

Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 26 March 2010

To: **OSCE participating States; Asian Partners for Co-operation; Mediterranean Partners for Co-operation, and invited International Organizations**

Subject: **Practical arrangements for 2010 OSCE-Republic of Korea Conference**
“OSCE and Asian Partners for Co-operation’s Vision of a Comprehensive Approach to Security Issues” to be held in Seoul on 18-19 May 2010

I PRACTICAL ARRANGEMENTS

With reference to Permanent Council Decision No.930 of 18 March 2010, the Section for External Co-operation would like to inform all participants in the 2010 OSCE-Republic of Korea Conference, to be held in Seoul, Republic of Korea, on 18-19 May 2010, about the following:

I.1 Venue

The Conference will be held at the **Yeong Bin Gwan, Hotel Shilla**. The address is as follows:

Hotel Shilla
202 jangchung-dong 2ga, jung-gu,
Seoul 100-856, Korea
www.shilla.net

I.2 Registration form for Participants in the Conference

Please find attached the registration form to be completed by participants and to be sent to the OSCE Secretariat as indicated on the form, **no later than 30 April 2010**

I.3 Hotel Accommodation and Reservation Form

The host country has agreed on special corporate rates with the following two hotels: Hotel *Shilla*, the venue of the Conference, and Hotel *Grand Ambassador Seoul* (also known as *Sophitel*). Both hotels are located within walking distance from each other. To make a reservation, participants are kindly requested to book directly with the respective hotel, by sending the completed reservation form to the relevant hotel. Room rates, reservation conditions, and contact details are shown on the respective hotel reservation form.

Hotel Shilla

202 jangchung-dong 2ga, jung-gu,
 Seoul 100-856, Korea
 Homepage:www.shilla.net
 Reservation Department
 Tel:(+82 2)2233-3131
 Fax:(+82 2)2233-5073
 Email:reserve@shilla.net

Hotel Grand Ambassador Seoul

(also known as Sophitel)
 186-54 jangchung-dong 2ga, jung-gu,
 Seoul 100-855, Korea
 Homepage:grand.ambatel.com
 Reservation Department
 Tel:(+82 2)2270-3111
 Fax:(+82 2)2272-0773
 Email:ambres@ambatel.com

II TRAVEL**II.1 Visa Requirement**

Participants are kindly requested to make their own visa arrangements with the local Embassy or Consulate of the Republic of Korea prior to their arrival. Visas will be issued free of charge to participants.

The list of Countries having visa waiver agreements with the Republic of Korea can be checked on the following website: <http://www.hikorea.go.kr/pt/index.html>

II.2 Travel Arrangements

Participants are responsible for making their own travel arrangements.

II.3 Arrival/ Departure**II.3.1 Transportation from and to the Airport**

Taxis are available at the airport but are relatively expensive (Fare: regular KRW 60,000, Deluxe KRW 80,000). However, a shuttle service by KAL Limousine Busses between the airport and the hotel area is available at the rate of KRW 14,000. KAL ticket offices are located at Exit 4 and 9 (indoors) & Exit 4, 6, 7, 8, 11, 13, and 9C (outdoors).

The time schedule is given below:

	First bus	Interval(min)	Last Bus	Travel time(min)
Airport to Hotel area	04:50	30	22:25	100
Hotel area to Airport	05:15	30	19:05	100

Bust stop: 4B, 11A at 1st floor

Bus route: Incheon Airport → Bestwestern Seoul Garden Hotel → Mapo Lotte CityHotel → Ramada Hotel → Seoul Station → Hilton Hotel → Hyatt Hotel → **Sophitel Hotel** → **Hotel Shilla** → Yaksu Station

For more information: <http://www.airport.kr/airport/traffic/bus/busList.iii?flag=E>

II.3.2 Metro System in Seoul

Useful information about the metro system in Seoul is available under: www.smrt.co.kr/Eng/index.jsp

III. GENERAL INFORMATION

III.1 Rate of Exchange

- 1US Dollar = KRW 1,127.4 (as of March 2010)
- 1 Euro = KRW 1,548.1 (as of March 2010)

III.2 Time Difference

Korea's standard time zone is UTC/GMC +9 hours

III.3 Cultural Event

A cultural event will be organized by the Host Country in the afternoon of May 19. Details will be provided in due course.

III.4 Tourism

Touristic information on Korea and other practical information are available at the following websites:

www.knto.or.kr

www.tour2korea.com

www.Korea.net

IV. SIDE EVENT

As foreseen in the PC Decision N 930 of 18 March 2010 on the Agenda, Timetable and Organizational Modalities of the 2010 OSCE-Republic of Korea Conference, a side event on "Women's contribution to security" will be held on the margins of the Conference. More information will be circulated soon. As it is planned to hold the side event on 17 May afternoon, participants in the Conference intending to take part also in the side event are invited to take this into consideration when making their travel arrangements.

V. POINT OF CONTACT IN THE OSCE SECRETARIAT:

For further information or assistance, please contact:

Ms. Aldona Szymanski
Senior External Co-operation Assistant
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OSCE Secretariat
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A-1010 Vienna, Austria

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2010 OSCE-Korea Conference on
“OSCE and Asian Partners for Co-
operation’s Vision of a Comprehensive
Approach to Security Issues”
Seoul, 18 and 19 May 2010



REGISTRATION FORM

State/Delegation/International Organization

Family name (Please use CAPITAL LETTERS): Ms Mr.

First name (Please use CAPITAL LETTERS)

Title and Position (as to appear on the list of participants):

Tel. No. with all prefixes

Fax No. with all prefixes

Mobile No. with all prefixes

E-mail address:

In Seoul I will stay at the Hotel Shilla Hotel Grand Ambassador (Sophitel)

Alternatively, I can be reached under the following address/tel./fax #:

Participation in the Cultural Event Yes No

Participation in the Side Event on Women’s contribution to security Yes No

Date: _____ Signature: _____

PLEASE NOTE:

The registration Form should reach the OSCE Secretariat **not later than 30 April 2010**, either by mail, fax or e-mail:

External Co-operation Section - OSCE Secretariat
Wallnerstrasse 6 - A-1010 Vienna, Austria

Tel.: (+43-1) 514 36 – 6190 Fax: (+43-1) 514 36 – 6250 E-mail: pm-ext-coop@osce.org

THE SHILLA SEOUL

HOTEL RESERVATION FORM

Block Code: MOFAT051810

Please fax completed form to The Shilla Seoul by **May 3rd, 2010** at
(FAX) +82-2-2230-3720.

E-mail: reserve@shilla.net or holly.lee@samsung.com

PERSONAL INFORMATION (Required)

() Mr. () Ms. () Dr. Family Name: Given Name:

Company Name: Job Title:

Street Address:

City, State, Zip, Country:

Tel: Fax: Email:

Flight Schedule:

Arrival:(Airport) on(Date)(Time) by(Flight Number)

Departure:(Airport) on(Date)(Time) by(Flight Number)

HOTEL ACCOMMODATION (Required)

Check In: Check out: Night(s):

Special Request: Smoking Non Smoking

* Special Room Rate Offer*

- Executive Deluxe (1 King) - 35m² : KRW 260,000 per night**
- Executive Deluxe Twin - 35m² : KRW 310,000 per night**
- Executive Grand Deluxe (1 King) - 53m² : KRW 290,000 per night**
- Executive Grand Deluxe Twin - 53m² : KRW 340,000 per night**

* 11% of Tax & Service charge will be added.

* Breakfast, internet, sauna and all Executive floor benefits are included.

* Special rate is based on 1 person staying.

Double occupancy Charge: KRW 30,000

Hotel Reservation Policy: Reservations and confirmations must be made through The Shilla Seoul.

CREDIT CARD INFORMATION (Required)

I guarantee my reservation by the following credit card:

Credit Card Type: VISA MasterCard American Express Other

Credit Card Number:

Name on Card:

Expiration Date (mm/yyyy): Signature:

THE SHILLA

SEOUL

CANCELLATION CHARGES

In the event of cancellation, written notification should be sent to The Shilla. The following cancellation fees will be charged to your credit card automatically.

Up to 10days before the first night of stay-----Free of charge
9 to 7 days before-----30% of daily room charge
3 to 6 days before-----50% of daily room charge
Fewer than 2 days before, or not notice given-----100% of daily room charge

AIRPORT TRANSPORTAION (Optional) Form and To Incheon International Airport

Airport transportation via the hotel car is available at KRW 130,000 for pick-up and KRW 120,000 for sending. The driver will be waiting for the guest at the exit with The Shilla logo sign and the guest's name. In case the guest cannot locate the driver please contact the Hotel Information Desk at the airport upon arrival. The Hotel Information Desk is located at right next to the Exit Number 2 and 11. The vehicle type is a luxury Equus sedan.

Pick Up Service YES / NO
Sending Service YES / NO

The Korean Airline Limousine Bus (KAL Limousine) runs from and to the Airport every 20 to 30 minutes and costs KRW 14,000 for one way and KRW 26,000 for round trip. Tickets are available for purchase at the desk.

The taxi fare from the airport is approximately KRW 90,000 for deluxe taxi and KRW 60,000 for regular taxi.

Grand Ambassador Seoul

Room Reservation Office

Grand Ambassador Seoul associated with Pullman

186-54, 2-Ga, Jangchung-Dong, Chung-Gu, Seoul, Korea

Phone: +82 (2) 2270 3112,3113

Fax: +82 (2) 2279 2184

E-mail TO : ambres@ambatel.com

CC : ambmice@ambatel.com

OSCE-KOREA Conference

Hotel Reservation Form

Sales manager in-charge : Mr. James Lim

Please complete this form and fax/email to the Hotel Room Reservation Office. A hotel confirmation letter will be sent to you within 3 working days on your confirmation.

RESERVATION DETAILS

Last Name: _____	First Name: _____	Middle Name: _____
Company Name: _____	Title: _____	
Address: _____		Country: _____
E-mail: _____	Tel: _____	Fax: _____
Passport Details:		
Passport Number: _____	Date of Issue: _____	
Place of Issue: _____	Expiry Date: _____	
Booking Details:		
Check-in Date: _____	Arrival Flight: _____	Time: _____
Check-out Date: _____	Departure Flight: _____	Time: _____

BOOKING (tick choice)

Room type	Single Occupancy	Benefits
Superior Room (Single / Twin)	KW 160,000+	1 Breakfast, Free Access to High speed Internet connection in room & Sauna
Executive room	KW 220,000+	
Room Type: <input type="checkbox"/> Superior room (Single) / <input type="checkbox"/> Superior room (Twin) <input type="checkbox"/> Executive Room		Preference: <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking

- The above room rates are subject to 10% Government tax.
- Superior Room 1 Person Breakfast Charge is KRW 22,000(subject to 10% Government tax) – 1F king's Restaurant
- Executive Room – 16F Executive Lounge

Airport Transfer by rental car: Yes No

Remarks:

- Airport transfers by rental car can be arranged, as long as the flight details are provided, with an additional cost.
Rental Car Transfer: KW 110,000 for pick up and KW 100,000 for sending.

TERMS AND CONDITIONS

- All reservations must be accompanied by credit card to "Grand Ambassador Seoul" as guarantee booking.
- Check-in time is 2.00 pm. To guarantee early check-in, please book one night before. Check-out time is 12 noon. Extended use of rooms till 6.00 pm on day of departure is subject to half day's rate. Thereafter, a full day's room rate will be applicable.
- Cancellation made **less than 72 hours prior to arrival or failure to check-in (No-show)** on your scheduled arrival day will result in a cancellation penalty equivalent to one night's room and tax, which will be charged by the hotel to the credit card provided to guarantee the reservation.

Credit Card Details

Card Company: Visa MasterCard Amex Diners JCB Others

Credit Card Number: _____ Expiry Date: _____

Cardholder's Name: _____

Guest signature: _____

Date: _____