

Information Note

2026 Joint Programme: NDE Forum, Capacity Building on AI for Adaptive Management in the Energy Sector, and Voluntary Technology Talk for SIDS

Hosted by UNEP CTCN

14 – 18 September, Incheon and Busan, Korea

VENUE

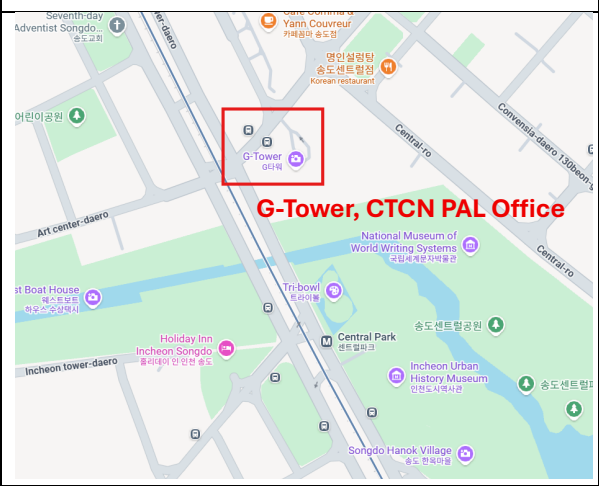
The 2026 Joint Programme: SIDS NDE Forum, Capacity Building and Voluntary Technology Talk will be held in Incheon and Busan, Republic of Korea.

Important note: The Joint Programme will be held in two different cities – Incheon & Busan. Please book your accommodation accordingly.

Incheon located 30 minutes away from Incheon (Seoul) International Airport. Meeting venue is G-Tower which is where the UNEP CTCN PAL Office is located.

Busan, the second-largest city in Korea, is 5-hours away from Incheon. On 15 September, UNEP CTCN PALO will arrange a bus for all participants to travel from Incheon to Busan. The expected time of arrival in Busan is late at night on 15 September.

The main venues are:

For 14-15 September 32F, G-Tower, Incheon, Korea Address: 175 Artcenter-daero, Incheon	For 16-18 September BEXCO Address: 55 Apec-ro, Haeundae-gu, Busan
	
Google Maps Link: https://maps.app.goo.gl/E9PohPgxBuwyFKYT9	Google Maps Link: BEXCO https://maps.app.goo.gl/C33jVebLwvzGwLvB8 NewCZ Centum Hotel https://maps.app.goo.gl/vKUegTm78g7C6n8e8

SEQUENCE OF PROGRAMS

Date	Program	Venue
Monday 14 September	SIDS NDE forum	Incheon CTCN PAL Office
Tuesday 15 September	SIDS NDE Forum and Capacity Building on AI for Adaptive Management in the Energy Sector	Incheon CTCN PAL Office <i>*At 6pm bus will transport all meeting participants to Busan</i>
Wednesday 16 September	Capacity Building on AI for Adaptive Management in the Energy Sector with GGGI	Busan BEXCO
Thursday 17 September	Capacity Building on AI for Adaptive Management in the Energy Sector	Busan NewCZ Centum Hotel 2F Meeting Room
Friday 18 September	Voluntary Technology Talk and Network Fair: Part 2	Busan BEXCO (09:30AM to 3:30PM) NewCZ Centum Hotel 2F (4-6PM)

MODALITY

The program will be held as an in-person session, while some speakers may join virtually.

ACCOMMODATION

Each participant is responsible for booking their own accommodation. UNEP-CTCN will provide Daily Subsistence Allowance (DSA) which can be used to pay for accommodation.

- **For 14-15 September**, meetings will be held in **Songdo, Incheon**.

Please **book two nights** (check-in on 13 September, check-out on 15 September) near G-Tower in **Incheon** (Meeting venue Google Maps link: <https://maps.app.goo.gl/E9PohPgxBuwyFKYT9>)

Recommended hotels are:

- [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](#)
233 Convensia-daero, Yeonsu-gu, Incheon

Recommended residential rooms are (also searchable on 'Airbnb' or 'Booking.com'):

- [Urbanstay Songdo Moonlight Park or](#) The November Stay In Landmark
101 Artcenter-daero 168beon-gil, Yeonsu-gu, Incheon
- [The Stay Songdo](#)
100 Halla Western Park The Stay Songdo, Art Center-daero 168beon-gil, Yeonsu-gu, Incheon

- **For 16-18 September**, the meetings will be held in **Busan**.

Please book four nights (check-in on 15 September, check-out on 19 September) near BEXCO in **Busan** (Meeting venue Google Maps link: <https://maps.app.goo.gl/C33jVebLwvzGwLvB8>)

Recommended hotels are:

- [NewCZ Centum Hotel](#)
21 APEC-ro, Haeundae-gu, Busan
- [Centum Convention Hotel](#)
20 Centum 2-ro, Haeundae-gu, Busan
- [Centum Business Hotel](#)
17 Centum 1-ro, Haeundae-gu, Busan
- [Haeundae JB Plus Hotel](#)
22 Gunam-ro 12beon-gil, Haeundae-gu, Busan
- [Benikea Premier Hotel Haeundae](#)
317 Haeundaehaebyeon-ro, Haeundae-gu, Busan

TRAVEL EXPENSES (for funded participants)

UN DEBIT CARD

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 (Songdo, Incheon). 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 Korea, including Automatic Teller Machines (ATMs). Participants will also receive an email with detailed instructions on issuance, activation of UN Debit Card. UN Debit Card will be provided at registration on Day 1 (14 September) unless otherwise notified.

TICKET

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 economical flight available via the UN travel agency (Amex Travel). **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)

The DSA rate for Incheon and Busan are USD 263/day (rate for September). Following the UN rules, UNEP-CTCN will cover DSA as per official itinerary to cover a participant's stay during the program dates.

TERMINAL EXPENSES

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

VISA

****If applicable, we will support your Korean visa fee as per the amount you paid on the receipt. Please claim it by submitting your receipts "before your travel" to our staff, Mr. Sebin Lee (sebin.lee@un.org). We will not support visa fees submitted after the given period above.**

K-ETA or Visa

Participants from eligible, visa-exempt countries will require to apply short-term Korea Electronic Travel Authorization (K-ETA) instead of an entry visa to attend the program.

Participants from visa-exempt countries who choose to apply for a K-ETA are advised to submit their application through the K-ETA system before departure via the website: <https://www.k-eta.go.kr/portal/apply/index.do?locale=EN>. Those electing to acquire a K-ETA are encouraged to do so promptly. A comprehensive list of visa-exempt countries eligible for the K-ETA system is available here: [K-ETA Guide > K-ETA Application Eligibility Guide > K-ETA](#).

e-Arrival Card (for official/diplomatic passport holders)

Participants who hold official/diplomatic passports eligible for visa-free entry will be required to submit an Korea Electronic Arrival Card (e-Arrival Cards) which should be submitted 3 days before arrival in Korea. Link to website: <https://www.e-arrivalcard.go.kr/portal/main/index.do>

Visa Application Process

Participants requiring visas should promptly follow these steps to secure their visa for Korea in time for travel: 1) Submit visa applications to the Korean embassies or consulates in their home country at least two weeks before departure. 2) Provide their passport, filled-out application forms, a recent passport-sized color photo, and any other required documents as specified by the Embassy or Consulate.

Participant Registration for World Climate Industry Expo 2026

The Joint Programme is held in conjunction with the 2026 World Climate Industry Expo in Busan.

If you have not yet done so, please complete registration in the following link:

<https://www.wce.or.kr/registration>

Please select "Opening Ceremony & Conference Registration", insert your details (with email verification), and select 3 sessions: Opening Ceremony, GGGI Forum 1 and 2.

OTHER ENTRY REQUIREMENTS

Immigration officials at the airport may request proof of accommodation, return tickets, and contact details upon arrival.

TRANSPORT: Between airport and hotel

From Incheon International Airport (ICN), you can take a taxi straight to your hotel. Taxis are available at designated taxi stands on the first floor of each terminal. (Travel time: approximately 25-30 minutes to Incheon Songdo near the CTCN PAL Office and recommended hotels)

Major locations:

Songdo G-Tower	송도 G 타워	인천광역시 연수구 아트센터대로 175
Holiday Inn Incheon Songdo	홀리데이인 인천 송도	인천광역시 연수구 인천타워대로 251
Orakai Songdo Park Hotel	오라카이 송도 호텔	인천광역시 연수구 테크노파크로 151
Songdo Central Park Hotel	송도 센트럴파크 호텔	인천광역시 연수구 컨벤시아대로 233
BEXCO Convention Center	백스코	부산광역시 해운대구 APEC-로 55
Busan Centum Business Hotel	센텀 비즈니스 호텔	부산광역시 해운대구 센텀 1 로 17
Centum Convention Hotel	센텀컨벤션호텔	부산광역시 해운대구 센텀 2 로 20
Centum City Hotel	센텀시티호텔	부산광역시 해운대구 센텀 2 로 20
AG405 Hotel	AG 405 호텔	부산광역시 수영구 밀락수변로 141
Gimhae International Airport	김해국제공항	부산광역시 강서구 공항진입로 108

From your hotel in Busan to Gimhae International Airport (PUS), you can take a taxi. Taxis are available by pre-arranging with your booked hotel's front desk or ride hailing services. (Travel time: approximately 30-40 minutes from BEXCO to Gimhae International Airport)

HEALTH CONSIDERATIONS

Health and safety are a priority at this event. Participants are advised to take appropriate precautionary measures to help maintain a safe and comfortable environment for all attendees.

Participants are advised to observe good personal hygiene, including frequent handwashing and the use of hand sanitizer where available. Meeting facilities and common areas will be maintained with appropriate cleaning measures.

Participants are also advised to be mindful of others and to avoid close physical contact where possible, particularly in crowded indoor spaces. Wearing a face mask is advised if a participant feels unwell, is recovering from illness, or prefers to take additional precautions.

If participants feel unwell at any point during the programme, they are advised to remain in their accommodation/room and avoid attending meetings, sessions, or social activities until they feel better. Participants should contact the event support team listed at the bottom of this document for assistance if needed.

GENERAL INFORMATION

Time Zone

Korean Standard Time is 9 hours ahead of Coordinated Universal Time (UTC+9).

Weather

South Korea has a continental climate with four distinct seasons. The average temperatures in September are around 23°C to 28°C. The levels of air pollution may be expected to be above average.

Dress Code

Dress code for the event is smart casual.

Currency and Payment

The Korean unit of currency is the Korean Won (KRW). Most shops in Seoul accept card transactions over cash payments. It is recommended that you prepare a Visa/Master/international credit card.

Electricity

The standard voltage in Korea is 220 volts. The outlet is the same as those used in continental Europe and many other countries. This is the most common plug type used:



Emergency telephone numbers

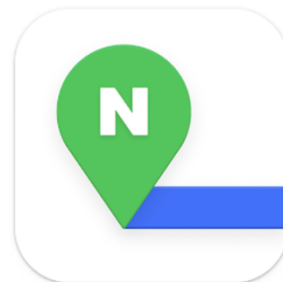
Ambulance 119
Fire 119
Police 112

Visiting Korea

For information regarding tourist attractions, please visit <https://english.visitkorea.or.kr>

Useful Apps

Please note that “Google Maps” may not provide complete information in South Korea. For accurate navigation, we recommend using **Naver Map**, which is widely used and reliable throughout the country (even in narrow alleyways). Please download this app in advance to help you get around more easily.

**GETTING AROUND**

Incheon is well connected by public transportation, with buses and the subway providing convenient access across the city and to Seoul. Taxis are widely available, and **Kakao T** is a commonly used mobile app for booking taxis. For travel between Incheon International Airport and the Songdo area, airport buses and taxis are the most convenient options. Uber is available in Korea, but Kakao T is generally more widely used for local taxi services.

Busan has an extensive subway and bus network, making it easy to travel between major areas and attractions. Taxis are also widely available. Public transportation is generally the most convenient option, although taxis can be useful when travelling with luggage or to locations not directly served by the subway.

CONTACT INFO

For any questions on information not covered in this document, please contact Jeawon Kim for programme-related matters (jeawon.kim@un.org), and Sebin Lee for logistics-related matters (sebin.lee@un.org; +82-10-5261-2860)