



Cultural Heritage
Administration



12TH SESSION OF THE INTERGOVERNMENTAL COMMITTEE
FOR THE SAFEGUARDING
OF THE INTANGIBLE CULTURAL HERITAGE

4-9 DECEMBER 2017

ICC JEJU

General Information



The Korean Peninsula is located in North-East Asia and its neighbors are China, Russia and Japan.





UNESCO Heritage in Korea

Korea preserves a wealth of priceless cultural heritage, some of which have been inscribed on the UNESCO heritage lists. Currently, Korea holds 12 UNESCO World Heritage sites, and 19 intangible cultural heritages have been inscribed on the Representative List of the Intangible Cultural Heritage of Humanity.





About Jeju Island



Jeju, the largest island in Korea, is an isolated island south-west of the mainland of Korea and has a mild oceanic climate throughout the year with the smallest annual temperature range in Korea. It came into existence 700 to 1,200 thousand years ago when lava spewed from a sub-sea volcano and surfaced above the waters.



Average annual temperature;

Jeju 15.6°C
Seogwipo 16.7°C

Seogwipo (December)

- Highest 18.0 °C
- Lowest 1.0 °C
- Average 9.1 °C



Treasure Island of the World, Jeju



2002  

- Designation of UNESCO Biosphere Reserve

2004

- Host of UNEP(UN Environment Programme Meeting)

2005

- “Island of World Peace” declared by Korean Government

2007  

- Designation of UNESCO World Natural Heritage (About 10% of the area of Jeju)
Hallasan Mountain, Geomun Oreum lava cave system, Seongsanilchulbong Peak
- WHO (World Health Organization) Official Recognition of ‘Safe City, Jeju’

2010  

- Acknowledgement of UNESCO World Geopark
Suwolbong Peak, Sanbongsan Peak, Yongmeori Coast, Jusangjeolri Columnar joint, Seogwipo Layer, Cheonjiyeon Waterfalls, Hallasan Mountain, Manjanggal Cave, Seongsanilchulbong Peak



- Ecological Treasures, **UNESCO Biosphere Reserve**
- Jeju’s Volcanic Island and Lava Tubes drawing the world’s attention, **UNESCO World Natural Heritage**
- Unique Island with world-class value, a variety of terrain visible at a glance, **UNESCO World Geopark**



Treasure Island of the World, Jeju





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FOR THE SAFEGUARDING
OF THE INTANGIBLE CULTURAL HERITAGE



Cultural Heritage
Administration

1

Logistics Support



Connection EN FR ES

NEWS EVENTS CONVENTION LISTS SAFEGUARDING ACTORS BY COUNTRY

UNESCO » Culture » Intangible Heritage » Actors » Intergovernmental Committee » 12.COM - December 2017 » Registration

12.COM - December 2017

> Registration

Preliminary list of participants

Help

In case of technical difficulties while registering online, please contact [ICH-websupport@unesco.org](mailto:websupport@unesco.org)

Online registration for the Intergovernmental Committee

Before registering online, please check that your name is not already on the [preliminary list of participants](#) (participants appear on the list only once validated, which may take up to 48 hours).

You will receive a copy of your registration request by e-mail and you will receive a confirmation of the validation of your registration within 48 hours.

If you wish to make any modifications, you can do so by retrieving the data (enter your name in the search box) and updating it then.

Participants are responsible for booking their own hotel room and for covering all costs incurred during their stay. More information on accommodation and the visa procedure from the General Information document.

Would you like to modify the data already submitted for this meeting? Did you register for the General Assembly or the Working Group and would you like to use the same participation data? Please enter your name to retrieve data.

Search by family name

Search data

Representative of

Title
- Mr Ms

Family name
Do not capitalize the full name (i.e. type in Smith, not SMITH).

Given/first name

Position in delegation
- Head of delegation First deputy Second deputy

Representative of

Title
- Mr Ms

Family name
Do not capitalize the full name (i.e. type in Smith, not SMITH).

Given/first name

Position in delegation
- Head of delegation First deputy Second deputy

Title and function

Organization / institution
If not an NGO or a category 2 center already specified above

Address
Professional or personal

Country

Office phone
Office phone number is optional and will remain private information

Mobile phone
A mobile phone number must be provided, so that the Secretariat can contact you if needs be. This information will remain private

Email
An email address for the participant must be provided. This information will remain private.

E-mail of the contact person, if the registration was not completed by the participant

Comments directed to the Secretariat. **Mandatory if you wish to cancel a participation**

Save

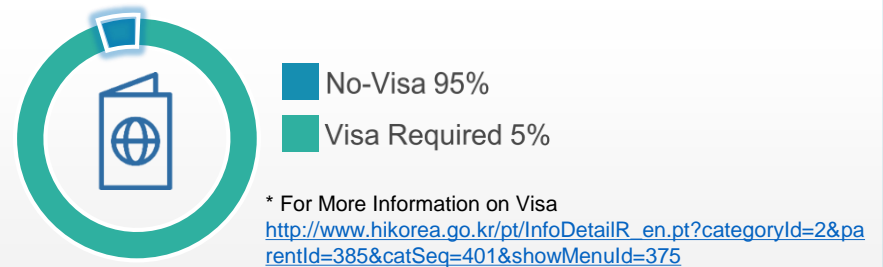


Active support for delegation and observers

Committee Member

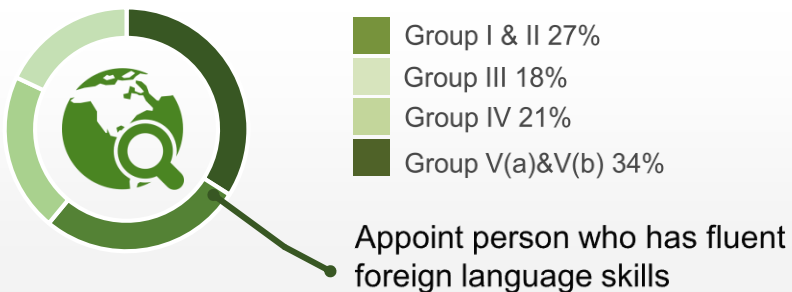


Visa Requirements

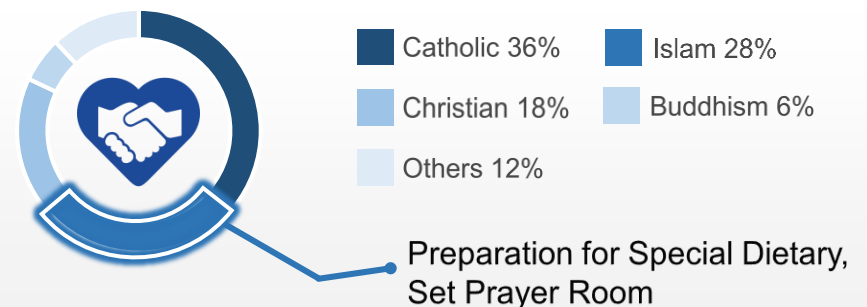


Nationals of 11 countries with visa requirements for Jeju Island
Afghanistan, Cuba, Ghana, Iran, Iraq, Kosovo, Macedonia, Nigeria, Palestine, Sudan, Syria)

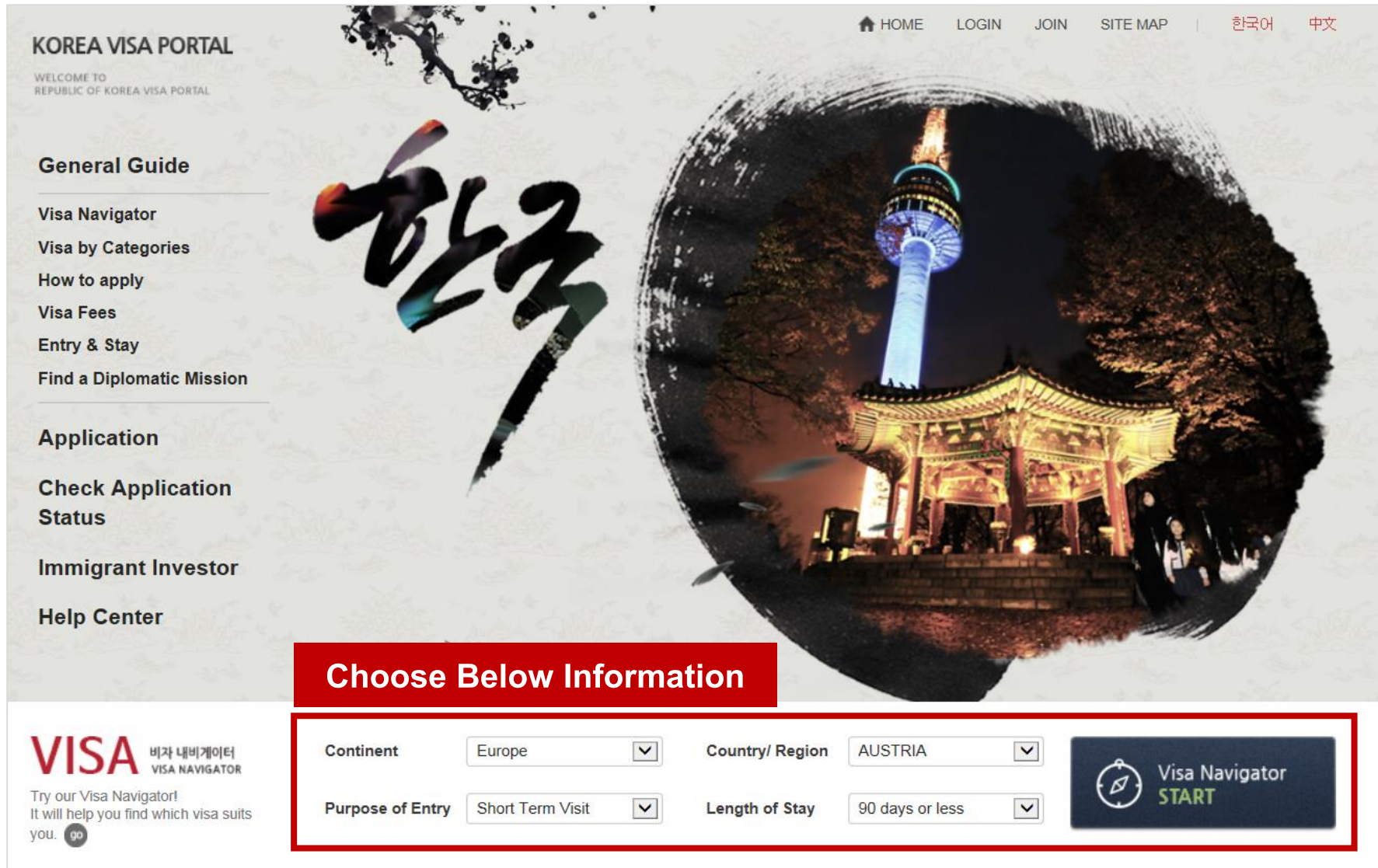
Participants by Continents



Participants by Religion



Korea Visa Portal (www.visa.go.kr)



KOREA VISA PORTAL
WELCOME TO
REPUBLIC OF KOREA VISA PORTAL

HOME LOGIN JOIN SITE MAP | 한국어 中文

General Guide

- Visa Navigator
- Visa by Categories
- How to apply
- Visa Fees
- Entry & Stay
- Find a Diplomatic Mission

Application

Check Application Status

Immigrant Investor


Help Center

Choose Below Information

VISA 비자 네비게이터
VISA NAVIGATOR

Try our Visa Navigator!
It will help you find which visa suits you. [go](#)

Continent	Europe	Country/ Region	AUSTRIA
Purpose of Entry	Short Term Visit	Length of Stay	90 days or less

 **Visa Navigator**
START

Korea Visa Portal (www.visa.go.kr)

KOREA VISA PORTAL
WELCOME TO REPUBLIC OF KOREA VISA PORTAL

[HOME](#) | [LOGIN](#) | [JOIN](#) | [SITE MAP](#) | [한국어](#) | [中文](#)

[General Guide](#) | [Application](#) | [Check Application Status](#) | [Immigrant Investor](#) | [Help Center](#)

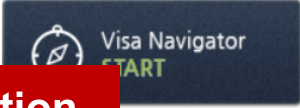
General Guide

- [Visa Navigator](#)
- [Visa by Categories](#)
- [How to apply](#)
- [Visa Fees](#)
- [Entry & Stay](#)
- [Find a Diplomatic Mission](#)

General Guide > Visa Navigator

Visa Navigator

Continent: Country/Region:



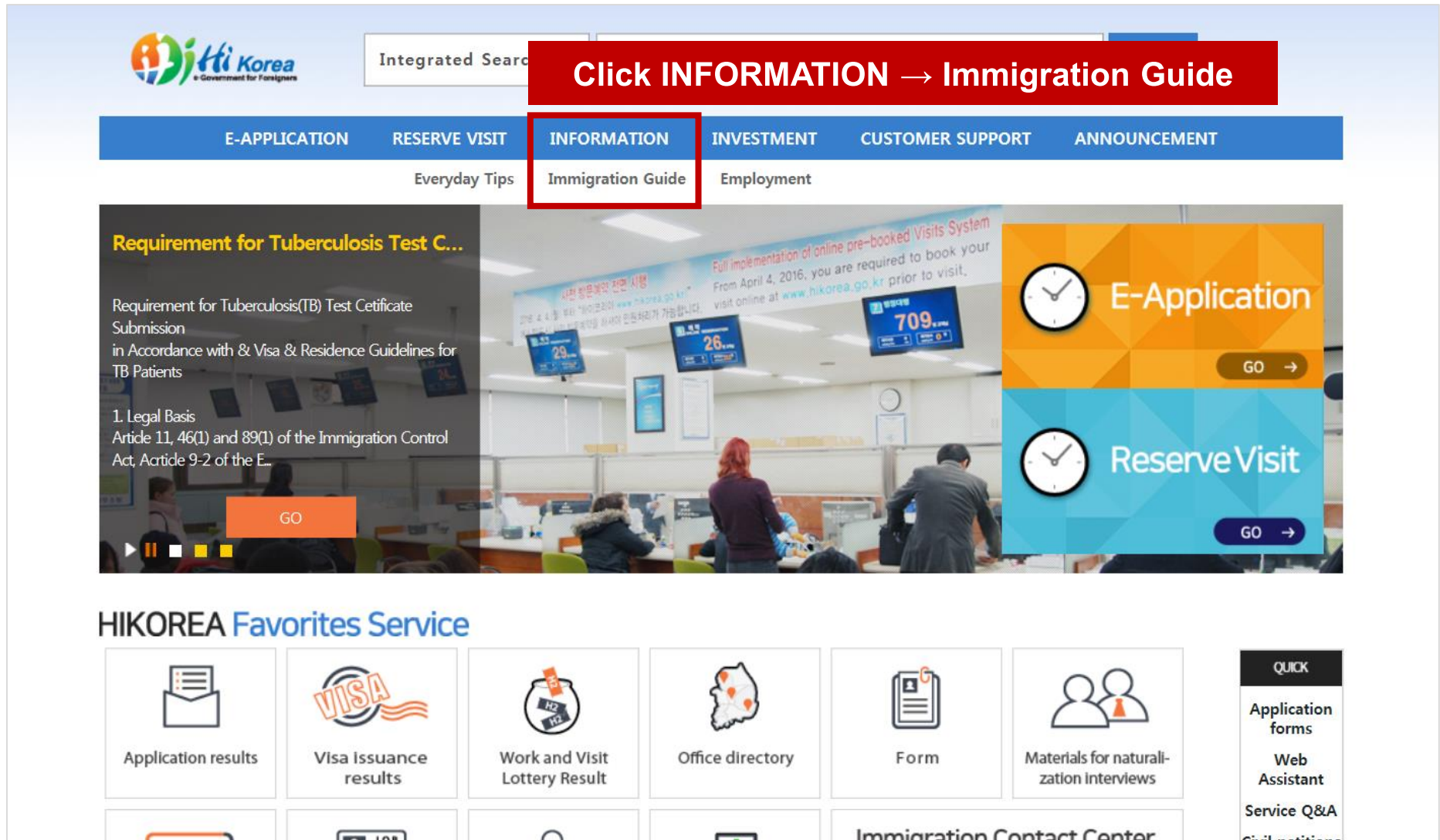
Detailed Information for Visa Application

Search result

Clicking eligibility criteria for stay, you can see detailed information for visa application

Status of Stay	Eligible applicants or activities allowed
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: fit-content; margin: auto;"> Visa Exempted B-1 </div>	A citizen of Austria can visit Korea without a visa under the Visa Exemption Agreement between the two countries. Holders of diplomatic or official passport will be granted with 180 days of stay, and holders of regular passport will be granted with 90 days of stay. A diplomatic or official passport holder assigned to a posting in Korea will be allowed to stay until the end of his/her assignment. * Those who intend to engage in any type of lucrative activities or employment should obtain an appropriate visa.
<div style="border: 1px solid #ccc; border-radius: 5px; padding: 5px; width: fit-content; margin: auto;"> Short term Visitor (Overseas Korean) C-3-8 </div>	A person who is an overseas Korean with a foreign nationality and below the age of 60 defined by 「Act on the Immigration and Legal Status of Overseas Koreans」

Hi Korea (www.hikorea.go.kr)



The screenshot shows the Hi Korea website interface. At the top left is the Hi Korea logo with the tagline "Government for Foreigners". To its right is an "Integrated Search" box. A red callout box with white text says "Click INFORMATION → Immigration Guide". Below this is a blue navigation bar with the following menu items: E-APPLICATION, RESERVE VISIT, INFORMATION (highlighted with a red box), INVESTMENT, CUSTOMER SUPPORT, and ANNOUNCEMENT. Under the INFORMATION menu, there are sub-links for "Everyday Tips" and "Immigration Guide". Below the navigation bar is a large banner area. On the left, there is a dark grey box with the title "Requirement for Tuberculosis Test C..." and text about TB test certificate submission. On the right, there are two large buttons: "E-Application" (orange) and "Reserve Visit" (blue), both with clock icons and "GO" buttons. Below the banner is a section titled "HIKOREA Favorites Service" with a grid of icons and labels: "Application results", "Visa Issuance results", "Work and Visit Lottery Result", "Office directory", "Form", and "Materials for naturalization interviews". On the far right, there is a "QUICK" sidebar with links for "Application forms", "Web Assistant", and "Service Q&A".

Hi Korea (www.hikorea.go.kr)

The screenshot shows the Hi Korea website interface. At the top, there is a search bar with the text "Integrated Search" and a search button. Below this is a navigation menu with categories: E-APPLICATION, RESERVE VISIT, INFORMATION, INVESTMENT, CUSTOMER SUPPORT, and ANNOUNCEMENT. The main content area is titled "Tourism/Transit, Temporary Visiting" and includes a breadcrumb trail: HOME > Information > Immigration Guide. A sidebar on the left lists various immigration categories, with "Tourism/Transit, Temporary Visiting" highlighted in a red box. A red callout box with white text says "Click Tourism/Transit, Temporary Visiting". The main content area features a table with columns: status of stay, Qualifications, Entry, Staying in Korea, and Departure. The table lists three types of stay: Visa exemption (B-1), Travel/transit (B-2), and Temporary visit (C-3). A sidebar on the right contains a "QUICK" section with links for Application forms, Web Assistant, Service Q&A, and Civil petitions by Fax (1577-1346), along with the "1345 Immigration Contact Center" logo.

Click Tourism/Transit, Temporary Visiting

status of stay	Qualifications	Entry	Staying in Korea	Departure
Visa exemption (B-1)	Those who satisfy conditions for visa-free entry may enter Korea without a visa.	Passport + Disembarkation card	EXTENSION OF STAY CHANGE STATUS OF STAY	
Travel/transit (B-2)	CONDITIONS FOR VISA-FREE ENTRY			
Temporary visit (C-3)	Those seeking short term stay for travel/transit, medical treatment, visiting relatives, a major sporting event, attending conferences, various cultural or artistic events, religious ceremony, or other similar reasons. <i>(The visit must be non-profit in nature)</i>	Passport + Visa + Disembarkation card	EXTENSION OF STAY	

[ELIGIBILITY/PROCEDURE/REQUIRE DOCUMENT](#)



1 Currency

- **Please note that you must declare any amount above US\$10,000 on arrival.**
- The monetary unit of Korea is Won (KRW), Korean stores / restaurants do not accept foreign currency; please exchange your currency for Korean Won (KRW).
- Internationally recognized credit card including VISA, AMEX, Master Card, JBC and Union Pay are widely accepted.

2 Tax & Tipping

- Value-added tax (VAT) is levied on most goods and services at a standard rate of 10% and is included in the retail price.
- Tipping is not a traditional Korean custom. A 10% service charge is added to your bill at all tourist hotels and some restaurants.

3 Automated Teller Machine (ATM)

- Travelers who carry internationally recognized credit cards can get a cash advance in Korean won at ATMs installed at airports, major hotels, department stores and tourist attractions.



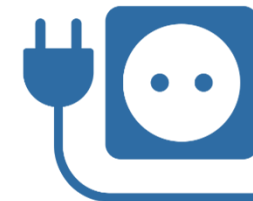
4 Health Requirements

- Please be sure to have adequate travel insurance and accessible funds to cover the cost of any medical treatment abroad and repatriation.
- If you need emergency assistance during your trip, dial 119.

Category	Telephone Number
Police	112
Fire and Ambulance	119
Emergency Medical Information	1339

5 Electricity

- The standard voltage in Korea is 220 volts. The outlet has two round holes.
- You can borrow multi-voltage travel adapter from your hotel's front desk. If you wish to buy one in Korea, you can do so at a duty-free shop or convenience store.





Delegation & Observer Support

Prompt registration, accommodation, and protocol system for participants who are tired of long flights and lengthy meetings

Registration



- **Sharing Participants List with UNESCO Secretariat**
- **Reviewing Pre-registrants List**
- **Establishing Registration Communication System (Intranet, Webpage, E-mail)**
- **Visa Issuance Support**
- **On-site Registration and Information Desk**

Accommodation



- **Coordination with Professional Jeju Housing Bureau**

Jeju International Convention Center
Tel: +82-64-735-1031
Email: staff27@iccjeju.co.kr
- **Blocking Sub Hotels** to accommodate approximately 1,000 participants
- **Installation of Hospitality Desk at Main Hotels**

Protocol



- **Provide Transportation Information to Delegations and Observers**
- **Operate Information Desks at Incheon, Gimpo, and Jeju Airport (12/2~5, 8-10)**
- **Shuttle services will be available between Incheon and Gimpo Airport, between Jeju Airport and the Venue(Hotels)**



Delegation & Observer : Registration

Registration process in cooperation with UNESCO secretariat

Cultural Heritage Administration

Participant Database

- Discuss Registration Policy with UNESCO Secretariat
- Follow up the updates and developments with UNESCO

Communication System

- Create an Official E-mail Account
- Appoint Exclusive Communicator
- Support Visa Issuance
- Manage Pre-registration Data



UNESCO Secretariat

Pre-registration

- Provide Comprehensive Guideline; Registration Process, Participation Policy, etc.
- Members Invitation
- Induce Pre-registration



Operating System

*Time Difference between Korea and France: 7 hours



UNESCO

E-mail



Create an Official E-mail for the meeting to share all the related Information

Conference Call



*Minimize the work delay due to time difference

Video Conversation



Korea



Arrival and Departure

Provide the most convenient and best route to Jeju by analyzing the flight information to Jeju



- **China** Flights depart 7 times a week from 29 cities including Beijing and Shanghai
- **Japan** Flights depart 7 times a week from 4 cities including Tokyo (Narita) and Osaka (Kansai)
- **Hong Kong** Flights depart 7 times a week
- **Taiwan** Flights depart 4 times a week
- **Philippines** Flights depart 24 times a week



Flights to Incheon

Flights to/from
55 Countries, 185 Cities

**Between Gimpo
and Jeju**

Total 7 airlines

- Every 5 - 15 minutes
- Total 120 - 129 flights regularly operate (Subject to change)

*The number of flights is based on the date of July, 2017



Airport welcome desk at Incheon, Gimpo and Jeju Airports to ensure participants' convenience

Incheon Airport

Operating Hours

- **Date:** 12. 2 (Sat) – 12. 5 (Tue)
12. 8 (Fri) – 12. 10 (Sun)

Key Points

- **Ground Transportation between Incheon ↔ Gimpo Airport**
 - Detailed Information on Ground Transportation between Incheon ↔ Gimpo Airport
 - Information on Limousine Service to Gimpo and Shuttle Bus Service



▲ Welcome Desk in Incheon Airport

Gimpo Airport

Operating Hours

- **Date:** 12. 2 (Sat) – 12. 5 (Tue)
12. 8 (Fri) – 12. 10 (Sun)

Key Points

- **Boarding Procedures for Flights to Jeju**
 - Flight Ticket Issuance and Boarding Procedures
 - Accommodation Information for Participants of Flights Arriving After 21:00 (Last Flight) between Gimpo ↔ Jeju



▲ Welcome Desk in Gimpo Airport

Jeju Airport

Operating Hours

- **Date:** 12. 2 (Sat) – 12. 5 (Tue)
12. 8 (Fri) – 12. 10 (Sun)

Key Points

- **Ground Transportation between Venue ↔ Hotel**
 - Shuttle Service between Jeju Airport ↔ Venue (Hotel)
 - Limousine, Transportation and Meeting Related Information



▲ Welcome Desk in Jeju Airport



Alternatives in case of emergency during arrival and departure at the airport



Flight Delay and Cancellation due to Bad Weather

- If necessary, the detailed information on nearby hotel and transportation service will be provided
- Checking on the availability of seats and schedule of indirect flight



Emergency Patient

- Evacuating the patient to the nearby hospital is needed and constant care will be followed
- When necessary, the nearest hotel reservation from airport and the soonest flight reservation will be carried out



Delay and Loss of Luggage

- Visit lost & found in the customs area
 - Delay of Luggage: Request the airline to ensure the arrival of the luggage as soon as possible, prepare hotel staffs to take care of the luggage
 - Loss of Luggage: Necessary actions including the supply of daily necessities from the airline and financial compensation will be followed



Traffic Congestion

- Staff: Report the traffic congestion to the operation room
- Operations Room: Request for cooperation to district police station and secure alternative route
- Checking on the availability of arrival on the destination within the estimated time and report on the delay of transportation

Regional shuttle bus service to provide all participants with comfortable transportation

Transportation Services

- **Operation Period:** 3 (Sun) – 10 (Sun) Dec 2017
 - **Available for:** All participants
 - **Vehicle:** Bus 45 persons and Minibus for 25 persons
 - **Operation Methods:**
 - Positioning the location of bus stop and the best shuttle bus route based on the participants' routes
 - Cooperating with experienced companies: facilitating the vehicle procurement and the supply and demand of drivers
 - Operating transportation team and appoint person in charge at each point
 - Extra vehicle will be operated in case of emergency
- * Information on Shuttle Bus between Incheon ↔ Gimpo Airport will be provided at the Airport Welcome Desk

Shuttle Bus Service Route (Tentative)



Category	Route	Interval	Duration	Quantity
Route A	Jeju International Airport – ICC Jeju	<ul style="list-style-type: none"> ▪ During the most frequent arrival and departure dates: 30 Minutes ▪ On ordinary days: 1 hour 	Approximately 60 Minutes	4
Route B	Hyatt Regency – Shilla Hotel – Lotte Hotel – Seaes Hotel & Resort – ICC Jeju	<ul style="list-style-type: none"> ▪ 1 hour before and after the session opening and closing: 10 Minutes ▪ During the session: 30 Minutes 	Approximately 30 Minutes	3
Route C	Hotel The Born – Bareve Hotel Jeju – Ramada Encore Jeju – Hotel Sumorum – ICC Jeju	<ul style="list-style-type: none"> ▪ 1 hour before and after the session opening and closing: 10 Minutes ▪ During the session: 30 Minutes 	Approximately 30 Minutes	3

Secure various kinds of accommodations around the ICC Jeju to meet needs of the participant

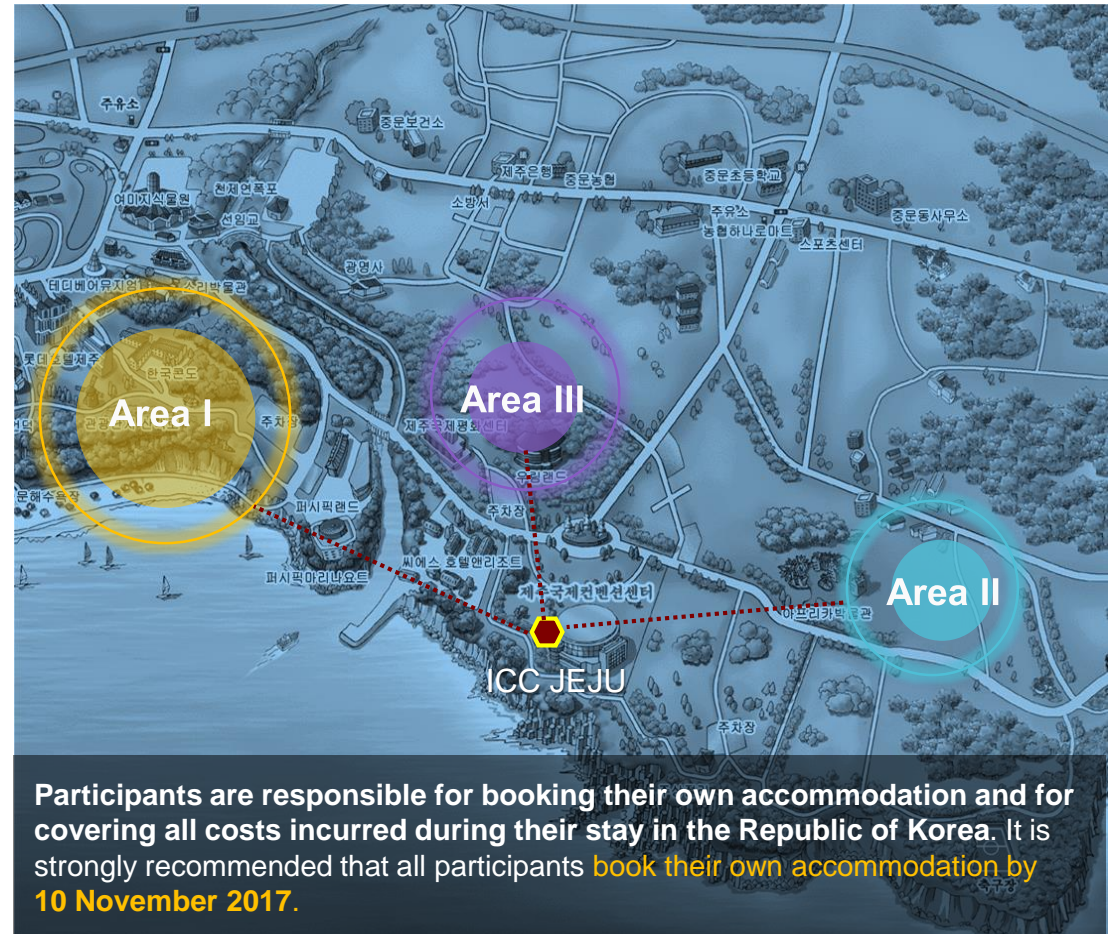
5 Star Hotels
The Best Accessibility

Budget & Economy
Hotels around Jeju ICC

Hotels near ICC Jeju

Classification	Hotel	Room Rate* (Approx.)	Distance
Area I (★★★★★)	Jeju Booyoung Hotel & Resort	\$ 100~140	2 Min on Foot
	Seas Hotel & Resort	\$ 140~180	8 Min on Foot
	Lotte Hotel Jeju	\$ 230~250	5 Min by Car
	The Shilla Hotel	\$ 230~250	
	Hyatt Regency Hotel	\$ 170~200	
	Kensington Hotel	\$ 230~250	8 Min by Car
	The Suites Hotel Jeju	\$ 170~200	
	Hidden Cliff Hotel & Nature	\$ 170~200	10 Min by Car
Area II & III (★★★★)	Hotel Hana Jeju	\$ 60~70	5 Min by Car
	Hotel the Born	\$ 55~60	10 Min by Car
	Ramada Encore Jeju	\$ 55~60	15 Min by Car
	Bareve Hotel Jeju	\$ 60~70	
	The WE Premium Health Resort	\$1 00~120	

*Breakfast excluded

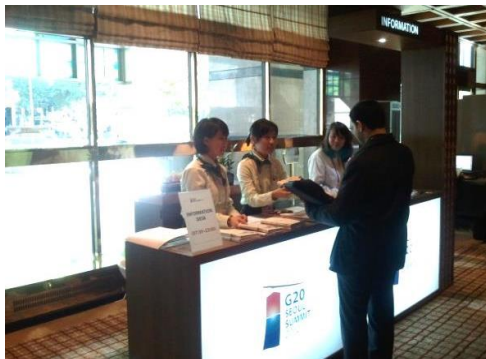


Hospitality desk will be operated at main hotels to support all the needs of the participants

Hospitality Desk

- On-site Accommodation Tasks
- Support Participants' Needs
- Serve Express Check-in for VIPs
- Appoint the Staff with Fluent Foreign Language Skills for Communication

- **Date:** 2017. 12. 2 (Sat) – 10 (Sun)
- **Location:** Main Hotels



▲ G20 Summit Hospitality Desk



▲ 19th UNWTO Hospitality Desk

Primary Duties



Accommodation

- Check all the guest rooms accordance with participants' requests (Early Check-in/Late Check-out)



Program

- Provide Official Event and Meeting Schedules
- Respond to Meeting-related Inquiries



Shuttle Bus

- Hotel ↔ Venue Shuttle bus Information
- Provide Shuttle Bus (To/From Airport) Information according to arrival and departure schedule



Tour

- Provide information on Jeju Tourist Site and Shopping Area



Wide registration desk and staff with fluent foreign language skills (English/French) will be arranged for participants

Strategies on Registration Desk Operation

- Staff Orientation for Prompt ID card Issuance and Serve Other Requests
- Appoint staffs with **Fluent Language Skills**

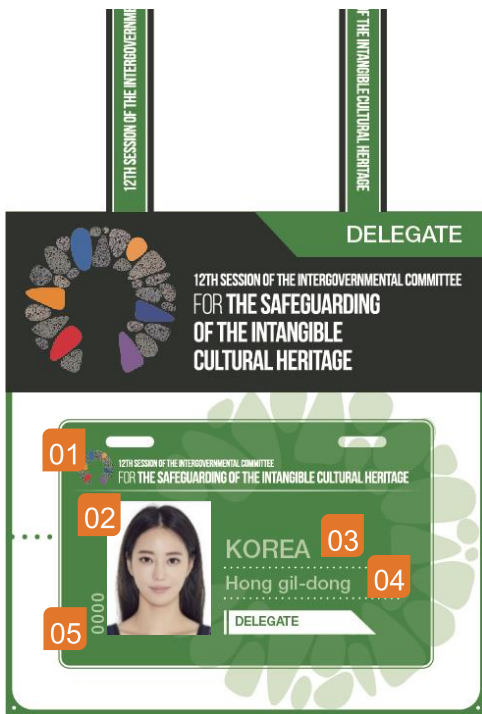
Registration Desk

- **Operation Period:** 2017. 12. 3 (Sun) – 9 (Sat), 8 Days
 - 12. 3 (Sun) – 6 (Wed): ID Card Issuance
 - 12. 7 (Thu) – 9 (Sat): Information Desk
- **Location:** 3rd Floor Lobby, ICC JEJU
- **Expected Number of Participants:** Approx. 1,000



Issuance of photo ID card which are categorized by colors for security reasons and participant classification

Photos ID Cards



- 01 Classification by Colors & Registration Category
- 02 Photos for Identification
- Photo will be taken at the Registration Desk
- 03 Nationality
- 04 Participant's Name
- 05 Personal Registration Code

ID Card Category by Colors

Category	Participants
COMMITTEE MEMBERS	24 Committee Member
DELEGATE	Delegation
OBSERVER	Observer (Authorized by the headquarters)
MEDIA	Media & Press
UNESCO	UNESCO (Headquarters)
HOST COUNTRY	Host Country Staff
STAFF	PCO and Staff
ICC JEJU STAFF	ICC JEJU Staff
SECURITY	Security Guards





12TH SESSION OF THE INTERGOVERNMENTAL COMMITTEE
FOR THE SAFEGUARDING
OF THE INTANGIBLE CULTURAL HERITAGE



Cultural Heritage
Administration

2

Main Venue



The Venue, ICC JEJU



Plans for Main Venue

Space **1**

**Committee
Sessions**

Space **2**

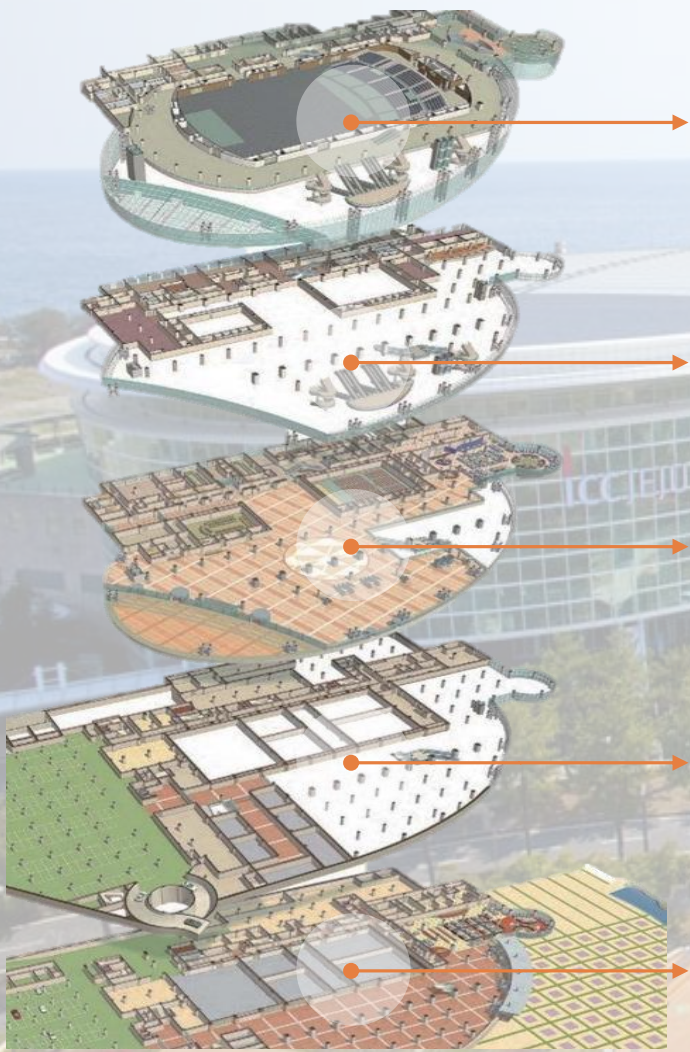
Offices

Space **3**

**For
Participants**



Venue Allocation by Floors



5F

Committee Meeting
The Secretariat

Committee Sessions

Office

For Participants

Interpreters Office (6F Foyer)
Chairperson's Office
Committee Member's Luncheon

ADG Office
Rapporteur Office
Delegate's Lounge

4F

NGO Workshop

Committee Sessions

3F

Bureau Meeting Room
Press & Briefing Room
UNESCO Press Room

Committee Sessions

Office

For Participants

NGO Forum & Meeting Room
VIP Room

Media Center
Registration Desk

2F

Regional Meeting Room

Committee Sessions

1F

Opening & Welcome Dinner / Farewell Dinner

Prayer Room

Committee Sessions

Office

For Participants

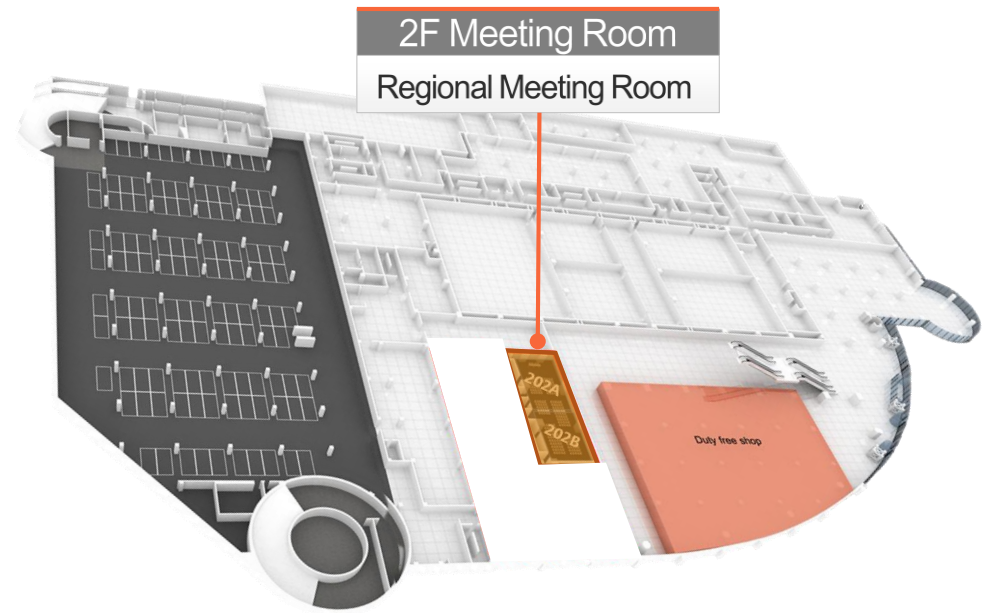
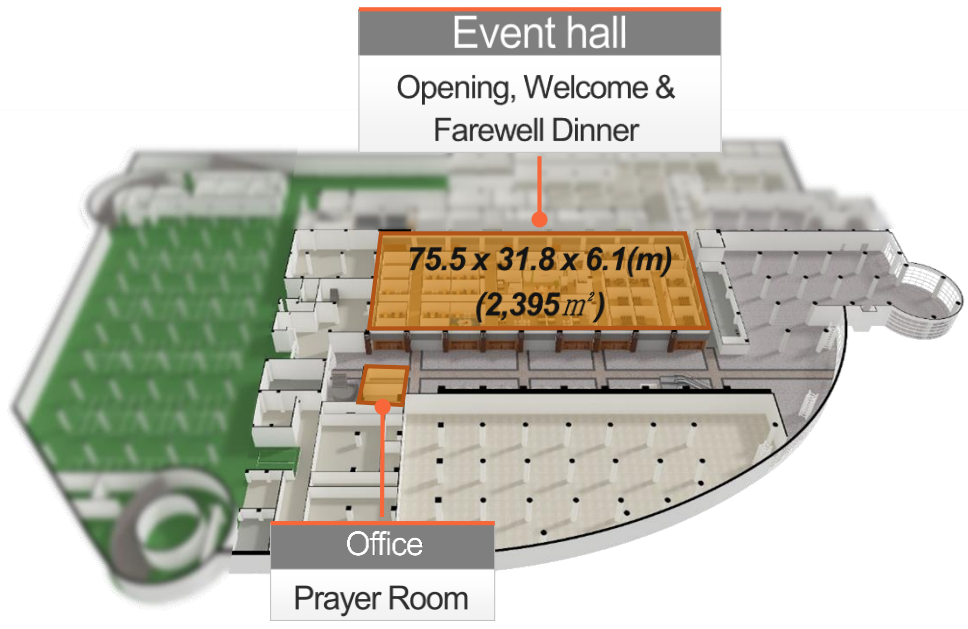


Floor Overview: 1F~2F

1F (Event Hall): Opening Ceremony, Welcome & Farewell Dinner

2F (Meeting Rooms): Regional Meeting Room

- 5F
- 4F
- 3F
- 2F
- 1F



Event Hall



Prayer Room

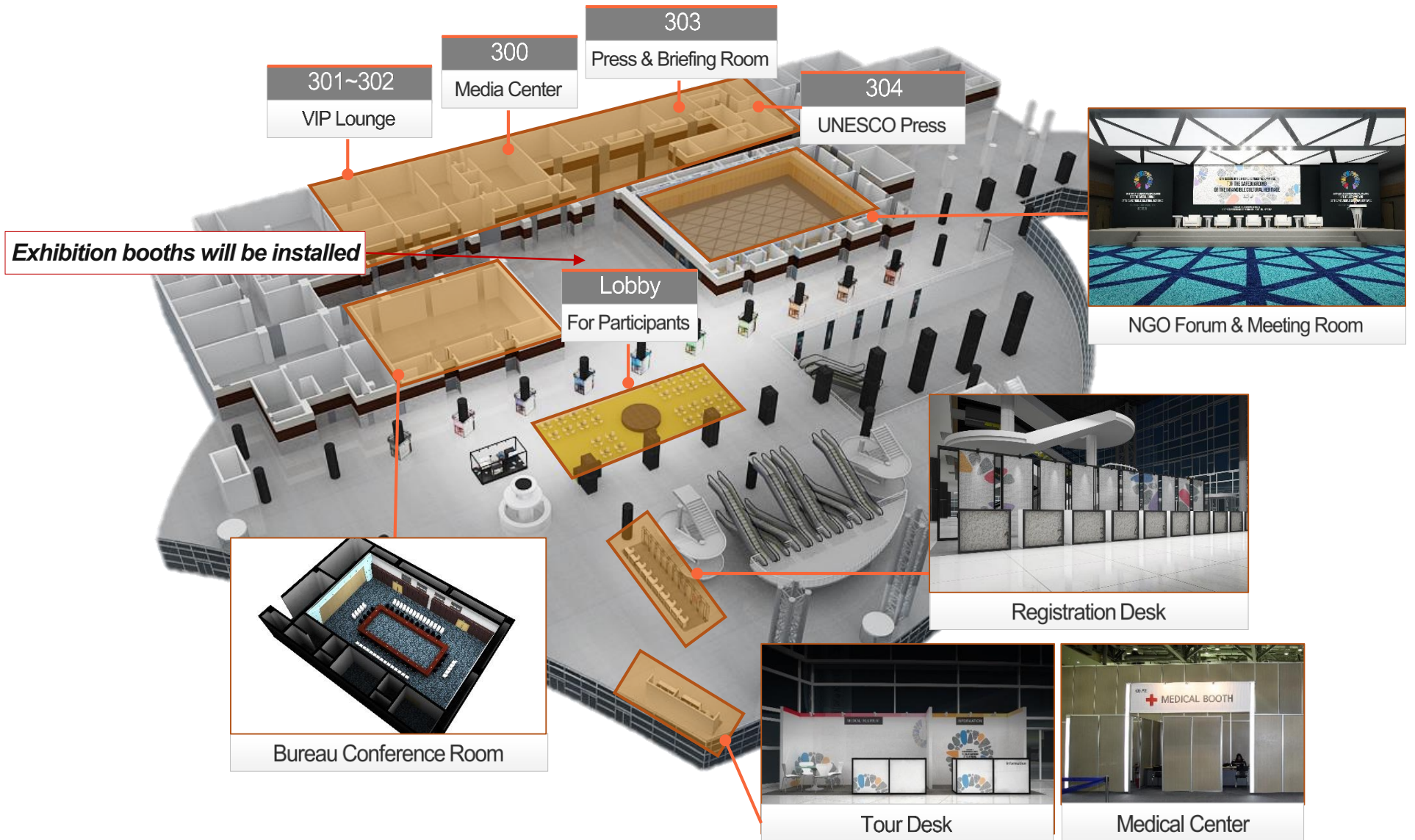


Room 202 (Regional Meeting)



3F: Registration Desk, Meeting Rooms, Media Center

- 5F
- 4F
- 3F**
- 2F
- 1F





3F: Bureau Meeting Room & NGO Meeting Room

5F

4F

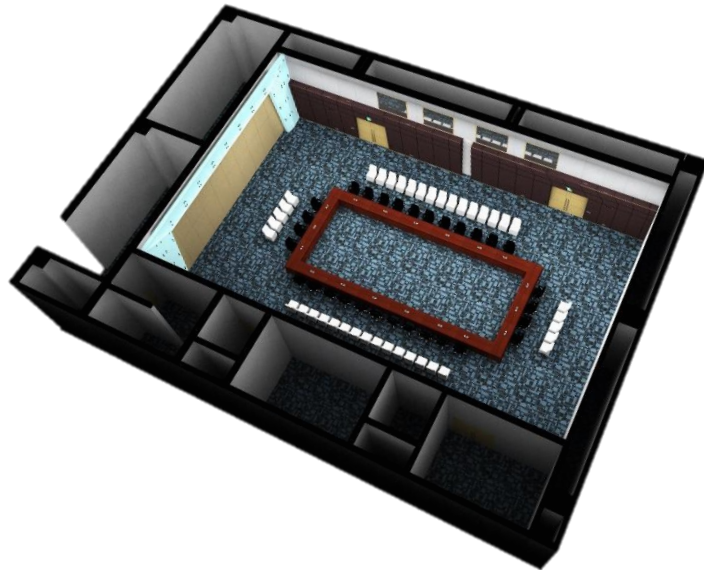
3F

2F

1F

Bureau Meeting Room | Samda Hall (3F)

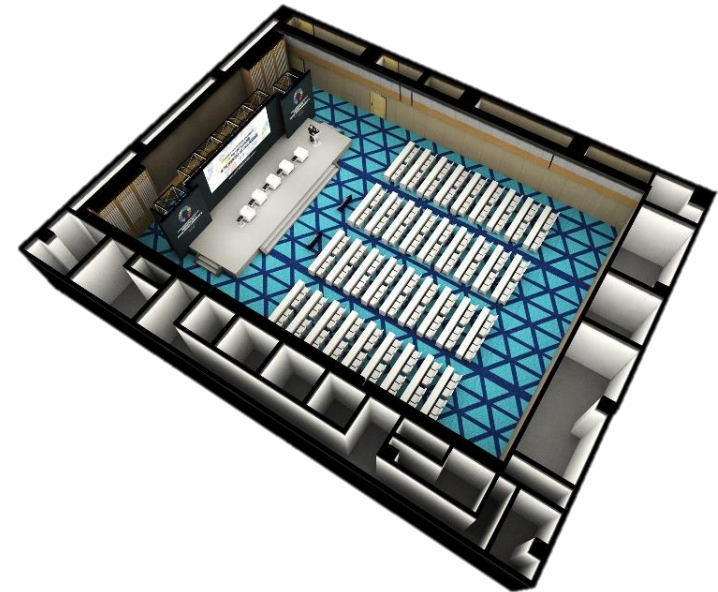
- Date: 2017.12. 4 (Mon) – 9 (Sat)
- Occupancy: Approx. 70 (Square type setup)



- Equipment: Delegate microphone x 20
- Interpretation: English / French
- Internet: Free Wi-Fi

NGO Forum & Meeting Room | Halla Hall (3F)

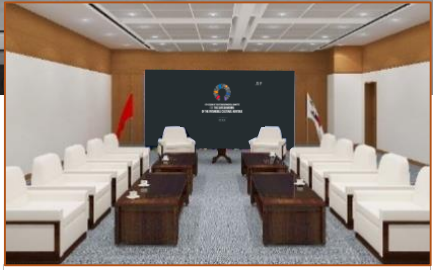
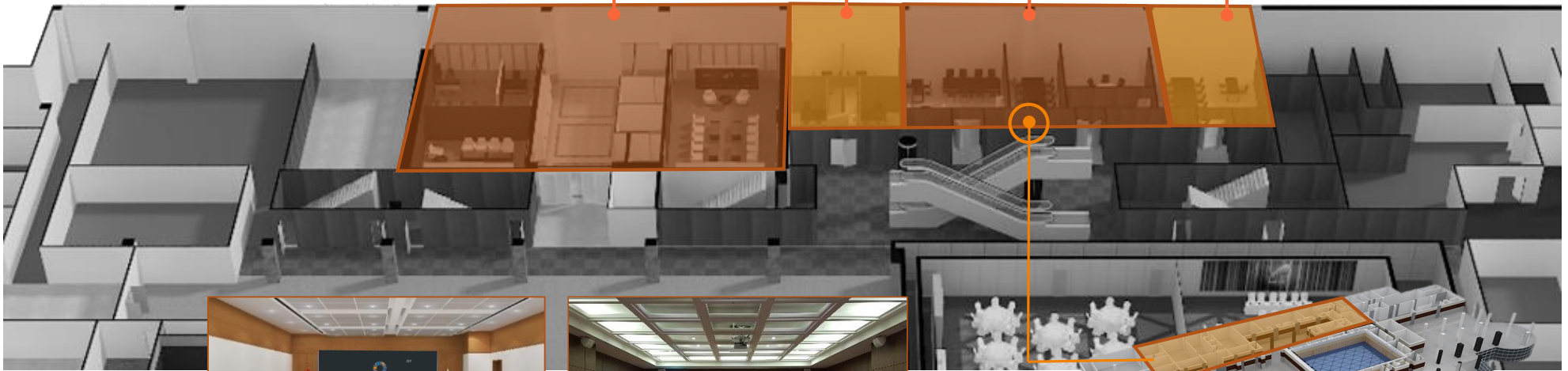
- Date: 2017.12. 2 (Sat) – 9 (Sat)
- Occupancy: Approx. 200 (Classroom type setup)



- Equipment: laptop, projection system, microphone x 20
- Interpretation: N/A
- Internet: Free Wi-Fi

- 5F
- 4F
- 3F**
- 2F
- 1F

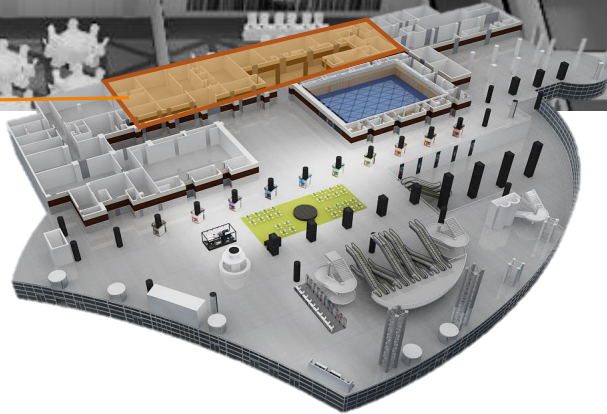
301~302	300	303	304
VIP Lounge	Media Center	Press & Briefing Room	UNESCO Press



VIP Lounge set-up



Media Center & Press Room set-up





3F: Registration Desk

- **Location:** 3rd Floor Lobby, ICC JEJU
- **Operation Date:** 2017. 12. 3 (Sun) – 9 (Sat)
- **Main Tasks**
 - Identification of participants according to the operational policy of the UNESCO
 - Issuance of ID cards and distribution of conference kits

5F

4F

3F

2F

1F



3F Lobby



▲ Location of Reg. Desk



3F: Participants' Lounge

- **Location:** 3rd Floor Lobby, ICC JEJU
- **Operation Date:** 2017. 12. 3 (Sun) – 9 (Sat)
- **Set-up:** Stage for cultural performance, lounge table & chairs, Internet PC

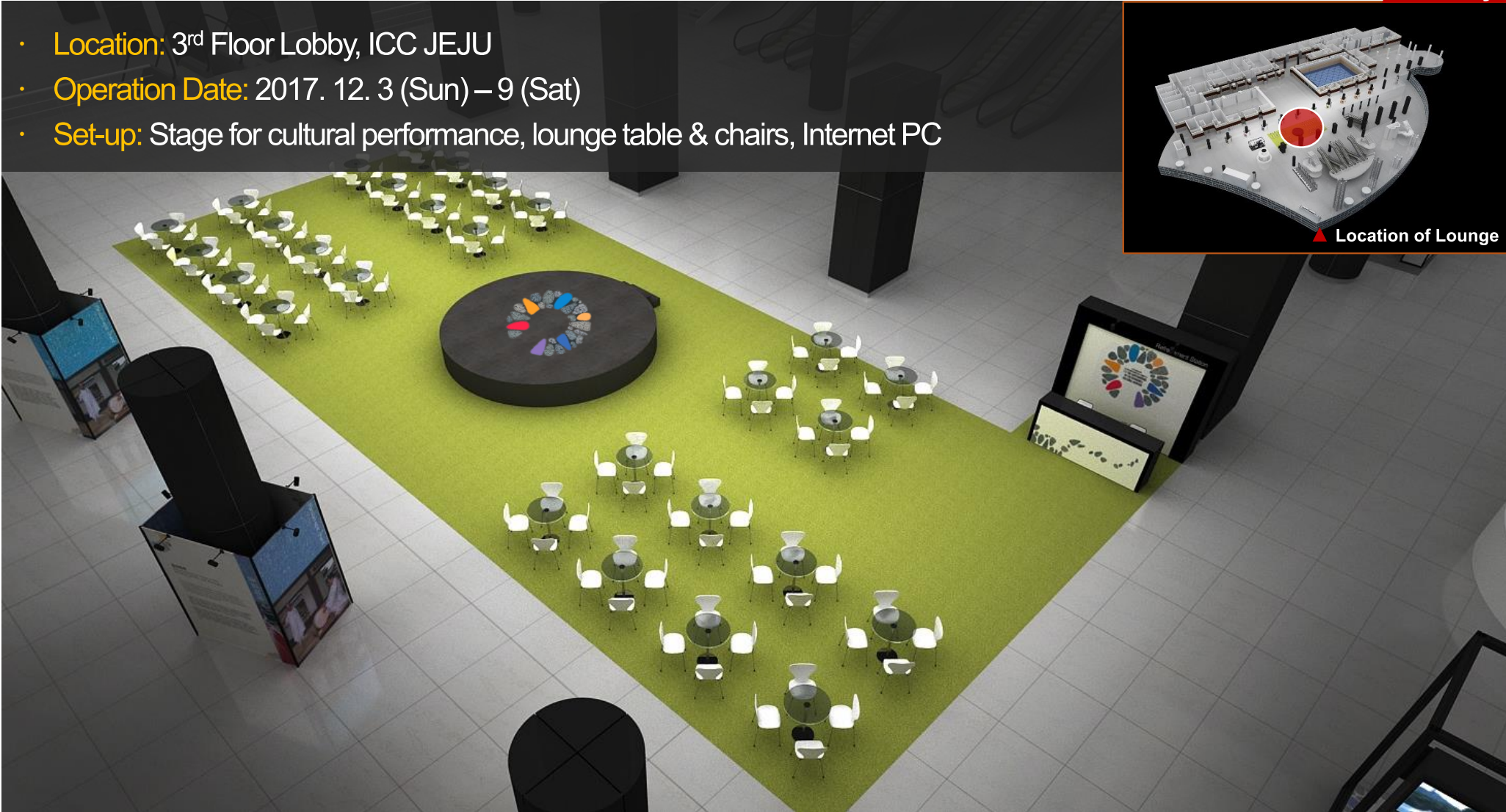
5F

4F

3F

2F

1F



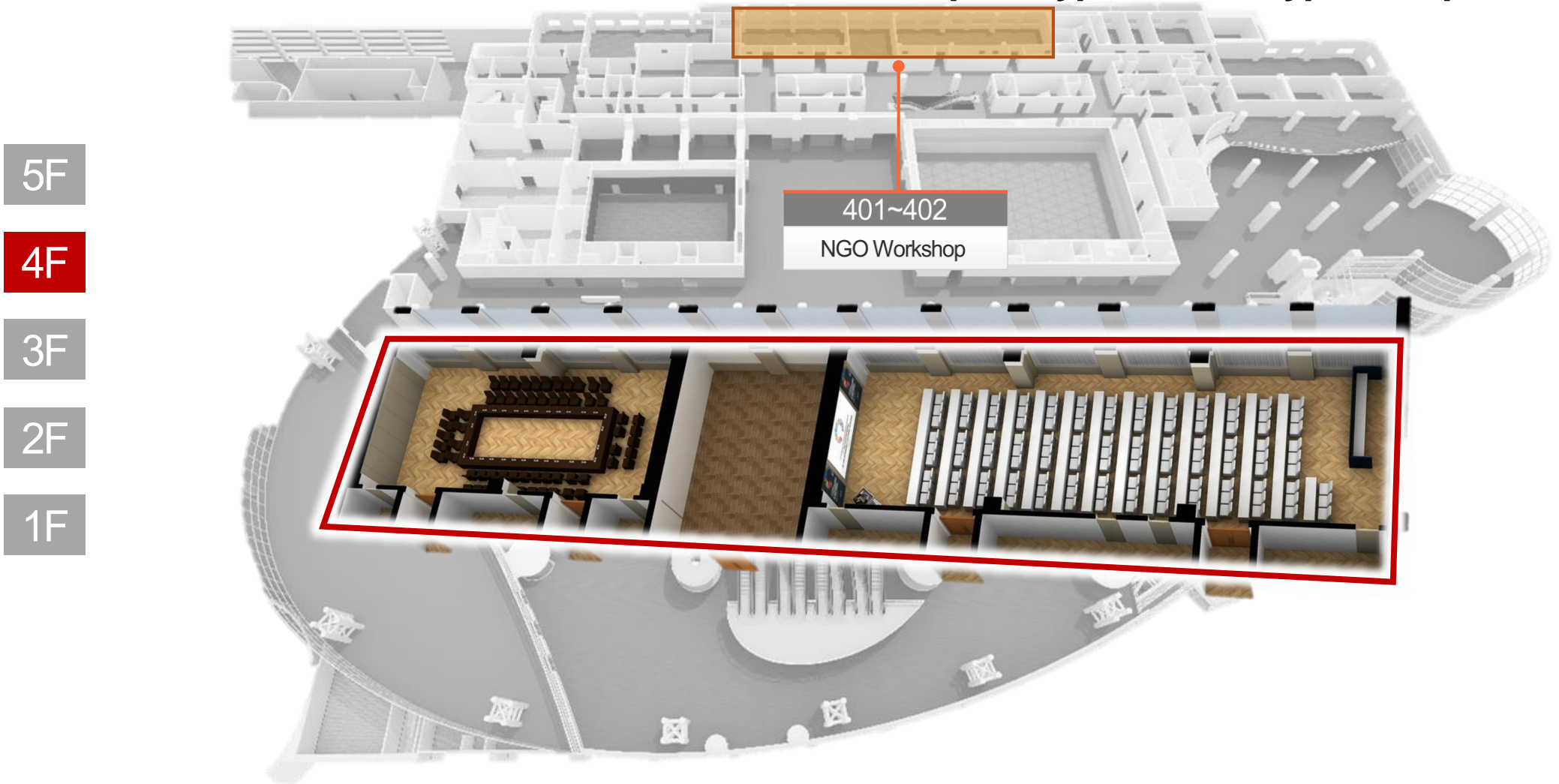
3F Lobby

▲ Location of Lounge



4F: Only for NGO Workshop

Square type & Class type set-up





5F: Committee Meeting & Offices

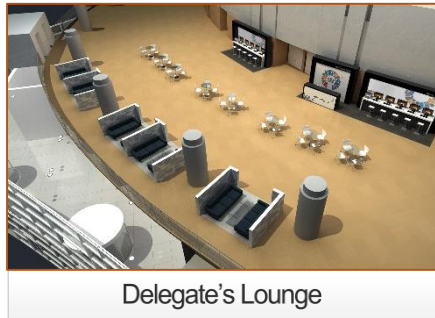
5F

4F

3F

2F

1F



Delegate's Lounge

504
ADG Office

506
Rapporteur Office

500
UNESCO Secretariat

505
Chairperson Office



(Oceanview)
Committee Member's
Luncheon

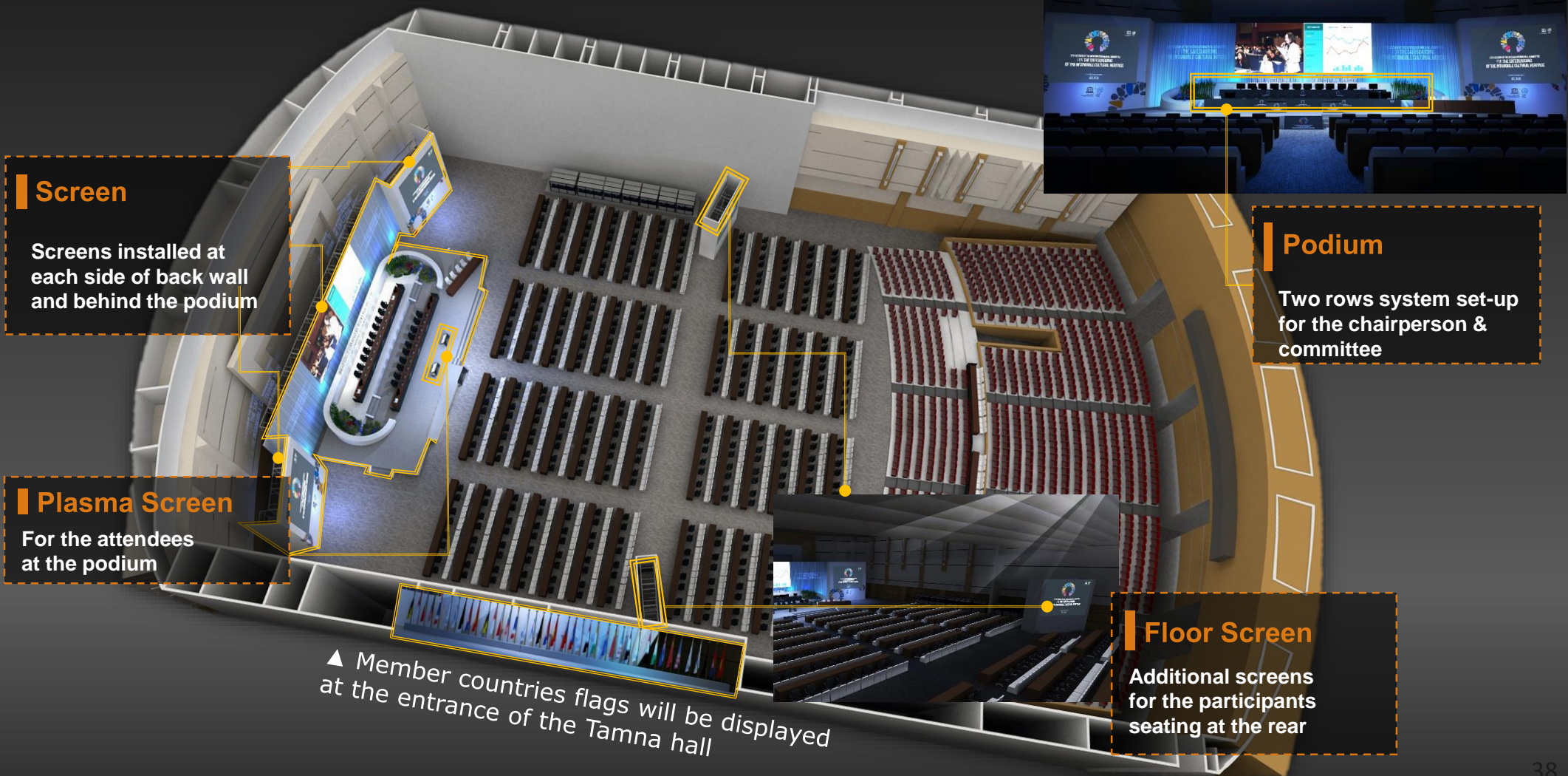
Tamna Hall
Committee Meeting





Tamna Hall (5F): Committee Meeting

80.4 x 45.4 x 13.7(m³). Approx. 4,000 occupancy



Screen

Screens installed at each side of back wall and behind the podium

Plasma Screen

For the attendees at the podium

Podium

Two rows system set-up for the chairperson & committee

Floor Screen

Additional screens for the participants seating at the rear

▲ Member countries flags will be displayed at the entrance of the Tamna hall



5F: Committee Meeting Set-up

System set-up for the podium



1 Main Stage & Class type setting

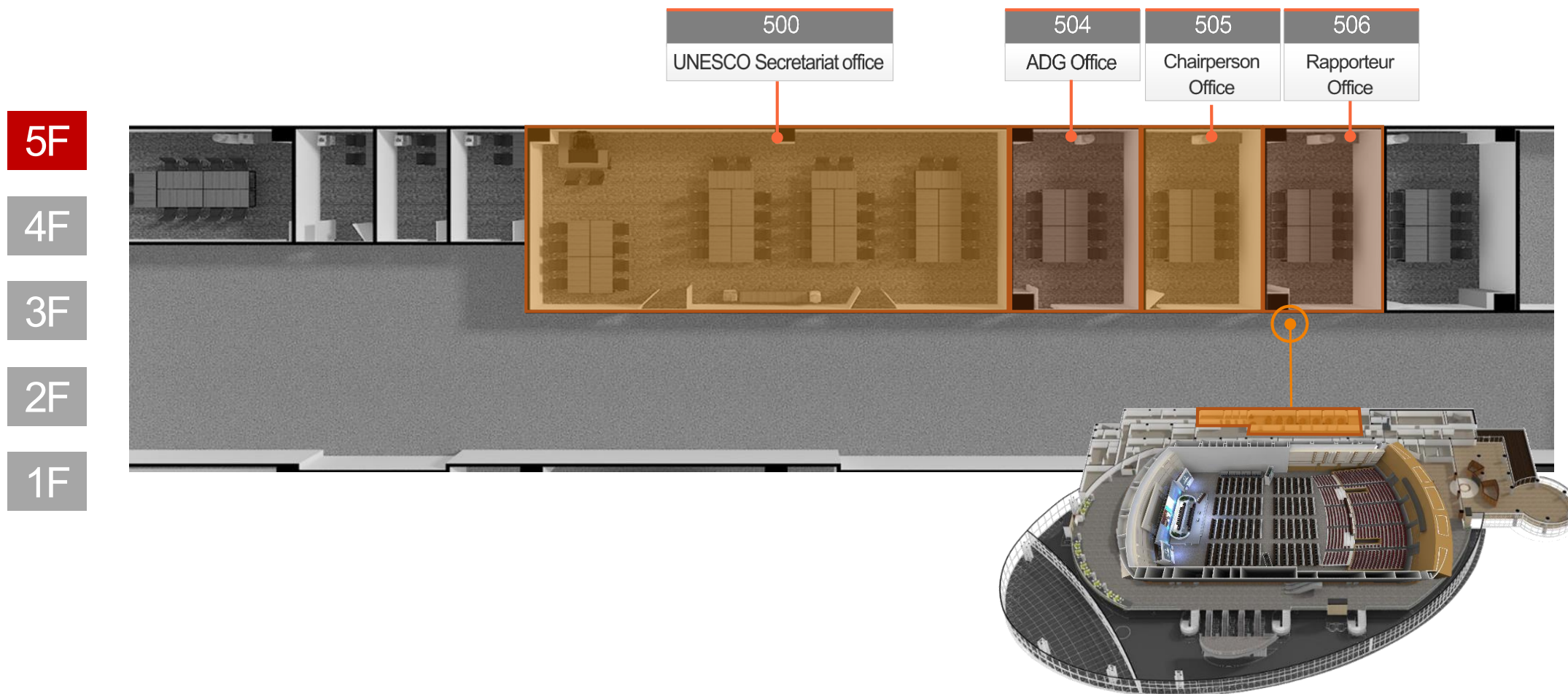
2 Computers & Printers for the typist

3 Plasma Screen

4 1,000 tables/chairs with multi adapter plugs

5 Documents distribution desk at the entrance

Main offices are next to the committee meeting room

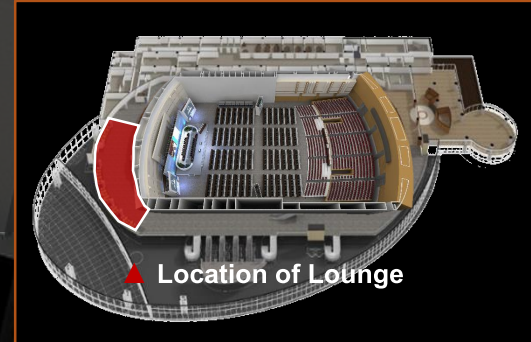




5F: Delegate's Lounge/Space

5F Lobby

- **Location:** 5th Floor Lobby, ICC JEJU
- **Set-up:** Lounge table & chair, Refreshments
- **Office area:** Computer x 10, Laser Printer x 2 (Required)



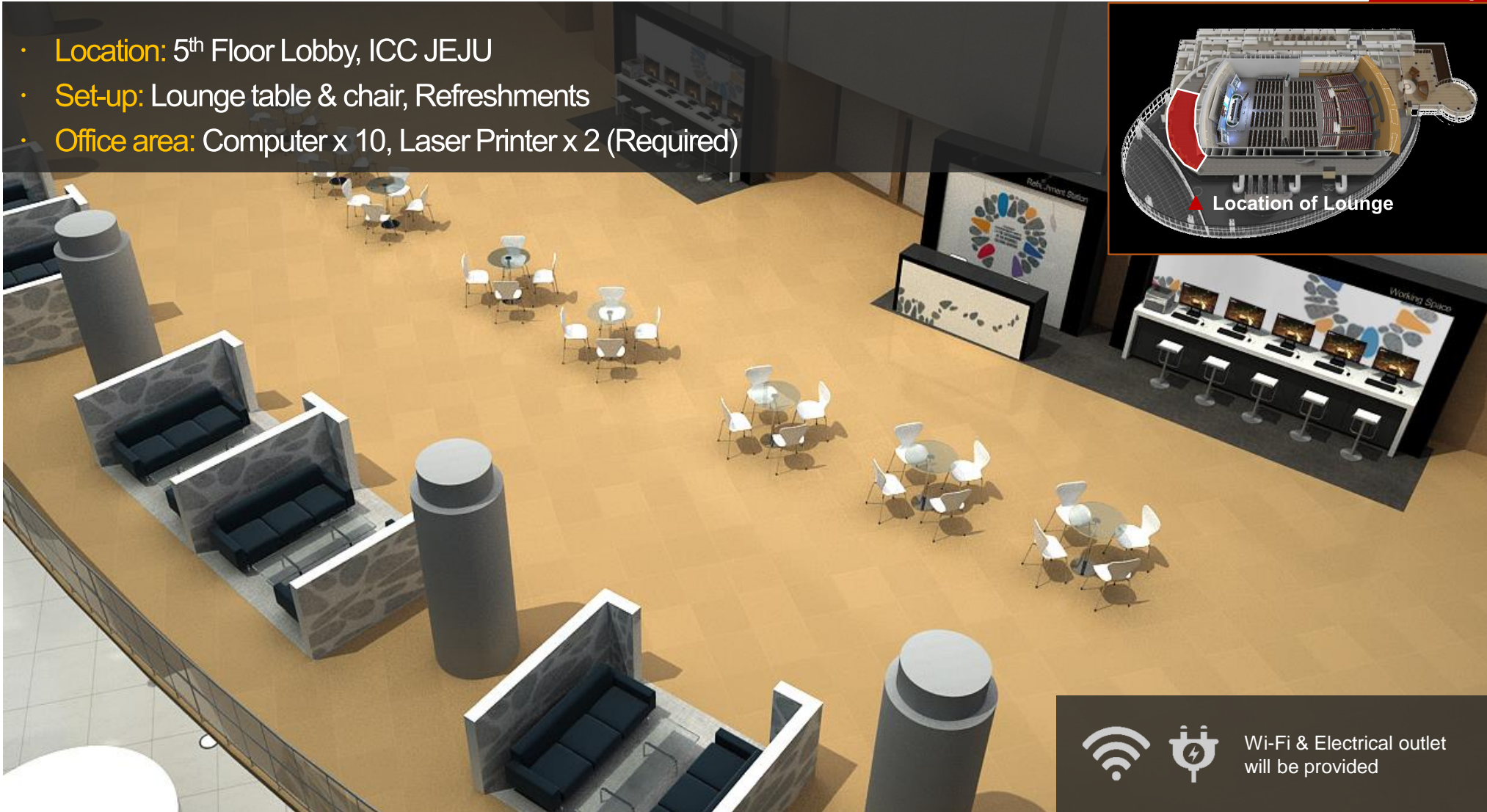
5F



4F

3F

2F

1F



  Wi-Fi & Electrical outlet will be provided



12TH SESSION OF THE INTERGOVERNMENTAL COMMITTEE
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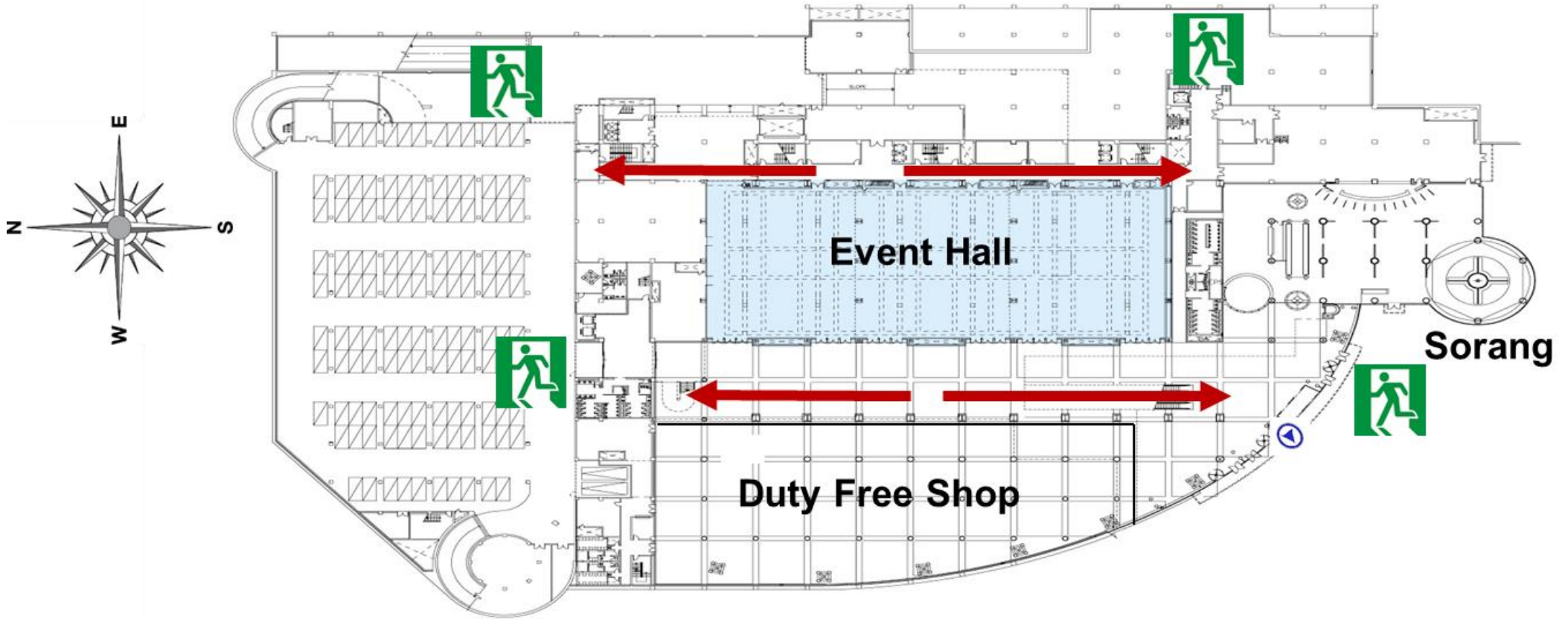


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Emergency EXIT & Security

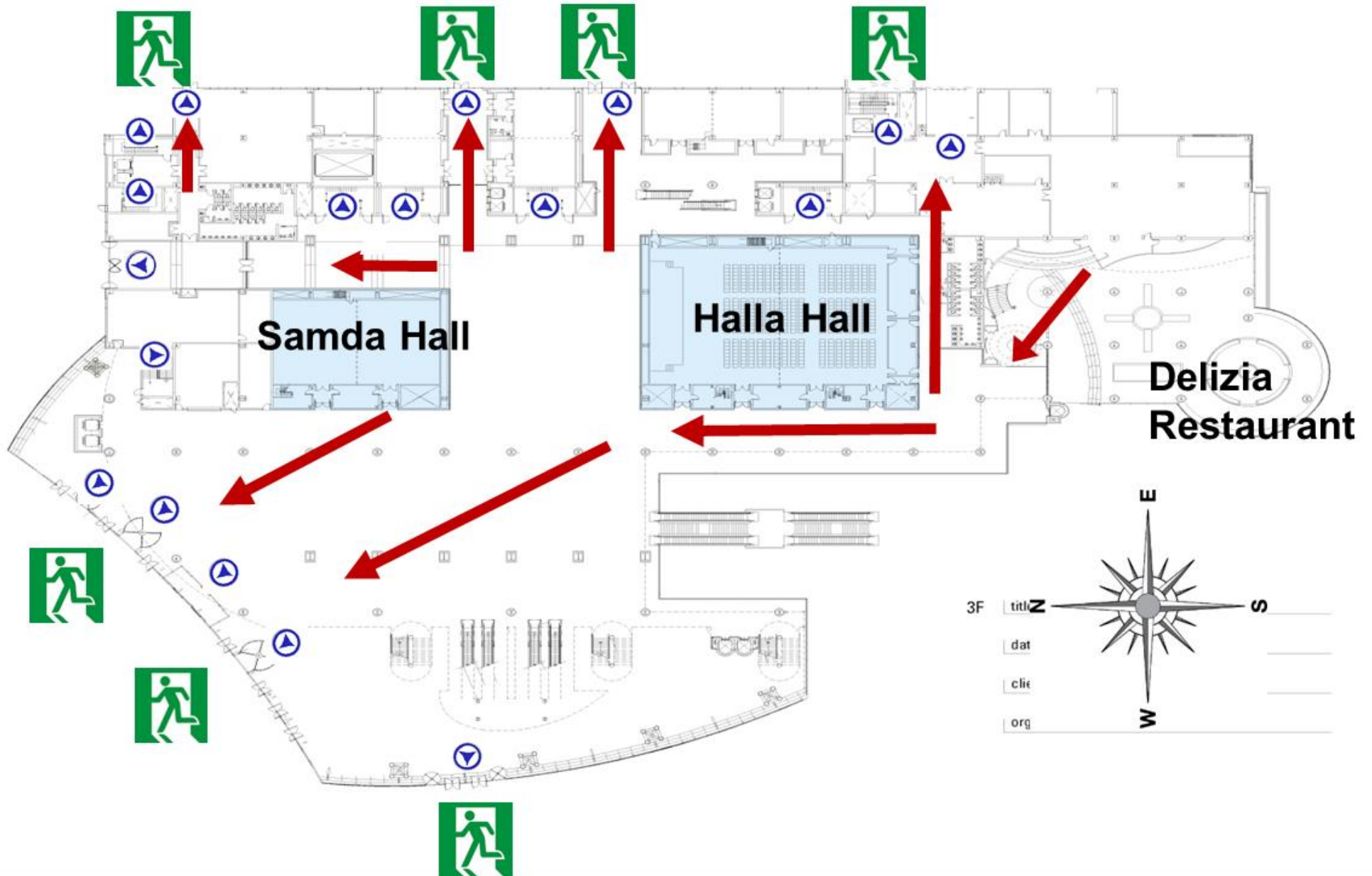


1F: Emergency Exit





3F: Emergency Exit



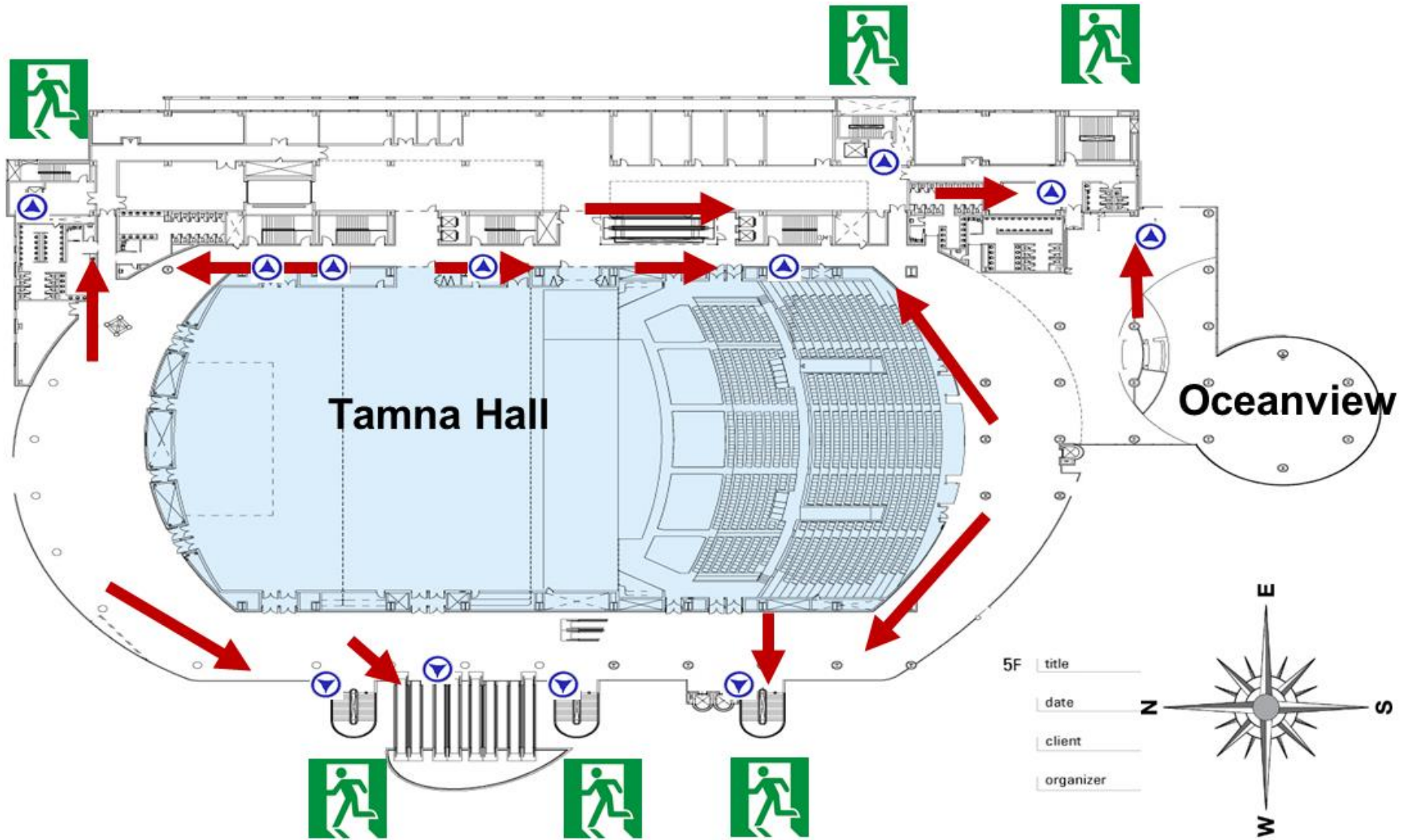
3F

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A compass rose indicating the cardinal directions: North (N), South (S), East (E), and West (W).



5F: Emergency Exit





Appropriate venue security will be provided.





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3

Food & Beverages



Throughout the program (Opening Ceremony, Welcome Reception, Committee Luncheon, Farewell Dinner) participants will enjoy the beauty of the host country Korea & host city Jeju

Program **1**

Opening Ceremony

(Dinner)

Enjoy Jeju Culture &
Expand Networks and
Form Partnership

Program **2**

Luncheon

Special Luncheon Area &
Daily Different Menu

Program **3**

Coffee Break

Korean Traditional
Refreshments Station



Opening Ceremony : Menu

Korean traditional dishes made with Jeju local food and traditional liquor

K-Style Fusion Korean Cuisine

- Fusion Korean Cuisine with Fresh Jeju Local Products
- Menu

APPETIZER

Octopus Carpaccio & Soybean Paste
Marinated Seared Fresh Tuna,
Black Sesame Dressing



SOUP

Lentil Soup with Tomato Concasse
and extra Virgin Olive Oil



MIDDLE COURSE

Sautéed Fresh Abalone with
Finely diced Bulgogi with 'Deodeok'



SHERBET

"Jeju" Omija Sherbet

MAINCOURSE

"Jeju" Korean Beef Tenderloin
with Korean Barbeque Sauce
Sautéed Burdock and Green Pepper,
Potato Puree, Pickled Onion



DESSERT

Seasonal Fresh "Jeju" Fruit with Traditional
Korean Honey Cookie "Yack-gwa"/
Coffee or Tea

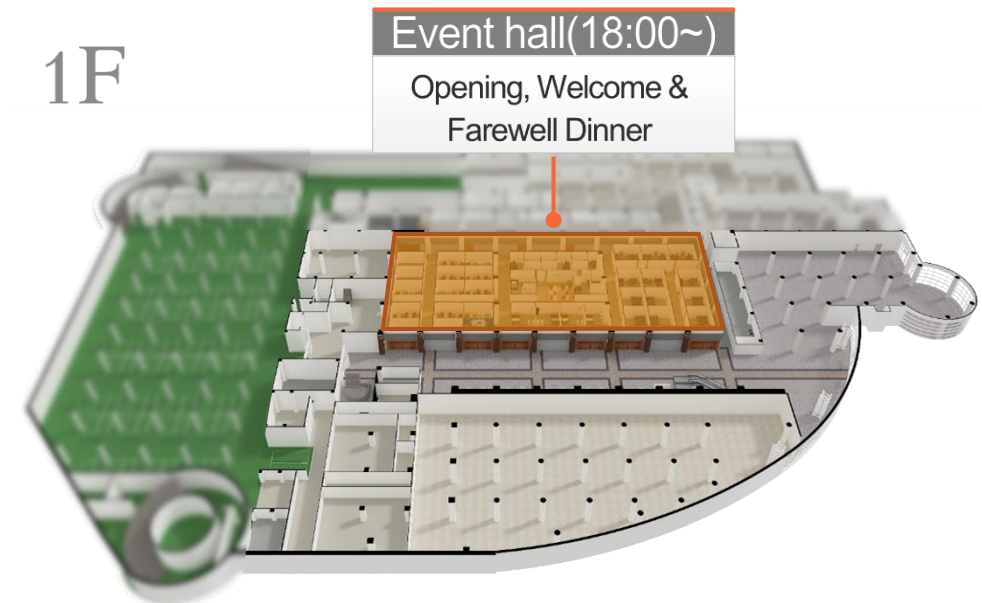
* Menu for special dietary (Vegetarian, Halal, etc.) will be prepared

Jeju Traditional Drink "Heobeoksul"

- Pure grain wine made of alkaline water with full mineral
- Drink for 2009 ASEAN-Republic of Korea Commemorative Summit



Location



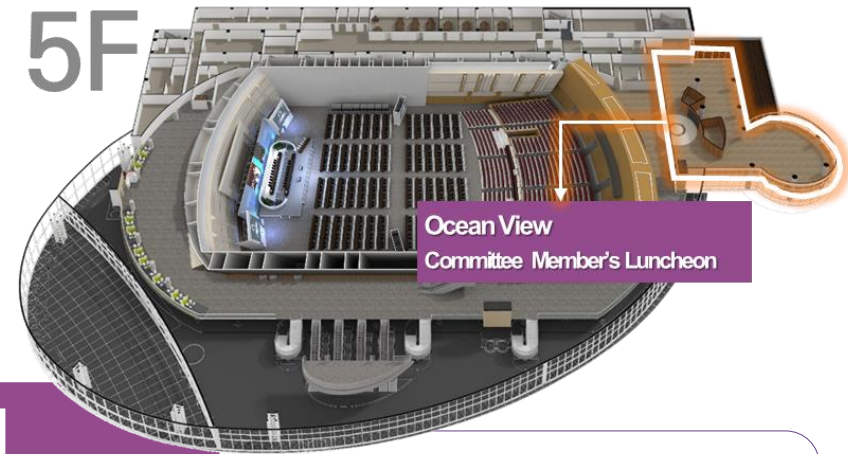


Luncheon (Committee Members)

**6 days luncheon at same place (Ocean View),
daily special Korean cuisine**

Committee Member's Luncheon

- **Date:** 2017. 12. 4 (Mon) – 9 (Sat), 6 Days
- **Location:** Ocean View (5F), ICC JEJU
- **Menu:** International Buffet (Including Korean Cuisine)



Daily Special



DAY 1

Royal Court
Cuisine



DAY 2

Traditional
Refreshments



DAY 3

K- Fusion
Food



DAY 4

Korean Cuisine
Best 5



DAY 5

Jeju Cuisine



DAY 6

Temple
Cuisine



Luncheon (Participant)

Special luncheon area (Sorang) & menu will be available within the venue for participants

Luncheon Area for Participants

- **Key Point**
 - Food and Beverage Facilities for Participants
- **Location**
 - Sorang (1F), ICC JEJU
- **Menu**
 - Menu Changes Daily including Vegetarian, Halal



Restaurants Near ICC JEJU

Hotel	Restaurant	Menu	Capacity(Seats)	Distance
Booyoung	Wonang	Korean	80	12 min on foot 0.7km
	Pearl	Western	72	
	Diamond	Buffet	254	
Shilla	Cheonjee	Korean	106	7 min by car 2.7km
	Hinode	Japanese	106	
	The Parkview	Western	150	
Lotte	Mugunghwa	Korean	110	7 min by car 2.8km
	Momoyama	Japanese	100	
	Peninsula	Western	126	
	Lake Plaza	Buffet	300	
Hyatt Regency	Terrace Cafe	Western	90	8 min by car 3.3km
Suites	La terrasse	Italian	48	6 min by car 2.5km
	La vita	Italian	40	
	Myung-ga	Korean	68	
The Seaes	Cheonjeyeon	Korean	300	2 min by car 0.9km
Total Capacity			1,950 Seats	

Restaurants Near Jungmun Resort

- Among 135 Best Restaurants in Jungmun Resort, 98% are Korean Restaurant
- Korean Restaurant (128), Western Restaurant (2), Chinese Restaurant (5)



Korean traditional refreshments station during daily coffee break

Korean Traditional Refreshments Station

- **Date:** 2017. 12. 4 (Mon) – 9 (Sat), Twice a day
- **Location:** Participants' Lounge (3F), ICC JEJU
- **Menu:**
 - Beverage: Coffee, Tea, Sikhye (Sweet Rice Drink), Sujeonggwa (Persimmon Punch), etc.
 - Snack: Rice Cake, Korean Traditional Sweets and Cookies, Jeju Local Treats, etc.





Host Country Contacts

Host Administration:

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(Visa issue, Venue, Technical system)

INTERCOM – Professional Congress Organizer

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(Accommodation, Local Transportation, Tours)

Jeju International Convention Center

Tel: +82-64-735-1031

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12TH SESSION OF THE INTERGOVERNMENTAL COMMITTEE
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3 - 9 DECEMBER 2017

ICC JEJU

Q&A Session



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ICC JEJU

See you soon in Jeju!