

Practical Information

Last updated: 14 July 2017

The 6th ASEM Education Ministers' Meeting (ASEMME6)

Collaboration for the Next Decade: From Common Perspectives to Effective Fulfillment

1 Welcome and Introduction

The Republic of Korea warmly welcomes the participants of the 6th ASEM Education Ministers' Meeting (ASEMME6) and the 2nd Senior Officials' Meeting (SOM2). The Task Force for ASEM Education Ministers' Meeting, the Ministry of Education of the Republic of Korea is committed to providing delegates with the most successful meeting programs and enjoyable time in Seoul.

2 Meeting Date and Venue

6th ASEM Education Ministers' Meeting (ASEMME6)

Date: 21-22 November 2017

Venue: Hotel Shilla

Please note that the 2nd Senior Officials' Meeting will take place on 20 November 2017 (a day before ASEMME6) at the same venue (Hotel Shilla).



3 Registration

Online registration for the 6th ASEM Education Ministers' Meeting (ASEMME6) is open on the ASEMME6 website (www.asemme6.kr) until 31 October 2017.

Delegates are encouraged to visit the ASEMME6 website and fill in the registration form as soon as possible to make sure there is enough time for all the necessary travel arrangements to be made. To ensure timely distribution of relevant information, delegates are kindly asked to nominate the contact person during the registration process. **Suggested size of the delegation for SOM2 is two delegates; for ASEMME6 is the Minister and two delegates.**

Participants will be able to collect their identification badges at the registration desk at the venue (Hotel Shilla). Please note that the access to the meeting rooms will be restricted to those wearing their identification badges.

Please do not hesitate to contact us should you have any questions about registration: asemme6@moe.go.kr.

4 Bilateral Meetings and Working Group Meetings

Meeting rooms will be provided for those who would like to have bilateral or working group meetings during SOM2 and ASEMME6. They are kindly invited to make a meeting room reservation on the ASEMME6 website (www.asemme6.kr) no later than 31 October 2017.

Please take into account that the meeting rooms will be assigned on a **first-come, first-served basis**. In case of cancellation of the meeting, the notification should be immediately sent to the Task Force for by e-mail: asemme6@moe.go.kr

5 Hospitality

All delegates are cordially invited to join:

- Formal Dinner at Dynasty Hall at Hotel Shilla on 21 November 2017
- Site visit to the National Museum of Korea on 22 November 2017

National Museum of Korea



The National Museum of Korea is a Korean history and art museum, which owns over 240 thousand cultural heritage of Korea. Since its establishment in 1945, the Museum has been offering a fascinating journey through thousands of years of history, from the Paleolithic Age, to the Three Kingdoms Period, Goryeo Dynasty, Joseon Dynasty, and modern times. The Museum's major collections include "Pensive Bodhisattva" from the Three Kingdoms Period (7th Century), as well as Gold Crown from Silla Kingdom (5th Century) and Ten-story Pagoda of Gyeongcheonsa Temple from Goryeo Dynasty (14th Century). Along with the Korean cultural heritage, the museum also presents Asian artifacts from China, Japan, Southeast and Central Asia.

Spouses' Program: The Task Force for ASEM Education Ministers' Meeting provides a separate cultural program on **21 November 2017** for accompanying spouses of the Ministers and Vice-Ministers attending ASEMME6. In order to ensure that, please fill the online registration and check "Spouses' program".

6 Costs

The Ministry of Education of the Republic of Korea will provide the venue for SOM2, ASEMME6, and related meetings, as well as coffee breaks, lunches, formal dinner and site visit. The participants will bear the costs for accommodation, travel expenses and possible visa costs.

7 Visa

Visa application fees are to be covered by participants themselves. The information of visa application can be found on the following link: http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10

More information on visa can be found on the following link: <http://www.visa.go.kr>

8 Accommodation

The Task Force for ASEM Education Ministers' Meeting has made a block reservation at the designated hotels at special rates. **Delegates may download a reservation form on the ASEMME6 website (www.aseemme6.kr) and send a completed form to the respective hotel email addresses.** The following accommodation options are available:

Hotel	Room Type	Room Rate per room/night (including breakfast and VAT & SVC)
Hotel Shilla, 5***** (Venue of the meeting)	Deluxe	KRW 302,500
	Business Deluxe	KRW 363,000
Grand Ambassador Seoul, 5***** (7 min. by walk from the venue)	Superior King	KRW 192,500
	Deluxe King	KRW 216,700
KY-Heritage Hotel, 4**** (12 min. by walk from the venue)	Standard King	KRW 121,000
	Deluxe King	KRW 132,000
	Deluxe Twin	KRW 143,000
The Summit Hotel Seoul, 4**** (10 min. by walk from the venue)	Standard Double	KRW 110,000
	Standard Twin	KRW 110,000
	Deluxe Twin	KRW 132,000



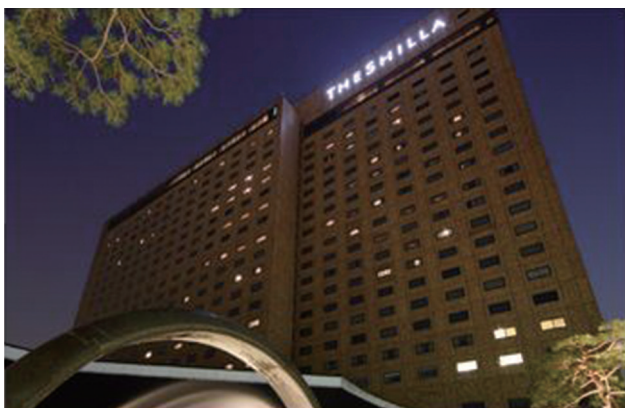
* Shuttle Bus Services will be provided for ASEMME6 participants from the hotels (Grand Ambassador Seoul, KY-Heritage Hotel, and the Summit Hotel Seoul) to the venue (Hotel Shilla) every morning during the meeting. KAL Limousine Bus No. 6702 stops at all of the four listed hotels

Hotel Shilla

249, Dongho-ro, Jung-gu, Seoul 100-856, Republic of Korea

Tel : +82-2-2233-3131 | Fax : +82-2-2230-3769

Website : <http://www.shilla.net/seoul> | E-mail : shilla.reserve@samsung.com



Complimentary use of the fitness club and indoor swimming pool
Charged service for the use of the sauna
Free parking during stay
Charged baby-sitting service



55-inch Smart TV (Satellite TV, 52 channels)
Free high-speed wired and wireless internet
Both 220V and 110V available
Complimentary teabags

Grand Ambassador Seoul associated with Pullman

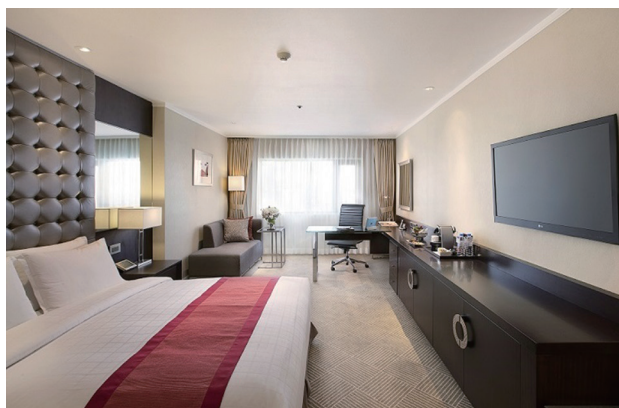
287, Dongho-ro, Jung-gu, Seoul 04618, Republic of Korea

Tel : +82-2-2275-1101 | Fax : +82-2-2272-0773

Website : <http://www.grand.ambatelen.com> | E-mail : ambres@ambatelen.com (CC: ambmice2@ambatelen.com)



Complimentary use of the fitness club
Complimentary use of indoor swimming pool
Charged service for the use of the sauna
Free parking during stay



40-inch LCD TV (Satellite TV, 62 channels)
Free high-speed wired and wireless internet
Both 220V and 110V available
Two Nespresso Coffee Capsules per day
Extra Bed: KRW 60,500 per bed/night

KY-Heritage Hotel Dongdaemun

226, Jangchoongdan-ro, Jung-gu, Seoul, 04565 Korea

Tel : +82-2-2198-1212 | Fax : +82-2-2268-3067

Website : www.ky-heritagehotel.com | E-mail : rsvn@ky-heritage.com



Free use of fitness center (24-hour)
24-hour fully-equipped business center
Nearest Subway St.: Dongdaemun History & Culture Park St., Line 2, 4, and 5



Premium bedding set
40-inch LED TV (60 satellite and cable channels)
Free wireless internet
Complimentary mineral water, coffee & tea set

The Summit Hotel Seoul

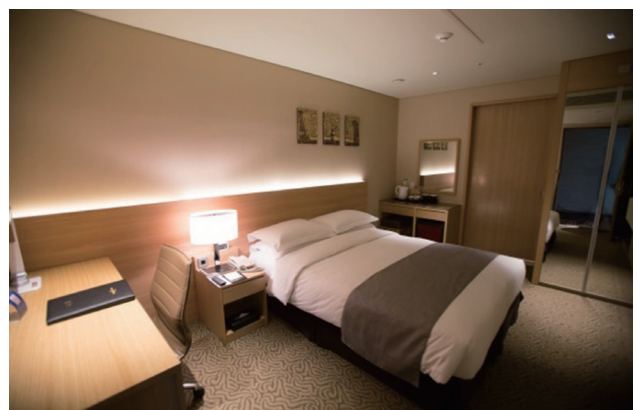
31-7, 1Ga, Jangchung-dong Jung-gu, Seoul, 100-391, Republic of Korea

Tel : +82-2-2285-0540 | Fax : +82-2-2285-0549

Website : <http://www.summithotelseoul.com> | E-mail : rsv@summithotelseoul.com



Complimentary use of the fitness club
Complimentary use of the business center
Free parking for in-house guests



32-inch LED TV(Satellite TV, 45 channels)
Free high-speed wired and wireless internet
Complimentary mineral water, coffee and tea
Extra Bed: KRW 33,000 (10% tax included)

Delegations will be responsible for all costs related to the accommodation during their stay. Should you have queries related to accommodation, please do not hesitate to contact directly the respective hotel or send an email to asemme6@moe.go.kr.

9 Transportation from the Incheon International Airport

01

Travel Services for Delegates

- Airport Welcome Desk #19, open on 18-21 November 2017
- Pre-arranged car service, 19-21 November 2017
- KAL Limousine Bus ticket (if needed), 18-21 November 2017

Ministers and Vice-Ministers will be taken to the hotels by liaison officers. A pre-arranged car service from Incheon International Airport is provided to all registered delegations arriving on 19-21 November 2017. Delegates who would like to use public transportation are offered a free one-way KAL Limousine Bus ticket at the Airport Welcome Desk #19 (located at Gate 4 on the 1st floor). Please note that the Welcome Desk #19 will be open on 18-21 November 2017.



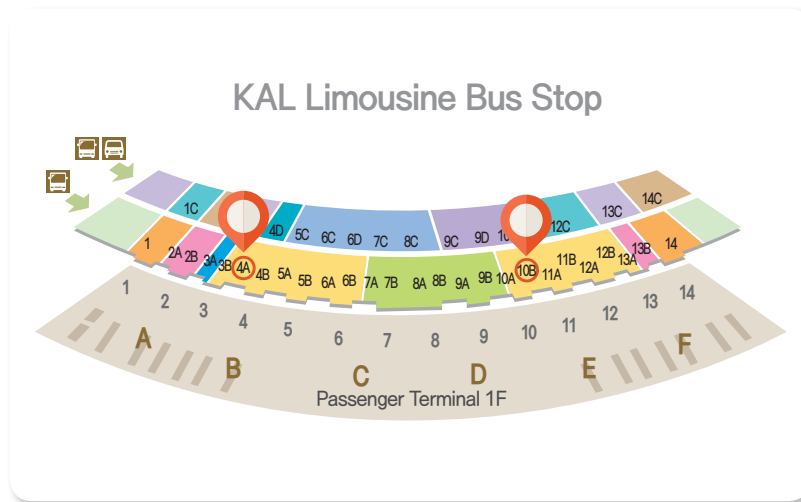
02

Public Transportation

By KAL Limousine Bus

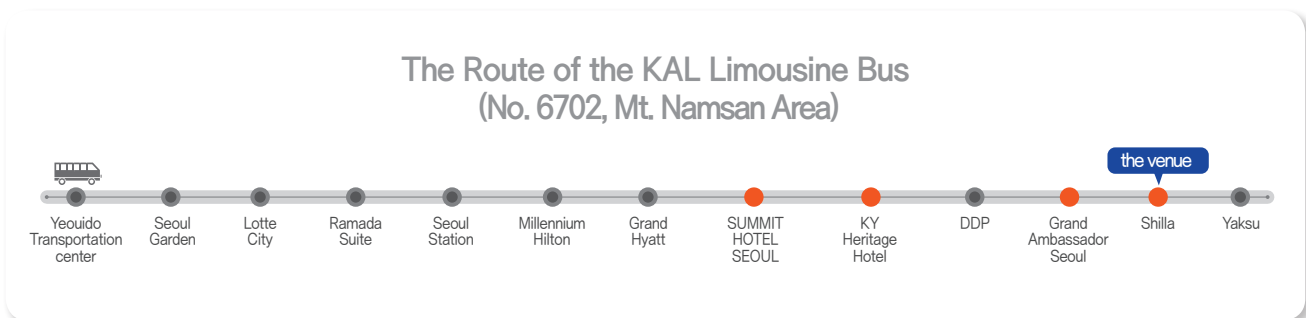
KAL Limousine Bus provides the most convenient mode of transportation from the airport to the venue (Hotel Shilla) and the other listed hotels. Four of the hotels including the venue are on the route of KAL Limousine Bus (**No. 6702**). The bus stop is located at **Exit No. 4A or Exit No. 10B** on the 1st floor. The journey takes about 70~90 minutes, depending on the traffic conditions. The Bus fare is **KRW 16,000** per person.

Tickets will be available from the guide at the bus stop or the KAL Limousine counter located in the arrival hall between Exit No. 4 and No. 5. Credit card can be used at KAL Limousine counter.



Departure Time (Exit No. 4A)					
5:10	6:00	6:47	7:20	7:51	8:20
8:52	9:27	9:54	10:28	10:54	11:24
11:55	12:23	12:55	13:21	13:55	14:25
14:53	15:21	15:55	16:25	16:55	17:19
17:49	18:16	18:44	19:15	19:41	20:14
20:44	21:15	21:44	22:13	22:44	

Please NOTE : The Departure Time at Exit No. 10B is 4 minutes later than Exit No. 4A.



Participants can find more information about KAL Limousine Bus schedule on the following website :

http://www.kallimousine.com/eng/schedule_en.asp

By Taxi

Deluxe Taxi : about one hour (approx. KRW 100,000 - toll fees included)

Standard Taxi : about one hour (approx. KRW 70,000 - toll fees included)

10 Meeting Venue Facilities and Services

01

IT Services and Support

A business center equipped with PCs, printers, and copy machines will be set up at the meeting venue for ASEMME6 participants. Wi-fi service will be available at all meeting areas at Hotel Shilla.

02

Prayer Room

A prayer room will be available at Hotel Shilla.

11 Official Language

The official working language of ASEMME6 and SOM2 is English. Any interpretation/translation service will not be provided. In case interpretation is required, it is requested that a whispering interpreter be included in your delegation and the Task Force for ASEM Education Ministers' Meeting be informed.

12 General Information about Seoul

01

Weather

The Republic of Korea is characterized by four distinct seasons: spring, summer, autumn, and winter. November in Seoul is late autumn where the weather is chilly with the average temperature of 7.1°C. During the day, the temperature can increase up to 15.3°C, whereas it can be cold during the morning and evening (-2°C~6°C).

More information on the weather can be found at the following link: <http://web.kma.go.kr/eng/index.jsp>

02

Time

The Republic of Korea is on the Korean Time Zone (UTC/GMT+9:00) and does not observe daylight saving time.

03

Mobile Phones Information

CDMA cellular systems are widely used in the Republic of Korea. SK Telecom, KT and LG U+ are providing a SIM card roaming service to allow participants to use their GSM subscription in the Republic of Korea. At the Incheon International Airport, participants can rent a special CDMA cellular phone which accepts your SIM card. For more details, please check the following links:

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

KT roaming service: <http://roaming.kt.com/renewal/eng/main.asp?channel>

LG U+ roaming service: <http://www.uplus.co.kr/com/main/pemain/Pemain.hpi>

04

Power Supply



The standard power supply in the Republic of Korea is **220 volts at 60 Hz**. This power socket can be identified by two circular adjacent holes. An adaptor for the round two-pin sockets may be required.

05

ATMs and Credit Cards

There are many automatic teller machines (ATMs) in Seoul and all major credit cards are accepted almost everywhere. Cards with the Plus and Cirrus logos are the easiest to use at ATMs and most widely accepted in Korea.

06

Foreign Exchange and Banking

There are plenty of places in Seoul to exchange currencies, including airports, banks, authorized currency exchanges and major hotels. The monetary unit is the "won" (KRW, denoted by ₩). Korean monetary units are 10, 50, 100, and 500 coins, and 1,000, 5,000, 10,000 and 50,000 notes. All major credit cards such as American Express, Visa and Master Card are accepted for payment of hotel bills. Banks are open from 09:00 to 16:00 on weekdays and closed on Saturdays and Sundays.

10 July 2017

Exchange Rate	
USD 1	KRW 1,149.10
EUR 1	KRW 1,310.61
JPY 100	KRW 1,006.70
CNY 1	KRW 168.95

07

BBB (Before Babel Brigade): Volunteer Interpretation Service

Whenever and wherever you encounter communication problems in Koreans, just call 1588-5644 and press a number for your preferred language. Your call will be quickly connected to a BBB volunteer's mobile phone through an automated switchboard, and you will soon receive interpretation service. The service is available in 19 languages: English, Chinese, Japanese, French, Spanish, Italian, Russian, German, Portuguese, Arabic, Polish, Turkish, Swedish, Thai, Vietnamese, Indonesian, Mongolian, Hindi and Malaysian. More information on the service can be found on the website: <http://www.bbbkorea.org>.

08

Useful Numbers

Country code for the Republic of Korea: +82

Area code for Seoul: 02

Emergency: 112 (police), 119 (fire and medical emergency)

Travel: 02-1330 (Korea Travel Hotline)

International call: the international access code (001, 002 or 008) + country code + area code + the recipient's number

09

Useful Websites

Ministry of Education of the Republic of Korea: <http://english.moe.go.kr>

Incheon International Airport: <http://airport.kr/pa/en/a/index.jsp>

Useful information about Seoul: <http://english.visitseoul.net>

Gateway to Korea: <http://www.korea.net>

13 Contact Information | ASEMME6 KOREAN TEAM

Oh Eungseok	Director Task Force for ASEM Education Ministers' Meeting Phone: +82-44-203-7055 E-mail: asemme6@moe.go.kr ; esoh72@moe.go.kr
Nam Yoonchul	Deputy Director Task Force for ASEM Education Ministers' Meeting Phone: +82-44-203-7056 E-mail: asemme6@moe.go.kr ; nyc111@moe.go.kr
Ahn Heejeong	Deputy Director Task Force for ASEM Education Ministers' Meeting Phone: +82-44-203-7057 E-mail: asemme6@moe.go.kr ; aidreamu@korea.kr
Hong Suneui	Assistant Director Task Force for ASEM Education Ministers' Meeting Phone: +82-44-203-7058 E-mail: asemme6@moe.go.kr ; riff45@moe.go.kr
Kim Jiwon	Assistant Director Task Force for ASEM Education Ministers' Meeting Phone: +82-44-203-7059 E-mail: asemme6@moe.go.kr ; minnie25@korea.kr
Kwon Jiyeon	Program Specialist Task Force for ASEM Education Ministers' Meeting Phone: +82-44-203-7061 E-mail: asemme6@moe.go.kr ; jkwon710@moe.go.kr

Should you have any questions, please do not hesitate to contact **Mr. Nam Yoonchul** (asemme6@moe.go.kr ; nyc111@moe.go.kr).