

**SECOND MINISTERIAL REGIONAL FORUM ON ENVIRONMENT AND HEALTH  
14-15 July 2010, Jeju, Republic of Korea**

**INFORMATION BULLETIN NO.2**

This is the second of a series of information bulletins that will be issued between now and the opening of the 2nd Ministerial Regional Forum.

This information sheet describes the arrangements for the Meeting. *Information on costs to be provided by the organizer relates **only to participants whom the organizer will bear the travel expenses.***

**1) Venue of the Meeting**

The Meeting will be held in **Halla Hall** on the 3<sup>rd</sup> floor of the International Convention Center JEJU, which is in Jeju Island, Korea.

The WHO/UNEP Secretariat will be situated in Room 303 on the 3<sup>rd</sup> floor, Local Organizing Committee in Room 402 on the 4<sup>th</sup> floor.

Address of the Hotel:

Lotte Hotel Jeju

697-130

2812-4, Saekdal-Dong,

Seogwipo, Jeju Special Self-governing-Do,

Republic of Korea

Tel: 88 - 64 - 731 – 1000

Fax: 88 - 64 - 738 – 7305

URL:<http://www.lottehoteljeju.com/Room/room.asp?HtlCd=04&BldGbn=M&RmType=OF&Depth=01010000>

For additional suggested hotels, please visit this site:

<http://www.environmenthealth.asia/mf2.cfm>

The meeting will review the progress on the implementation of the regional and national activities since the First Ministerial Regional Forum in Bangkok in August 2007 and agree on regional priorities and work plans for the period of 2010-2013.

**2) Language**

The meeting language will be in English and Korean. Simultaneous interpretation will be provided.

**3) Registration and Meeting Folder**

Registration will be arranged by the Organizing Committee upon arrival. Participants who are not able to do so may register at the registration reception before going to the conference room.

A folder containing the documents of 2nd Ministerial Regional Forum will be given to each participant upon arrival. Participant may also inquire for the folder from the Registration Reception.

#### 4) Information on Hotel Accommodation

Accommodation reservation is closed.

If a participant wants to reserve a room, please contact Ms. Jessica Jo of the Organizing Committee.

Telephone Number: 88-51-905-2525

Fax: 88-51-905-2527

E-mail: [asiaehforum@keco.or.kr](mailto:asiaehforum@keco.or.kr), [jessi@ioconvex.com](mailto:jessi@ioconvex.com)

**Please kindly note that once the booking has been confirmed, reserved room will be charged and to be paid by guest/participant upon checking out.**

Hotel check-in and check-out:

The hotel check-in time is 14.00 hrs, and check-out time is 12.00 hrs.

Guests bear the payment of personal expenses such as breakfast, phone call, room service and mini-bar directly to the hotel during check-out.

#### 5) Flight arrangements to and from Jeju

The host country will contact you and arrange your flights by the most direct route between the nearest international airport from your country to Jeju (round trip economy-class tickets) in accordance with the meeting schedule. It is difficult to get an air ticket, given that it is summer and thus a peak season in Jeju during this period. If representative/s could not send the official confirmation/RSVP before 4 weeks, the representative will purchase their air ticket. For reimbursement, please bring the air ticket stub and receipt.

#### 6) The way from/to airport

The host country will arrange transportation between the airport and hotel in accordance with your travel itineraries.

For a Minister: A vehicle will be arranged for VIPs throughout their stay from pick up at Jeju airport. The vehicle can accommodate 1 VIP and 1 entourage officer.

For a High-level Official & other participants: A shuttle bus will be arranged [4 buses per day] for airport pickup.

Upon confirmation, the host country will contact you directly for logistical arrangements.

For additional relevant information, please visit this website:

<http://www.keco.or.kr/02en/pop/index.jsp>

Information desk will be located between gate 1 and gate 2 at the Jeju Int'l airport only.

If you want to take a shuttle bus, please go to the gate 5.

\* Detailed shuttle bus schedule: to be noticed

#### 7) Daily Subsistence Allowance (DSA)

*For the supported participants*, the host country will provide you with the DSA (Daily Subsistence Allowance) for the nights of stay for the meeting. Included in these DSAs are the necessary expenses, for instance: for visa procedures, room charges, meals that are not provided by the organizer such as dinners.

## 8) Insurance

UNEP and WHO do not provide insurance coverage for participants or their belongings and participants are expected to make their own arrangements for accident, illness and luggage insurance, if desired.

## 9) Meals

### <Breakfast>

For the supported participants, Breakfast is included. The restaurant is open daily from 06.00 a.m. - 10.30 a.m. hrs.

### <Lunch>

For the supported participants, all lunches during the forum will be provided by the Organizer. (July 14: Delizia on the 3<sup>rd</sup> floor, July 15: Ocean View on the 5<sup>th</sup> floor at the ICC Jeju).

For non-sponsored participants, meal coupons will be offered, luncheon at Sorang on the 1<sup>st</sup> Floor of ICCJ.

### <Dinner >

Welcome dinner will be held on 14 July 2010 for participants in the Ocean View at the 5<sup>th</sup> floor.

Farewell Dinner will be held on the 15 July 2010 at the Crystal Ballroom in Lotte Hotel Jeju.

## 10) Tour

Jeju Local government will be organizing a tour for the participants. Information will be announced soon.

## 11) Internet Service

Internet access is available at Internet Cafe during the forum. For in-room internet connection, the internet access card can be purchased from the Hotel Reception.

## 12) Currency Exchange

There are many banks and Currency Exchange Counters in Jeju International Airport and Lotte Hotel Jeju. You can also exchange US Dollars to Korean Won at the Hotel Reception.

## 13) Electricity

Please note that electric appliances in Korea operate on 220 Volts. We recommend that you bring a power-transformer or a similar adaptor if you want to bring laptops and other electric equipment from your country to Korea.

## 14) Meeting Secretariat

Should you have any clarification or further inquiry, please contact:

### **Regional Forum Secretariat**

The WHO and UNEP Secretariat will be situated in Room 303 on the 3rd floor.

Email: [Environment.Health@rrcap.unep.org](mailto:Environment.Health@rrcap.unep.org) or [Amparom@wpro.who.int](mailto:Amparom@wpro.who.int)

**Local Organizing Committee [Host Country]:** In Room 402 on the 4<sup>th</sup> floor.

Email: [sak83@naver.com](mailto:sak83@naver.com) or [jessi@ioconvex.com](mailto:jessi@ioconvex.com)

**Information desk will be provided at 1st Floor [lobby] near the entrance of Lotte Hotel Jeju starting 13 July 2010 for general participants.**

## [Map and Directions]

### 1. From Incheon Int'l Airport to Gimpo Domestic Airport

It takes approximately 30 minutes by car from Incheon Int'l Airport to Gimpo Domestic Airport.

- Airport Limousine bus [\* Take an Airport Limousine bus/Train to Gimpo Domestic Airport]
    - To purchase a limousine bus ticket, go to bus ticketing office: Exit 4, 9(Indoor), Exit 4,6,7,8,11,13 and 9C (Outdoor)
    - Take limousine bus at bus stop 3B, 4B, 10A, 11A
- Bus fare is about 6,500 Won [about \$ 6.5]

- Train AREX(Airport Express)  
Incheon Int'l Airport Station located in the Incheon Int'l Airport Transportation Center

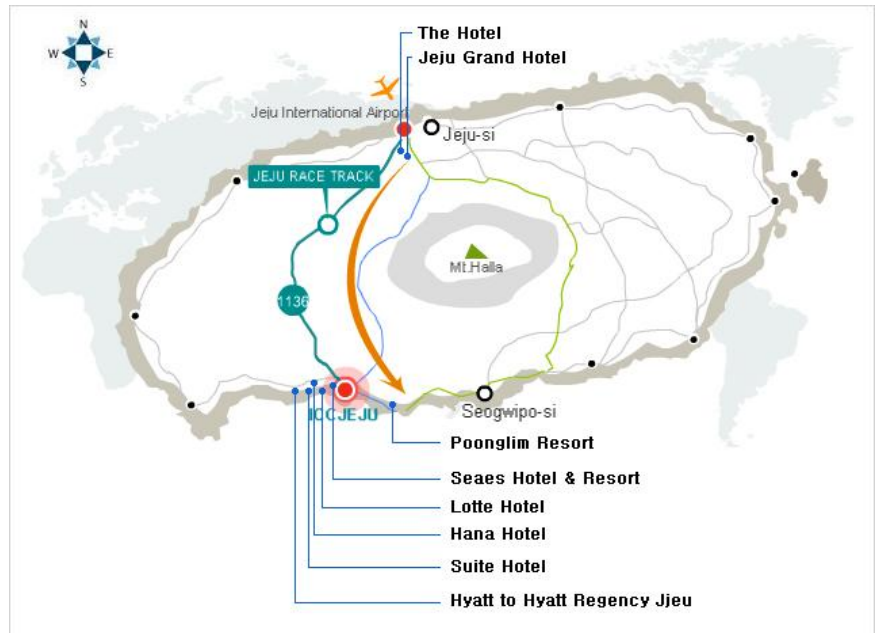
Train fare is about 3,200 Won [about \$ 4]

For further details, please visit this website: <http://www.environment-health.asia/mf2.cfm>

### 2. From Jeju International Airport

It takes approximately 40-50 minutes by car from Jeju International Airport to ICC Jeju. (The two destinations are connected via Pyeonghwa-Ro).

Buses (limousine buses) are also available every 15 minutes at the airport.



- **Airport Limousines** (Jeju International Airport ↔ International Convention Center Jeju)

<b>Place</b>	Limousine buses stop at the left side of the front gate (Bus Company : Samyoung Traffic Bus Number: 600)
<b>First departure</b>	06:20 a.m. at the airport
<b>last departure</b>	after the arrival of the last airplane
<b>Service route</b>	Airport → Crown Plaza Hotel → Entrance to the Yeomiji Botanical Garden → Hyatt Hotel → Shilla Hotel → Lotte Hotel → Hankook Condominium → Jeju International Convention Center → New Gyeongnam Hotel → Seogwipo KAL Hotel

- **Taxi** [Jungmun(ICC Jeju) - Jeju International Airport]

There are two kinds of Taxi Stands; long-distance and short-distance.

Participants in the forum should take a short-distance taxi to arrive at International Convention Center Jeju.

Please go to Taxi Stand for Short-Distance.

Once you get in a taxi, please confirm the distance before departing to ICC Jeju.

Fare (Korean Won) : About 30,000 Won

Distance: 40 km

Time of Travel: 40-45 minutes

- **Car Rental**

We recommend making a reservation in advance.

Upon your arrival, you can use rented cars with the help from vehicle guide service at Rent-A-Car Desk in front of the airport exit.