



Asia-Europe Meeting

**ASEM Conference on
Global Ageing and Human Rights of Older Persons**

26 - 28 October 2015, Seoul, Republic of Korea

Administrative Circular

1. DATE AND VENUE

Date	26 - 28 October, 2015
Venue	The Westin Chosun Seoul
Address	106, Sogong-ro, Jung-gu, Seoul, Korea
Telephone	+82 2 771 0500
Fax	+82 2 752 1443
Website	www.echosunhotel.com/seoul.action

2. TENTATIVE PROGRAMME *(Please refer to the attached)*

3. REGISTRATION AND ACCOMMODATION

All participants are required to register through online registration system on the official website in advance. (Registration Period: **15 July ~ 26 September, 2015**)

[Registration Process]

1. Register your personal information on the website (www.2015asemhr.kr) and Login to the online registration system.
2. Click "Registration" button and fill out the registration form.
3. Confirmation email will be sent to you within 2 days after completing the registration process.

[Accommodation Process]

For the hotel reservation, please download the hotel reservation form on the website (www.2015asemhr.kr) and please fill the form in English and send it to the contact point (Ms. Stellar Lee) by e-mail (preferred) or fax by **26 September 2015**.

[Contact point of ASEM Conference on Global Ageing and Human Rights of Older Persons]

Ms. Stellar Lee

National Human Rights Commission of Korea, Jenny Convention

Tel: +82 2 761 9691

Fax: +82 2 761 9695

Email: info@2015asemhr.kr

Website: www.2015asemhr.kr

4. ACCOMMODATION INFORMATION

Participants are recommended to stay at The Westin Chosun Seoul (5-Star) where the conference will be convened. Participants who want to stay at the suggested hotel should register as informed above. Also, the information of alternative hotels (provided with favourable rate, walking distance from the conference venue) is as below. If you need more information about the accommodation, please request via e-mail. (info@2015asemhr.kr)

Hotel President (4-Star, 5 minutes' walk from the venue)

Address: 16 Eulgi-ro, Jung-gu, Seoul, Korea

Tel: +82-2-753-3131

Fax: +82-2-779-7111

Website: www.hotelpresident.co.kr

Room type	Special Rates for ASEM Conference participants	
	Rates per day(won)	Add breakfast (per person)
Standard Double(King Bed)	₩137,500	₩18,700
Business Twin		

Best Western New Seoul Hotel (3-Star, 10 minutes' walk from the venue)

Address: 29-1 1ga, Taepyeong-ro, Jung-gu, Seoul, Korea

Tel: +82-2-735-8800

Fax: +82-2-735-0006

Website: www.bestwesternnewseoul.com

Room type	Special Rates for ASEM Conference participants	
	Rates per day(won)	Add breakfast (per person)
Standard Double/Twin	₩110,000	₩15,400

5. HOSPITALITY

All participants are cordially invited to the Welcoming Dinner by the host country on 26 October, respectively as indicated in the Programme. Lunches and coffee breaks will also be provided by the host country. Also Cultural Tour will be provided after the official conference program (16:00-19:00, 28 October 2015)

6. COST

The host will bear the costs of the venue, conference meals and conference-related expenses. Participants need to be responsible for their own travel and accommodation cost during their stay, while the host may cover travel in economy class and accommodation for a limited number of participants.

7. AIRPORT TRANSPORTATION

The organizer will provide pick-up service on the day of 25 October 2015 from Incheon International Airport to the provided hotel and vice versa upon departure until 28 October 2015. (According to the airplane schedule, extension of the pick-up service is provided on 26 October / 29 October.)

Participants are kindly requested to inform their transport preferences in the registration form for the ease of pick-up arrangements. Pick-up timetables will be transmitted at later stage depending on the flight details of participants.

Individual Taxi services are also available at the airport 24 hours a day and are located outside the arrivals area.

8. PASSPORT AND VISAS

Please note that all participants are subject to Korea immigration regulations. Participants should ensure that they have valid passports and other necessary travel documents. Participants from some countries may need entry visas; hence, they are advised to contact the nearest Korean Embassies in their respective countries to check the visa requirements for entering Korea. For any special matter related to visa, please inform the **National Human Rights Commission of Korea** for assistance. Any costs for visa application and airport tax should be shouldered by the concerned participants.

National Human Rights Commission of Korea

Tel: +82 2 2125 9888

Fax: +82 2 2125 0918

Email: 2015asemhr@nhrc.go.kr

9. WORKING LANGUAGE

The official working language of the conference is English and Korean.

10. DRESS CODE

Business attire is appropriate for conference and other social functions.

Smart casual attire is recommended for the Cultural Tour.

11. LIABILITY

The organizer shall not be liable for personal accidents and losses, or damage to personal property of the registered participants in the conference. Participants should make their own arrangements with respect to personal insurance including travel insurance.

12. SECURITY

All necessary measures will be taken to ensure the safety of participants. Identification name card will be distributed at the registration desk of the conference. Participants are requested to wear their identification name card at all times to gain admittance to the conference venues, meals and other functions and might be requested to pass through a security gate.

13. GENERAL INFORMATION

About Seoul:

Korean capital city, Seoul is home to more than 10 million inhabitants from all over the country and around the world, living and working in modern skyscrapers and moving rapidly through sophisticated infrastructure. At the same time, diverse forms of nature thrive and permeate throughout, while abundant cultural heritage assets coexist with modernity in this nation's capital of over 600 years. Essentially, Seoul is traditional yet modern, technological yet natural.

In the heart of Seoul stand royal palaces designated as UNESCO World Cultural Heritage and high-tech buildings occupied by global institutions. Asia's largest underground street shopping mall lies near the 15th century royal tombs. The vast subway system transports millions of passengers daily to their destination, as Han-Gang (River), which bolstered the nation's miraculous economic development, flows calmly through the city. Finally, a plethora of social and cultural outlets know no limit in time and space, begetting creativity and excitement across the city and among its residents.

We invite you to begin your Korean travel here, in this ever fascinating, evolving and harmonious city of Seoul.

Climate:

The climate of Korea is characterized by four distinct seasons: spring (warm), summer (hot), fall (cool) and winter (cold). During the month of October, it is a fall season and average temperature is 15.1°C. (59.2°F)

Time:

Time zone: The local time in Korea is 9 hours ahead of GMT (GMT+9).
No daylight savings time.

Electricity:

The residential voltage is 220V.

Participants are advised to bring a suitable voltage converter and adapter for their proper use of electrical appliances.

Currency:

Korea's official currency is the Won (₩). Participants can exchange their money at most banks and exchange offices at the airport. The exchange rate is 1,107.90 Won to 1 USD (subject to change)

Telecommunications:

For mobile phone service, Korea uses CDMA system. If you want to use your GSM mobile phone, you should check with your local wireless service provider prior to arriving at Korea. Alternatively, Incheon International Airport provides mobile phone rental service at a reasonable price.

Credit Cards

Visa, Master Card and American Express are accepted at most banks, shopping malls, big hotels and restaurants in Korea.

Free Emergency Telephone Numbers

Police: 112

Fire Service: 119

Medical Care: 1339

Seoul Travel Information

DASAN Seoul Call: 120

Call 120 and then press 9 when you hear a recorded message in Korean. Following languages available: English, Chinese, Japanese, Vietnamese and Mongolian

Visit Seoul Webpage: www.visitseoul.net

14. CONTACTS

For any requirements concerning substantive and logistic matters, please contact the following officials:

Ms. Youngmi Lee (Visa related inquiries)

ASEM Conference Coordinator, National Human Rights Commission of Korea

Tel: +82 2 2125 9888

Fax: +82 2 2125 0918

Email: info@2015asemhr.kr, 2015asemhr@nhrc.go.kr

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