will be added for requesting early check-in and late check-out.

◀ Notice ▶ All rooms are NON-SMOKING.

### Credit Card Information

Type	<input type="checkbox"/> VISA <input type="checkbox"/> Master <input type="checkbox"/> AMEX <input type="checkbox"/> Diners <input type="checkbox"/> JCB
Credit Card No.	
Card Holder's name	
Expire date (Year/Month)	

#### Cancellation Policy

If the event of any cancellation or change, please notify our reservation team at least 72hours prior to the expected arrival date. One night charge will be applied for no-show or failure of advance cancellation.

None guaranteed reservation(s) will be held 72hours prior to the guest's expected arrival time (Seoul time). If you wish to hold your reservation(s) without any restrictions, please do guarantee your reservation by providing us with your credit card number and its expiry date.

**Contact No. +82-32-210-7000, Fax. +82-210-7100, E-mail. [rsvn@orakaihotels.com](mailto:rsvn@orakaihotels.com)**

## 제12차 국제식물보호협약총회

### 12th Commission on Phytosanitary Measures for International Plant Protection Convention

<b>First Name</b>		<b>Last Name</b>	
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#### GUEST DETAILS

<b>First Name</b>		<b>Last Name</b>	
<b>Nationality</b>		<b>Contact No.</b>	
<b>E-mail Address</b>			

#### HOTEL RESERVATION

<b>Check-in date</b>		<b>Check-out date</b>	
<b>No. of guests</b>		<b>No. of rooms</b>	
<b>Arrival flight No.</b>		<b>Departure flight No.</b>	
<b>Room type</b>		<b>Room rate (including V.A.T)</b>	
<input type="checkbox"/>	<b>Deluxe Double</b>	<b>KRW110,000</b>	
<input type="checkbox"/>	<b>Deluxe Twin</b>	<b>KRW110,000</b>	

★ For additional breakfast KRW20,900(per person) will be charged. (including V.A.T)

#### SPECIAL REQUEST

<input type="checkbox"/> Early Check-in		<input type="checkbox"/> Late Check-out	
Before 09:00	09:00 ~ 12:00	13:00 ~ 16:00	After 16:00
100% Charge of One night	50% Charge of One night	50% Charge of One night	100% Charge of One night

★ Check-in time 15:00 / Check-out time 12:00

★ Extra charge will be added for requesting early check-in and late check-out.

#### CREDIT CARD INFORMATION

<b>Credit Card Type</b>	<input type="checkbox"/> VISA	<input type="checkbox"/> Master	<input type="checkbox"/> AMEX	<input type="checkbox"/> Diners	<input type="checkbox"/> JCB
<b>Credit Card No.</b>					
<b>Card Holder's name</b>					
<b>Expire date (Month/Year)</b>					

#### Cancellation Policy

If the event of any cancellation or change, please notify our reservation team at least 72hours prior to the expected arrival date. One night charge will be applied for no-show or failure of advance cancellation.

None guaranteed reservation(s) will be held 72hours prior to the guest's expected arrival time (Seoul time). If you wish to hold your reservation(s) without any restrictions, please do guarantee your reservation by providing us with your credit card number and its expiry date.

Contact No. +82-32-310-5000, Fax. +82-32-310-5103, E-mail. [rsvn@cphotel.co.kr](mailto:rsvn@cphotel.co.kr)