

Logistics Note Fortieth Meeting of the GCF Board 21–24 October 2024

VENUE

The Fortieth Meeting of the GCF Board (B.40) will be held at the **IBS Tower and G-Tower** in Songdo, Republic of Korea.

Main venue for the Board:

25th floor, IBS Tower, 263 Central-ro, Yeonsu-gu, Incheon 22006, Republic of Korea

Main venue for the Observers:

12th & 17th floors, G-Tower, 175 Art center-daero, Yeonsu-gu, Incheon 22004, Republic of Korea



Please note the location of [IBS Tower](#) and [G-Tower](#) on Google maps.

SEQUENCE OF MEETINGS

Saturday, 19 October	Constituency meetings Meetings of committees and panels
Sunday, 20 October	Informal meeting of the Board Meetings of committees and panels
Monday, 21 October – Thursday, 24 October	Fortieth Meeting of the GCF Board

MODALITY

B.40 will be held as an in-person meeting. In accordance with paragraph 10 of the Governing Instrument for the GCF, if a Board member cannot attend all or part of a meeting of the Board, his or her alternate will attend on his or her behalf serving as the Board member. In accordance with the Information Disclosure Policy, B.40 will be webcast.

REGISTRATION

Participants will be able to register through the Online Registration System (ORS) **from 9:00 KST on Wednesday, 11 September to 23:00 KST on Friday, 27 September**. For Board members, alternate Board members, and advisers, the ORS is available on the Board portal. Other participants will receive an email with details on how to log into the system separately.

Registration is required for attending B.40 in person. Those who wish to watch the meeting virtually through the webcast are not required to register.

For any queries regarding registration, please contact registration@gcfund.org.

VISA

K-ETA

Participants from eligible visa-exempt countries may opt to obtain a short-term Korea Electronic Travel Authorization (K-ETA) instead of a visa for attendance at B.40. K-ETA can be obtained electronically, negating the need to submit a visa application at the Korean Embassy or Consulate. However, visa fee exemption, applicable to those indicated in the table below, cannot be applied through the K-ETA process. **Please note:** If you have already applied for and been granted a K-ETA for previous meetings in 2023 or 2024, you may wish to check if that K-ETA is still valid before applying for another.

Further information about the eligibility as well as the online application are available at: <https://www.k-eta.go.kr/portal/apply/index.do>.

Visa

Participants who are required to have a visa (i.e., those not from visa-exempt countries) or who **choose to obtain a visa** in order to benefit from fee exemption (where applicable), are advised to consult the nearest Korean Embassy or Consulate for guidance on the documentation required for the associated application. The table below provides a summary of the appropriate visa type and estimated processing time for each category of participant:

	Board members/ alternate Board members/advisers/ active observers	Other participants	K-ETA (Visa-exempt countries only)
Visa type	A-type visa	C-type visa	Short-term visa
Processing time	5–10 business days	10 business days	2-4 days
How to apply	Embassy or general consulate office	Embassy or general consulate office	Online
Visa fee	Free of charge	May vary depending on applicant's nationality	Currently KRW 10,000

Visa application process

Letters of invitation and the GCF Business Registration Certificate, both issued by the Secretariat, should be submitted with visa applications. For assistance, please contact registration@gcfund.org. It is strongly encouraged to initiate visa applications at least **three weeks prior to departure** and to promptly notify the Secretariat of any issues encountered in the application process.

Transit visas

Please note that arranging any required transit visas is the responsibility of the participant. Letters of invitation issued by the Secretariat may be used in support of visa applications, including for transit visas. For assistance with invitation letters, please contact registration@gcfund.org.

FLIGHTS

Developing country constituency Board members, alternate Board members, and their respective funded advisers can apply for flights through the Concur system available on the Board portal once they have registered through the Online Registration System. The Secretariat requests that Concur submissions be made after participants register and by 27 September.

Other participants are responsible for booking their flights.

ACCOMMODATION

All participants are responsible for their own hotel bookings and should contact the hotel of their choice directly. A list of hotels with special rates for GCF event participants is provided below.

Holiday Inn	KRW 121,000 – Standard King/Twin KRW 143,000 – Premium King/Twin	Breakfast KRW23,000 p.p.
	Contacts: reservation.songdo@ihg.com ; +82 32 250 0000	
Central Park Hotel	KRW 110,000 – Deluxe Double/Twin KRW 110,000 – Sky Deluxe KRW 210,000 – Park Suite	Breakfast KRW24,000 p.p.
	Contacts: rsvn@cpohotel.co.kr ; +82 32 310 5000	
Orakai Songdo Park	KRW 100,000 (weekday) / KRW 130,000 (weekend) – Deluxe Dbl/Twin KRW 190,000 (weekday) / KRW 220,000 (weekend) – Premier Deluxe	Breakfast KRW23,100 p.p.
	Contacts: rsvn@ohmckorea.com ; +82 32 210 7000	
Oakwood Premier	KRW 170,000 – Studio Superior KRW 200,000 – 1 Bedroom Superior	Breakfast KRW43,000 p.p.
	Contacts: Reservations.incheon@oakwoodpremier.co.kr ; +82 21 726 2001	
Gyeongwonjae Ambassador	KRW 210,000 (weekday) - Deluxe Double Room	Breakfast KRW30,000 p.p.
	Contacts: gwjrsvn@ambatel.com ; +82 32 729 1101	

All rates are subject to relevant government tax and service charges.
Please specify that you are attending a GCF event when making a reservation.

ARRIVAL IN THE REPUBLIC OF KOREA

Health Questionnaire and Q-code system

When entering the Republic of Korea after staying in or passing through a ‘[Quarantine Inspection Required Area](#)’, travellers are obliged to submit a Health Questionnaire to quarantine officials. To expedite your entry, this may be performed [electronically](#) three days before your departure.

Ground transportation on arrival

Participants will arrive in the Republic of Korea by air at Incheon International Airport. Accommodation in Songdo is most conveniently accessed by taxi or bus 6777, available from Incheon International Airport. Participants are advised to check with their hotels for airport transfer options if available.

GENERAL INFORMATION

GCF is moving to eliminate the use of disposable plastic water bottles at Board meetings. We would like to encourage all participants to bring their own reusable bottles.

Time zone

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

Weather

The Republic of Korea has a continental climate with four distinct seasons. Temperatures in October vary from 7°C to 18°C. The levels of air pollution may be expected to be above average.

Dress code

The dress code for the event is smart casual.

Currency

The Republic of Korea unit of currency is the Korean won (KRW).

Electricity

The standard voltage in the Republic of Korea is 220 volts. The outlet is the same type used in continental Europe and many other countries.

**Emergency telephone numbers**

Ambulance	119
Fire	119
Police	112

Getting around

Taxis are safe, convenient and can be hired at a taxi rank, hailed on the street or called using the Kakao Taxi app (with payment possible within the app). There are two types of taxis: regular grey, white or orange taxis, and deluxe black taxis. Black taxis are generally more comfortable, though they are more expensive. Metered fares are strictly applied in cities. However, there have been isolated reports of taxi drivers tampering with the meter when conveying foreign passengers.

Travellers are advised to have the destination name written in Korean for convenience.

Insurance

The organizers cannot accept liability for personal accident, loss, or damage to private property, which may be incurred during travel for the meetings. Participants are advised to arrange appropriate insurance coverage prior to their travel.

Visiting the Republic of Korea

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

Contacts

For any queries regarding information not covered in this document, please contact GCF-events@gcfund.org and registration@gcfund.org.