



### **CONFERENCE BULLETIN (Version 1)**

The Korea Office of Civil Aviation is delighted to be the host of the 57th Conference of the Directors General of Civil Aviation Asia and Pacific Region (DGCA/57) and looks forward to warmly welcoming all the delegates to the Republic of Korea (ROK) where historical cultural heritage and modern culture co-exist in harmony.

We would like to share some useful information to assist you with your travel planning to participate in the Conference. In addition to the information provided in the invitation letter, please note the following:

#### **1. Passport and Visa Requirements**

All foreign nationals entering the ROK must possess passports/travel documents/visas with at least six months of remaining validity from the date of arrival into the ROK. Visa on arrival is not available in the ROK.

The conference website <http://dgca2022.kr> contains necessary information pertaining to visa requirements for various nationalities. Additional information can be found at <https://www.visa.go.kr>, [www.k-eta.go.kr](http://www.k-eta.go.kr), [www.hikorea.go.kr](http://www.hikorea.go.kr) or from your closest Korean Diplomatic or Consular Missions.

Should delegates have any queries on visa requirements, please email us at [secretariat@dgca2022.kr](mailto:secretariat@dgca2022.kr).

#### **2. COVID-19 Quarantine Policy**

All delegates and participants need printed Certificates of COVID 19 vaccination (at least 2 doses) and negative COVID 19 PCR test result.

Quarantine exemption will be available for those who have completed their third dose of the COVID-19 vaccine or those who have passed 14 days and are within 180 days of receiving the second dose of the WHO-certified vaccine (one dose for Janssen). In order for those entering Korea from abroad to be eligible for quarantine exemption, they need to enter their COVID-19 vaccination record into Q-CODE and attach a certificate to it prior to arriving in Korea. Q-CODE will require personal information (passport number), entry information (departure country, airline, address in Korea, mobile number), PCR Negative Test Result (issued within 48 hours of entry) and vaccine records. Upon immigration, they will scan the provide QR code.

For more detailed information on Q-CODE, please click [here](https://cov19ent.kdca.go.kr) (<https://cov19ent.kdca.go.kr>).

Below are WHO-certified vaccines:

Pfizer, Moderna, AstraZeneca, Sinopharm (Beijing), Sinovac, Novavax, Covovax, Covishield, Covaxin, Janssen



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Those who do not meet the quarantine exemption requirement need to submit a quarantine exemption document that can be arranged by the Conference Secretariat, to be exempted from 7-day quarantine. Regardless of visa types and exemption document, however, all inbound travelers to the ROK are subject to one day quarantine at the designated hotels upon arrival at the airport and will get a PCR test there. Once they get confirmation as “Negative”, they are allowed to continue their journey.

For the arrangement of visas and quarantine exemption document, please submit a list of delegates/participants to [secretariat@dgca2022.kr](mailto:secretariat@dgca2022.kr) through an authenticated letter signed by the DGCA or an acceptable Senior Official for CAA delegates, and for Organizations including exhibitors and/or sponsors, by a senior level official of the Organization. The names of spouses/accompanying persons should also be included in the above letter.

As COVID 19 quarantine policy frequently changes to reflect evolving situation, the Conference Secretariat will upload a separate “COVID-19 Quarantine Policy Document” in the “Quarantine Procedures” under “Information for Delegates” tab of the main menu on the conference website and update it regularly. Delegates may refer to it for more updated information. You can also find the details at <http://ncov.mohw.go.kr>.

### 3. Baggage Identification

To facilitate identification and processing of delegate’s checked baggage upon arrival in Incheon, the DGCA/57 registration team will send yellow ribbons to all registered delegates. Please tie the yellow ribbon securely on the handle of your checked luggage. In case you have not received the ribbon in time, please tie a yellow color ribbon to your luggage for easy identification.

### 4. Bio-Security Restrictions

Korean law requires every passenger arriving into its territory from overseas to declare all biosecurity risk goods including food, plant, plant products, used material, and animal products to officers from Animal and Plant Quarantine Agency at borders.

Restrictions:

- Fresh fruits and plant products from any country are not allowed;
- Meat and meat products are not allowed; and
- Dairy products such as milk, cheese, yogurt dips are not allowed.

For additional information, visit the Animal and Plant Quarantine Agency website: [www.qia.go.kr](http://www.qia.go.kr) or call at + 82 32 740 2660~1.

### 5. Conference Venue

Paradise City Convention Center, Incheon, from Monday 4<sup>th</sup> to Friday 8<sup>th</sup> July 2022.

### 6. Conference Schedule

The opening ceremony of the DGCA/57 will commence at 09:00 a.m. local time on 4 July 2022, at the Paradise City Convention Center, Incheon, which is also the conference venue.



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Please be seated before 09:00.

Spouse/accompanying persons of the registered delegates are invited to attend the opening ceremony. The spouse/accompanying persons program will commence after the opening ceremony formalities.

### 7. Conference Agenda and Programme

The provisional agenda and tentative programme will be uploaded to the DGCA/57 conference website when they become available.

### 8. Registration of Participants

States/Administrations and other invited Organizations are requested to send the names of their authorized delegation preferably along with passport numbers to the ICAO APAC Office by email: [apac@icao.int](mailto:apac@icao.int) with a copy to [registration@dgca2022.kr](mailto:registration@dgca2022.kr) prior to any individual registration. The Conference Registration Form will be available on the conference website. It is recommended that you make your conference registration online preferably before 25 June 2022. The delegates who register on-line will receive an acknowledgement once the registration process is completed.

DGCA/57 delegates who register online and have had their registration accepted are requested to visit the Registration/Help desk that will be located in the conference venue after arriving in Incheon to collect their name tags and conference kit. Delegates are requested to wear their name tag at all times during the conference and social events.

The Registration/Help desk will commence on Sunday, 3 July 2022 from 14:00 to 18:00 local time and resume on Monday, 4 July 2022 at 08:00 a.m. local time. The desk will operate during the conference hours until 16:00 on Friday, 8 July 2022.

### 9. Conference Papers

Discussion Papers (DPs) and Information Papers (IPs) for the conference will be uploaded to the website as they become available.

In an effort towards a greener meeting, hard copies of DPs/IPs will not be provided unless specifically requested. Participants are encouraged to access the conference materials from the website.

### 10. Conference Website and Emails

Conference Website: [www.dgca2022.kr](http://www.dgca2022.kr).

Conference Secretariat: [secretariat@dgca2022.kr](mailto:secretariat@dgca2022.kr).

Conference Registration Team: [registration@dgca2022.kr](mailto:registration@dgca2022.kr).

### 11. Dress Code

Recommended dress code for the Opening Ceremony of the conference on Monday, 4 July would be formal attire or national dress. For the rest of the conference sessions, delegates may



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be in business attire, except on Thursday, 7 July, which is planned for cultural tour and may be clad in comfortable casual wear. In addition, smart casual wear is recommended for the social functions during the conference.

### 12. Wi-Fi Services

Free Wi-Fi services will be provided during the conference. The access information will be provided during the conference. In addition, internet facilities for delegates will be available at the conference venue. Participants are required to bring their own notebook computers to access the conference material.

### 13. Conference Secretariat

The ICAO Asia and Pacific Regional Office and the Korea Office of Civil Aviation will undertake the role of secretariat for the conference. All inquiries and general correspondence should be sent to [secretariat@dgca2022.kr](mailto:secretariat@dgca2022.kr) with a copy to [apac@icao.int](mailto:apac@icao.int).

### 14. Meeting Rooms

Four (4) meeting rooms will be made available to conduct bi-lateral meetings as required; however, advance booking is required to secure the rooms.

To check on availability and secure the rooms for any proposed meetings, please send an email with your request to: [secretariat@dgca2022.kr](mailto:secretariat@dgca2022.kr).

### 15. Meals and Refreshments

Refreshments during mid-morning and mid-afternoon breaks and a working lunch will be provided for all delegates during each day of the conference.

Dinner will be provided for all registered delegates and accompanying persons during the conference. Reception will be hosted on Sunday, 3 July. Detailed and updated information regarding Dinner programme will be communicated to you at a later date.

### 16. Special Events

The Cultural Tour and the Technical Tour are planned on Thursday and Friday afternoon respectively. Detailed and updated information about these events will be communicated at a later date.

### 17. Accompanying Persons / Spouses

We look forward to welcoming the delegates' accompanying persons and spouses to ROK. Dedicated programmes will be offered to those accompanying persons/spouses who are interested. On Thursday and Friday, accompanying persons/spouses are invited to join the delegates on the tours. The detailed programme will be made available on the website.

Please ensure that all accompanying persons/spouses have been registered during your on-line registration. If you did not register your accompanying persons/spouses, you may email us at



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[registration@dgca2022.kr](mailto:registration@dgca2022.kr) with the updated information, as early as possible for advice and assistance with quarantine requirements. This is also necessary to secure their place on dedicated programmes. (Please also refer to paragraph 2 of this bulletin.)

### 18. Hotel Reservations

You may book your hotel accommodation on-line through the conference website. Beside from the conference venue hotel, options of other hotels are also available on the website. Please make your hotel booking as early as you can to avoid shortage of room in your desired hotel. If you have any difficulties with hotel reservation, you may email us at [registration@dgca2022.kr](mailto:registration@dgca2022.kr).

### 19. Transportation

Complimentary airport transfers will be provided for registered delegates to and from the recommended hotels, listed on the website. Please ensure that your correct flight details have been provided whenmaking your on-line registration. Should there be any changes, please advise us as soon as possible by email at [registration@dgca2022.kr](mailto:registration@dgca2022.kr).

Daily complimentary transport between recommended hotels and the conference venue and venues for all social functions will be provided.

Should you wish to travel around Incheon and Seoul during your stay, there are several options available; train, buses, taxis, and hire cars. These can be organised through your respective hotels.

### 20. Tax at Airports

No additional tax will be levied at the airport. Taxes are included in the airfare.

### 21. Currency, Credit Cards and Banking Services

For the import of foreign currency exceeding USD 10,000, it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared.

The Korean Won (KRW) is the official local currency with an approximate conversion rate of USD 1 equivalent to KRW 1230.

Most international credit cards such as Visa, Master Card, American Express, Diners Club, etc. are accepted at the majority of hotels and department stores.

ROK has a comprehensive Automated Teller Machine (ATM) network, with ATMs located at many locations around the city, including some of the hotels listed in this bulletin, with service time from 07:00 to 23:00.

All commercial banks exchange major foreign currencies and are open from 09:30 to 15:30 from Monday through Friday. Delegates can also use hotels and the foreign exchange counters at Incheon International Airport to exchange foreign currencies. To change foreign currency or cash out travellers' cheques, your passport must be presented.

There is no requirement for tipping in the ROK; however, should you wish to reward exceptional service, it would be welcomed.



## **22. Time**

The time in ROK is 9 hours ahead of Coordinated Universal Time (UTC+9).

## **23. Telephone Service**

There are three (3) mobile carriers in ROK: SK Telecom, KT and LG U-plus. SIM cards to operate on these networks may be purchased at the airport or from designated agents.

Country code of the Republic of Korea is +82 (dial +82 followed by the local telephone number except “zero (0)”, which is the first digit of the telephone number).

## **24. Travel Services**

Please check the conference website for any private pre or post conference tours and excursions that you require personally. You may ask for assistance at the Concierge Desk of your hotel.

## **25. Other Useful Information**

The official website of Korea Tourism Organization: [www.visitkorea.or.kr](http://www.visitkorea.or.kr) and the official websites of the Ministry of Justice: [www.visa.go.kr](http://www.visa.go.kr), [www.k-eta.go.kr](http://www.k-eta.go.kr), and [www.hikorea.go.kr](http://www.hikorea.go.kr) provide other useful information.

The Conference Bulletin will be updated if there is any change. You can recognize the changes by the version number on the top.

**We look forward to welcoming you to Incheon, ROK.**