



## **Fifth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-5)**

From 25 November – 01 December 2024, at the Busan Exhibition and Convention Center (BEXCO) in Busan, Republic of Korea

### **Information note to participants**

This note provides practical information for participants attending the fifth session of the Intergovernmental Negotiating Committee to develop an international legally binding instrument on plastic pollution, including in the marine environment (INC-5) to be held from 25 November to 1 December 2024, at the Busan Exhibition and Convention Center (BEXCO) in Busan, Republic of Korea. The session will be preceded by regional consultations on 24 November 2024.

This note will be continuously updated with the necessary practical and logistical information. Updated text will be highlighted in **blue**, and revisions will be dated.

All information regarding the meeting will be regularly updated in the [INC-5 webpage](#).

# TABLE OF CONTENTS

1.	VENUE .....	3
2.	REGISTRATION.....	3
a)	ACCESS TO THE REGISTRATION PORTAL.....	3
b)	REGISTRATION REQUIREMENTS .....	4
3.	TRAVEL SUPPORT FOR MEMBER STATES DELEGATES .....	4
a)	APPLICATION PROCESS AND TIMELINE .....	5
4.	TRAVEL SUPPORT FOR OBSERVERS FROM NON-GOVERNMENTAL ORGANIZATIONS .....	5
5.	ISSUANCE OF INC-5 BADGES .....	5
6.	CREDENTIALS .....	6
7.	LIST OF PARTICIPANTS .....	6
8.	ORGANIZATION OF WORK AND SEATING ARRANGEMENTS .....	6
9.	DOCUMENTATION .....	6
10.	INTERVENTIONS .....	7
11.	REGIONAL CONSULTATIONS.....	7
12.	INTERPRETATION .....	8
13.	OTHER MEETING ROOMS .....	8
14.	MEDIA ARRANGEMENTS AND SERVICES .....	8
15.	SECURITY .....	8
16.	PLASTIC-FREE MEETING .....	9
17.	MEDICAL SERVICES .....	9
18.	INTERNET SERVICES .....	9
19.	TRANSPORTATION FROM THE AIRPORT .....	9
a)	GIMHAE INTERNATIONAL / DOMESTIC AIRPORT (PUS).....	9
b)	INCHEON INTERNATIONAL / DOMESTIC AIRPORT (INC).....	10
c)	FROM ACCOMMODATION (HAEUNDAE AREA) IN BUSAN TO THE BEXCO (VENUE).....	10
20.	ACCOMMODATION IN BUSAN .....	10
21.	MEDICAL AND TRAVEL INSURANCE.....	10
22.	VISAS .....	11
a)	VISA APPLICATION VIA KOREAN DIPLOMATIC MISSIONS.....	11
b)	KOREA ELECTRONIC TRAVEL AUTHORIZATION (K-ETA) .....	12
c)	HEALTH ENTRY REQUIREMENT (Q-Code) .....	14

23.	TIME ZONE .....	14
24.	WEATHER .....	14
25.	ELECTRICITY .....	14
26.	BANKING, CURRENCY, TIPPING .....	14
	Annex A: List of Recommended Hotels and Rates in Busan.....	16
	Annex B: List of Visa Exemption and Visa Application Tips .....	19

## 1. VENUE

The fifth session of the INC will take place at the **Busan Exhibition and Convention Center (BEXCO), Busan, Republic of Korea**, located at 55 APEC-ro, Haeundae-gu, Busan, Republic of Korea, 48060.

The Busan Exhibition and Convention Center (BEXCO) is centrally located in Centum City, Haeundae-gu, Busan. Participants can reach the venue by public transportation using the subway(metro) to BEXCO station (line 2) or by bus. Participants can access the BEXCO by car via APEC-ro. A parking lot with 1,000 parking spaces is located at the BEXCO.

**All participants must be registered and approved prior to the meeting to be allowed access.** Registered participants will be screened upon entry. Any form of weapons, ammunition, flammable items, or sharp objects is strictly forbidden. To facilitate security screening, delegates are kindly discouraged from bringing luggage into the center. There will also be no facilities to store luggage.

The BEXCO center is a non-smoking venue. The smoking area is located separately outside the BEXCO. Please note that smoking is only allowed at the designated smoking areas. It is prohibited to smoke in public spaces such as stations and bus stops, and indoor facilities including their outdoor facilities, in accordance with the relevant laws and regulations including the Busan City Bylaw.

## 2. REGISTRATION

All information regarding registration and accreditation procedures is detailed under the Registration tab in the [INC-5 webpage](#).

**Registration is open from 19 July 2024 to 20 September 2024, 23:59 East Africa Time.**

### a) ACCESS TO THE REGISTRATION PORTAL

Official delegations of **Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations**, can register through the link provided in the invitation letter from the Executive Secretary, dated 18 July 2024. The letter was circulated by the INC Secretariat to nominated National Focal Points, Permanent Missions accredited to UNEP and Ministries of Environment.

For Members of the Committee, there is no limitation on the number of representatives that can be registered. The registration link for Members of the Committee is not in the public domain but was shared together with the invitation letter to Members.

For **Observer organizations**, including Intergovernmental Organizations (IGOs), United Nations system entities, and non-governmental organizations, each can register up to 5 representatives. The registration links for each Observer category are available online by accessing the Registration tab in the [INC-5 webpage](#).

## b) REGISTRATION REQUIREMENTS

**No registrations can be processed via email and all registrations must be submitted through INDICO.**

**Representatives from Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations must submit a Note Verbale or official letter** from the relevant Ministry, or from their Embassy or Permanent Mission, addressed to the INC Secretariat. The Note Verbale or official letter must clearly indicate the name of the head of delegation and names of any alternate representatives and advisers, as per Rule 6 of the [draft rules of procedure](#) provisionally applicable to the work of the INC. The online submission of the documentation will suffice.

**For Observer organizations**, including Intergovernmental Organizations, United Nations system entities and non-governmental organizations, **registrants must upload a Nomination Letter** in the organization's letterhead, containing the full names and functional titles of the maximum of 5 nominated representatives. The letter must be dated and have the hand-written signature of the person responsible for the organization.

**Once the registration has been processed by the INC Secretariat, an automatic INDICO email will be sent to the email address provided upon registration.** Registrants must therefore submit the correct e-mail address for correspondence when registering on INDICO, which will also be used to relay other important information regarding INC-5 preparations.

Queries related to registration should be addressed to [unep-incplastic.registration@un.org](mailto:unep-incplastic.registration@un.org).

## 3. TRAVEL SUPPORT FOR MEMBER STATES DELEGATES

To facilitate the participation of representatives from eligible Member States of the United Nations or Members of its specialized agencies to INC-5, funding will be available from the voluntary contributions made by donors **to support the participation of a maximum of two (2) delegates from developing countries and countries with economies in transition**, with priority given to Least Developed Countries and Small Island Developing States.

The funding will cover economy-class round-trip air tickets, as well as daily subsistence allowance (DSA) and terminal expenses in accordance with the United Nations rules and regulations:

- The economy-class round-trip air tickets will be processed and issued directly by the INC Secretariat. The normal route for all official travel shall be the most economical route available for the travel dates.
- The daily subsistence allowance (DSA) comprises the total contribution of the INC Secretariat towards such charges as lodging, meals and other such payments made for services rendered during official travel. **Funded delegates are thus responsible for making their own hotel bookings.**

Disbursement of the DSA will be made on-site, at the meeting venue. More information on the disbursement of DSA will be provided in due course.

## a) APPLICATION PROCESS AND TIMELINE

**Delegates designated to receive financial support are requested to submit an additional online form through the application link communicated to all delegations in the invitation letter from the Executive Secretary, dated 18 July 2024.** The application link was sent directly to Members of the Committee and is not publicly available on the website.

**The deadline for applications for travel support is 30 August, 23:59 East Africa Time.** For the necessary travel arrangements to comply with the United Nations rules and regulations, **no requests after the deadline of 30 August 2024 will be accommodated.**

Please be informed that the registration for INC-5 and the application for travel support are two separate processes. The application for travel support can only be submitted and approved after registration for INC-5 is approved.

**Please be kindly reminded that the INC Secretariat is not in a position to accommodate last minute changes or cancellations after a ticket has been issued as this results in financial loss.**

Delegations are encouraged to nominate the INC focal points to receive funding support, when considered appropriate.

## 4. TRAVEL SUPPORT FOR OBSERVERS FROM NON-GOVERNMENTAL ORGANIZATIONS

To facilitate the participation of accredited Observers from non-governmental organizations to INC-5, the INC Secretariat is in the position to provide travel support for the participation of **a maximum of 20 participants from accredited non-governmental organizations participating as Observers at INC-5.**

For more information on the application process and requirements please consult: [Application for travel support for representatives from non-governmental organizations.](#)

Only duly registered participants that meet the funding criteria will be eligible to apply for travel support.

For the necessary travel arrangements to comply with the United Nations rules and regulations, **no requests after the deadline of 30 August 2024 will be accommodated.**

## 5. ISSUANCE OF INC-5 BADGES

Access to the INC-5 venue is subject to the presentation of a valid meeting badge. Once the registration is approved, participants will receive a UN EVENT PASS via the email address with which they registered. This pass will be used to finalize the registration on-site and to collect the badges at the registration desk on the designated days/times.

The meeting badge will be issued at Busan Exhibition and Convention Center (BEXCO) in Busan, upon presentation of the UN EVENT PASS and the QR code. Therefore, please have the following

ready on arrival:

- Electronic or printed copy of your UN event pass.
- Valid passport or identification card with a photograph.

More information on the location, dates and working hours of the badging centre will be made available closer to INC-5.

Delegates are strongly encouraged to carry their own lanyards from previous INC sessions to promote reuse, in the spirit of the UNEA resolution 5/14.

For security reasons, the display of badges is mandatory at all times to access the venue and meeting rooms. Loss of a badge should be reported immediately to the badging centre.

## 6. CREDENTIALS

**The presentation of credentials** by representatives from States Members of the United Nations, members of United Nations specialized agencies and regional economic integration organizations **is not required** for the fifth session of the Intergovernmental Negotiating Committee.

## 7. LIST OF PARTICIPANTS

To facilitate the compilation of the list of participants, participants are requested to submit a comprehensive list of the members of their respective delegations to the INC Secretariat, with the functional titles and designations of all the representatives.

As per general practice, the provisional List of Participants will be circulated to participants on the first day of the session. The final List of Participants will be made available on the meeting page after the closing of the session and will reflect those who attended INC-5.

The List of Participants will include the information provided during registration by Members of the Committee and Observer organizations.

## 8. ORGANIZATION OF WORK AND SEATING ARRANGEMENTS

The proposed organization of work of the session will be shared in due time in the [INC-5 webpage](#).

At the plenary meetings, the delegations of Member States of the United Nations or Members of its specialized agencies, and regional economic integration organizations will be seated in English alphabetical order.

Seating will also be available for the representatives of duly registered Observers from Intergovernmental Organizations, United Nations system entities, and non-governmental organisations.

## 9. DOCUMENTATION

The working documents for INC-5, including the provisional agenda and other working documents, will be available on the [INC-5 web page](#).

The official documentation of INC-5 will be issued in all the United Nations official languages: Arabic, Chinese, English, French, Russian and Spanish.

To minimize the negative environmental impact, the meeting will be held paperless and there will be no hard copies of documents available at the venue.

## 10. INTERVENTIONS

As per UN practice, representatives from Members of the Committee speaking on behalf of a group of States or in national capacity will be invited to provide statements. More information will be made available in due course.

Oral statements from Observers are at the discretion of the Chair, time permitting.

To facilitate the interpretation, participants wishing to make interventions during official sessions of the meeting are strongly urged to **submit their statement at least 1 hour in advance of delivery to [unep-incplastic.statements@un.org](mailto:unep-incplastic.statements@un.org)**.

The statement should include the following information in its header and file name:

- a) Name of State or organization.
- b) Session when the intervention is to be made.
- c) Date and time of intervention.
- d) Agenda item number.

The In-session Documents Platform will be made available for the fifth session of the IINC-5. This is a password protected platform accessible to Members of the Committee attending INC-5 to self-upload their in-session 1) statements and 2) textual submissions documents.

Observer organizations attending INC-5 will also have access to this platform to upload their in-session statements.

Members of the Committee as well as Observer organizations are kindly invited to nominate and register only **one user to access and use the platform on behalf of their delegation**. However, existing nominated users who were registered and used the platform for INC-4 will continue to have access to the platform for INC-5. A delegation is welcome to replace an existing user by nominating a new user, following the nomination process that will be outlined in the [email notification from the Secretariat](#), dated 28 March 2024.

## 11. REGIONAL CONSULTATIONS

A full day of regional consultations will take place on 24 November 2024, prior to the opening of the session on 25 November 2024, at the same venue. The INC Secretariat will reserve rooms for the meetings of the regional groups. In addition, there will be an opportunity for regional meetings to be held every morning throughout the week.

**The regional consultations are to be convened and organized by the groups themselves.** The groups are encouraged to inform the INC Secretariat on the planned time for their meetings for this to be reflected in the daily programme.

One room for Observers will also be made available for their meetings.



Allocation of meeting rooms will be announced upon arrival at the venue.

## 12. INTERPRETATION

During all plenary meetings of INC-5, interpretation will be provided in the six official languages of the United Nations – Arabic, Chinese, English, French, Russian and Spanish.

Any speaker may also make a statement in a language other than the official languages. In such cases, the delegation in question must provide an interpreter from the non-official language into an official language. However, there will be limited facilities to accommodate non-official language interpreters on site. Delegations seeking to provide their own interpreters for non-official languages are requested to inform the INC Secretariat well in advance by email at [unep-incplastic.secretariat@un.org](mailto:unep-incplastic.secretariat@un.org).

## 13. OTHER MEETING ROOMS

**No delegation rooms will be provided.**

More information on meeting rooms will be provided in due course.

## 14. MEDIA ARRANGEMENTS AND SERVICES

The INC Secretariat will provide live-streaming coverage of the plenary meetings via UN Web TV. This will be done in the 6 official languages of the United Nations (Arabic, Chinese, English, French, Spanish and Russian). The links will be made available prior to the meeting in the [INC-5 webcast page](#).

Press releases, official documents, statements and other information materials will be made available on the [INC-5 web page](#).

### **Media accreditation**

Media accreditation is strictly reserved for members of the press: print, photo, radio, television, film, news agencies, and online media who represent a bona fide media organization.

Questions on media accreditation should be referred to the INC media team via email: [unep-incplastic.media@un.org](mailto:unep-incplastic.media@un.org).

Members of the press as defined above can find out more information including how to register for media accreditation on the [INC-5 web page](#).

Members of the Committee can register media, including journalists in their delegation and official photo and video personnel, on-site at the venue, by providing an official note from the Permanent Mission or the Embassy, along with a copy of a valid passport.

## 15. SECURITY

Access to the venue premises will be strictly limited to persons registered to INC-5.

Personal conference badges for all government delegations and Observers will be issued at the

badge collection centre. Badges and passes must be always worn visibly in the venue.

## 16. PLASTIC-FREE MEETING

This meeting is plastic-free. Participants are invited to bring their own water bottles to the meeting. Water dispensers for refilling will be provided in the meeting venue.

Participants are also encouraged to bring their own lanyards for the meeting badges to promote multiple use.

## 17. MEDICAL SERVICES

**Medical costs incurred in Republic of Korea will be directly borne by the participant.** It is therefore strongly recommended that participants arrange for their own travel health insurance that covers both health and accident, prior to departure from the country of residence. **The INC Secretariat will not be responsible for travel or health insurance coverage.**

The local emergency numbers are:

- Fire, Emergency and Ambulance Tel: 119
- Police Tel: 112

There will be a medical room in front of the Hall 3 on the 1st floor of BEXCO and ambulance and paramedics will be on standby during the INC-5 session.

There are also a number of hospitals located close to the venue, including the Inje University Busan Paik Hospital, which is a 30-minute drive away and open 24/7.

## 18. INTERNET SERVICES

Free Wi-Fi will be available in the BEXCO center and all meeting rooms. However, **participants are strongly recommended to limit the number of personal devices** that require constant connection to the internet, to allow for efficient and accessible internet for all participants.

Public free Wi-Fi is provided in buses, subways and some tourist attraction places. And it can also be connected at restaurants, cafés and hotels.

## 19. TRANSPORTATION FROM THE AIRPORT

### a) GIMHAE INTERNATIONAL / DOMESTIC AIRPORT (PUS)

Gimhae International Airport is about a 60 minutes' drive in ideal road and traffic conditions from the BEXCO, which is located about 30 kilometers from the airport. The Busan Train Station is about a 30 minutes' drive in ideal road and traffic conditions from the BEXCO, which is located about 15 kilometers. Many transportation options are available to leave the airport and the train station. These include:

- Public Transportation (Bus 307 or limousine bus / Subway)  
Please refer to the website for more information regarding the limousine bus:  
[Click here](#)

Please refer to the website for more information regarding the Busan subway:

[Click here](#)

- Taxi (Taxi Stop are in front of the Gate 3 on the 2nd floor of the airport. The average cost to take a taxi to the BEXCO is 44,000 KRW and it takes about 1 hour.)
- Car rental
- Mobile App (e.g., Uber (Uber is available in Korea through the UT (Uber Taxi) application)

## **b) INCHEON INTERNATIONAL / DOMESTIC AIRPORT (INC)**

For those arriving in the Republic of Korea via Seoul, there are multiple transportation options to reach Busan. Delegates can either take a connecting flight from Incheon International Airport (ICN) to Gimhae Domestic Airport (PUS) (**recommended**) or travel by domestic airline from Gimpo Domestic Airport (GMP) to Gimhae Domestic Airport (PUS) – with the option of using a limousine bus service between Incheon International Airport (ICN) and [Gimpo Domestic Airport \(GMP\) for transit](#).

Additionally, there is the alternative of traveling by KTX train from Seoul Station to Busan Train Station – with the availability of AREX ([Airport Railroad](#)) between Incheon International Airport and Seoul train station.

- Public Transportation (Bus: 1001 or 40 / Subway)
- Taxi (Taxi Stop can be found on the right of the main entrance. The average cost to take a taxi to the BEXCO is 20,000 KRW and it takes about 30 minutes.)
- Online Reservation: [Click here](#)

## **c) FROM ACCOMMODATION (HAEUNDAE AREA) IN BUSAN TO THE BEXCO (VENUE)**

- Public Transportation: Bus (No. 31, 39, 63, 100, 100-1, 115-1, 139, 141, 181, 200 buses to get the BEXCO station.)
- Public Transportation: Subway (Recommended, Participants can take Line 2 bound for Yangsan to get the BEXCO Station. 2 stops from Haeundae Station to BEXCO (Busan Museum of Art) Station) [Click here](#)
- Taxi (Taxi Stops can be found in front of the hotels' main gate. The average cost to take a taxi to the BEXCO is 7,000 KRW and it takes about 10 minutes.)
- Mobile application (e.g., Uber -Uber is available in Korea through the UT "Uber Taxi" application)

## **20. ACCOMMODATION IN BUSAN**

Participants are responsible for making their own hotel reservations for their stay in Busan. The Republic of Korea is offering special discount hotel fees to participants of INC-5 for the accommodations listed in **Annex A**. Please contact the Host Country Official Housing [Bureau](#) for more information or for making your reservation at a discounted price.

## **21. MEDICAL AND TRAVEL INSURANCE**

Participants attending INC-5 are not covered by insurance for any illness or injury. All participants are strongly encouraged to ensure that they have appropriate medical insurance coverage for the full stay in the Republic of Korea.

**Travel Insurance is not provided by the United Nations** and all participants are encouraged to arrange for their own travel health insurance, that covers both health and accident, prior to departure from the country of residence. The INC Secretariat will not be responsible for travel or health insurance coverage.

## 22. VISAS

All participants must hold a valid passport before arriving in Korea and should apply for a visa at Korean Embassies or Consulates before departure unless their countries are visa waived. The availability of visa waiver differs by country and by type of passport. There is a list of countries which are visa waived (for your convenience see **Annex B**), but participants are **strongly encouraged to contact their nearest Korean Consulate or Embassy for precise information**. To find an Embassy of the Republic of Korea near you [click here](#).

Passport holders from countries that require a visa for the Republic of Korea must obtain the appropriate type of visa before departing for Korea otherwise they may be prohibited from boarding their flight or entering Korea. Please refer to the [Visa Navigator](#) website or consult with your nearest Consulate or Embassy.

Even upon receiving a visa for entry into Korea, it is essential that participants **check whether a transit visa is needed in the countries through they will transit en route to the Republic of Korea**. It is the responsibility of each participant to verify if they need a transit visa, and to apply for the transit visa before traveling.

The INC Secretariat and the host country remain ready to support participants in case of any questions that may arise in relation to the visa application process. **However, participants are responsible for all aspects related to their visa application**. In addition, **it is important that participants enter all the relevant data, passport information, *inter alia*, as precisely as possible**, since even a single typo might hinder any permit or entry processes.

### a) VISA APPLICATION VIA KOREAN DIPLOMATIC MISSIONS

Participants from countries not eligible for visa exemption are required to obtain a visa to enter the Republic of Korea via the Korean Embassies or Consulates. **The application should be submitted in-person by the applicants themselves, their agent from the same institution with the applicant's written authorization, or a visa agency on behalf of the applicants**.

In general, delegates representing Member States will be advised to obtain A-1 (Diplomats) or A-2 (Officials), when applicable, while other participants will need to obtain C-3-1 (short-term visit). Please refer to the website for downloading the ['Visa Application Form'](#).

All visa applicants will be required to have a valid passport, with at least 6 months of validity prior to the date of the trip, and to submit a visa application form, passport, identification, photo and a

visa support letter issued by the INC Secretariat. The visa support letter will be provided automatically once the registration for INC-5 is approved.

However, the application process and required documents may vary depending on the type of passport held by the applicant. Therefore, **participants are strongly advised to check the requirements for entry by contacting their nearest Korean Embassy or Consulate.** Participants can also refer to the [Visa Navigator](#) website for general information on visa application, including the check the application result.

Please refer to the websites below:

**Visa application process:** [Click here](#)

**Visa Application Form:** [Click here](#)

**Visa application result:** [Click here](#)

Participants are strongly recommended to apply for a visa after their registration for INC-5 is approved. Once registration has been approved, they will receive a visa support letter from the INC Secretariat. Participants are requested to submit the support letter for the visa application to be considered for coordinated visa application processing for INC-5.

Due to visa processing time, participants who will require a visa are urged to submit their nomination letter to the INC Secretariat and complete the online registration well in advance to allow sufficient time for visa processing. It is strongly recommended that visa applications be made **at least 4 weeks prior to the meeting.**

**Please note that the visa must be valid upon entering the Republic of Korea. A short-term visa is only valid for three months from the date of issuance.** Therefore, participants should apply for a visa taking into consideration the intended date of arrival and the visa processing time. It is recommended that participants apply for a visa no earlier than the last week of August. (For instance, a participant who enters the Republic of Korea on 24 November must be holding a visa issued on or later than 24 August, unless the passport holder is visa waived.)

Please consult **Annex B** for details on how to apply for a visa for each country.

## **b) KOREA ELECTRONIC TRAVEL AUTHORIZATION (K-ETA)**

Participants who are visa waived still need to apply for the Korea Electronic Travel Authorization (K-ETA). K-ETA applications are accepted at any time. However, kindly be advised that all visitors must complete the application at least 72 hours before boarding their flight via the [website](#).

There are some K-ETA exemptions. Participants holding a Diplomatic Passport or an Official Passport, a UN Laissez Passer, a ABTC, and those who are 17 years old and younger and 65 years old and older, are exempted from obtaining K-ETA. Please refer to the website for more detailed information.

Please note that "[www.k-eta.go.kr](http://www.k-eta.go.kr)" is the only official website operated by the Government of the Republic of Korea.

To apply for the K-ETA, please follow the steps below on the official [website](#):

**STEP 1. Select continent and nationality.** Please note that you should select the nationality stated on your passport, not the country of residence and departure.

**STEP 2. Enter your e-mail.** Your K-ETA result will be sent to this e-mail address.

**STEP 3. Enter your passport information.** First, upload the image file of your passport bio page (not mandatory). Next, enter your passport information (name and passport number) according to the MRZ located on the bottom of the passport bio page. In general, the name starts from the 6th digit of the first line of the MRZ and its written order is 'SURNAME<<GIVEN NAME'.

**STEP 4. Enter the required information.** Please enter the information in order. For your purpose of entry, please select 'Other' and write 'INC-5 participation'. For the address, please enter the detailed address (name of the apartment or hotel, etc.). Enter 'NONE', if applicable. Please refer to the website for postal codes and road name addresses. For checking the address consult: [www.juso.go.kr/openEngPage.do](http://www.juso.go.kr/openEngPage.do).

When uploading a portrait photo, please refer to the sample images to ensure that you are correctly submitting your ID photo. Please note that failure to meet the standard photo requirements may result in disadvantages to your K-ETA application.

Next step is entering your personal information. Please enter your country of birth and place of birth as stated on your passport bio page. Planned duration of stay is optional. If it has not been decided, you do not need to fill out this section. Regarding the accompanying person, you can add your accompanying person while entering your personal information. You can click 'Add member' on [STEP 5] to apply together or open a new application form to apply separately. Please note that the K-ETA application for the accompanying person will not be submitted automatically even if you enter the person's information in this section. K-ETA application should be submitted individually.

**STEP 5. Check information.** You can check the information you entered and correct it by clicking 'Edit'.

**STEP 6. Payment of application fee.** Only international credit cards or debit cards are accepted for the payment of the K-ETA application fee (VISA, MASTER, JCB and AMEX). Please note that wire-transfer is not available. When you encounter a payment error, we suggest using a different internet network (such as WIFI, LTE, etc.) or using another card that allows overseas online payment. If the error persists, please contact the card company to check whether the card is available for international online payment or whether 3DS is available.

**STEP 7. Complete the K-ETA application.** The result of the K-ETA application is determined within 72 hours of submission. You can view the result by selecting 'Check K-ETA Results' on the 'K-ETA Application Result' page. Make sure that the personal information on your K-ETA approval matches the details on your passport bio page. Please note that if the information on your K-ETA approval does not match your passport bio page, you may be unable to board your flight or could be denied entry to the ROK.

For more detailed information, please refer to the [website](#).

### c) HEALTH ENTRY REQUIREMENT (Q-Code)

**All travelers entering the Republic of Korea are required to use the Advance Input System for Quarantine before boarding the flight to ensure smooth entry process.** If you upload your quarantine information to the Q-Code system and have your QR code issued prior to boarding your plane, you can complete your quarantine inspection procedure quicker after you arrive in the Republic of Korea.

Both a hard-copy and a screenshot of the Q-Code will be accepted. For more information, please refer to [website](#).

Should participants require assistance on visa, please kindly reach out to the INC Secretariat via the visa assistance portal. The link will be made available in the approval message of your registration. The INC Secretariat will work closely with the competent authorities of the Republic of Korea to support on any visa-related issues, as appropriate.

When emailing the INC Secretariat on visa related matters, please ensure to indicate the following information:

- **Applicant name in full**
- **Name of Organization and Country**
- **Passport number**
- **Visa application number**

### 23. TIME ZONE

Busan is located in the Korean Standard Time (GMT+9 hours) time zone. There are no daylight savings time.

### 24. WEATHER

Participants should come prepared for the cold and windy weather.

The average temperature in Busan in late November and early December lies at 10.2°C (50.4°F). The average maximum daytime temperature is 15.2°C (59.4°F) and minimum temperature goes down to 5.9°C (42.6°F).

Rainfall during November is moderate with an average of 38.4mm (1.5 inches).

### 25. ELECTRICITY

The standard voltage in the Republic of Korea is 220 volts at 60 Hertz. Type C & Type F plug can be used in the Republic of Korea.

### 26. BANKING, CURRENCY, TIPPING

Banking hours differ by bank and branch but are generally the same as common working hours (9am to 4pm). Some banks are open later or weekends. Most major credit cards such as Visa and Mastercard are commonly accepted in Busan. Restaurants and shops generally display signs indicating what cards they accept.

Automated Teller Machines (ATMs) are located in the venue, banks and in various other locations throughout the city. They are usually available during and outside of regular banking hours, although often with an additional service fee.

Currency can be exchanged at banks or at currency exchange stations. Some hotels accept foreign currency, but it is recommended that visitors exchange currency before they arrive.

The unit of Korean currency is the Won (₩). Coin denominations are ₩10, ₩50, ₩100 and ₩500. Banknotes are ₩1,000, ₩5,000, ₩10,000 and ₩50,000. 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.

Tipping is not a traditional custom in Korea. A 10% service charge will be added to your bill at all tourist restaurants and hotels. It is also not necessary to tip a taxi driver unless he/she assists you with luggage or provides an extra service.



## Annex A: List of Recommended Hotels and Rates in Busan

The host country of INC-5 is offering special discount hotel fees to the meeting participants. Please check the location and hotel rates below and contact the Official Housing Bureau to make your reservation. If you need any further information about hotel reservations, **please contact the Host Country Official Housing Bureau. The contact details are provided below.**

Reservations are provided on a first come, first served basis. Participants are requested to make their reservations by mid-October. Also, please note that to be able to make a reservation at a discounted rate, participants should make a reservation through the Official Housing Bureau. The Housing Bureau will only be responsible for the reservation, and other inquiries, e.g. meeting room enquiries, should be communicated to hotel directly. To be able to make a reservation at a discounted rate, you must make a reservation through the Housing Bureau rather than directly through the hotel website.

**Official Housing Bureau:** GTN Co., Ltd

E-mail: [inc5\\_hb@gtn.or.kr](mailto:inc5_hb@gtn.or.kr)

Address: Rm# 825, 8F Officia BD, 92 Semunanro, Jongno-gu, Seoul, Republic of Korea

### Walking distance from BEXCO (Centum Area)

#### Haeundae Centum Hotel (300m from venue)

Cost per night KRW 177,000-210,000

Address 20, Centum 3-ro, Haeundae-gu, Busan, Republic of Korea

Website [www.ecentumhotel.com/view/index.do?SS\\_SVC\\_LANG\\_CODE=ENG](http://www.ecentumhotel.com/view/index.do?SS_SVC_LANG_CODE=ENG)

#### Centum Victoria Hotel (300m from venue)

Cost per night KRW 177,000-210,000

Address 20, Centum 3-ro, Haeundae-gu, Busan, Republic of Korea

Website [centumvictoriahotel.co.kr/](http://centumvictoriahotel.co.kr/)

#### Premier Hotel Centum (500m from venue)

Cost per night KRW 135,000-177,000

Address 17 Centum 1-ro, Haeundae-gu, Busan, Republic of Korea

Website [www.premierhotel.co.kr/eng/](http://www.premierhotel.co.kr/eng/)

#### Centum Prime Hotel (500m from venue)

Cost per night KRW 135,000-177,000

Address 17 Centum 1-ro, Haeundae-gu, Busan, Republic of Korea

Website [be4.wingsbooking.com/CENTUMPRIME1111](http://be4.wingsbooking.com/CENTUMPRIME1111)

#### Travelodge Suites Busan Centum Hotel (Residence) (500m from venue)

Cost per night KRW 166,000-188,000

Address Open in July

Website Open in July

## 10-15min. by car from BEXCO (Haeundae Area)

### Paradise Hotel Busan (10-15min. by car)

Cost per night	KRW 280,000-318,300
Address	296, Haeundaehaebyeon-ro, Haeundae-gu, Busan, Republic of Korea
Website	<a href="http://www.busanparadisehotel.co.kr/front/?language=EN">www.busanparadisehotel.co.kr/front/?language=EN</a>

### Grand Josun Busan (10-15min. by car)

Cost per night	KRW 280,000-300,000
Address	292, Haeundae Haebyun-ro, Jung-dong, Haeundae-gu, Busan, Republic of Korea
Website	<a href="http://gjb.josunhotel.com/main.do?locale=en">gjb.josunhotel.com/main.do?locale=en</a>

### L7 Haeundae (10-15min. by car)

Cost per night	KRW 200,000
Address	Open in June
Website	Open in June

### Shilla Stay Haeundae (10-15min. by car)

Cost per night	KRW 170,000-350,000
Address	46, Haeundae-ro, 570beon-gil, Haeundae-gu, Busan, Republic of Korea
Website	<a href="http://www.shillastay.com/haeundae/index.do">www.shillastay.com/haeundae/index.do</a>

### Haeundae Youngmu Parade Hotel (10-15min. by car)

Cost per night	KRW 150,000
Address	25 Haeundae Beach-ro, 298beon-gil, Haeundae-gu, Busan, Republic of Korea
Website	<a href="http://ymparade.kr/kor/index.do#">ymparade.kr/kor/index.do#</a>

### Seacloud Hotel (10-15min. by car)

Cost per night	KRW 140,000-173,000
Address	287, Haeundaehaebyeon-ro, Haeundae-gu, Busan, Republic of Korea
Website	<a href="http://seacloudhotel.com">seacloudhotel.com</a>

### Ramada Encore by Wyndham Busan Haeundae (10-15min. by car)

Cost per night	KRW 120,000
Address	9, Gunam-ro, Haeundae-gu, Busan, Republic of Korea
Website	<a href="http://www.ramadaencorehaeundae.com/index_en.php">www.ramadaencorehaeundae.com/index_en.php</a>

---

**Haeundae Central Hotel (10-15min. by car)**

Cost per night     KRW 160,000-280,000  
Address             33, Haeundaehaebyeon-ro 298beon-gil, Haeundae-gu, Busan,  
Republic of Korea  
Website             [www.centralhotel.kr](http://www.centralhotel.kr)

---

**Felix by STX Hotel&Suite (10-15min. by car)**

Cost per night     KRW 130,000-315,000  
Address             620, Haeundae-ro, Haeundae-gu, Busan 48094, Republic of Korea  
Website             [felixbystx.com/en](http://felixbystx.com/en)

---

**Haeundae Seacloud Hotel Residence (10-15min. by car)**

Cost per night     KRW 100,000-230,000  
Address             Room 616, 6th floor, 287 Haeundaebyeon-ro, Haeundae-gu, Busan,  
Republic of Korea  
Website             [www.seacloudceo.com/homepage/ENG/index/index](http://www.seacloudceo.com/homepage/ENG/index/index)

---

If you need any further information about hotel reservations, please contact the Host Country Official Housing Bureau.

**Official Housing Bureau:** GTN Co., Ltd

E-mail: [inc5\\_hb@gtn.or.kr](mailto:inc5_hb@gtn.or.kr)

Address: Rm# 825, 8F Officia BD, 92 Semunanro, Jongno-gu, Seoul, Republic of Korea

## Annex B: List of Visa Exemption and Visa Application Tips

No.	COUNTRY	DIPLOMATIC/OFFICIAL PASSPORT VISA	REGULAR PASSPORT VISA
1	<b>Afghanistan</b>	Required	Required
2	<b>Albania</b>	Required	Exempt
3	<b>Algeria</b>	Exempt	Required
4	<b>Andorra</b>	Required	Exempt
5	<b>Angola</b>	Exempt	Required
6	<b>Antigua and Barbuda</b>	Exempt	Exempt
7	<b>Argentina</b>	Exempt	Exempt
8	<b>Armenia</b>	Exempt	Required
9	<b>Australia</b>	Required	Exempt
10	<b>Austria</b>	Exempt	Exempt
11	<b>Azerbaijan</b>	Exempt	Required
12	<b>Bahamas</b>	Exempt	Exempt
13	<b>Bahrain</b>	Required	Exempt
14	<b>Bangladesh</b>	Exempt	Required
15	<b>Barbados</b>	Exempt	Exempt
16	<b>Belarus</b>	Exempt	Required
17	<b>Belgium</b>	Exempt	Exempt
18	<b>Belize</b>	Exempt	Required
19	<b>Benin</b>	Exempt	Required
20	<b>Bhutan</b>	Required	Required
21	<b>Bolivia</b>	Exempt	Required
22	<b>Bosnia and Herzegovina</b>	Required	Exempt
23	<b>Botswana</b>	Required	Exempt
24	<b>Brazil</b>	Exempt	Exempt
25	<b>Brunei Darussalam</b>	Required	Exempt
26	<b>Bulgaria</b>	Exempt	Exempt
27	<b>Burkina Faso</b>	Required	Required
28	<b>Burundi</b>	Required	Required
29	<b>Cabo Verde</b>	Exempt	Required
30	<b>Cambodia</b>	Exempt	Required
31	<b>Cameroon</b>	Required	Required
32	<b>Canada</b>	Required	Exempt
33	<b>Central African Republic</b>	Required	Required
34	<b>Chad</b>	Required	Required
35	<b>Chile</b>	Exempt	Exempt
36	<b>China</b>	Exempt	Required
37	<b>Colombia</b>	Exempt	Exempt
38	<b>Comoros</b>	Required	Required
39	<b>Costa Rica</b>	Exempt	Exempt
40	<b>Côte d'Ivoire</b>	Required	Required
41	<b>Croatia</b>	Exempt	Exempt
42	<b>Cuba</b>	Required	Required
43	<b>Cyprus</b>	Exempt	Exempt
44	<b>Czech Republic</b>	Exempt	Exempt
45	<b>Democratic Republic of the Congo</b>	Required	Required
46	<b>Denmark</b>	Exempt	Exempt
47	<b>Djibouti</b>	Required	Required

No.	COUNTRY	DIPLOMATIC/OFFICIAL PASSPORT VISA	REGULAR PASSPORT VISA
48	Dominica	Exempt	Exempt
49	Dominican Republic	Exempt	Exempt
50	Ecuador	Exempt	Exempt
51	Egypt	Exempt	Required
52	El Salvador	Exempt	Exempt
53	Equatorial Guinea	Exempt	Required
54	Eritrea	Required	Required
55	Estonia	Exempt	Exempt
56	Eswatini	Required	Exempt
57	Ethiopia	Exempt	Required
58	Fiji	Required	Exempt
59	Finland	Exempt	Exempt
60	France	Exempt	Exempt
61	Gabon	Exempt	Required
62	Gambia	Required	Required
63	Georgia	Exempt	Required
64	Germany	Exempt	Exempt
65	Ghana	Required	Required
66	Greece	Exempt	Exempt
67	Grenada	Exempt	Exempt
68	Guatemala	Exempt	Exempt
69	Guinea	Required	Required
70	Guinea-Bissau	Required	Required
71	Guyana	Required	Exempt
72	Haiti	Exempt	Exempt
73	Honduras	Required	Exempt
74	Hungary	Exempt	Exempt
75	Iceland	Exempt	Exempt
76	India	Exempt	Required
77	Indonesia	Exempt	Required
78	Iran	Exempt	Required
79	Iraq	Required	Required
80	Ireland	Exempt	Exempt
81	Israel	Exempt	Exempt
82	Italy	Exempt	Exempt
83	Jamaica	Exempt	Exempt
84	Japan	Exempt	Exempt
85	Jordan	Exempt (Diplomatic passports) * Official passports require visa	Required
86	Kazakhstan	Exempt	Exempt
87	Kenya	Required	Required
88	Kiribati	Required	Exempt
89	Kuwait	Exempt	Exempt
90	Kyrgyzstan	Exempt	Required
91	Lao People's Democratic Republic	Exempt	Required
92	Latvia	Exempt	Exempt
93	Lebanon	Exempt	Required
94	Lesotho	Exempt	Exempt
95	Liberia	Exempt	Required

No.	COUNTRY	DIPLOMATIC/OFFICIAL PASSPORT VISA	REGULAR PASSPORT VISA
96	Libya	Required	Required
97	Liechtenstein	Exempt	Exempt
98	Lithuania	Exempt	Exempt
99	Luxembourg	Exempt	Exempt
100	Madagascar	Required	Required
101	Malawi	Required	Required
102	Malaysia	Exempt	Exempt
103	Maldives	Required	Required
104	Mali	Required	Required
105	Malta	Exempt	Exempt
106	Marshall Islands	Required	Exempt
107	Mauritania	Required	Required
108	Mauritius	Required	Exempt
109	Mexico	Exempt	Exempt
110	Micronesia	Required	Exempt
111	Monaco	Required	Exempt
112	Mongolia	Exempt	Required
113	Montenegro	Required	Exempt
114	Morocco	Exempt	Exempt
115	Mozambique	Exempt	Required
116	Myanmar	Exempt	Required
117	Namibia	Required	Required
118	Nauru	Required	Exempt
119	Nepal	Required	Required
120	Netherlands	Exempt	Exempt
121	New Zealand	Exempt	Exempt
122	Nicaragua	Exempt	Exempt
123	Niger	Required	Required
124	Nigeria	Required	Required
125	North Macedonia	Required	Required
126	Norway	Exempt	Exempt
127	Oman	Exempt	Exempt
128	Pakistan	Exempt	Required
129	Palau	Required	Exempt
130	Panama	Exempt	Exempt
131	Papua New Guinea	Required	Required
132	Paraguay	Exempt	Exempt
133	Peru	Exempt	Exempt
134	Philippines	Exempt	Required
135	Poland	Exempt	Exempt
136	Portugal	Exempt	Exempt
137	Qatar	Exempt	Exempt
138	Republic of Moldova	Exempt	Required
139	Republic of the Congo	Required	Required
140	Romania	Exempt	Exempt
141	Russian Federation	Exempt	Exempt
142	Rwanda	Required	Required
143	Saint Kitts and Nevis	Exempt	Exempt
144	Saint Lucia	Exempt	Exempt
145	Saint Vincent and	Exempt	Exempt

No.	COUNTRY	DIPLOMATIC/OFFICIAL PASSPORT VISA	REGULAR PASSPORT VISA
	<b>the Grenadines</b>		
146	<b>Samoa</b>	Required	Exempt
147	<b>San Marino</b>	Required	Exempt
148	<b>Sao Tome and Principe</b>	Required	Required
149	<b>Saudi Arabia</b>	Exempt	Exempt
150	<b>Senegal</b>	Required	Required
151	<b>Serbia</b>	Required	Exempt
152	<b>Seychelles</b>	Required	Exempt
153	<b>Sierra Leone</b>	Required	Required
154	<b>Singapore</b>	Exempt	Exempt
155	<b>Slovakia</b>	Exempt	Exempt
156	<b>Slovenia</b>	Required	Exempt
157	<b>Solomon Islands</b>	Required	Exempt
158	<b>Somalia</b>	Required	Required
159	<b>South Africa</b>	Required	Exempt
160	<b>South Sudan</b>	Required	Required
161	<b>Spain</b>	Exempt	Exempt
162	<b>Sri Lanka</b>	Required	Required
163	<b>Sudan</b>	Required	Required
164	<b>Suriname</b>	Exempt	Exempt
165	<b>Sweden</b>	Exempt	Exempt
166	<b>Switzerland</b>	Exempt	Exempt
167	<b>Syria</b>	Required	Required
168	<b>Tajikistan</b>	Exempt	Required
169	<b>Tanzania</b>	Exempt	Required
170	<b>Thailand</b>	Exempt	Exempt
171	<b>Timor-Leste</b>	Required	Required
172	<b>Togo</b>	Required	Required
173	<b>Tonga</b>	Required	Exempt
174	<b>Trinidad and Tobago</b>	Exempt	Exempt
175	<b>Tunisia</b>	Exempt	Exempt
176	<b>Türkiye</b>	Exempt	Exempt
177	<b>Turkmenistan</b>	Exempt	Required
178	<b>Tuvalu</b>	Required	Exempt
179	<b>Uganda</b>	Required	Required
180	<b>Ukraine</b>	Exempt	Required
181	<b>United Arab Emirates</b>	Exempt	Exempt
182	<b>United Kingdom</b>	Exempt	Exempt
183	<b>United States</b>	Required	Exempt
184	<b>Uruguay</b>	Exempt	Exempt
185	<b>Uzbekistan</b>	Exempt (Diplomatic passports) * Official passports require visa	Required
186	<b>Vanuatu</b>	Exempt	Required
187	<b>Venezuela</b>	Exempt	Exempt
188	<b>Vietnam</b>	Exempt	Required
189	<b>Yemen</b>	Required	Required
190	<b>Zambia</b>	Required	Required
191	<b>Zimbabwe</b>	Required	Required

Please refer to the following websites regarding Visa application for the process:

**Application Process:** [Click here](#)

**VISA Application Form:** [Click here](#)

**Visa application result:** [Click here](#)

### [Visa Application Tips]

Please note that when applying for a visa, a visa application form, a passport, and a visa support letter issued by the INC Secretariat are required. Please contact the nearest Embassy or Consulate for more detailed information regarding visa process and issuance.

Please refer to the website for downloading the '[Visa Application Form](#)'.

When filling out the Visa Application Form, please refer to the information below and fill out the form.

- Please check **'Meeting, Conference'** in the **'8.1 Purpose of Visit to Korea'** field.
- Please check **'Yes'** in the **'9.1 Is there anyone inviting the applicant for the visa?'** field and write **'UNEP, Ministry of Foreign Affairs, ROK (INC-5)'** in the **'9.1 a) Name of inviting person/organization'** field. You do not need to fill out other fields.

8. 방문정보 / DETAILS OF VISIT		
8.1 입국목적 Purpose of Visit to Korea		
관광/통과 Tourism/Transit [ <input type="checkbox"/> ]	행사참석/Meeting, Conference [ <input checked="" type="checkbox"/> ]	의료관광 Medical Tourism [ <input type="checkbox"/> ]
단기상용 Business Trip [ <input type="checkbox"/> ]	유학/연수 Study/Training [ <input type="checkbox"/> ]	취업활동 Work [ <input type="checkbox"/> ]
무역/투자/주재 Trade/Investment/Intra-Corporate Transferee [ <input type="checkbox"/> ]	가족 또는 친지방문 Visiting Family/Relatives/Friends [ <input type="checkbox"/> ]	결혼이민 Marriage Migrant [ <input type="checkbox"/> ]
외교/공무 Diplomatic/Official [ <input type="checkbox"/> ]	기타 Other [ <input type="checkbox"/> ]	
→ '기타'선택 시 상세내용 기재 If 'Other', please provide details ( )		
9. 초청 정보 / DETAILS OF INVITATION		
9.1 초청인/초청회사 Is there anyone inviting the applicant for the visa? 아니요 No [ <input type="checkbox"/> ] 에 Yes [ <input checked="" type="checkbox"/> ] → '에' 선택 시 상세내용 기재 If 'Yes', please provide details		
a) 초청인/초청회사명 Name of inviting person/organization (Korean, foreign resident in Korea, company, or institute) <b>UNEP, Ministry of Foreign Affairs, ROK(INC-5)</b>		
b) 생년월일/사업자등록번호 Date of Birth/Business Registration No.	c) 관계 Relationship to the applicant	
d) 주소 Address	e) 전화번호 Phone No.	