



Workshop on Advancing Digital and Green Trade Facilitation in CAREC Countries

Co-organized by: Asian Development Bank (ADB), CAREC Program, and Korea Customs Service (KCS)
25–27 November 2025

INFORMATION NOTE

I. DURATION AND VENUE OF THE WORKSHOP

- The **Workshop on Advancing Digital and Green Trade Facilitation in CAREC Countries** (25-27 November 2025) will be held at:

Seoul Garden Hotel, Seoul
58 Mapo-daero, Mapo-gu, Seoul
Tel: +82 2 710 7111
Website: <https://www.seoulgarden.co.kr/EN/>

- The schedule and exact venue of the workshop are detailed as follows:

	Time	Venue
25 NOVEMBER (TUESDAY)		
Workshop – Day 1	09:00 – 20:00	GRAND BALLROOM-C
Registration	09:00 – 09:30	
Group Photo	09:50 – 10:00	
Coffee and Tea Break	10:20 – 10:40	
Lunch by KCS	12:00 – 14:00	
Coffee and Tea Break	14:40 – 15:10	
Welcome Dinner by KCS	18:00 – 20:00	
26 NOVEMBER (WEDNESDAY)		
Workshop – Day 2	09:00 – 19:30	ROSE HALL
Registration	09:00 – 09:30	
Coffee and Tea Break	11:00 – 11:30	
Lunch by KCS	12:10 – 14:00	
Coffee and Tea Break	15:00 – 15:20	
27 NOVEMBER (THURSDAY)		
Site Visit	08:00 – 14:00	INCHEON AIRPORT CUSTOMS
Assembly*	08:00 – 08:10	
Site Visit	09:30 – 10:50	
Lunch	12:30 – 14:00	

- For the assembly of the site visit, the bus will strictly leave at 08:10 a.m., so please be at the lobby on time.

II. HOTEL ACCOMMODATION

- Korea Customs Service has arranged accommodation for the participants and resource persons at the Seoul Garden Hotel, Seoul. The accommodation package includes daily complimentary breakfast and access to WIFI.
- Kindly note that KCS and ADB are covering **ONLY** the room charges. **All INCIDENTAL EXPENSES incurred (e.g. mini-bar use, telephone calls, laundry, and so on) will be charged to the personal accounts of participants and resource persons and will not be reimbursed by KCS and ADB.** Costs for additional nights, suite upgrades, and additional meals shall also be paid on personal accounts by respective delegation directly to the hotel.
- Check-in time: 15:00 / Check-out time: 12:00. Assistance will be provided for early check-in based on hotel availability.

III. TRAVEL ARRANGEMENTS

- **Airport/Hotel:** For participants and resource persons staying at Seoul Garden Hotel, Seoul, KCS has arranged the transfers between the airport and the hotel (airport pick-up and drop-off). KCS staff will meet you at the airport arrival hall and they will hold a board bearing your name. Seoul Garden Hotel is approximately 60 minutes away from Incheon International Airport. If you encounter any issues, please contact:

Ms. Haneul SEO
Assistant Director
External Relations Division
Email: westsky@korea.kr
Whatsapp: +82 10 6803 7739

Mr. Hongik Kang
Deputy Director
External Relations Division
Email: kcsmd@korea.kr
Mobile: +82 10 8712 1607

IV. REGISTRATION AND MEETING DOCUMENTS/LANGUAGE

- Participants, resource persons, consultants, and interpreters are requested to sign in at the registration desk, which will be located inside the meeting venue. ID badges will be distributed on the first day.
- Meeting materials will be provided. You may download the materials thru the CAREC webpage: <https://carecprogram.org/?event=workshop-on-advancing-digital-and-green-trade-facilitation-in-carec-countries>
- Simultaneous interpretation will be provided for English to Russian and vice versa.

V. DAILY SUBSISTENCE ALLOWANCE

- ADB shall provide daily subsistence and miscellaneous travel expenses (MTE) following ADB travel rules and regulations. The Secretariat will distribute allowances (USD) on **27 November** before the site visit. ADB's audit procedures require the submission of original boarding passes, so please keep and submit them to the Secretariat.



VI. GENERAL INFORMATION ON KOREA

a. Visa Requirement

Participants are responsible for checking visa requirements and making all related entry arrangements by themselves prior to their arrival in Korea, according to the requirements as detailed at <https://www.visa.go.kr> and www.k-eta.go.kr.

b. Currency and Credit Card: The basic currency of Korea is the Korean **Won (KRW)**. The present exchange rate is approximately 1,465 Korean Won for 1 US Dollar, subject to variation. Exchange facilities are available at the International Airport, shopping centres and banks in the city. Major credit cards such as Mastercard and VISA are widely accepted. Automated Teller Machines (ATMs) are also widely available and are compatible with major credit cards and ATM cards.

c. Time Zone: The Korean Standard Time is 9 hours ahead of Greenwich Mean Time (UTC/GMT +9 hours).

d. Weather: The average temperature for late november in Seoul is 5°C in the week of 23-29 November, with highs of 14 °C, and lows of -5 °C. The temperature fluctuates a lot between the day and night. Mostly cloudy to sunny, with low chance of light rain on some days and light to moderate breeze; feels even cooler in the evenings. Please wear layers, medium-weight coat or insulated jacket.

23	24	25	26	27	28	29
						
15° 6°	12° -5°	7° 0°	14° 4°	13° 2°	11° 1°	9° -1°

e. Electricity Supply: Korean power plug sockets are type C and F. The standard voltage is 220 V at a frequency of 60 Hz.



f. Internet Access: Hotel Wi-fi is available throughout the venue.

g. Liability: Participants should make their own arrangement with respect to personal insurance since organizers shall not be liable for personal accidents, loss or damage of private properties.

h. Meals: Daily breakfast is included in the hotel accommodation and coffee breaks will be provided during the Workshop. Lunch and dinner will be also provided on 25 November, and lunch on 26 and 27 November.



- i. **In-City Transportations:** Participants who wish to discover Seoul during the Workshop could use taxi, subway or other modes of transportation on personal expense. You may contact the hotel staff for assistance.

j. Useful Telephone Numbers

Emergency Services	Phone Number
Police	112
Fire Brigade	119
Ambulance	119
Non-Emergency Ambulance	129

VII. MEETING ORGANIZATION

- For coordination matters, please directly coordinate with the following members of Korea Customs Service and CAREC Secretariat:

[Korea Customs Service]

Ms. Haneul SEO

Assistant Director, External Relations Division

Email: westsky@korea.kr

Whatsapp: +82 10 6803 7739

Mr. Hongik KANG

Deputy Director, External Relations Division

Email: kscmcd@korea.kr

Mobile: +82 10 8712 1607

[ADB]

Ms. Zulfia Karimova

Principal Regional Cooperation Specialist

Asian Development Bank

E: zkarimova@adb.org

Whatsapp: +63 999 999 5363

Mr. Julius Santos

ADB Consultant

E: juliussantos.consultant@adb.org

Whatsapp: +63 917 893 1671

