

INFORMATION FOR MEETING PARTICIPANTS

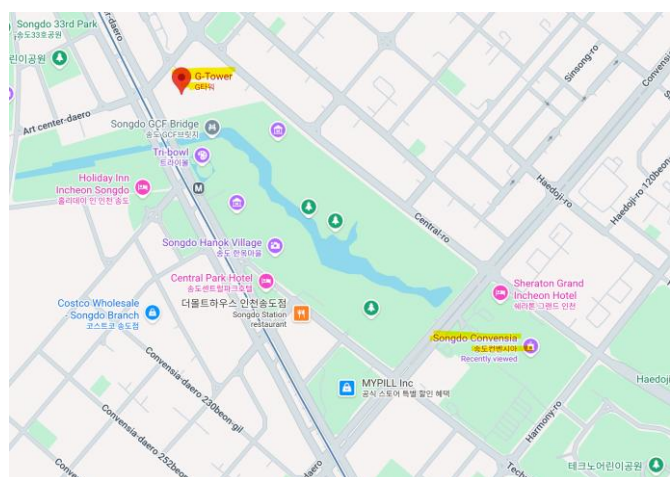
27th meeting of the Climate Technology Centre and Network (CTCN) Advisory Board



Venue Address

Joint Session – 17 April 2026
Songdo Convensia, Rooms 113, 114, 115
123, Central-ro, Yeonsu-gu,
Incheon, Republic of Korea (21998)

AB meeting – 20, 21, 22 April 2026
G-Tower, 3rd Floor (Minwon Dong Building)
175, Art center-daero, Yeonsu-gu,
Incheon, Republic of Korea (22004)



Contact us at +82 10 5261 2860

Email us at ctcn@un.org

Visa requirements

Obtaining a visa is the responsibility of each participant. Participants coming from countries included in the K-ETA agreement (112 countries: [Eligible countries for K-ETA](#)), can register online for **K-ETA approval** at this link: [Terms and Conditions Agreement < Apply for K-ETA < K-ETA](#). The application fee is KRW 10,000 (≈ USD 8). The K-ETA approval will be sent 24 hours to a few days after application.

More detailed information can be found on the [K-ETA website](#)

If your country is not listed for K-ETA, you require an entry visa to the Republic of Korea. Please apply for and obtain a visa at the nearest Korean Embassy or Consulate General in your country prior to departure. Please note participants are responsible for making applications for and obtaining their visas.

Please check more information on visa requirements for your nationality at the following site: [Visa : VisitKorea](#)

Visa support letters can be issued by UNEP CTCN upon request. In such case, please contact Mr. Sebin Lee sebin.lee@un.org with CC to Ms. Bibiana Sanchez at bibiana.sanchez@un.org as soon as possible.

※ Holders of Passport issued by recognized international organizations

A staff of the United Nations or special organization who have a travel document, namely, LAISSEZ-PASSER (UNLP) issued by UN office is allowed to enter Korea without a visa and is granted to stay for 30 days.

For funded meeting participants: If applicable, UNEP-CTCN will reimburse a participant's Visa application fee for an Entry Visa to the Republic of Korea, which must be supported by an official receipt indicating the amount paid. Only officially receipted Visa application fees are reimbursable. Other costs related to visa acquisition e.g., visa agents fee and transport costs to Embassies/Consulates are not reimbursable. The reimbursements will be done at the meeting venue via the UN Debit Card. To get Visa fee costs reimbursed, participants are requested to submit a copy of their visa, invoice and proof of payment (official receipt) before 28 of February 2026 to Bibiana Sanchez bibiana.sanchez@un.org. Visa fee claims submitted after the deadline will not be honored.

Health Insurance

All participants are strongly encouraged to have health travel insurance before travelling. Emergency and hospital claims are not covered by CTCN or the public Korean health system. Please contact your insurance provider well in advance.

Arrival to the Republic of Korea

Q-Code system

ROK has introduced the [Q-code system](#) to streamline assessment processes on arrival to the Republic of Korea. The system will record your information, including passport, flights, PCR/antigen test result, and vaccination details, and generate a QR code to show at the airport on arrival.

While not a mandatory requirement of entry, it is recommended to submit your details and documentation in advance of travel through the Q-Code system, as it will make your trip through the airport on arrival much faster.

Required Documentation

It is recommended that all participants bring physical (or electronic if not feasible) copies of documentation with them, including:

- Invitation letter
- Visa grant notice and visa support letter (if applicable)
- Flight and hotel booking slips
- Q-Code System QR-Code

Accommodation

Participants are responsible for making their own accommodation arrangements. Reservations should be made directly with the preferred hotel as soon as possible and must be booked with a credit card.

We however recommend the list of these hotels due to their proximity to Songdo Convensia and G-Tower:

[Holiday Inn Incheon Songdo](#)

251 Incheon Tower-Daero, Yeonsu-gu, Incheon

[Orakai Songdo Park Hotel](#)

151, Techno Park-ro, Yeonsu-gu, Incheon

[Songdo Central Park Hotel](#)

193, Techno Park-ro, Yeonsu-gu, Incheon

[Bridge Hotel Incheon Songdo](#)

233 Convensia-daero, Yeonsu-gu, Incheon

[The November Stay in Landmark](#)

101 Song-do Landmark Prugio City, Artcenter-daero 168beon-gil, Yeonsu-gu, Incheon

[Sheraton Grand Incheon Hotel](#)

153 Convensia-Road, Yeonsu-Gu, Incheon

[Gyeongwonjae By Walkerhill](#)

200, Techno park-ro, Yeonsu-gu Incheon

[Oakwood Premier Hotel](#)

165, Convensia-daero, Yeonsu-gu, Incheon

Travel expenses (*for funded participants*)

As per UN rules for eligible participants, all travel expenses including DSA, terminal expenses and visa fee shall be paid upon your arrival at the meeting venue. The financial support will be provided via a UN Debit Card which will be issued during the event, and can be used at most locations across the Republic of Korea, including Automatic Teller Machines (ATMs). Funded participants will also receive an email with detailed instructions on DSA.

Ticket (*for funded participants*)

As per the UN Secretariat travel rules, meeting participants will receive an air travel itinerary for their confirmation. The official itinerary is the most direct and cheapest flight available via the UN travel agency (CWT). A ticket will be automatically issued on the date indicated in the itinerary. Once the ticket is issued, and a participant requests a change of itinerary, the said participant shall bear all costs associated with that change. Please note that any change to an itinerary once issued is considered a personal deviation. If a participant wishes to change to his/her itinerary, they will be required to call CWT (+41 22 917 28 50), provide their CWT trip locator (at the top of your itinerary), request the desired change, and make the necessary payment.

Daily Subsistence Allowance (DSA) (*for funded participants*)

The DSA rate for Incheon is 285 USD per night. Following the UN rules, UNEP-CTCN will cover nights of DSA as per official itinerary. This will cover a participant's stay during the meeting dates.

Terminal Expenses (*for funded participants*)

UNEP-CTCN will support a one-time terminal expense of USD 252.

Transport

Airport ↔ Hotels

[TAXI] (30 mins)

From the airport to Hotels in Songdo, participants are advised to take the Incheon taxi. The fee is KRW 30,000 + KRW 2,000 toll (≈ USD 25).

[Public transportation]

BUS to Songdo (45 min to 60 min):

Bus number **6777** will stop at most hotels in Songdo (Holiday Inn Songdo,

Central Park Hotel, Orakai Songdo Park Hotel, and Sheraton Grand Incheon Hotel).

At the airport, the bus stops and ticket booths/kiosks are located in B1 of the Arrival area in both Terminals 1 and 2. You will need to pay by KRW cash or purchase a ticket at the station. Tickets can be purchased using the self-ticket issuing kiosk or at the ticket booth. The fee is 8,000 KRW (\approx USD 6).

TRAIN to Songdo (1 hour 45 min):

Take the Airport Railway (공항철도) to Gyeong station (계양역) (7-8 stations). Transfer to Incheon Line number 1 (인천1호선) southbound to Songdo Moonlight Festival Park station (송도달빛축제공원역행). Get off at:

- Incheon University Station (인천대입구역) for Sheraton Grand Incheon Hotel, Orakai Songdo Park Hotel
- Central Park Station (센트럴파크역) for Holiday Inn Songdo, Central Park Hotel

You will need to purchase a transportation card at the kiosk inside the station which will cost around KRW 6,000 (\approx USD 5).

Arriving at the Venue

Please make sure to arrive at least 30 minutes before the beginning of the meeting to ensure a smooth start.

On the first day of the meeting day, we will set up a registration desk in front of the venue to check attendance and hand out name cards. (For both Joint Session and CTCN AB Meeting)

Internet Access

Free WIFI will be provided at both venues. The ID and PW will be shared on site.

Coffee/Tea

Coffee breaks will be included in the event. However, should you need, you may purchase coffee and snacks at:

[Songdo Convensia]

- [Prabean Coffee](#), 1st Floor
- [Nairobi Coffee Bistro](#), 1st Floor

[G-Tower]

- CAFÉ TREE, Minwon dong, 1st Floor
- [Haegin](#), Bon dong, 2nd Floor

*Only major credit cards are accepted as payment at the coffee shop. Cash in KRW is also accepted.

Lunch

Recommendations for restaurants nearby:

Restaurants inside Songdo Convensia (Ground floor)

- [Songdo Souvlakia](#) (송도 수블라키아): Greek, including vegetarian options
- [Chaihong](#) (차이홍): Chinese restaurant
- [Hocheondang](#) (호천당): Korean restaurant, pork cutlet and noodles
- [Banhada Sushi](#) (스시에반하다): Japanese sushi and tempura
- [Samkyori Buckwheat Noodles](#) (삼교리동치미막국수): Korean buckwheat noodles
- [Kyeongseong Bulgogi](#) (경성한우불고기): Korean style beef stew
- [Nairobi Coffee Bistro](#) (나이로비커피비스트로): Pasta, pizza and coffee

Restaurants near Songdo Convensia

- 5 min walk East (107 Haedoji-ro, G동 상가 1층)
 - [Manokanoma](#) (머노까머나): Indian restaurant with vegan options
- 8 min walk North (160 Central-ro)
 - [Teddy's Bagel](#) (테디스베이글): Bagel and sandwiches
 - [Tio de Santa Barbara](#) (띠오 데 산타바바라): Mexican food
 - [Bombay Brau](#) (봄베이 브로이): Indian restaurant with vegan options
 - [An's Bakery](#) (안스베이커리): Bakery, sandwiches, and cake
- [Starbucks](#) inside Sheraton Grand Incheon Hotel lobby (5 min walk)

Restaurants near G-Tower

- **Inside G-Tower 2nd Floor: [Haegin](#) Café/bistro serves quick vegetarian menus (sandwich, salad, mealbox, soup and poke)**
- 5 min walk West (203 Artcenter-daero)
 - [Lamlam](#) (람람): Thai with some vegetarian options
 - [Matarello](#) (마타렐로): Italian, some vegetarian options (basil pasta, gnocchi, etc)
 - [Nice Time](#) (나이스타임): Italian food
 - [Osuog](#) (오수옥): Korean style pork soup
 - [Danbaku Ramen](#) (단바쿠라멘): Japanese style noodles
 - [Karez](#) (카레즈): Japanese style curry
- 5 min walk North (IBS Tower)
 - [Cafe Comma & Yann Couvreur](#) (카페콤마): Café & Bakery
 - [Gobok Shabu Shabu](#) (고복샤브샤브) : Korean style beef shabu shabu (2nd floor)
- 7 min walk North (281 Central-ro)
 - [Today Gimbab](#) (오늘애김밥): Korean fastfood (Gimbab, ramyun, etc)
 - [Sandria](#) (샌드리아): Sandwich shop with some vegetarian options
- 7 min walk East (131 Artcenter-daero)
 - [Noodle Box](#) (누들박스): Asian noodles (Pad Thai, Nasi Goreng, etc)
 - [Starbucks Canal Walk](#)

Miscellaneous

Weather: To find the current weather of Incheon, please visit the website of the Korean Meteorological Administration: <http://web.kma.go.kr/eng/index.jsp>

Time difference: Incheon uses Korea Standard Time (KST), which is 9 hours ahead of GMT (standard time).

Electricity supply: The voltage in Korea is 220 volts at 60 Hz, on following outlets. Please carry necessary outlets for your use, the organizer does not provide these electronic appliances.

Hotlines:

- ☎ 119 for Emergency (Fire & Ambulance)
- ☎ 1339 for Medical Emergencies
- ☎ 112 for Police
- ☎ 1330 for Foreign Traveler Hotline

Nearby clinic and hospital:

- [Songdo IBS Medical Clinic](#) +82-70-7542-6576
Address: 3F 263 Central-ro, Yeonsu-gu, Incheon. 인천시 연수구 센트럴로 263 IBS 업무동 3층 송도아이비에스내과의원
- (Pharmacy) [Tower Onnuri Pharmacy](#) (over-the-counter medications).
+82-32-837-2577, Address: 3F 263 Central-ro, Yeonsu-gu, Incheon. 인천시 연수구 센트럴로 263 IBS 업무동 3층 타워온누리약국 (open from 09:00 to 19:30)
- [Gacheon University Gil Hospital Emergency Center](#). +821577-2299.
Address: Guwol-dong 1141-25, Namdong-gu, Incheon. 가천대 길병원 응급의료센터 인천광역시 남동구 구월동 1141-25.

Sockets:



Internet: Wi-Fi internet access will be available throughout the meeting. Free Wi-Fi is also common in many cafés and at Korean airports.

Language: Korean (Hangeul) is the official language in Korea. Airport and major hotel staff speak English, but this may not be common among all taxi drivers or restaurant workers – with the exception of downtown tourist areas. Participants may download a translator (App) to go around the city.

Currency: Korean Won (KRW)

1 USD ≈ 1,430 KRW (as of February 2026), with normal market fluctuations.

For Currency Exchange, participants can do so both at Terminal 1 and Terminal 2 of Incheon Airport. Woori Bank Currency Exchange at Terminal 1 is open 24 hours, but other counters have limited opening hours. Participants who wish to exchange currency upon arrival should check from the link below:

https://www.airport.kr/ap/en/svc/getFacilityMain.do?CTGRY_ID=11&UPPER_ID=111

Bank: American Express, Diners Club, Master Card, and Visa are widely accepted at stores and restaurants in Korean cities. Contact your bank in advance on your foreseen international transactions.

Cash advance service: ATM is available on both Songdo Convensia and G-Tower.

If participants wish to withdraw cash, one should look for a 'global' ATM, those that can be found in the bank (some ATMs will only work with Korean cards). Note that ATMs found at subway stations or convenience stores have higher withdrawal fees.

At the ATM, click on

'Foreign card' or 'English' (often at the bottom right-hand side of the screen) and insert your card to proceed.

Visiting South Korea: For information regarding tourist attractions, please visit

<https://english.visitkorea.or.kr>.

CTCN 27th Advisory Board information on-line:

<https://www.ctc-n.org/whats-happening/events/27th-advisory-board-meeting>