INFORMATION SHEET

1. Dates and Venue

The 2016 edition of the Asia Pacific Carbon Forum 2016 (APCF 2016) will be held from afternoon of 5 September to 7 September 2016.

The Meeting venue is the:

International Convention Center Jeju
2700 Jungmun, Seogwipo, Jeju Special Self-Governing Province
제주특별자치도 서귀포시 중문동 2700
For additional info, please visit the ICC Jeju website:
http://www.iccjeju.co.kr/EN/Main

2. Event

The check-in and badges pick-up of Delegates and Speakers will take place on 5 September starting at 10:00 h till 14:00 h at the registration desk located on the 3rd floor at the main entrance of the Jeju international Conference Center.

Participants are furthermore requested to bring their passport or photo ID to check-in and to wear their badges at all times while in the Conference Center and in the meeting rooms.
APCF 2016 Meeting Rooms:

On 5 September:
> the Nairobi Framework Partnership (NFP) working sessions will take place in room 401-A, located on the 4th floor, from 12:00 to 14:00 h and from 17:30 h to 19:30 h
> the NAMA Marketplace will start at 14:00 h till 17:00 h in room 401-A.

On 6 and 7 September:
> all Asia Pacific Carbon Forum’s sessions will be held in room 201 and 202, located on the 2nd floor.

The exhibition area will be from 6 to 8 September on the 3rd floor.

3. Airport arrivals/departures and visa requirements

Visa Requirements
Delegates and Speakers are responsible for obtaining any required visa for entry to Republic of Korea or Jeju Island, as applicable, and must have a valid passport for at least six months after entry in the country. Delegates and Speakers who are from countries with visa-exemption agreements are permitted to enter without a visa.

Information on the entry of temporary visitors to the Republic of Korea and Jeju Island is available on the website available under the following link:
http://english.visitkorea.or.kr/enu/GK/GK_EN_2_1_1.jsp

Customs and Passport Control
Please visit the below linked website for further information:

Airports
• Incheon International Airport: http://www.airport.kr/eng/
• Gimpo International Airport: http://www.airport.co.kr/gimpoeng/main.do
• Jeju International Airport: http://www.airport.co.kr/jejueng/main.do
4. Accommodation

**Designated hotels**
The following hotels have been designated for Delegates and Speakers participating in all events of the Global Green Growth Week, including the Asia Pacific Carbon Forum:

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Distance from venue</th>
<th>Price for standard room, inclusive of</th>
<th>Hotel Contact Information</th>
</tr>
</thead>
</table>
| Jeju Booyoung Hotel (5 stars) | http://www.booyoungjejuhotel.com/  
Jungmun Gwangang-ro 222,  
Seogwipo, Jeju-do, Korea | 2 minutes on foot from ICC Jeju | Superior Room: KRW 188,000  
Deluxe Room: KRW 161,000 | Mr. Ki Hyun Eom  
Manager  
Email: kevineom@booyoung.co.kr  
Phone: +82 10 4438 1342 |
| The Suites Hotel Jeju (5 stars) | http://jeju.suites.co.kr/  
Jungmun Gwangang-ro 72-67,  
Seakdal-dong, Seogwipo, Jeju-do, Korea | 6 minutes by car from ICC Jeju | Deluxe Room: KRW 161,000 | Ms. Ji Seon Jung  
Manager  
Email: kya.jung@kyowon.co.kr  
Phone: +82 10 8487 8600 |

**Reservation Procedures**
The above-referenced hotels have been requested to ensure the availability of rooms for the delegates’ and speakers’ convenience. However, delegates and speakers are strongly advised to book as early as possible, since a limited number of rooms are available. Bookings are made on a first come, first served basis.

Delegates and speakers wanting to arrange for suites or reserve meeting or function space at their hotel should contact the hotel directly.

Delegates and speakers are also encouraged to confirm all hotel policies; in particular, check-in and check-out times and penalties for smoking in non-smoking guest rooms.

Any inquiries regarding accommodations in designated hotels may be addressed to the contact person for each hotel.
Other hotels within close proximity of the ICC Jeju are listed in the following table:

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Distance from venue</th>
<th>Contact Person</th>
<th>Address</th>
<th>Distance from venue</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyatt Regency Jeju (5 stars)</td>
<td>114, Jungmun Gwangwang-ro 72, Seogwipo, Jeju-do, Korea</td>
<td>10 minutes by car from ICC Jeju</td>
<td>Benjamin Park</td>
<td>75, Jungmun Gwangwang-ro 72, Seogwipo, Jeju-do, Korea</td>
<td>8 minutes by car from ICC Jeju</td>
<td>Mr. Kideok Kim</td>
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<td><a href="mailto:kideok1984.kim@samsung.com">kideok1984.kim@samsung.com</a></td>
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<tr>
<td>Shilla Hotel Jeju (5 stars)</td>
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5. Transportation

Jeju Airport (Road No. 1135, Pyeonghwa-ro)
Point of departure: Airport - Shin-Jeju - Jeju Racecourse - Pyeonghwa-ro - Jungmun Sightseeing Complex - ICC Jeju
- By car: 50 minutes, by airport limousine: 60 minutes
**Jeju International Airport to designated hotels**

The GGGWeek 2016 will provide ground transportation (Shuttle Buses) between Jeju International Airport and the Global Green Growth Week designated hotels: Jeju Booyoung Hotel and the Suites Hotel Jeju.

Shuttle buses will depart every 30 minutes, on the hour and half hour, between 08:00 and 20:00. If you arrive at Jeju International Airport before 08:00 or after 20:00, please contact gggw2016@gggi.org in advance, so that we can make alternative arrangements for you.

Additional information regarding transportation will be updated on the official website, www.gggweek2016.org.

**Public Transportation and Taxi Services**

It is highly recommended that only taxis with a taxi service insignia be used. Payment is accepted in Korean Won (KRW). Currency exchange services are available at the international airports. Additional information regarding transportation facilities and taxi services will be available at the on-site Global Green Growth Week Information Desk and at the reception desks of designated hotels.

**Official Hotels to ICC Jeju**

Shuttle buses will be provided between ICC Jeju and the Suites Hotel Jeju daily from 5 to 9 September. Detailed schedule will be distributed in due course.

From Jeju Booyoung Hotel, ICC Jeju is only 2 minutes away on foot.

※ Shuttle Bus Route (tentative)
6. Facilities and Services

Within the International Convention Center Jeju, the following facilities and services will be available:

**Restaurants/Cafeterias:**
Several food and beverage options are available on different levels. Goods and services shall be purchased at the providers’ charges.

**Shops**
A JTO Domestic Duty Free Shop is open every day from 10 am to 8 pm on level 1. Other shops on level 1 are available for purchasing shoes, fashion, accessories, gifts and souvenirs. On level 3 you will be able to find a 7-Eleven store and a shop selling Jeju specialty products.

**Prayer Room**
A prayer room for delegates and speakers will be available at the venue. Global Green Growth Week Information Desk personnel will provide directions upon request.

**Medical Services**
Basic and emergency medical services, such as first-aid kit, will be available in the venue.

Details on hospital locations and operation hours are available at the Global Green Growth Week Information Desk.

The number to be dialed in case of emergency rescue is **119**.

**Tourism and Travel Information**
Please refer to the following website for detailed information:

- **Jeju Tourism Organization**: http://www.ijto.or.kr/english/
- **Korea Tourism Organization**: http://kto.visitkorea.or.kr/eng.kto

To call a taxi, please dial: +82-(0)64-738-1700
7. General information

Weather
The early autumn in Jeju is famous for its warm and sunny weather. In September, you can expect seasonal daytime temperatures of roughly 29°C (84.2°F) and lows of 23°C (73.4°F). For weather info, please dial 131.

Time
Korean time is 9 hours ahead of Coordinated Universal Time (UTC+9).

Currency
USD 1 = KRW 1,177 (as of May 16, 2016). The exchange rate is subject to market fluctuations. The currency exchange services are available at Incheon and Jeju International Airports.

Credit cards
Credit cards are generally accepted in most stores and restaurants.

Tipping
Tipping is generally not required nor expected in Korea.

Electricity
The standard voltage in Korea is 220 volts. The outlet is the same type used in continental Europe and many other countries.
8. Important contacts

From IETA:

Lisa Spafford  
E-mail: spafford@ieta.org

From the UNFCCC secretariat:

Sohel Pasha  
E-mail: spasha@unfccc.int

From the Global Green Growth Week 2016 Secretariat:

Hyunmyung Lee (Mr.)  
E-mail: gggw2016@gggi.org  
Tel: +82-2-550-2631

Jiyeon Shin (Ms.)  
E-mail: gggw2016@gggi.org  
Tel: +82-2-550-2616