

# **The 11<sup>th</sup> Session of the TPO General Assembly & Related Meetings**

**2<sup>nd</sup> Version**

## **Administration Note**

August 1, 2023

Original: English

September 12 – 15, 2023

Lahan Hotel

Jeonju, Korea



**Tourism Promotion Organization  
for Asia Pacific Cities (TPO)**

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# 1. Outline

**Dates:** September 12 – 15, 2023

**Venue:** Lahan Hotel and areas of Jeonju, Korea

**Theme:** Tourism as a driving force of local economic growth

**Format:** In-person

**Participants:** TPO Members, TPO Secretariat, Invited guests

- TPO President and Co-Presidents, Executive Committee Members, Other members wishing to attend, TPO Secretariat, Tourism-related organizations, Business, Media, Students, etc.

## 2. Contact details

TPO Secretariat	Host City coordinators
<b>Ms. Han Arhreum</b> Chief Tel.: +82 51 502 2989 E-mail: <a href="mailto:arhan@aptpo.org">arhan@aptpo.org</a>  <b>Mr. Cho Jaedong</b> Director Tel.: +82 51 502 2984 E-mail: <a href="mailto:tpo-jdcho@hotmail.com">tpo-jdcho@hotmail.com</a>	<b>Ms. Choi Ri Na</b> Manager, Tourism Division Tel.: +82 63 281 2666 E-mail: <a href="mailto:ainiai73@korea.kr">ainiai73@korea.kr</a>  <b>Mr. Yoo HyeonWoo</b> Manager, Tourism Division Tel.: +82 63 281 2664 E-mail: <a href="mailto:you1994@korea.kr">you1994@korea.kr</a>

## 3. Official Homepage

TPO Homepage: <http://aptpo.org/eng>

All official documents will be made available on the TPO Homepage.

Detailed information on the host, event venues, programs, transportation, accommodation, etc. can be found on the Homepage.

## 4. Registration

The registration form is attached at the end of this document (Attachment 2-A). It can also be found on the TPO Homepage: <http://aptpo.org/eng>. The Registration form should be completed and returned to the TPO Secretariat via email **by Friday, August 25, 2023**.

## 5. Order of precedence

Seating arrangements for all events, functions, and meetings will, in principle, be based on the English alphabetical order of the name of the city.

## 6. Working language

The working language for the 11<sup>th</sup> Session of the TPO General Assembly & Related Meetings will be English. Simultaneous interpretation for English and Korean will be provided as necessary.

## 7. Entry formalities

Korea provides visa exemption to the countries listed below (List simplified to show only TPO Members' countries). For detailed information on visas as well as on countries whose nationals require a visa or are exempt from such requirements, please visit the website of the Korean Embassy of your country (The country that issued your passport).

Applicable Passport	Countries
Diplomatic, Official, Ordinary	Japan, Malaysia, Russia, Thailand
Diplomatic, Official, Service	Indonesia
Diplomatic, Official	China, Laos, Mongolia, Philippines, Vanuatu, Vietnam
Diplomatic	Uzbekistan

## 8. Domestic Transportation

More detailed information regarding transportation will be provided at a later stage.

Participants are kindly required to provide their flight schedules including as flight number, date, time of arrival and departure, and accommodation details through the registration process before **Friday, August 25, 2023**.

The host is currently considering making plans on airport pick-up service.

- September 11 to 12: Incheon International Airport → Designated hotels in Jeonju (268km)
  - September 14 to 15: Designated hotels in Jeonju → Incheon International Airport (268km)
- ※ Subject to change

## 9. Accommodation

※ Participants are advised to make their hotel reservation **directly with the official hotels** of the 11<sup>th</sup> Session of the TPO General Assembly & Related Meetings.

### Official Hotels

- ① Lahan Hotel Jeonju

- ② Wangyijimil (Hanok Hotel)
- ③ Jeonju Signature Hotel
- ④ Benikea Jeonju Hansung Hotel

The official hotels are offering special room rates for participants of the General Assembly **until Friday, August 25, 2023**. After this date, availability at the special rate will not be guaranteed. Due to the limited room availability, participants are advised to make reservations as soon as possible.

### General Information

#### ① Lahan Hotel Jeonju

(1 USD = 1,279.00 KRW, as of August 1, 2023)

Room Type	Nightly rate*	Hotel Details
Suite Double	290,000 KRW (≒226.74 USD)	<b>Address:</b> 85, Girin-daero, Wansan-gu, Jeonju-si, Jeollabouk-do  <b>Email:</b> <a href="mailto:rsvn@lahanjeonju.com">rsvn@lahanjeonju.com</a>  <b>Tel:</b> +82-63-232-7000
Suite Twin	290,000 KRW (≒226.74 USD)	
Deluxe Twin	170,000 KRW (≒132.92 USD)	

※ The Nightly rates are inclusive of tax, service charge (Breakfast not included).

※ The rates in USD are subject to change depending on the exchange rate of the payment date.

#### ② Wangyijimil (Hanok Hotel)

(1 USD = 1,279.00 KRW, as of August 1, 2023)

Room Type	Nightly rate*	Hotel Details
Junior Suite	240,000 KRW (≒187.65 USD)	<b>Address:</b> 5218-7, Chunhyang-ro, Wansan-gu, Jeonju-si, Jeollabuk-do  <b>Email:</b> <a href="mailto:j-bnb1@hanmail.net">j-bnb1@hanmail.net</a>  <b>Tel:</b> +82-63-284-1004
Grand Twin	150,000 KRW (≒117.28 USD)	
Standard Double	110,000 KRW (≒86.00 USD)	

※ The Nightly rates are inclusive of tax, service charge (Breakfast not included).

※ The rates in USD are subject to change depending on the exchange rate of the payment date.

#### ③ Jeonju Signature Hotel

(1 USD = 1,279.00 KRW, as of August 1, 2023)

Room Type	Nightly rate*		Hotel Details
	12Sep~14Sep.	15 Sep.	
Deluxe Twin	100,000 KRW (≒78.19USD)	110,000 KRW (≒86.00USD)	<b>Address:</b> 838, Baekje-daero, Deokjin-gu, Jeonju-si, Jeollabouk-do

Standard	88,000 KRW	95,000 KRW	<b>Email:</b> <a href="mailto:signature0718@naver.com">signature0718@naver.com</a>
Double	(≒68.80USD)	(≒74.28USD)	<b>Tel:</b> +82-10-7775-8100

※ The Nightly rates are inclusive of tax, service charge (Breakfast not included).

※ The rates in USD are subject to change depending on the exchange rate of the payment date.

④ Benikea Jeonju Hansung Hotel

(1 USD = 1,279.00 KRW, as of August 1, 2023)

Room Type	Nightly rate*	Hotel Details
Family Ondol*	160,000 KRW (≒125.10USD)	<b>Address:</b> 43-4, Jeonjugaeksa 5-gil, Wansan-gu, Jeonju-si, Jeollabouk-do  <b>Email:</b> <a href="mailto:hs_hotel@naver.com">hs_hotel@naver.com</a>  <b>Tel:</b> +82-63-288-0014
Suite	140,000 KRW (≒109.46USD)	
Triple	90,000 KRW (≒70.37USD)	
Twin Single	70,000 KRW (≒54.73USD)	
Ondol*	70,000 KRW (≒54.73USD)	

\* Ondol: Korean traditional underfloor heating system. These room types consist of beddings on a heated wooden floor.

※ The Nightly rates are inclusive of tax, service charge (Breakfast not included).

※ The rates in USD are subject to change depending on the exchange rate of the payment date.

## 10. Working documents

The 11<sup>th</sup> TPO General Assembly and all related meetings will go paperless. Participants are advised to bring with them copies of the documents they need. The documents will be available at the following link: (to be updated). Participants will also be notified via email before the meeting.

## 11. Practical information

### Country information

**Country name:** Korea

**Capital:** Seoul

**Largest cities:** Seoul, Busan, Incheon, Daegu, Daejeon, Gwangju, Ulsan

**Population:** 51.78 million

**Local time:** GMT +9

**Form of government:** Presidential republic

**Religion:** Christianity, Buddhism, Confucianism, and Islam

**Official Language:** Korean

**President:** Yoon Suk Yeol

**Minister of Culture, Sports and Tourism:** Park Bo Gyoon

## About Jeonju

Jeonju is the capital and largest city of Jeollabuk-do, South Korea. It is both urban and rural due to the closeness of Wanju County which almost surrounds Jeonju. The name Jeonju literally means "Perfect Region". It is an important tourist center famous for Korean food, historic buildings, sports activities, and innovative festivals. Jeonju has best maintained the Korean traditions and culture through hanok (Korean traditional houses), hansik (Korean traditional cuisine) and hanji (Korean traditional paper) as well as pansori, a Korean traditional genre of musical storytelling performance, which was designated as a Masterpiece of the Oral and Intangible Heritage of Humanity by UNESCO in 2003.

In May 2012, Jeonju was chosen as a Creative City for Gastronomy as part of UNESCO's Creative Cities Network. This honor recognizes the city's traditional home cooking handed down over thousands of years, its active public and private food research, a system of nurturing talented chefs, and its hosting of distinctive food festivals.

## Local currency and exchange rate

The local currency of Korea is Korean Won (KRW Symbol: ₩). The exchange rate as of August 1, 2023 is USD 1 to KRW 1,279.00. Paper money comes in denominations of 1,000; 5,000; 10,000; and 50,000 won bills. Coins come in 1, 5, 10, 100, and 500 won (1, 5, and 10 won coins are not widely circulated).

## Exchanging currency

Foreign currency exchange can be done at banks, money changers, or hotels.

## Climate

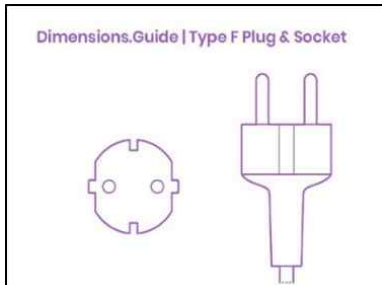
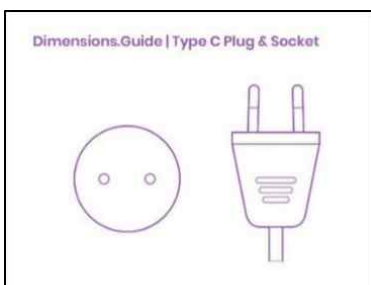
Korea lies in a temperate zone with four distinct seasons. The temperatures in Jeonju in September range from 16°C to 25°C.

## Dress code

Meetings, Luncheons, Dinners: Formal (the Meeting venues are air-conditioned), Traditional  
Networking Dinner, Technical Tour: Smart Casual, Traditional

## Electricity

The standard voltage throughout Korea is normally 220 V, 60 Hz. Most power plugs and sockets in Korea are type C and type F.



## Health requirements and precautions

※ For accurate and updated health information, kindly refer to the **Korean Embassy of your country**.

## Insurance

Participants may wish to take out adequate travel insurance and health insurance before leaving their respective countries. The hosts have no insurance coverage for the participants and will not be held responsible for any accident that may occur during the conference.

## Telephones

Participants can bring their mobile phones to Korea and buy a local SIM card. When purchasing a local SIM card, their personal information will be registered. Roaming and rental services are also available in Korea.

(82)	Korean prefix
(63)	Jeonju area code
(2)	Seoul area code
(001, 00700)	International dialing code

## Tips

Tipping is not customary in Korea. However, you may add gratuity at your discretion.

## Credit cards and Automated Teller Machines (ATMs)

Most major hotels, restaurants, and shops in large cities in Korea accept foreign credit cards. ATMs are widespread throughout Korea and Visa and Mastercard are the most widely accepted types.

## Business hours

Location	Monday-Friday	Saturday	Sunday & Public Holidays
Banks (with tellers)	09:00 – 16:00	Closed	Closed
Offices	09:00 – 18:00	Closed	Closed
Museums	10:00 – 18:00	10:00 – 19:00	10:00 – 19:00
Shopping Malls	10:30 – 20:00	10:30 – 20:30	10:30 – 20:30
Post Offices	09:00 – 18:00	Closed	Closed

## Emergency phone numbers

Police/General Emergencies	112
Fire and Ambulance	119
Medical Emergencies	129
Korean Travel Hotline	1330
Immigration	1345