

**GENERAL INFORMATION**  
**ITU-T SG3RG-AO Meeting and**  
**Regional Standardization Forum for Bridging the Standardization Gap**  
(24 – 27 Oct, 2017, Seoul, Korea)

**1. Venue Information**

**Venue: Jasmine Hall (B2), Meritz Tower, Seoul**



- Address: 382 Gangnam-daero Gangnam-gu Seoul, Korea (Rep. of)
  - ❖ Meritz Tower can be easily located from the following subway exits of Gangnam Station.
    - Exit number 2 of Line #2 (green line) Gangnam Station
    - Exit number 3 of Shinbundang Line (red line) Gangnam Station
- Phone: +82 2-2018-0539
- E-mail: [baljun01@tta.or.kr](mailto:baljun01@tta.or.kr)

## 2. Transportations from Airport

Meritz Tower is located in the downtown area and the center of Seoul, approximately one and a half hour from Incheon International Airport.

**Please refer to the following website for airport transportation information.**

- Incheon Airport: <http://www.airport.kr/pa/en/d/3/1/1/index.jsp>

In order to ensure smooth access from **Incheon International Airport** to Meritz Tower, we are pleased to provide some practical information.

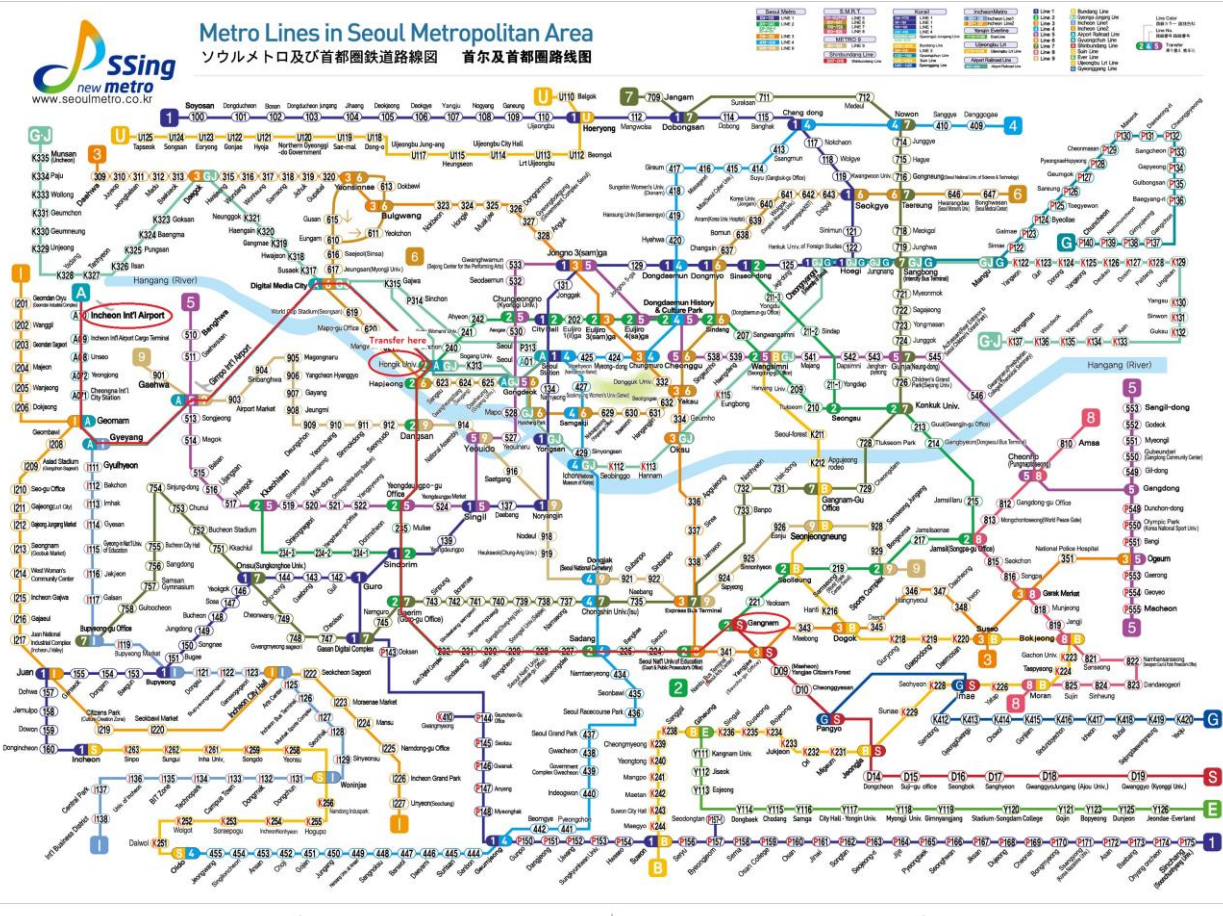
It takes about one and a half hour from the airport to the Meritz Tower, depending on the time of day and traffic condition. There are two options – bus or subway (*Rental car is not recommended due to tolls and parking condition in Gangnam area*).

### **Buses**

You can take buses from platform 4A, near gate 4. Buses numbered “6009” and “6020” are available for Gangnam Station, near Meritz tower. Ticket fare is ₩15,000 and could be bought at ticket office near the platform. Buses run about every 20 mins from 0400 hrs to 2100 hrs and take about 1 hour 30 mins to get to Gangnam Station.

### **Subway (Metro)**

You can also take subway (metro) to get to Gangnam station from the airport. Take the Airport Railroad Line at the airport (do not take direct subway to Seoul station), transfer to Line 2 at Hongik University station and take outer circle line to Gangnam station. Ticket fare is ₩4,750 (₩500 deposit included) and could be bought at ticket machine. Subway runs from 0530 hrs to 1140 hrs at Incheon International Airport Station and from 0530 hrs to 0025 hrs at Hongik University station. It takes about 1 hour 45 mins to get Gangnam station (1 hour from airport to Hongik University, 45 mins from Hongik University to Gangnam station). Meritz Tower can be found from exit number 2 of Gangnam station of Line 2 (Also from exit number 3 of Gangnam station of Shinbundang line.). Mobile Apps for Seoul subway map are available from Android and Apple devices. (e.g. Korea Rail Map, Korea Subway Info, Subway Korea, etc.)



※ Note: Using TAXI from the airport to Gangnam station is not recommended due to the high cost. (60,000Won/100,000Won for Deluxe Taxi)

### 3. Hotels

Hotels near Meritz Tower

#### Ocloud Hotel

12 Sapsyeong-daero 58-gil, Seocho 4(sa)-dong,  
Seocho-gu, Seoul, South Korea

+82 1899-9994

<http://www.ocloudhotel.com/html/main.asp>

#### Shilla Stay Seocho

427 Hyoryeong-ro, Seocho 2(i)-dong,  
Seocho-gu, Seoul, South Korea

+82 2-2219-9000

<http://www.shillastay.com/seocho/index.do?lang=en>

#### Coatel Cherville

11, Gangnam-daero 53-gil, Seocho 2(i)-dong  
Seocho-gu, Seoul, South Korea

+82 2-6288-3333

<http://www.coatel.co.kr>

You can make a reservation at other hotels with reasonable prices using hotel accommodation websites.

## 4. Travel Information

### Visa

Any foreign visitors wishing to enter Korea (Rep. of) must have a valid passport. Tourists may visit Korea (Rep. of) for 30 to 180 days without a visa, but proof of confirmed round air reservation is required. However, some countries require visas to enter the Republic of Korea. For more information, please visit the Ministry of Foreign Affairs and Trade at <http://www.mofa.go.kr/>. If you need invitation letter for VISA, please send the request for invitation letter for VISA (Attachment) to [baljun01@tta.or.kr](mailto:baljun01@tta.or.kr). For smooth preparation of this meeting, please note the deadline for requesting invitation letter for VISA is **22 September 2017**.

### Currency & Exchange

The Korean currency unit is the WON (indicated ₩). Bank notes are ₩50,000, ₩10,000, ₩5,000, ₩1,000 bills and coin denominations are ₩500, ₩100, ₩50, ₩10. One US dollar is about ₩1,130 as of August 2017. Money can be exchanged at Incheon International Airport, banks, and hotels.

### Weather

The Weather in October is usually cool. The average temperature is 10~20°C (50~68°F). For more detailed climate information, please contact the Korea Meteorological Administration:

<http://web.kma.go.kr>

### Electricity

The standard supply is 220 volts with AC/60 cycles. Outlets for 220 volts are available at the hotels. The two following outlets are compatible with those available in Korea.

- a) It is popularly known as the europlug which is described in CEE 7/16



- b) This plug is similar to the above except that it is round and has the addition of two grounding clips on the side of the plug



### Emergencies

Police-----112

Fire, Medical Emergencies-----119

## **Business Hours**

Government offices are open from Monday to Friday between the hours of 09:00 and 18:00.

Most private businesses open at anywhere from 08:30 to 10:00 and close in the evening. Banks are a major exception. Their business hours are from 09:30 to 16:30 on weekdays. They are closed Saturdays and Sundays.

Foreign diplomatic missions in Seoul generally maintain strict business hours including lunch. They are usually open from 09:00 to 17:00 on weekdays and are closed on Saturdays and Sundays.

Major department stores are usually open from 10:30 to 20:00, including Sundays, but smaller shops tend to be open earlier and close later every day of the week.

## **Automated Teller Machines (ATM) for Foreign Travelers**

Travelers who carry internationally recognized credit cards could get a cash advance in Korean won at Automated Teller Machines (ATMs) installed at airports, major hotels, department stores, subway stations and tourist attractions.

## **Tipping**

Tipping is not a traditional Korea custom. A 10% service charge is added to your bill at all tourist hotels and 3-10% at some big restaurants.

## **Tax**

Value-added tax (VAT) is levied on most goods and services at a standard rate of 10% and is included in the retail price. In tourist hotels, this 10% tax applies to meals and other services and is added into the bill.

## **Korea & Korean Tourism**

Please visit the following Websites for more information on Korea and possible tours:

<http://www.visitkorea.or.kr/>

## **Local time**

GMT + 9 hours.

**Attachment**

**SG3RG-AO Meeting and Regional Standardization Forum for Bridging the  
Standardization Gap  
Seoul, Korea (Rep. of), 24-27 October 2007**

Request for Letter of Invitation for VISA issue to participate in ITU-T SG3RG-AO Meeting and  
Regional Standardization Forum for Bridging the Standardization Gap

**If needed, please return this form to Mr. Junhwan Park, no later than 22 September  
2017 for the processing of formal invitation letter.**

(E-mail: baljun01@tta.or.kr, Fax: +82-31-724-0109)

<b>Family Name</b>	
<b>Given Name</b>	
<b>Date of Birth(yyyy/mm/dd)</b>	
<b>Gender</b>	
<b>Company(Individual Member)</b>	
<b>Nationality</b>	
<b>Passport Number</b>	
<b>Mailing Address (With postal code)</b>	
<b>Expected entry date</b>	
<b>Expected departure date</b>	
<b>Tel.</b>	
<b>Fax.</b>	
<b>E-mail</b>	