

*International Civil Aviation Organization*



**THIRTEENTH MEETING OF THE ASIA/PACIFIC REGIONAL OPMET BULLETIN EXCHANGE WORKING GROUP (ROBEX WG/13) AND FIFTH MEETING OF THE ASIA/PACIFIC METEOROLOGICAL HAZARDS TASK FORCE (MET/H TF/5)**

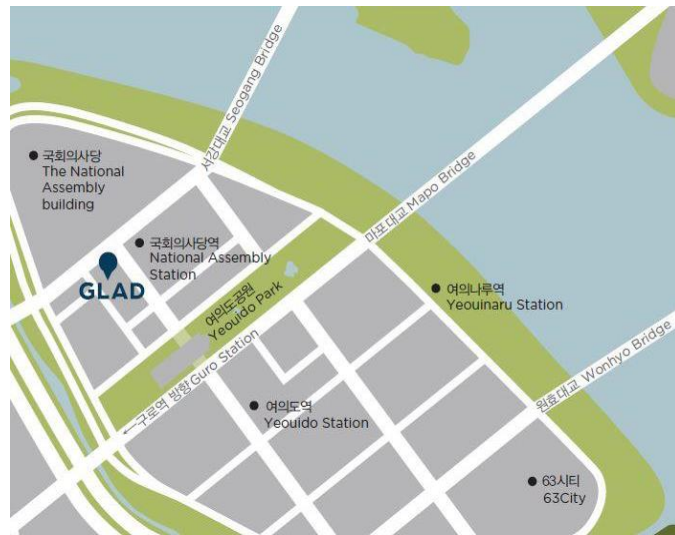
Seoul, Republic of Korea, 16 – 20 March 2015

**MEETING BULLETIN**

**1. Location of the venue**

1.1 The conference will be held at the GLAD Hotel. The hotel is located at 16, Uidsang-daero, Yeongdeungpo-gu, Seoul, 150-874, Republic of Korea. It is about 53 kilometers away from the Incheon International Airport (IIA) and 13 kilometers away from the Gimpo International Airport.

1.2 A notification concerning the conference room will be posted at the entrance of the GLAD Hotel. Please follow the ROBEX WG & MET/H TF meeting sign to get to the conference room.



1.3 More detailed information about the venue is provided in **Annex A** to Meeting Bulletin.

**2. Passport, visa and customs**

2.1 All foreign nationals entering the Republic of Korea must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary visit. It should, however, be noted that the temporary visa exemption and its length are decided for each country. The exemption issued upon arrival at the airport cannot be extended beyond the period except under extraordinary circumstances. Detailed information regarding entry visa requirements could be found on: <http://www.mofa.go.kr/ENG/main/index.jsp> (The Ministry of Foreign Affairs)

2.2 Participants may request an assistance concerning immigration procedures by e-mailing to Mr. LEE Seungju. Participants who need an invitation letter for visa application should submit a filled visa assistance request form provided at **Annex B** to Mr. LEE Seungju **no later than 20 February 2015**. The contact address is as follows:

Mr. LEE Seungju, Planning and General Affair Division, Korea Aviation  
Meteorological Agency (KAMA)  
Tel: +82 (32) 740 2803  
Fax: +82 (32) 740 2807  
E-mail: [av\\_pod@korea.kr](mailto:av_pod@korea.kr) with cc: [lee\\_sj@kma.go.kr](mailto:lee_sj@kma.go.kr)

2.3. The following items can be brought in duty free:  
- Personal effects such as clothing etc. (Under USD 400);  
- 200 pieces of cigarette;  
- 1 bottle (Less than 1 liter and valued at under USD 400) alcoholic liquors; and  
- 2 ounces of perfume for personal use  
For more information, please visit the Customs service's web site:  
<http://www.customs.go.kr/>

2.4 There are no restrictions on the import of foreign currency. However, when leaving Korea, you are not allowed to take money, which exceeds the amounts you declared when entering. (Current exchange rate US\$ 1 = Approximately 1,098.8 KRW)

### **3. Hotel accommodation**

3.1 Participants are requested to make their own arrangements for accommodation. Some of recommended hotels are as follows:

**GLAD Hotel**  
(The meeting venue)  
159,500 KRW/night/Standard (Including breakfast),  
144,000 KRW/night/Standard (Not including breakfast)  
16, Uidsang-daero, Yeongdeungpo-gu, Seoul, 150-874  
Tel: +82 (2) 6222 5212  
Fax: +82 (2) 6222 5731  
<http://www.glad-hotels.com/reservations/step1.do>

\* For the special reservation for the meeting, contact: [jw.kim@glad-hotels.com](mailto:jw.kim@glad-hotels.com) (Assistant Director: KIM Jaewon)

**YOIDO Hotel**  
(1 km from the meeting venue)  
102,850 KRW/night/ Standard (Including breakfast)  
62, Euhaengro, Yeongdeungpo-gu, Seoul, 150-868  
Tel: +82 (2) 782 0121  
Fax: +82 (2) 785 2510  
<http://www.yoidohotel.co.kr/>

\* For the special reservation for the meeting, contact: [master@yoidohotel.co.kr](mailto:master@yoidohotel.co.kr) (Manager: PARK Kyoung-yong)

3.2 Participants are requested to make their own arrangements for transportation from the airport to the meeting venue.

#### **4. Currency Exchange**

4.1 The basic unit of the Korean monetary system is the Won (KRW or ₩). Coin denominations are 10, 50, 100 and 500. Bank notes, foreign bank notes and traveler's checks can be converted into KRW at most banks, hotels, and airports. International credit cards such as Visa, MasterCard, American Express are widely accepted at hotels, department stores, shopping malls and restaurants. You may be required to show your passport.

4.2 All commercial banks exchange major foreign currencies during office hours from 0900 to 1600 from Monday to Friday. All major hotels also have foreign exchange counters.

#### **5. Public Transportation**

5.1 The subway is the most efficient and convenient way for foreign travelers to get around Seoul. Station names, ticket counters, and transfer signs are all clearly marked in English as well as Korean, the different lines are color-coded, and all trains have announcements in English and Korean. The subways themselves are clean and efficient, air-conditioned, and have automatic ticket dispensers and convenient bus connections. Fares are inexpensive, but do vary with service areas, so check the cost for your destination before purchasing a ticket from the ticket counter or dispenser. Nine subway lines serve the whole of Seoul and suburbs. A color-coded system is used for routing such as red for Line 1, green for Line 2, orange for Line 3, blue for Line 4, and violet for Line 5.  
\* <http://www.seoulmetro.co.kr/station/eng/linemap.action>

5.2 Taxis are plentiful, clean, safe and inexpensive in Korea. There are taxi stands in most of the city areas, and taxis can also be hailed on the streets and at taxi stands. All taxis are equipped with a fare meter. Minimum fare is 3,000 Won. Most taxi drivers do not speak English, so it is advisable to tell him or her the names of different landmarks (ex. major hotels or attractions) near your destination. Vacant taxis have red indicator lamps in front of the front passenger seat and on the roof.

#### **6. Other useful information**

6.1 Time in Seoul is 9 hours ahead of Coordinated Universal Time (UTC). There is no daylight saving time.

6.2 The electrical outlet in Korea is 220 volts (AC 60Hz). Always check the power supply before using your equipment.

6.3 In Seoul, the mean temperatures during the month of March are the minimum of 2.2°C and the maximum of 11.5°C. Here is on average 47.2 mm rainfall in March. Further climate statistics for Seoul can be found at the Korea Meteorological Administration's web site: <http://www.kma.go.kr/eng/index.jsp>

6.4 In the Republic of Korea, tipping is not customary at restaurants, hotels, or taxis. It may be enough to say thanks with your best smiles. At some up-scale restaurants, a 10% service charge may be added to your bill.

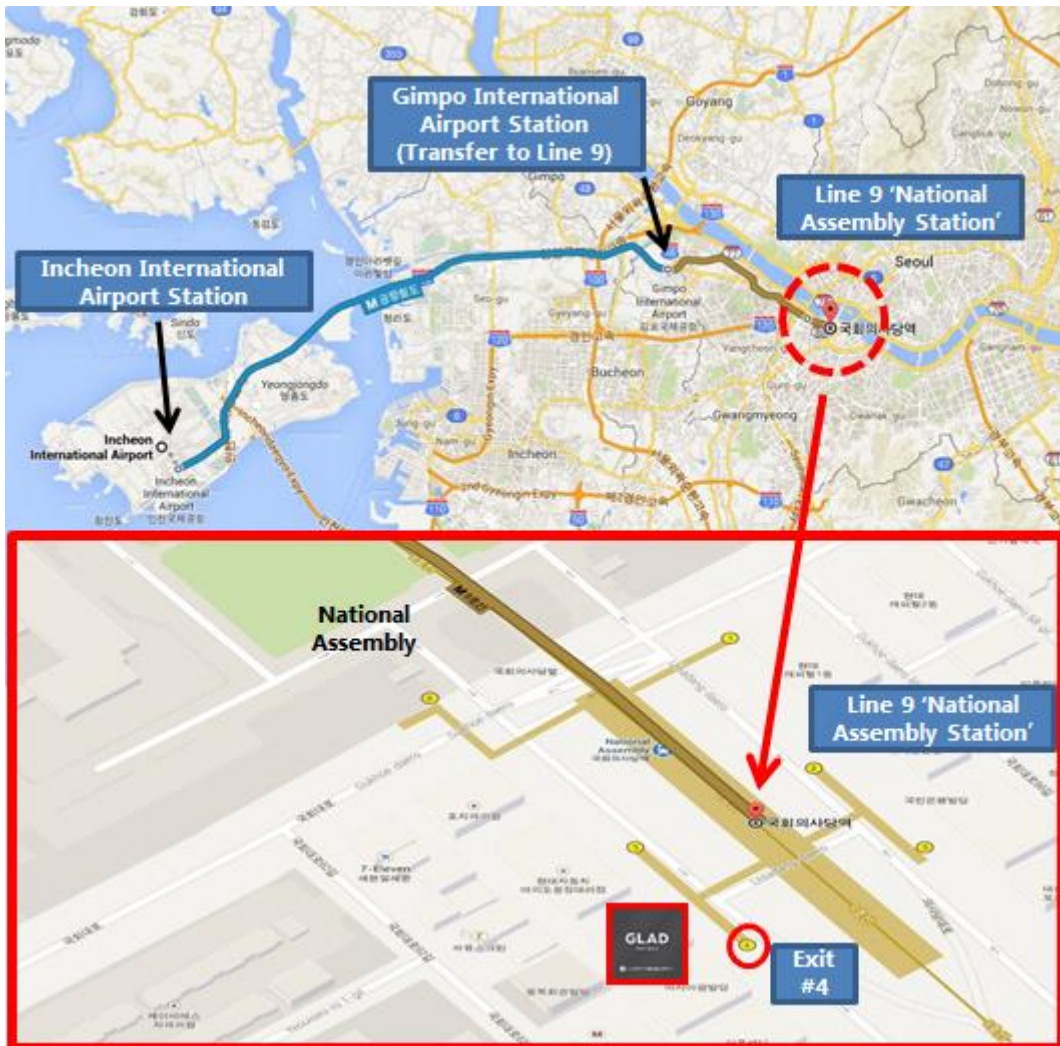
1. By Airport Railroad and Subway

- Line 9 "National Assembly Station" (Exit #4)

- Incheon International Airport Station (Airport Railroad) → 30 minutes (approximately) → Gimpo International Airport Station (Transfer to Line 9) → 25 minutes (approximately) → **National Assembly Station** → Exit #4 → 1 minute (By walk) → GLAD hotel

\* <http://www.arex.or.kr>

\* <http://www.seoulmetro.co.kr>





2. By bus

- Take #6030 Airport Bus at 6B (Ground Floor)
- 6B → #6030 (06:20~23:00, arrives intervals 20-30 minutes, KRW 15,000) → 1 hour (approximately) → Get off at ‘National Assembly / GLAD hotel’ → 5 minutes (By walk) → GLAD hotel

\* <http://www.seoulbus.co.kr>



**Application form for invitation letter**

Name	
Nationality	
Date of birth (Day/Month/Year)	
Passport No.	
Male/Female	
Organization	
Title/Official Position	
Mailing Address	
E-mail	
Telephone	
FAX	

**Please submit the completed form by 20 February 2015 via e-mail or fax:**

- E-mail: [av\\_pod@korea.kr](mailto:av_pod@korea.kr) with cc: [lee\\_sj@kma.go.kr](mailto:lee_sj@kma.go.kr)

- Fax: +82 (32) 740 2807

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