



ASEM Expert Forum on Human Rights of Older Persons

15 - 16 June 2016, Seoul, Republic of Korea

<Administrative Circular>

1. Host

- National Human Rights Commission of Korea

2. Co-sponsors

- Ministry of Foreign Affairs of the Republic of Korea
- All interested ASEM Members

3. Participants

- Ministers and Government Experts of ASEM Members, International Institutions, National Human Rights Institutions, Academic Experts, Domestic and Foreign Personnel including international NGOs

4. Date and Venue

- Date: 15(Wed) - 16(Thu) June, 2016
- Venue: Four Seasons Hotel Seoul
- Address: 97 Saemoonan-ro, Jongno-gu, Seoul, Korea, 03183
- Telephone: +82 2 6388 5000
- Webpage: www.fourseasons.com/kr/seoul

5. Registration

- Registration Period : **16(Wed) March - 7(Tue) June, 2016**
- **[Registration and Flight · Accommodation Process]**
 - Fill out the attached "Registration Form" in English and send it via email to the Forum Secretariat(asemhr2016@pod-pco.com).
 - Once the registration is successfully completed, confirmation email will be sent to you by the Secretariat taking charge of the administration process.
 - Together with confirmation email, the Secretariat will help you make reservations for Flight and Accommodation, according to your preference. Kindly proceed necessary procedures for your travel with the guidance of the Secretariat.

▪ [Secretariat of ASEM Expert Forum on Human Rights of Older Persons]

Contact Person	Ms. Haeley Lim
Tel/Fax	+82-70-8255-7758 / +82-2-325-1719
Email	asemhr2016@pod-pco.com

6. Tentative Program

Time	6.15.(Wed)	6.16.(Thu)	6.17.(Fri)
0900-0930		Registration (0900-1000)	
0930-1000		Coffee Break (1000-1010)	
1000-1030		Session 3 (1010-1200) <Exemplary Policies and Best Practices of European and Asian Nations in regard to the Eradication of Elderly Poverty>	Cultural Event (Optional)
1030-1100			
1100-1130			
1130-1200			
1200-1230		Luncheon (1200-1330)	
1230-1300			
1300-1330			
1330-1400	Registration (1230-1400)	Session 4 (1330-1530) <Exemplary Policies and Best Practices of European and Asian Nations in regard to the Promotion of Right to Health of Older Persons>	
1400-1430	Congratulatory Address (1400-1430)		
1430-1500	Opening Remarks Adoption of Agenda (1430-1500)		
1500-1530	Keynote Speech (1500-1520) Coffee Break (1520-1530)		
1530-1600	Session 1 (1530-1630) <Activities of International Institutions for the Eradication of Elderly Poverty and the Promotion of Right to Health of Older Persons>		
1600-1630	Session 2 (1630-1800) <Assessment of Implementation Status of MIPAA and Measures for Further Development>	Session 5 (1530-1700) <Measures for Cooperation for the Promotion of Human Rights of Older Persons>	
1630-1700			
1700-1730		Coffee Break (1700-1720)	
1730-1800		Closing Ceremony (1720-1800)	
1800-1830	Welcome Reception (1800-1830)		
1830-1900	Welcome Dinner (1830-2000)		
1900-1930			
1930-2000			

7. Costs

- The host will bear the costs of the venue, forum meals and forum-related expenses.
- For the Speakers who will be delivering a presentation or a speech in the forum, the host will cover the costs of travel in economy class and accommodation during the forum period.
- Participants need to be responsible for their own travel and accommodation cost during their stay, while the host may cover entire or partial cost for travel in economy class and accommodation, depending on budget.

8. Accommodation Information

- **Four Seasons Hotel Seoul** (5-Star) is the main venue where the forum will be held. Reservation method, special group rate exclusively offered for the forum participants, and other detailed information will be guided through email by the Secretariat.
- For our participants' convenience, the alternative hotel, which will be provided with favourable rate, walking distance from the forum venue is also available. If you need more information, kindly request our Secretariat.

9. Transportation

- Detailed information regarding the transportation service from the Incheon International Airport to the hotel will be provided by email to all participants before the Forum.

10. 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. Any

costs for visa application and airport tax should be shouldered by the concerned participants.

- Regarding the issuance of visa, the organizer might assist for necessary procedures of the participants. However, the organizer does not take responsibility for the issuance of visa.

11. Languages

- The official language of the forum will be Korean and English.
- Please be noted that only English-Korean simultaneous translation service will be provided during the official forum program.

12. Cultural Tour

- For the purpose of providing an opportunity to experience Korean culture, Cultural Tour is scheduled on 17(Fri) June 2016, after the official forum program is ended. For those who want to participate in the cultural tour, kindly specify your participation in the Registration Form.

13. Dress Code

- Business attire is recommended for the forum and other social functions.
- Smart casual attire is appropriate for the Cultural Tour.

14. Liability

- Participants should pay particular attention to their personal security and personal belongings in that the organizer shall not be liable for personal accidents and losses, or damage to personal property of the registered participants during the forum period.
- Participants should make their own arrangements with respect to personal insurance including personal valuables related and travel insurance.

15. Security

- All necessary measures will be taken to ensure the safety of participants. Participants are asked to cooperate with forum staffs during the forum regarding security issues.

- Identification name card will be distributed at the registration desk of the forum. Participants are requested to wear their identification name card at all times to gain admittance to the forum venues, meals and other functions.

16. Contacts

- **Taesung Park(Mr.)/ Youngmi Lee(Ms.)**

National Human Rights Commission of Korea

Phone: +82-2-2125-9888 Email: 2016asemhr@nhrc.go.kr

- **Haeley Lim(Ms.)**

Secretariat of ASEM Expert Forum on Human Rights of Older Persons

Phone/Fax: +82-70-8255-7758 / +82-2-325-1719

Email: asemhr2016@pod-pco.com

17. 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 June, when the Forum will be held, is a summer season and average temperature is 21.9°C (71.42°F).

[Time]

The local time in Korea is 9 hours ahead of GMT (GMT+9). There is no daylight savings time in Korea.

[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 current exchange rate is around 1,214 Won to 1 USD (subject to change).

[Telecommunications]

For mobile phone service, you will be able to get world-leading roaming service as soon as you arrive in Korea at the airport. 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 in KOREA]

Korea Travel Hotline: 1330

[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