



International Civil Aviation Organization

**THE SECOND MEETING OF THE COMMON REGIONAL
VIRTUAL PRIVATE NETWORK TASK FORCE (VPN) OF
APANPIRG (CRV TF/2)**

Seoul, Republic of Korea, 12 May 2014



MEETING BULLETIN

1. Schedule of Meeting

1.1 The opening session of the Second Meeting of the Common Regional Virtual Private Network Task Force (VPN) of APANPIRG (CRV TF/2) will be held at 09:00 a.m. on Monday, 12 May 2014 at the Hotel Riviera, located at 53-7 Cheongdam-dong Gangnam-gu, Seoul, Republic of Korea. The telephone number of the hotel is +82 (2) 541-3111 and fax number is +82 (2) 546-6111.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the front of the Conference Room between 0830 and 0900 hrs. on the day of the Meeting. Participants are also requested to wear the identification badge provided at the time of registration, while attending all activities during the meeting.

3. Meeting Documents, Paper for Distributions

3.1 Participants wishing to present papers for distribution during the meeting are requested to forward them to the Secretariat of the meeting at following email addresses as early as possible so that they can be posted in the ICAO APAC website in a timely manner.

icao_apac@bangkok.icao.int and pli@icao.int or flecat@icao.int

4. Passport and Visa and Customs

4.1 All foreign nationals entering the Republic of Korea must possess valid passports and visa. However participants from certain countries are not required to obtain visas for a temporary visit. Participants may wish to obtain information on entry requirements by access in the web page <http://www.mofa.go.kr/ENG/main/index.jsp> (Ministry of Foreign Affairs)

4.2 The following items can be brought in duty free:

- a) Personal effects such as clothing etc. (Under USD 400);
- b) 200 pieces of cigarette;
- c) 1 bottle(Less than 1 litre and valued at under USD 400) alcoholic liquors; and
- d) 2 ounces of perfume for personal use

For more information, please visit the following links.

Immigration Bureau: <http://www.moj.go.kr/HP/ENG/index.do>

4.3 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.

5. **Hotel Reservations, Daily Transportation, Arrival and Departure**

5.1 Information regarding recommended hotels is given in Annex 1. Due to peak tourist season, participants should arrange their own hotel accommodations well in advance. In case assistance is required participants may wish to contact the designated contact persons whose details are provided in para 6 below

5.2 Participants are required to make their own arrangement for transportation from/to airport to hotel and to/from the venue of the meeting. Participants are also requested to ask for a map to the venue of the meeting when they check in the hotel. Participants staying at some of the recommended hotels given in Annex 1 may go to the venue of the meeting on foot because the hotels are located within the 10 min walking distance. Transportation arrangements for the other activities will be announced during the Meeting.

➤ **By Subway**

- Line 7 Cheongdam Station – 200meters from Exit #13

➤ **By Bus**

- Seoul Airport Bus #6006, <http://www.seoulbus.co.kr>
Incheon International Airport(IIA) ↔Apgujeong↔ Hotel Riviera
(Interval : 10~20Mins, Service time : Incheon airport 5:30~23:00/Seoul
04:05~21:00, Duration :70Mins, Fare : KRW 10,000)
⇒Arrival : Incheon Airport Station (5A, 11B) → Hotel Riviera
⇒Departure : Hotel Riviera → Incheon Airport

➤ Free Shuttle Bus Service

- The Hotel Riviera has a courtesy bus that runs every three time in the morning
(Hotel Riviera at 08:00, 09:00, 10:00 → COEX → Samsung Subway Station →
City Air Terminal → Hotel Riviera)

6. Contact Points

6.1 Correspondence pertinent to travel arrangement such as information of participants' arrival details, visa, request for accommodation at hotels other than the recommended hotel and other relevant matters should be directed to Mr. KIM KI HYOUN of Korea Office of Civil Aviation.

You may wish to contact;

Mr. KIM KI HYOUN	
Assistant Director	Tel: +82 (44) 201 4362
Air Navigation Facilities Division	Fax: +82 (44) 201 5637
Office of Aviation Policy	E-mail: kimhwalove@korea.kr
#11, Doum-ro 6,	
Sejong Special Self-governing City	
Republic of Korea, 339-012	

Mr. Yongjin-HA	Tel: +82 (2) 2660 2864
Deputy General Manager	Fax: +82 (2) 2660 2320
(NAVAIDS Team)	E-mail: ji1ha@airport.co.kr
Korea Airports Corporation	
78,Haneul-gil, Gangseo-gu	
Seoul	
Republic of Korea,157-711	

7. Currency Exchange

7.1 The basic unit of the Korean monetary system is the won(W). Coin denominations are 10, 50, 100 and 500. Bank notes, Foreign bank notes and traveler's checks can be converted into Korean won at most banks, hotels, and airports. International credit cards such as Visa, MasterCard, American Express are widely accepted at major hotels, department stores, shopping malls and restaurants in the larger cities. You may be required to show your passport. Currently, one USD is equivalent to about KRW 1,070.00.

7.2 All commercial banks exchange major foreign currencies during office hours from 0930 to 1600 hrs. from Monday to Friday. All major hotels also have foreign exchange counters.

8. Public Transportation

8.1 The subway is the most efficient and convenient way for foreign travelers to get around in 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. And 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>

8.2 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.

9. Other Useful Information

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

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

9.3 Temperatures for Seoul in end of May is about 18° C during the daytime and 8° C or lower at night.

LIST OF RECOMMENDED HOTELS

1. HOTEL RIVIERA (**)**



Room Type	Bed Type	Room Rate
Standard	Double	KRW 150,000
Standard	Twin	KRW 150,000
Deluxe	Double	KRW 150,000
Deluxe	Twin	KRW 150,000
* Service Charge (10%) and tax (10%) are not included		

Breakfast	Not included (Breakfast : KRW 22,990 per person) * The price of breakfast is including the service charge and tax
Contact Info	Mr. Matthew Kwon E-mail: kwonts@hotelriviera.co.kr Ad: #53-7, Cheongdam-dong, Gangnam-gu, Seoul ZipCode: 135-952 Tel: 82-2-3438-4200 Fax: 82-2-3438-4209 Website : http://www.hotelriviera.co.kr
Remarks	<ul style="list-style-type: none"> ✓ Venue of the meeting ✓ Free High-speed Internet service from each room ✓ Reservation should be made at least 4 weeks in advance ✓ Free entry to Fitness Club and in-door Swimming pool


2. ELLUI HOTEL (**)**



Room Type	Bed Type	Room Rate
Deluxe	Double	KRW 121,000
	Twin	KRW 121,000
* Service Charge (10%) and tax (10%) are included		

Breakfast	Not included (Breakfast : KRW 18,150 per person) * The price of breakfast is including the service charge and tax
Contact Info	Mr. Jang Woo Yong E-mail: annres@ellui.com , wypuppy@naver.com Ad: #129, Cheongdam-dong, Gangnam-gu, Seoul ZipCode: 135-100 Tel: 82-2-514-3535 Fax: 82-2-3447-3535 Website : http://www.ellui.com
Remarks	<ul style="list-style-type: none"> ✓ 8 minutes walking distance to the Venue (Hotel Riviera) ✓ Internet is available for free

3. HOTEL PRIMA (***)**

	Room Type	Bed Type	Room Rate
	Standard	Double	KRW 150,000
	Deluxe	Double	KRW 180,000
	Deluxe	Twin	KRW 180,000
	Junior	Suite	KRW 350,000
* Service Charge (10%) and tax (10%) are included			
Breakfast	Not included (Breakfast : KRW 19,000 per person) * The price of breakfast is not including the service charge and tax		
Contact Info	Miss.SURMin Ji E-mail: cloudsmj@naver.com Ad: #52-3Cheongdam-dong, Gangnam-gu, Seoul, Korea 135-952 Tel: 82-2-6006-9114 Fax: 82-2-544-8523 Website : http://www.prima.co.kr		
Remarks	<ul style="list-style-type: none"> ✓ 7 minutes walking distance to the Venue(Hotel Riviera) ✓ Free High-speed internet service ✓ Sauna 50% discount 		
