



General Information Note

7th UNWTO ASIA/PACIFIC EXECUTIVE TRAINING PROGRAM ON TOURISM POLICY AND STRATEGY

3-6 June 2013

Busan, Republic of Korea

1. VENUE

The Executive Training Program will be held at the **Park Hyatt Busan in Busan, Republic of Korea on 3-6 June 2013**. It is co-organized by the UNWTO and the Ministry of Culture, Sports and Tourism of the Republic of Korea, with the support of the Korea Tourism Organization (KTO).

Park Hyatt Busan

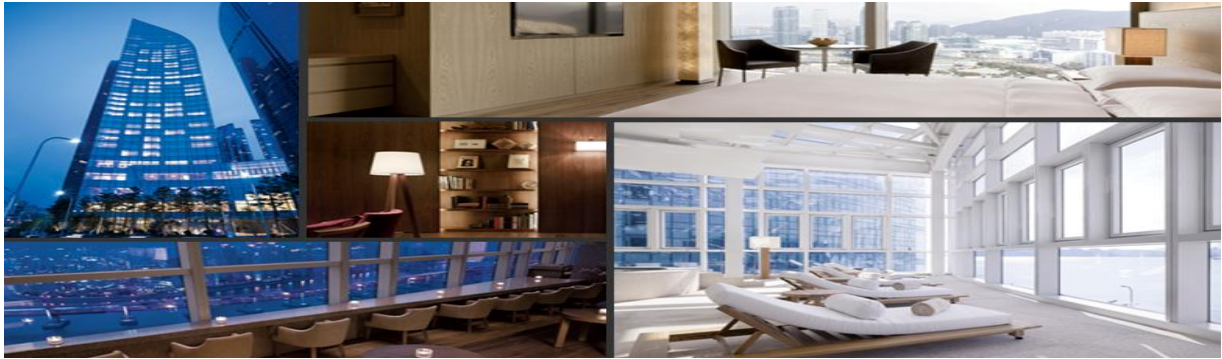
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2. HOST CITY

Busan is Korea's second largest city. Its natural endowment such as superb beaches and scenic cliffs has brought Busan an increasing reputation as a world class city of tourism. The city has been recognized as the world's top city for international-level meetings. Busan was ranked the fourth most ideal destination for international conventions in Asia and 15th among 1,406 cities in 183 nations around the world, according to the Union of International Association (UIA)'s 2011 Convention City rankings.



3. REGISTRATION

Participants are requested to complete the attached registration form and to return it to the UNWTO Secretariat **by 15th of April**. Once on site, the badge and bag will be distributed to the participants at the registration desk on Monday, June 3rd from 08:30 to 09:00 hrs.

4. ACCOMMODATION

Accommodation during the training program will be provided to the participants. The UNWTO will cover the single room cost for one participant from each member country.

The hotel venue is the **Park Hyatt Busan**, a luxurious, intimate and residential style hotel located in the Haeundae marine city, overlooking the Ocean and Gwangan Bridge (newly opened in Feb. 2013). The hotel features 33-floors with curvilinear geometry and a glass façade that has been inspired by the wind filling a sail of a ship. It will indulge you with a range of guest facilities, including 269 rooms and suites, featuring natural elements of French oak flooring. Free Wi-Fi is also accessible in every floor of the hotel.

5. TRANSPORTATION

An economy class air ticket of round trip will be provided to participants. Participants are requested to supply their preferred flight arrangement on the registration forms. The UNWTO Secretariat will coordinate with the designated travel agency (US Travel), who will issue the ticket accordingly. Transportation between Incheon International Airport and Gimpo Airport will be provided. Local transportation from the International Airport in Busan to the hotel venue will be also provided. For attending social events and post-tour, participants will be guided to use the complimentary shuttle bus.

6. SOCIAL EVENTS

The Minister of Culture, Sports and Tourism of the Republic of Korea will host a Welcome Dinner on 2 June 2013 at 19:00 for all participants. On 6 June 2013 at 19:00, the Farewell Dinner will be hosted by the Mayor of Busan Metropolitan City at the Nurimaru (TBC), the venue for the 2005 APEC Leaders' Summit. A technical tour will be available for participants. The Busan Metropolitan City will provide an exhaustive array of tour services for Busan City on 5 June 2013.

7. FOOD

Vegetarian foods will be served for those participants who requested a special diet on their registration form.

8. VISA REQUIREMENTS & NATIONALITIES

All foreign visitors entering the Republic of Korea must possess a valid passport. Participants, except those from countries who have visa exemption agreements with Korea, should apply for visas prior to departure with a Korean diplomatic mission in their countries.

No	Country	Diplomatic & Official Passports		Ordinary Passports	
		Visa Requirement		Visa Requirement	
		Yes	No	Yes	No
1	Australia		v		v
2	Brunei Darussalam		v		v
3	Cambodia		v	v	
4	China	v		v	
5	Democratic People's Republic of Korea	v		v	
6	Fiji		v		v
7	Indonesia		v		v
8	Japan		v		v
9	Lao People's Democratic Republic		v	v	
10	Malaysia		v		v
11	Mongolia		v	v	
12	Myanmar		v	v	
13	Papua New Guinea	v		v	
14	Philippines		v	v	
15	Thailand		v		v
16	Timor-Leste	v		v	
17	Vanuatu	v		v	
18	Viet Nam		v	v	
19	Afghanistan	v		v	
20	Bangladesh		v	v	
21	Bhutan	v		v	
22	India		v	v	
23	Iran, Islamic Republic of		v	v	
24	Maldives	v		v	
25	Nepal	v		v	
26	Pakistan		v	v	
27	Sri Lanka	v		v	
28	Hong Kong, China*		v		v
29	Macao, China*		v		v

*Associate Members/ No.1~18 : Members of Asia and the Pacific, No. 19~27 : South Asia

For those of participants needs to acquire a Korean visa, the visa fees are as follows:

- Single entry visa for a stay of no more than 90 days : USD 30
- Single entry visa for a stay of more than 90 days : USD 50
- Multiple entry visa : USD 80 / Double entry visa : USD 60
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For more details, delegates are advised to contact the Korean Embassy in their countries, or to visit the website of the Ministry of Foreign Affairs and Trade of the Republic of Korea at www.mofat.go.kr. Detailed visa information on entering Korea can be found at: <http://www.mofat.go.kr/english/visa/apply/index.jsp>.

9. USEFUL INFORMATION

a. Currency & Exchange Rate

The official currency is KRW (WON). The Korean currency consists of one thousand, five thousand, ten thousand and fifty thousand won notes. Coins in use are: KRW 10, KRW 50, KRW 100, and KRW 500. Buses and vending machines may only accept 1,000 won bills and coins. Facilities to exchange foreign currency are available throughout the city.

*Exchange rates: USD 1.00 = approx. KRW 1,087, EURO 1.00 = approx. KRW 1,433 as of February 25, 2013.

b. Climate and Clothing

During the month of June in Busan, the average temperature ranges from 19°C to 24°C. It is the perfect time of the year to travel as temperatures are ideal and the country experiences warm, sunny weather. Light outerwear is recommended for the outdoors, and thin long sleeved jackets are recommended for the evening.

c. Time Difference

The official time in Korea throughout the conference is nine hours ahead of Greenwich Mean Time (GMT+9). (No daylight savings time.)

d. Credit Card

Major credit cards such as AMEX, Visa and MasterCard are widely accepted at hotels, restaurants and stores.

e. Electricity Supply

The standard voltage in Korea is 220V. The hotel rooms at the Park Hyatt Busan are equipped with diverse outlets for the convenience of participants. Adapters for electronics can be also bought at electronics stores, airports, and more.



f. Phone Calls & Mobile Phone Service

For local calls within the same area or city, you may dial the telephone number by itself. For other areas or cities, you may dial the 'area code' before the telephone number. The area code should also be dialed when using a mobile phone. For international calls, dial the international dialing code (001, 002, or 008), country code, area code, and the individual number. Domestic and international phone cards are available for sale at most convenient stores, hotels, and airports. Mobile Phone Rental Services are available at Incheon International Airport. The service desk is located on the 1st and 3rd floors (Public Area). Please check your mobile supply module GSM or WCDMA before renting.

g. Business Hours

Government offices open at 9:00 and close at 18:00, Monday to Friday. Banks are open from 9:00 to 16:00.

h. Tax & Tipping

A Value-Added Tax (VAT) is levied on most goods and services at a standard rate of 10% and is included in the retail price. At hotels, a 10% VAT is applied to rooms, meals and other services, and is included in the bills.

10. CONTACT INFORMATION

UNWTO Secretariat	Host Country
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