



# The 7<sup>th</sup> ASEM Economic Ministers' Meeting

## *Administrative Note*

*21-22 September 2017*  
*Seoul, Republic of Korea,*

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## 1. INTRODUCTION

The Ministry of Trade, Industry and Energy of the Republic of Korea welcomes participants in the 7<sup>th</sup> ASEM Economic Ministers' Meeting from 21 to 22 September in Seoul.

In this Administrative Note, you will find relevant meeting information as well as comprehensive details on administrative procedures, meeting logistics and requirements for all participants.

**Title** 7<sup>th</sup> ASEM Economic Ministers' Meeting  
**Theme** Reconnecting Asia-Europe: Innovative Partnership for Inclusive Prosperity  
**Dates** September 21 (Thu.) – 22 (Fri.), 2017  
**Venue** COEX & InterContinental Seoul COEX, Seoul, Republic of Korea  
**Official Language** English  
**Hosted by** Republic of Korea (Ministry of Trade, Industry and Energy)  
**Website** <http://asememm2017.kr>

### Contact Information

#### **ASEM EMM Preparatory Group**

**Ms. Aekyung KIM**

Tel. +82-44-203-4553 / E-mail. [asememm2017@korea.kr](mailto:asememm2017@korea.kr)

#### **Registration Office for ASEM EMM7**

**Ms. Seulah CHUNG**

Tel. +82-2-6918-2561 / E-mail. [registration@asememm2017.kr](mailto:registration@asememm2017.kr)

## 2. TIME SCHEDULE

### Thursday 21 September 2017

10:00-12:00	<b>Regional Sub-Group Meetings (D.G. level)</b>
12:00-13:30	<b>Luncheon</b>
13:30-18:00	<b>Drafting Session (D.G. level)</b>
18:30-21:00	<b>Welcoming Reception for Economic Ministers</b>

### Friday 22 September 2017

09:00-09:30	<b>Opening of the 7<sup>th</sup> ASEM EMM</b>
09:45-11:00	<b>Plenary Session 1</b> Facilitating and Promoting Trade & Investment

11:15-12:30	<b>Plenary Session 2</b> Strengthening Economic Connectivity
12:30-14:30	<b>Luncheon</b>
14:30-15:45	<b>Plenary Session 3</b> Sustainable and Inclusive Growth
16:00-16:45	<b>Closing Session</b>
17:00-17:30	<b>Press Release</b>
18:30-21:00	<b>Farewell Dinner</b>

### **Group Photo**

Group photo will be taken with all Heads of Delegation at the end of the opening of the 7<sup>th</sup> ASEM EMM on 22 September.

### **3. VENUE INFORMATION**



#### **1F, Grand Ballroom, COEX**

513, Yeongdong-daero, Gangnam-gu,  
Seoul, Republic of Korea  
+82 (2) 6000-1122  
<https://www.coexcenter.com>

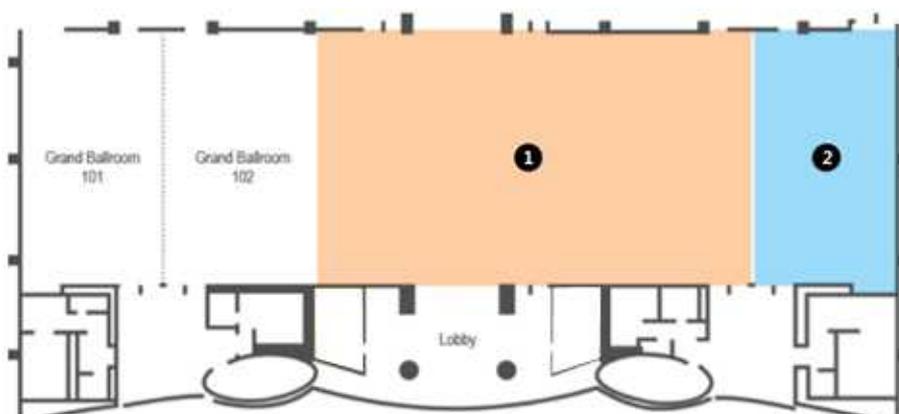


#### **B1, Harmony Ballroom, InterContinental Seoul COEX**

524, Bongeunsa-ro, Gangnam-gu,  
Seoul, Republic of Korea  
+82 (2) 3452-2500  
<https://www.iccoex.com/eng>

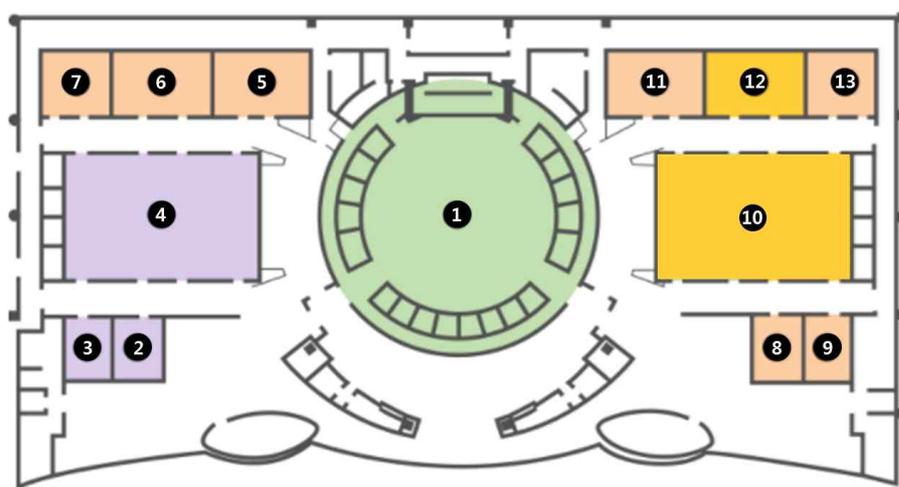
### 3.1. Main Event (Plenary Session) Venue

**22 September / 1F, COEX**



Venue	All-day	Venue	All-day
① Grand Ballroom 103, 104	Plenary Session	② Grand Ballroom 105	VIP Luncheon

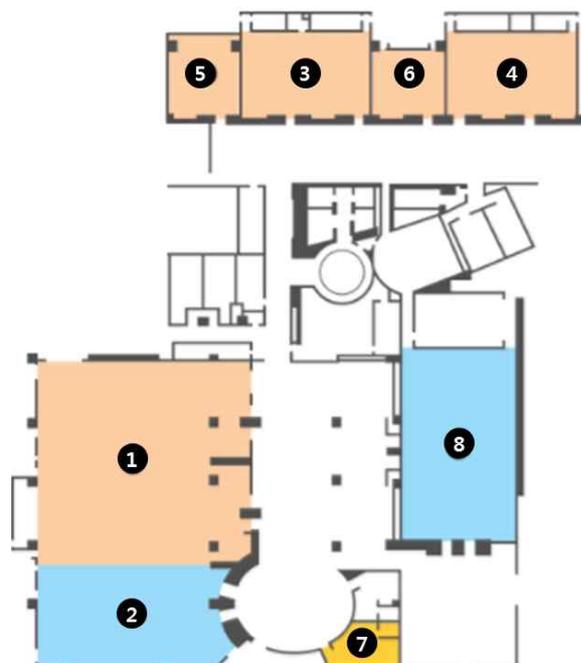
**22 September / 2F, COEX**



Venue	All-day	Venue	All-day
① Conference Room 201	Press Conference Room	② Conference Room 202A	Medical Room
③ Conference Room 202B	Prayer Room	④ Conference Room 203A, B	VIP Lounge
⑤ ⑥ ⑦ Conference Room 204, 205, 206	Bilateral Meeting Room	⑧ ⑨ ⑩ ⑪ Conference Room 207A, B, 209, 211	Bilateral Meeting Room
⑫ Conference Room 208	ASEM EMM Registration Office	⑬ Conference Room 210	ASEM EMM Preparatory Group Office

### 3.2. Draft Session Venue

#### 21 September / B1, Inter Continental Seoul COEX



Venue	Morning	Afternoon
① Harmony Ballroom 2, 3	Draft Session (DG Level)	
② Harmony Ballroom 1	Luncheon (DG Level)	
③ Vivace 1, 2	Regional Sub-Group Meetings	Bilateral Meeting Rooms
④ Allegro 1, 2		
⑤ Andante	Bilateral Meeting Room	
⑥ Moderato	Bilateral Meeting Room	
⑦ Forte	ASEM EMM Preparatory Group Office	
⑧ Diamond Hall	Luncheon (delegations) on 22 September	

### 3.3. Luncheon & Dinner Venues

#### 21 September / Luncheon (DG level)

- Harmony Ballroom1, InterContinental Seoul COEX
- Host: Ministry of Trade, Industry and Energy

#### 21 September / Welcome Reception

- TBD
- Host: Ministry of Trade, Industry and Energy
- Participants: HoD + 2 Delegates

#### 22 September / Luncheon

- Grand Ballroom 105, COEX (VIP) | Diamond Hall, InterContinental Seoul COEX (delegations)
- Host: Korea International Trade Association (KITA)

#### 22 September / Farewell Dinner

- TBD
- Host: Seoul Metropolitan Government
- Participants: HoD + 1 Delegate

#### 4. REGISTRATION ([registration@asememm2017.kr](mailto:registration@asememm2017.kr))

Registration is required in order to participate in the 7<sup>th</sup> ASEM Economic Ministers' Meeting. We kindly request you to complete your registration **by Thursday, 31 August, 2017**.

For your convenience, it is strongly recommended that you register via the official website (<http://asememm2017.kr>). The online registration system will be available **from Monday, 10 July, 2017**. However, if you prefer to register offline, please send your completed registration form (**Annex A**) to the Registration Office via e-mail.

([registration@asememm2017.kr](mailto:registration@asememm2017.kr))

After the completion of your registration, a confirmation e-mail will be sent to you. If you do not receive the confirmation e-mail within two days of your submission, please contact the Registration Office.



For security purposes, all information gathered through the registration system will be protected and accessible only to a limited number of members of the Registration Office for ASEM EMM7 and ASEM EMM Preparatory Group. At the conclusion of the 7<sup>th</sup> ASEM Economic Ministers' Meeting, all personal data will be discarded in a secure manner.

Please contact the Registration Office ([registration@asememm2017.kr](mailto:registration@asememm2017.kr)) for any questions concerning the registration procedure.

#### 5. VISA

Delegates whose visas are required to enter the Republic of Korea are strongly advised to register as early as possible to start the visa process in advance. Visa applications can be found at the following link: <https://www.visa.go.kr/>

##### **Countries not requiring visas**

Australia, Brunei Darussalam, EU, Japan, Malaysia, New Zealand, Norway, Russian Federation, Singapore, Switzerland and Thailand

##### **Countries requiring visas**

China: Only diplomatic passport holders are not required to apply for a visa to enter the Republic of Korea

Bangladesh, Cambodia, India, Indonesia, Kazakhstan, Laos, Mongolia, Myanmar, Pakistan, the Philippines and Vietnam: Diplomatic and official passport holders are not required to apply for a visa to enter the Republic of Korea

Further assistance, when needed, can be requested by sending an e-mail to the Registration Office ([registration@asememm2017.kr](mailto:registration@asememm2017.kr)).

## 6. ACCOMMODATION

There are 2 main hotels with special rates from 20 to 23 September 2017 for participants in the 7<sup>th</sup> ASEM Economic Ministers' Meeting.



### InterContinental Seoul COEX (★★★★★)

Room Rate (per night, per room, single occupancy)

- Superior : 240,000(KRW), incl. breakfast
- Club Superior : 290,000(KRW), incl. breakfast
- Corner / Business Suite : 390,000(KRW), incl. breakfast
- All rates are subject to 21% tax and service charge.

Address: (06164) 524, Bongeunsa-ro, Gangnam-gu, Seoul, Republic of Korea

Phone / Website: +82-2-3452-2500 / <https://www.iccoex.com/kor/index.do>

Distance to Venue: 5min

Facilities: Fitness, SPA, Business Center

Airport Limousine Bus No.: 6704



### Grand InterContinental Seoul Parnas (★★★★★)

Room Rate (per night, per room, single occupancy)

- Deluxe : 250,000(KRW), incl. breakfast
- Jr. Suite : 285,000(KRW), incl. breakfast
- All rates are subject to 21% tax and service charge.

Address: (06164) 521, Teheran-ro, Gangnam-gu, Seoul, Republic of Korea

Phone / Website: +82-2-555-5656 / <https://www.grandiciparnas.com>

Distance to Venue: 10min

Facilities: Fitness, Business Center

Airport Limousine Bus No.: 6704

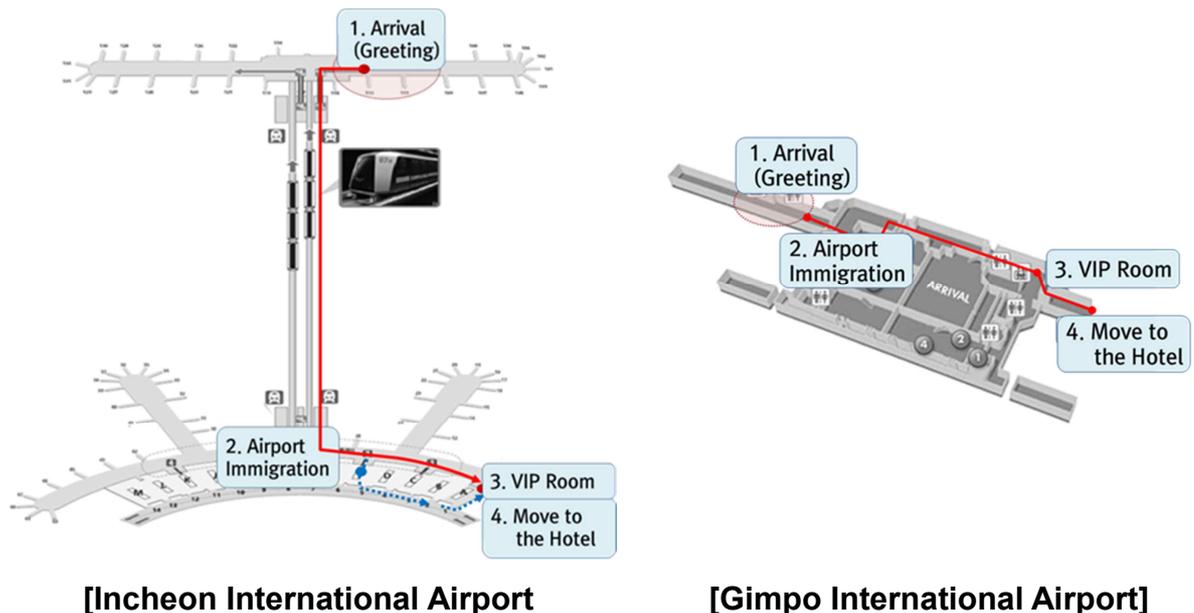


The online hotel reservation system will be available **from Monday, 10 July, 2017** at the official website (<http://asememm2017.kr>). However, if you prefer to arrange the hotel offline, please send your completed hotel reservation form (**Annex B**) to the Registration Office via e-mail ([registration@asememm2017.kr](mailto:registration@asememm2017.kr)). Please note that the hotel reservation deadline is **Thursday, 31 August, 2017** and after that date, room availability will not be guaranteed.

Participants can also refer to the list of suggested accommodation (**Annex C**) for other accommodation options. Please note that participants are kindly requested to organize their own accommodation arrangements for other hotels besides from the 2 main hotels. If you have any inquiries regarding accommodation arrangement, please feel free to contact the Registration Office ([registration@asememm2017.kr](mailto:registration@asememm2017.kr)).

## 7. TRANSPORTATION

### 7.1. TRANSPORTATION FOR HEADS OF DELEGATION (Ministerial level)



Upon arrival at Incheon/GIMPO International Airport, each Minister will be greeted by our protocol officer at the loading bridge with the name and country name on a signboard. We will assist with arrival procedures and guide to the VIP Room. An exclusive vehicle from/to the airport to/from the hotel will be provided.

Flight and accommodation information along with any other ground transportation plan (e.g. arranged by the Embassy in Korea) of Head of Delegation should be sent by email ([registration@asememm2017.kr](mailto:registration@asememm2017.kr)) no later than **Friday, 8 September, 2017.**

## 7.2. TRANSPORTATION FOR OTHER DELEGATIONS

For those accompanying the Head of Delegation, an exclusive vehicle will be provided from/to airport to/from hotel upon request in advance.

Flight and accommodation information along with any other ground transportation plan (e.g. arranged by the Embassy in Korea) of delegation should be sent by email ([registration@asememm2017.kr](mailto:registration@asememm2017.kr)) no later than **Friday, 8 September, 2017.**

Upon arrival at Incheon International Airport, each delegation, who does not accompany HoD, will be greeted by our ASEM support staff, who will be carrying welcome signs. To get to the venue or hotel, the delegation can take a taxi or use one of the public transportation options listed below. Please note that ground transportation expenses will NOT be provided. The staff will provide ground transportation information.

### Incheon International Airport

		
<p style="text-align: center;">Airport Limousine BUS</p>	<p style="text-align: center;">SUBWAY</p>	<p style="text-align: center;">TAXI</p>
<ul style="list-style-type: none"> <li>• <b>Time</b> -Approx. 80min</li> <li>• <b>Way</b> - Bus stop at COEX Intercontinental Hotel</li> <li>• <b>Fare</b> -₩16,000(Adult, one-way)</li> <li>• <b>Bus No.</b> - No. 6704</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time</b> -Approx.110min</li> <li>• <b>Way</b> -Incheon International Airport Station &gt; Hongik Univ. Station, transfer to subway line 2 &gt; Samseong Station</li> <li>• <b>Fare:</b> ₩4,350</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time</b> -Approx. 60min</li> <li>• <b>Fare</b> -₩50,000(Standard) -₩90,000(Deluxe)</li> </ul>

## Gimpo International Airport

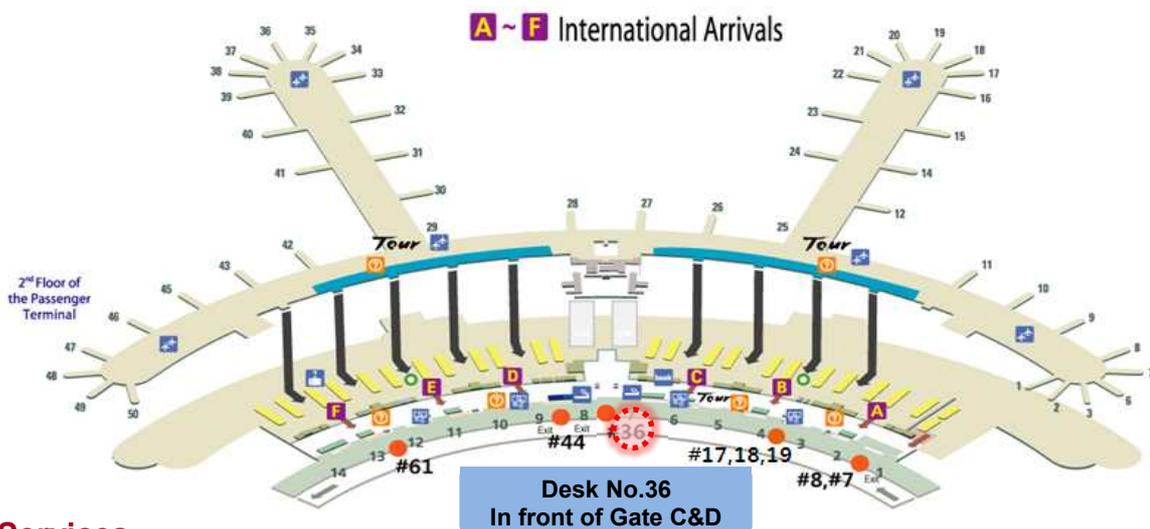
		
Airport Limousine BUS	SUBWAY	TAXI
<ul style="list-style-type: none"> <li>• <b>Time</b> -Approx. 45min</li> <li>• <b>Way</b> - Bus stop at City Airport</li> <li>• <b>Fare</b> - ₩7,500(Adult, one-way)</li> <li>• <b>Bus No.</b> - No. 6104</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time</b> -Approx.80min</li> <li>• <b>Way</b> - Gimpo International Airport Station &gt; Bongeunsa Station (Line 9) Fare: ₩1,650</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time</b> -Approx. 40min</li> <li>• <b>Fare</b> - ₩30,000 (one-way)</li> </ul>

### 7.3. OTHER TRANSPORTATION

For transportation to official events (Welcome Dinner, Farewell Dinner, etc.), shuttle service will be provided for the participants.

### 7.4. AIRPORT WELCOME DESK

A Welcome Desk opens for the 7<sup>th</sup> ASEM EMM Participants (Incheon Intl. Airport only). Location of the Welcome Desk, which is #36 desk, is between **Gate 6 and Gate 7 at the 1<sup>st</sup> floor (Arrival Floor)** of the Incheon Intl. Airport after immigration and baggage collection. The Desk will be marked by signboards for the 7<sup>th</sup> ASEM Economic Ministers' Meeting.



#### Services

- Public Transportation Information Guide
- Airport Information Guide (Restaurant, Exchange and Roaming)

## 8. FACILITIES AT VENUE AND SERVICES

### 8.1. The 7<sup>th</sup> ASEM EMM INFORMATION DESK

ASEM Information Desks will be located at the lobby of the Grand Ballroom, COEX.

### 8.2. LIAISON

For your convenience, a liaison will be assigned for each Head of Delegation, who will consult on logistics, protocol and administrative matters.

### 8.3. BILATERAL MEETING ROOMS

Bilateral Meeting Rooms will be available to delegations upon request in advance. Participants will be able to book Bilateral Meeting Rooms online (<http://asememm2017.kr>) from early August. Bilateral Meeting Rooms may also be booked at the ASEM Information Desk during the ASEM meetings. All other inquiries regarding Bilateral Meeting Rooms should be sent to: [registration@asememm2017.kr](mailto:registration@asememm2017.kr)

### 8.4. PRAYER ROOM

A Prayer Room will be available for Muslim delegates at the meeting venue. Information about the Prayer Room can be obtained at the ASEM Information Desk at the venue.

### 8.5. MEDICAL SERVICES

The Medical Care Station will open daily from 08:30 to 18:00 at the meeting venue, where first aid will be provided free of charge.

Participants will be able to use the services of private clinics and ambulances close to all recommended hotels. However, payments for any medical services provided to participants by clinics, hospitals, pharmacies or other health care institutions will have to be made directly to the service providers. The opening hours and the addresses of hospitals and clinics, including a list of hospitals which accept international insurance, will be available at the ASEM Information Desk.

Participants must inform the organizers about any chronic diseases or conditions they may suffer that may place them at health risk (diabetes, immunosuppression, allergies, pregnancy, etc.). Please let us know by email ([registration@asememm2017.kr](mailto:registration@asememm2017.kr)), so that we can take all necessary supporting health measures.

### 8.6. TOUR PROGRAMS

Cultural, industrial and other tour programs will be organized on Saturday, 23 September, 2017 for delegates attending the 7<sup>th</sup> ASEM EMM. Detailed information and registration for the programs including spouse program will be available through the official website (<http://asememm2017.kr>).



## 9. SIDE EVENTS

### 14<sup>th</sup> AEEF Conference

- Theme: Prospects for Asia-Europe Cooperation in a New World Order
- Date & Venue: 20-21 September 2017, Oakwood Premier Coex Center
- Host & Sponsor: AEEF Partners / Ministry of Trade, Industry and Energy, ASEF, KIEP

### Global Eco-Innovation Forum

- Theme: Sustainable Consumption and Production of SMEs: Responding to Climate Change through Sustainability
- Date & Venue: 19-20 September 2017, Imperial Palace Seoul
- Host & Sponsor: ASEIC

### ASEF Young Leaders Summit

- Theme: Access to Youth Employment
- Date & Venue: 16-21 September 2017, Seoul Women's Plaza
- Host & Sponsor: ASEF

### Other side events

- MOTIE-ADB Joint Energy Forum (9.20)
- Seminar on Multilateral Investment Court (9.21)
- 2017 Global Materials Tech Fair (9.22)



## 10. GENERAL INFORMATION

### A

#### Accommodation

##### InterContinental Seoul COEX

- Address: (06164) 524, Bongeunsa-ro, Gangnam-gu, Seoul, Republic of Korea
- Website: <https://www.iccoex.com/kor/index.do>

##### Grand InterContinental Seoul Parnas

- Address: (06164) 521, Teheran-ro, Gangnam-gu, Seoul, Republic of Korea
- Website: <https://www.grandicparnas.com>

### B

#### Banks and foreign exchange offices

Banks are open from 09:00 to 16:00 on weekdays. They are closed on Saturdays and Sundays. Major currencies and traveler's cheques can be exchanged into Korean Won(w) at the airport, hotels, and at all Korean banks. Credit cards (e.g. Visa, MasterCard, American Express, and Diners Club) are widely accepted.

## C

### Cash machine/ATM

Users of overseas credit cards should use an ATM with a 'Global' sign or the logo of your card company. The operating hours of an ATM are usually between 08:00 to 23:00. ATMs are located at major stations, airports and convenience stores.

### Climate

Korea is geographically situated in a temperate climate zone at medium latitude. As a result, it has four distinct seasons. Late September is in the autumn season with the daytime being warm, but cool in the morning and evening. The average temperature in Seoul in September is warm at 20.6 Celsius or 69 Fahrenheit. Overnight temperatures are generally very mild, with an average low of 16 Celsius or 60.8 Fahrenheit. To find the current weather in Seoul, please visit: <http://english.visitseoul.net/weather>

### Credit cards

Most hotels, restaurants, shops and taxis accept major credit cards (Visa, MasterCard and American Express). An identification card might be required upon payment. Though credit cards are widely accepted in the Republic of Korea, it is recommended to have some cash on hand.

### Currency

The currency in the Republic of Korea is Won(₩). Dominations for coins are 10, 50, 100, and 500, and for banknotes, 1000, 5000, 10000, and 50000. For higher denominations, cashier's checks are used. Please refer to [www.xe.com/currencyconverter](http://www.xe.com/currencyconverter) for exchange rates.



## E

### Electricity

The standard voltage in the Republic of Korea is 220 volts. Outlets have two round holes, as in France, Germany, Australia, Greece, Turkey, and many other countries. You might need a multi-voltage adaptor.

### Emergency Call

Ambulance and fire: 119, Police: 112

## F

### Food and beverage

#### InterContinental Seoul COEX

Name	Location	Operating Hours
SKY LOUNGE(Italian)	30F	12:00~15:00, 18:00~21:30 21:30~01:00(Sun.~Wed.), 21:00~02:00(Thu.~Sat.)
Asian Live(Asian)	2F	11:30~14:30, 17:30~22:00
Brasserie(International)	1F	06:00~10:30, 12:00~14:30, 18:00~21:30
LOBBY LOUNGE	1F	08:00~24:00
LOBBY BAR	1F	12:00~01:00

#### Grand InterContinental Seoul Parnas

Name	Location	Operating Hours
Table 34(French)	34F	12:00~14:30(Mon.~Fri.), 11:00~14:30(Sat., Sun.), 18:00~22:00
WEILOU(Chinese)	34F	12:00~15:00, 18:00~22:00
HAKONE(Japanese)	1F	06:30~09:30(An advance reservation required), 11:30~14:30, 18:00~22:00
Grand Kitchen(Buffet)	1F	06:00~22:00
Lobby Lounge & Bar	1F	08:00~01:00
GRAND DELI	1F	08:00~21:00(Mon.~Fri.), 10:00~21:00(Sat.~Sun.)

\* Payments are accepted in Korean Won and credit cards.

\* Opening hours are subject to change.

## I

### Internet

Free Wi-Fi service is available in lobbies and rooms of hotels.

## M

### Medical care

Many large and general hospitals in the Republic of Korea offer top-notch medical services to both Koreans and international visitors with added enhancement facilities, such as International healthcare centers. The staffs at the centers are not only medical experts but also fluent in foreign languages, enabling simultaneous interpretation, which is especially helpful to customers from all over the world.

Seoul St.Mary's Hospital Tel. +82-2-2258-5745

Samsung Medical Center Tel. +82-2-3410-0200

### Mobile phone

CDMA cellular systems are widely used in the Republic of Korea. SK Telecom and KT provide a SIM card roaming service to allow you to use your GSM subscription in the Republic of Korea. At the International Airport you can rent a special CDMA cellular phone which accepts your SIM card. Please check the links below for more details.

KT roaming service [http://www.kt.com/eng/biz/biz\\_03.jsp](http://www.kt.com/eng/biz/biz_03.jsp)

SK Telecom roaming service <http://www.sktelecom.com/en>

## S

### Smoking

Smoking is illegal and strictly prohibited in public places. Anyone caught smoking must pay a fine of 100,000 won in smoke-free areas.

## T

### Tax-free shopping

Tax-free shopping in the Republic of Korea is available via duty free shops and tax refunds. At duty free shops, no tax is applied to the price of the items, including Value Added Tax (VAT) and Individual Consumption Tax. Such shops are generally operated by large department store chains, including Lotte, Shilla and Shinsegae among others, and are located in airports and downtown.

In addition, for items that are purchased at full price including tax, tourists can apply for a refund on any taxes paid before leaving the country.

### Taxi

In the Republic of Korea, there are many clean and safe taxis. They can be found at taxi stands in most busy city areas or hailed on the streets. There are also call taxis that can be requested by phone. Phone inquiries can be made to the International Taxi Call Center (+82-2-1644-2255).

### Time Difference

Seoul is 9 hours ahead of GMT (standard time)

### Tipping

A 10% service charge could be added to your bill at all tourist hotels. You don't need to additional tip for service at hotel. It is also not necessary to tip a taxi driver unless he or she assists you with luggage or provides an extra service.

## U

### Useful Link

Korea Information Service	<a href="http://www.korea.net">www.korea.net</a>
Korea Tourism Organization	<a href="http://www.visitkorea.or.kr">www.visitkorea.or.kr</a>
Korea Customs Service	<a href="http://english.customs.go.kr">english.customs.go.kr</a>
Ministry of Foreign Affairs	<a href="http://www.mofa.go.kr/ENG">www.mofa.go.kr/ENG</a>
Ministry of Culture and Tourism	<a href="http://www.mct.go.kr/english">www.mct.go.kr/english</a>
Incheon International Airport	<a href="http://www.airport.kr/pa/en/a/index.jsp">http://www.airport.kr/pa/en/a/index.jsp</a>

## [ANNEX A] REGISTRATION FORM

Please complete this form and return it to the Registration Office by e-mail ([registration@asememm2017.kr](mailto:registration@asememm2017.kr)).  
Fields marked with an asterisk (\*) are required.

1. Personal Information <small>Note: Please use the same name as on your passport</small>			
<b>Classification</b>	<input type="checkbox"/> Head of Delegation <input type="checkbox"/> Delegate		
<b>First Name*</b>		<b>Last (Family) Name*</b>	
<b>Organization*</b>			
<b>Department*</b>		<b>Position*</b>	
<b>Business Address</b>			<b>Country*</b>
<b>Email</b>		<b>Alternative Email (Assistant)</b>	
<b>Direct Telephone Number*</b>		<b>Mobile Number</b>	
<b>Dietary Needs</b>	<input type="checkbox"/> Vegetarian <input type="checkbox"/> Halal <input type="checkbox"/> Others ( <small>*Please specify the special requirements</small> )		

### Passport Information\* Note: Please send us a scanned copy of your passport by e-mail ([registration@asememm2017.kr](mailto:registration@asememm2017.kr))

<b>Passport No.*</b>	<b>Nationality*</b>	<b>Date of Birth*</b> DD/MM/YY
<b>Issue Date*</b> DD/MM/YY	<b>Expiration Date*</b> DD/MM/YY	<b>Passport Type*</b> <input type="checkbox"/> Ordinary <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official

**Do you need an Invitation letter to apply for a visa?**  Yes  No

To check out if you need a visa, please visit at [www.visa.go.kr](http://www.visa.go.kr).

Note: If not applicable, please leave the following fields blank.

### 2. Flight Schedule Information

<b>Travel to Korea</b>	Departure	<b>Date *</b>	<b>Time</b>	<b>Departure Airport</b>	<b>Flight No.</b>
	Arrival	<b>Date</b>	<b>Time</b>	<b>Arrival Airport</b>	<b>Flight No.</b>
<b>Departure from Korea</b>	Departure	<b>Date *</b>	<b>Time</b>	<b>Departure Airport</b>	<b>Flight No.</b>

Note: If not applicable, please leave the following fields blank.

### 3. Accommodation Information

<input type="checkbox"/> InterContinental Seoul COEX <input type="checkbox"/> Grand InterContinental Seoul Parnas <input type="checkbox"/> Others ( <small>* Please specify the name of Hotel</small> )		
<b>Check-in Date</b>		<b>Check-out Date</b>

Note: This is NOT a reservation.

Participants who wish to make hotel reservations will need to complete the attached reservation form and send it to the Registration Office.

If not applicable, please leave the following fields blank.

### Privacy Policy

The Registration Office for the "7<sup>th</sup> ASEM Economic Ministers' Meeting" respects and is strongly committed to protecting the privacy of all registrants. The Registration Office collects and uses the minimum personal information of the registrants only when it is absolutely necessary to facilitate the preparation of the Meeting (i.e. manage the registrants, verify identifications, issue ground passes, etc.). None of the personal information collected will be used for any other purposes other than as stated above.

All the personal information collected will be completely discarded within 3 months after the end of the Meeting.

I have carefully reviewed and agree to the collection and use of my personal identification information.

## [ANNEX B] HOTEL RESERVATION FORM

Please print or type clearly in block letters and return the completed form to the Registration Office by e-mail (registration@asemem2017.kr) or fax(+82-2-3475-2635).

Upon receipt of the completed form, a confirmation letter will be sent via email.

**\*Kindly review the below [Cancellation & Refund Policy] and check in the checkbox.**

### [1] Personal Information

<b>Classification</b>	<input type="checkbox"/> Head of Delegation	<input type="checkbox"/> Delegate	
<b>Given Name<sup>1*</sup></b>	(on passport)	<b>Family Name</b>	(on passport)
<b>Country</b>		<b>Organization</b>	
<b>Mobile</b>	+82-2-000-0000	<b>Fax</b>	
<b>Email</b>			

1) For security reasons, the name indicated on this form should be same as on your passport.

### [Reservation Information]

- **Hotel Reservation Deadline : Thursday, Aug 31, 2017 (after the date, room availability shall not be guaranteed.)**
- **Hotel reservations are arranged by the Registration Office for ASEM EMM7. Please do not contact the hotel directly for any changes or cancellation.**
- Hotel room allocations will be made on a first-come, first-served basis, and twin room types could be assigned depending on circumstances.
- Early check-in (before 15:00) & late check-out (after 12:00) depend on room availability, and additional charges will be applied as a personal bill.
  - \* Check-in and check-out times may vary. Please verify the times at your specific hotel.
- For a group reservation, you are required to make your reservation directly to the Registration Office for ASEM EMM7.

### [Payment Information]

- All room rates will be charged in Korean Won.
- The rate only covers the room. Other expenses, such as breakfast, mini-bar, laundry service, etc., will be incurred as a personal bill and should be paid to the hotel when you check out.
- Early check-in (before 15:00) & late check-out (after 12:00) cannot be guaranteed and extra charges will be applied.
- The room will be guaranteed for the given credit card information, and room rates will be charged by the hotel when you check-out. A receipt will be issued accordingly.
- A confirmation letter will be sent within a week from the day you make a reservation.

### [Cancellation and Refund Policy]

- Any requests for changes or cancellations must be made in writing and sent to the Registration Office via e-mail or fax.
- Cancellation or refund penalty fees.
  - **Cancellation received by Wednesday, 13 September 2017 : No penalty**
  - **Cancellation received from Thursday, 14 September 2017 or no-show/early departure/shortened stay : No refund (full payment will be charged.)**

\* No-show : No check-in without any notice in advance. The room is subject to release automatically.

\* All dates and times are based on Korean Standard Time (GMT+9).

\* The cancellation and refund policy for a group reservation (more than 1 room) will be informed through separate invoices.

I agree to the above [Cancellation and Refund Policy].

## [2] Hotel Reservation

(Please check the appropriate box and fill in the blanks below. All rates are subject to 21% of tax and service charge.)

No.	Hotel Name	Room Type	Room Rate (KRW) / Night / Room			Breakfast / Meal per person	Tax & Service Charge
			Single Occupancy	Double Occupancy			
				Double	Twin		
<b>5 Star Hotels ★★★★★</b>							
1	InterContinental Seoul COEX	Superior	<input type="checkbox"/> 240,000	<input type="checkbox"/> 270,000	<input type="checkbox"/> 270,000	INC	21%
		Club Superior	<input type="checkbox"/> 290,000	<input type="checkbox"/> 320,000	<input type="checkbox"/> 320,000		
		Corner Suite	<input type="checkbox"/> 390,000	<input type="checkbox"/> 420,000	<input type="checkbox"/> 420,000		
		Business Suite	<input type="checkbox"/> 390,000	<input type="checkbox"/> 420,000	<input type="checkbox"/> 420,000		
2	Grand InterContinental Seoul Parnas	Deluxe	<input type="checkbox"/> 250,000	<input type="checkbox"/> 280,000	<input type="checkbox"/> 280,000	INC	21%
		Jr. Suite	<input type="checkbox"/> 285,000	<input type="checkbox"/> 315,000	<input type="checkbox"/> 315,000		

\*Double: 1 bed, Twin: 2 separated beds

Check-in Date (dd/mm)	Check-out Date (dd/mm)
No. of Nights	No. of Rooms
Guest Name	※ If a guest is different from the participant indicated above
Accompanying Person's Name	※ I will share my room with this person
Special Request	※ e.g. non-smoking room

## [3] Payment Method

<b>Credit Card</b>	Card Type	<input type="checkbox"/> VISA	<input type="checkbox"/> Master	<input type="checkbox"/> Amex
	Card Number			
	Expiration Date(mm/yy)	/	CVC Number*	
	Card Holder's Name		Card Holder's Signature	
<p>* Card Validation Code(CVC) – AMEX: 4-digit number / Visa or Master: 3-digit number          * If you would like to pay by bank transfer, please contact the Registration Office.</p>				

## [ANNEX C] LIST OF SUGGESTED ACCOMMODATION

### Main Hotels (with special rate for the 7th ASEM EMM participants)

#### InterContinental Seoul COEX (★★★★★)



Address: (06164) 524, Bongeunsa-ro, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-3452-2500  
Website: <https://www.iccoex.com/eng/index.do>  
Distance to Venue: 5min (on foot)  
Size: 37sqm (Superior) / 75sqm (Business Suite)  
Facilities: Business Center, Fitness Club, In SPA

#### Grand InterContinental Seoul Parnas (★★★★★)



Address: (06164) 521, Teheran-ro, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-555-5656  
Website: <https://www.grandicparnas.com:444/eng/index.do>  
Distance to Venue: 10min (on foot)  
Size: 40sqm (Deluxe) / 60sqm (Jr. Suite)  
Facilities: Business Center, Fitness Club

### Other Options

Participants who are staying at "other options" are kindly requested to organize their own hotel arrangements.

#### Oakwood Premier COEX CENTER (★★★★★)



Address: (06164) 46 Teheran-ro 87-gil, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-3466-7000  
Website: <http://www.oakwoodpremier.co.kr/opcc/>  
Distance to Venue: 10min (on foot)  
Size: 47sqm (Studio Superior) / 96sqm (1 Bedroom Superior)  
Facilities: Business Center, Fitness Club, Children's Play Room

#### Imperial Palace Seoul (★★★★★)



Address: (06098) 640 Eonju-ro, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-3440-8000  
Website: <http://www.imperialpalace.co.kr/eng/index.asp>  
Distance to Venue: 10min (by car)  
Size: 37sqm (Deluxe) / 65sqm (Deluxe Suite)  
Facilities: Business Center, Fitness Club, Medical Center

#### Novotel Ambassador Gangnam (★★★★★)



Address: (06124) 130 Bongeunsa-ro, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-567-1101  
Website: <https://novotel.ambatelen.com/gangnam/main.amb>  
Distance to Venue: 15min (by car)  
Size: 26sqm (Superior) / 54.5sqm (Suite)  
Facilities: Business Center, Fitness Club

### Registration Office for ASEM EMM7

TEL. +82-2-6918-2561 | FAX. +82-2-3475-2635 | E-MAIL. [registration@asememm2017.kr](mailto:registration@asememm2017.kr)

**Hotel Rivera Cheongdam (★★★★)**



Address: (06071) 737 Yeongdong-daero, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-541-3111  
Website: <http://www.hotelriviera.co.kr/eng/index.asp>  
Distance to Venue: 20min (on foot), 5min (by car)  
Size: 25sqm (Superior)

**Ramada Seoul (★★★★)**



Address: (06153) 410 Bongeunsa-ro, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-6202-2000  
Website: <https://www.ramadaseoul.co.kr/eng>  
Distance to Venue: 20min (on foot), 5min (by car)  
Size: 25sqm (Superior)

**Aloft Seoul Gangnam (★★★★)**



Address: (06075) 736 Yeongdong-daero, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-510-9700  
Website: <http://www.aloftseoulgangnam.com/en>  
Distance to Venue: 20min (on foot), 7min (by car)  
Size: 23sqm (Aloft)

**Shilla Stay Yeoksam (★★★★)**



Address: (06139) 517 Eonju-ro, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-2054-9000  
Website: <http://www.shillastay.com/yeoksam/index.do#>  
Distance to Venue: 10min (by car)  
Size: 23sqm (Standard)

**URI& Hotel (★★★)**



Address: (06169) 20 Samseong-ro 96-gil, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-500-2300  
Website: <http://www.uri-nhotel.com/>  
Distance to Venue: 12min (on foot)  
Size: 18sqm (Standard)

**Hotel PEYTO Samseong (★★★)**



Address: (06169) 9 Teheran-ro 87-gil, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-6936-9700  
Website: <http://www.peytohotel.com/view/index.do?bsnsCode=31&propertyNo=31>  
Distance to Venue: 12min (on foot)  
Size: 15sqm (Superior)

**Ibis Styles Ambassador Seoul Gangnam (★★★)**



Address: (06195) 431 Samseong-ro, Gangnam-gu, Seoul, Republic of Korea  
Phone: +82-2-3454-1101  
Website: <https://ibisstyles.ambatelen.com/gangnam/main.amb>  
Distance to Venue: 20min (on foot), 7min (by car)  
Size: 19sqm (Superior)

\* Other hotels are also available in the southern part of Seoul.