

2017 공식통계 현대화를 위한 고위급[HLG-MOS] 국제세미나

High-Level Seminar on the Process-oriented Approach to Statistical Production

19-21 April 2017

Seoul, Republic of Korea

- Resource Guide for the Seminar -



High-Level Seminar on the Process-oriented Approach to Statistical Production

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High-Level Seminar on the Process-oriented Approach to Statistical Production

1. INTRODUCTION

Statistics Korea (KOSTAT) welcomes participants of “HIGH-LEVEL SEMINAR ON THE PROCESS-ORIENTED APPROACH TO STATISTICAL PRODUCTION.” This resource guide has been compiled in order to assist you in the preparation for your trip to Seoul to participate in the Seminar. This guide provides administrative and logistical arrangements as well as other relevant information for the Seminar.

2. CONTACTS

The secretariat team will be in charge of all administrative and logistical aspects of the meetings, including accommodations, transportation, registration, documentation, facilities, and others.

For further information, please contact:

[UNECE] For Policies, Contents and General Inquiries

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[SECRETARIAT in KOREA] For Logistics Matters

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3. VENUE

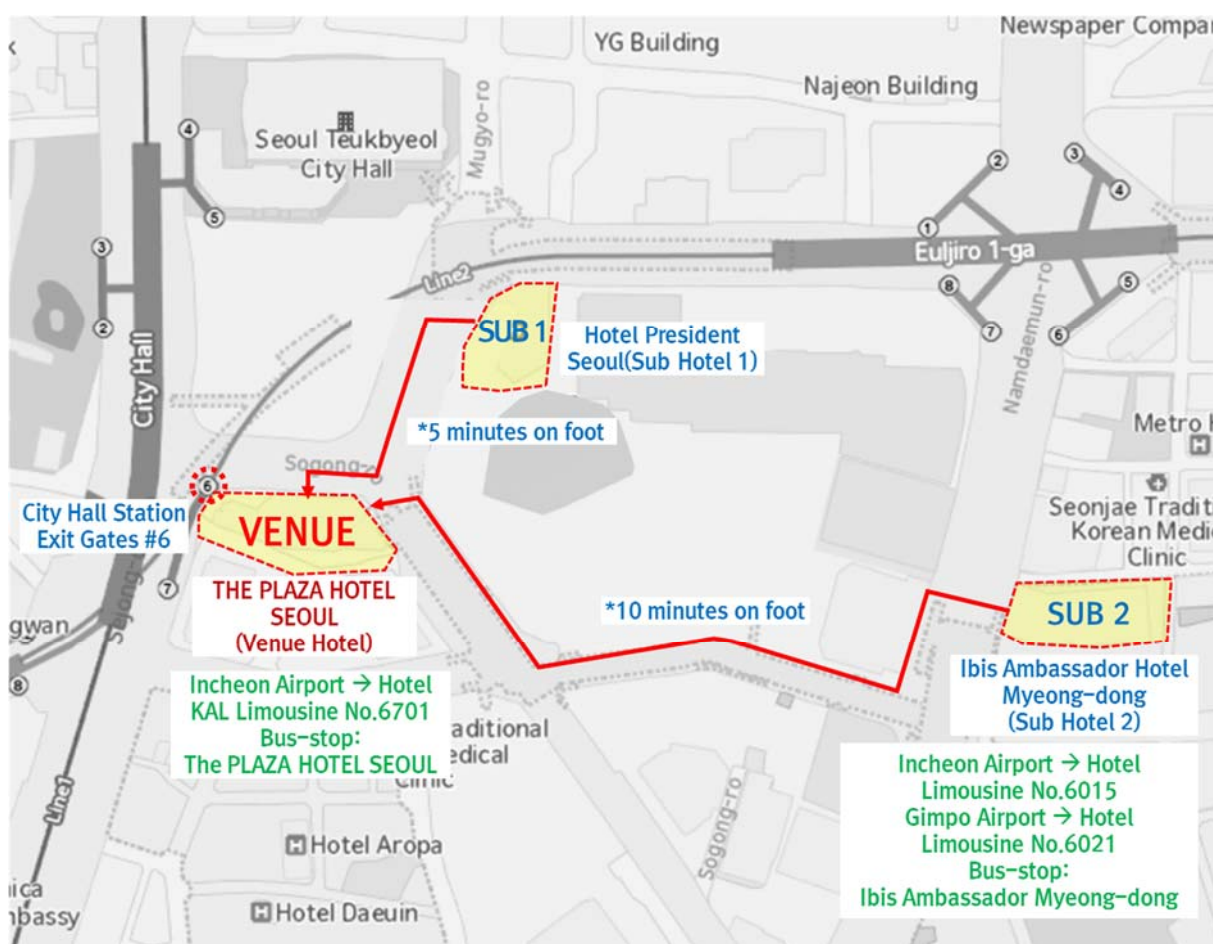
HIGH-LEVEL SEMINAR ON THE PROCESS-ORIENTED APPROACH TO STATISTICAL PRODUCTION will take place at :

The PLAZA HOTEL SEOUL(Venue Hotel) Maple Hall (4th Floor)

ADDRESS : 119 SOGONG-RO, JUNG-GU, SEOUL, KOREA 04525
<http://www.hoteltheplaza.com/eng/location/location.jsp>

Tel.: + 82.2.771.2200

Fax.: + 82.2.755.8897



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4. Provisional Agenda (ver.0314)

Time	April 19 (Wed)	April 20 (Thu)	April 21 (Fri)
09:00-10:00	Registration *Maple Hall Foyer	Opening day 2 Reflections and Soapbox session	Cultural excursion
	Opening Remarks		
10:00-11:00	Introduction to the in-depth review	Session 3 Presentation by Canada and Eurostat	
	Coffee break		
11:00-12:00	Session 1 Presentation by Italy and Mexico		
12:00-14:00	Luncheon *Ruby Hall	Luncheon *Ruby Hall	
14:00-15:00	Session 2 Presentation by Australia and Ireland	Session 4 Presentation by Netherlands and New Zealand	
15:00-16:00		Session 5 Presentation: Introduction to KSBPM and Nara-Pro* - Republic of Korea	
		Coffee break	
16:00-17:00	Coffee break	Final roundtable discussion	
	Round Table Discussion		
17:00-18:00		Closing of Seminar	
	Move to the dinner venue	Meeting of the HLG-MOS	
18:00-20:00	Welcome dinner		

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5 REGISTRATION PROCESS

5-1. Pre-registration

For pre-registration, participants should register online at <http://ow.ly/np3C304kDrT> by 31 March 2017

5-2. On-site registration

Upon arrival at the seminar venue, participants will be directed to check-in at the on-site registration desks for Name Tags. The Name Tags will be distributed at the registration desk on the 4th floor on 19 April. All participants are required to wear their Name Tags at all times while in the seminar.

Date	Time	Location
19 Apr	08:30 - 18:00	At the foyer of the Maple Hall on the 4 th floor THE PLAZA HOTEL SEOUL
20 Apr		

6 PASSPORT AND VISAS

Visa Requirement

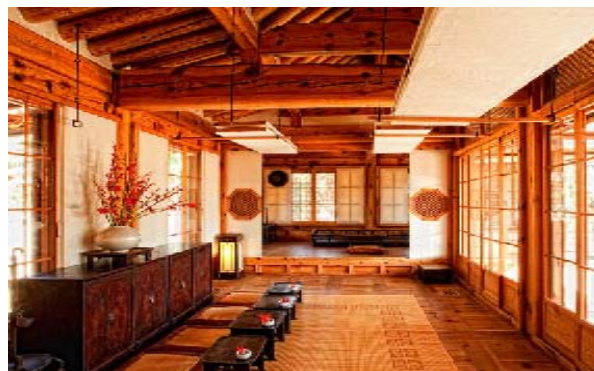
Foreign nationals entering Korea are generally required to have a valid passport and a Korean visa. However, many are permitted visa-free entry for a limited time under certain conditions. For the list of countries under the Visa Waiver Agreement and, if necessary, the visa application procedures, please go to: [Visa](#) (Please refer to Countries under visa exemption agreement on the webpage.) For more details, visit the website of [the Ministry of Foreign Affairs of Korea](http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10). (http://www.mofa.go.kr/ENG/visa/application/index.jsp?menu=m_40_10)

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7 Cultural Excursion

**Tour course may change depending on the situation.*

7-1/ KOREA FURNITURE MUSEUM



With 10 exquisite hanok structures fitting together on approximately 6,600 square meters of beautifully groomed landscape, the Korea Furniture Museum is perhaps the largest best-kept secret in Seoul. And for the time being at least, it wants to stay that way.

Having unofficially opened in 2008 after 14 years of construction, the private museum is the beloved brainchild of its owner and director, Chyung Mi-sook, a former professor at Yonsei University and a collector who personally amassed the museum's 2,000 pieces of Joseon Dynasty furniture over the past five decades. As Korean traditional living culture was sedentary, most of furniture was built to be small and low; for example, the cabinets fit perfectly beneath the papered wooden windows of the Museum's women's quarters.

7-2/ GILSANG-SA



Gilsangsa Temple belongs to the Jogye Order of Korea Buddhism. Located on the southern side of Mt. Samgaksan, the buildings originally belonged to a high-class restaurant. Named Daewongak but were donated to Monk Beopjeong Sunim by the owner, Kim Yeong-han. The temple was first registered on June 13, 1995 under the name of Daebeopsa as a branch has been remodeled, most of them are preserved in their original state. The major temple buildings and monuments include Geungnakjeon (Hall of Amitabha), Jijangjeon (Hall of Ksitigarbha), Seoulbeopjeon (preaching Hall), Gilasangseowon, Yumaseonbang, the House of Silence, Beonmjonggak (Bell Pavillion), Iljumun (One Pillar Gate), the temple office, a statue of Avalokitesvara, and a monument to the deceased Gilsangwha. Enshrined in Geungnakjeon, the main hall of the temple, is a statue of Amitabha Buddha flanked by the bodhisattvas Avalokitesvara and Ksitigarbha.

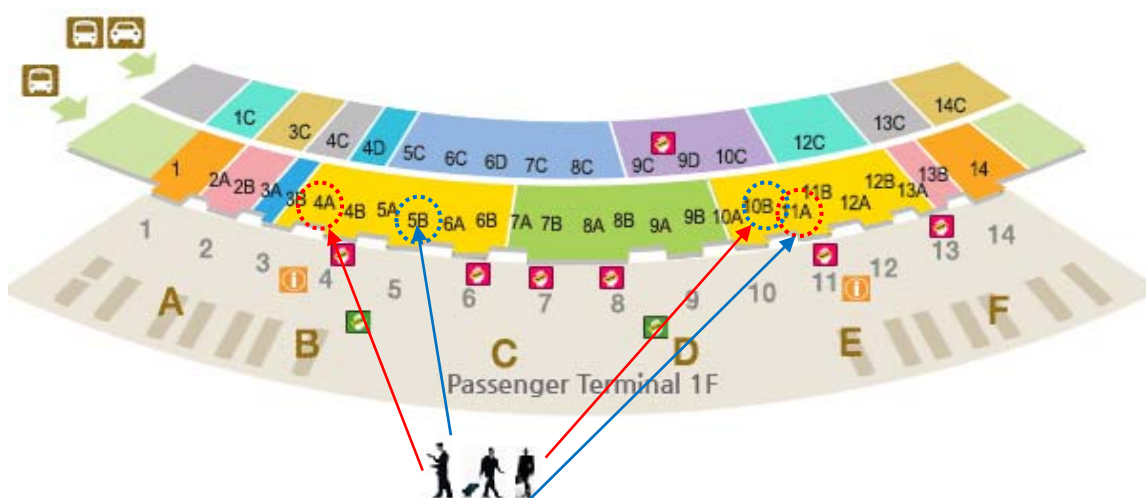
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8. TRANSPORTATIONS

Participants are required to make their own transport arrangement to the hotels. Participants have to buy the limousine tickets on their own. At the Incheon International Airport, and the Gimpo International Airport, guides will be posted to give the directions. Any changes in itineraries must be informed to the secretariat by e-mail. Participants can feel free to make their own personal transportation arrangements but charges induced will be at their own expense and are not refundable.

8-1. Incheon International Airport → THE PLAZA HOTEL SEOUL

(1) Airport Limousine Bus



	KAL Limousine Bus	Limousine Bus
Bus No.	6701	6015
Bus Stop	4A, 10B	5B, 11B
Service Operation	04:50 – 22:49 (Operates every 20- 30 mins.)	05:35 – 22:50 (Operates every 10 mins.)
Travel Time	Approximately 70 mins.	Approximately 70 - 80 mins.
Fare	KRW 16,000 (one-way, approx. USD 15)	KRW 15,000 (one-way, approx. USD 14)
Limousine Stop	THE PLAZA HOTEL Station	Ibis Ambassador Myeong-dong Station (*Takes 10 minutes on foot to the hotel)

(2) Taxi

Alternatively, participants can take a regular or a deluxe (black sedan) taxi to the hotels. To take a taxi, please use the taxi stop in front of the passenger terminal (1F) between platform 4D and 8C. **Your destination is “The PLAZA HOTEL SEOUL”.**

Category	Travel Time	Fare (KRW)
Regular Taxi	80 mins.	Approx. KRW 70,000-80,000 (approx. USD 60-69)
Deluxe Taxi		Approx. KRW 90,000-100,000 (approx. USD 77-86)

* Individual responsibility.

* Duration time and taxi fare can vary depending on traffic conditions.

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(3) Hotel Pick-up & Return Service (The PLAZA HOTEL SEOUL)

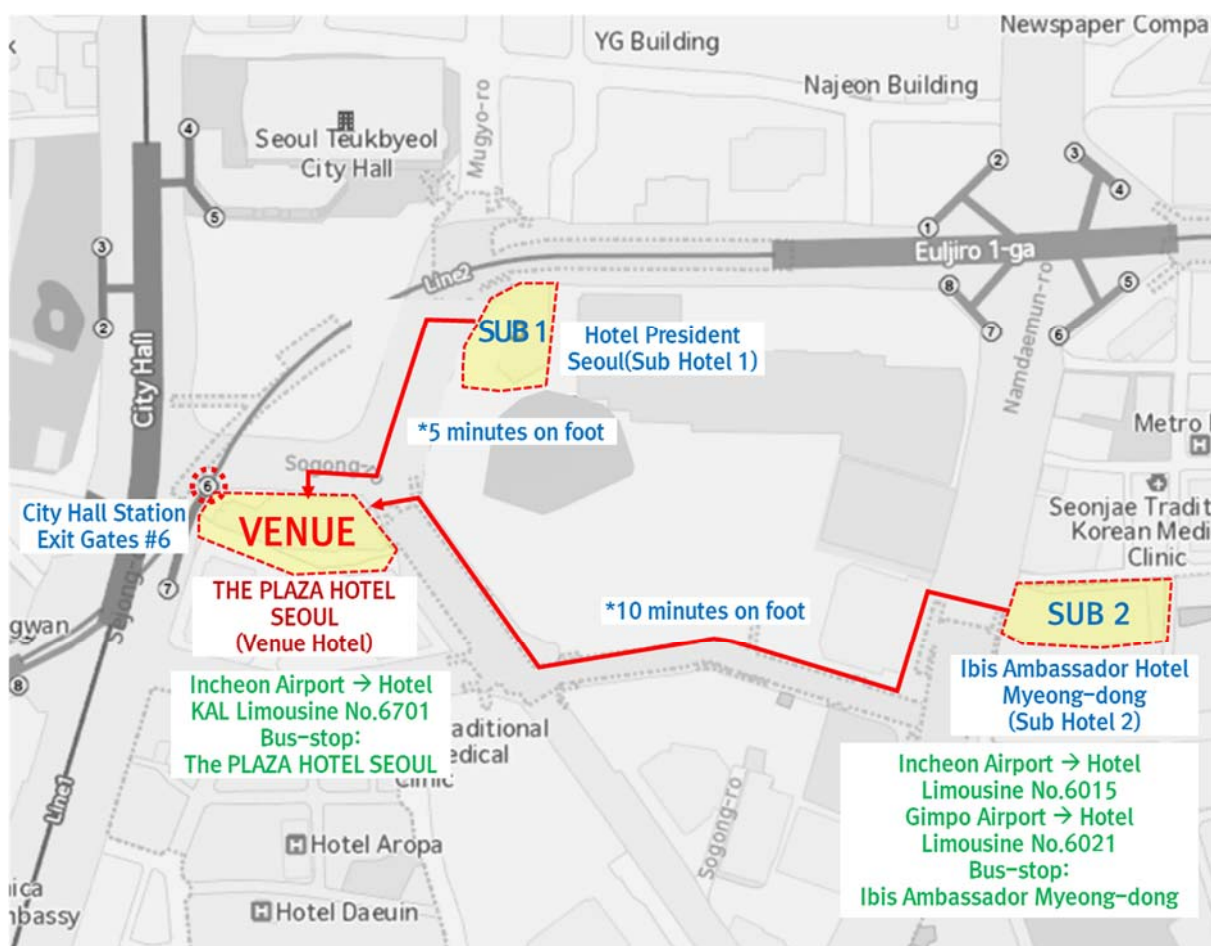
Pick-up (Incheon International Airport → Hotel)	Return (Hotel → Incheon International Airport)
KRW 150,000 (approx. USD 142)	KRW 140,000 (approx. USD 132)

- * Individual responsibility.
- * Maximum 3 people with small luggage can ride per one pick-up or return.
- * It is necessary to reserve before 3 days if you want this service. Please contact to + 82-2-310-7477.

(4) Subway (Airport Railroad)

From Incheon International Airport (approximately 1 hour 21 mins):

1. Take the KORAIL Airport Railroad at Incheon International Airport Station.
2. Transfer to subway line 1 (Blue line) at Seoul Station.
4. Get off at the City Hall Station and exit gate #6.
5. THE PLAZA HOTEL will be on the right.



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8-2. Gimpo International Airport → THE PLAZA HOTEL SEOUL

(1) Airport Limousine Bus



	Limousine Bus No. 6021
Bus Stop	No.6
Service Operation	05:00-22:10 (Operates every 35-50 mins.)
Travel Time	Approximately 50 mins.
Fare	KRW 7,000(one-way, approx. USD 6)
Limousine Stop	Ibis Ambassador Myeong-dong Station (*Take 10 minutes on foot to the hotel)

(2) Taxi

Alternatively, participants can take a regular or a deluxe (black sedan) taxi to the hotels. To take a taxi, please use the taxi stop in front of the ground floor of the International terminal building. **Your destination is "THE PLAZA HOTEL SEOUL".**

Category	Travel Time	Fare (KRW)
Regular Taxi	60 mins.	Approx. KRW 40,000-50,000 (approx. USD 34-44)
Deluxe Taxi		Approx. KRW 60,000-70,000 (approx. USD 54-64)

* Individual responsibility

* Duration time and taxi fare can be changed depending on traffic conditions.

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(3) Hotel Pick-up & Return Service(THE PLAZA HOTEL SEOUL)

Pick-up (Gimpo International Airport → Hotel)	Return (Hotel → Gimpo International Airport)
KRW 110,000 (approx. USD 100)	KRW 100,000 (approx. USD 90)

* Individual responsibility.

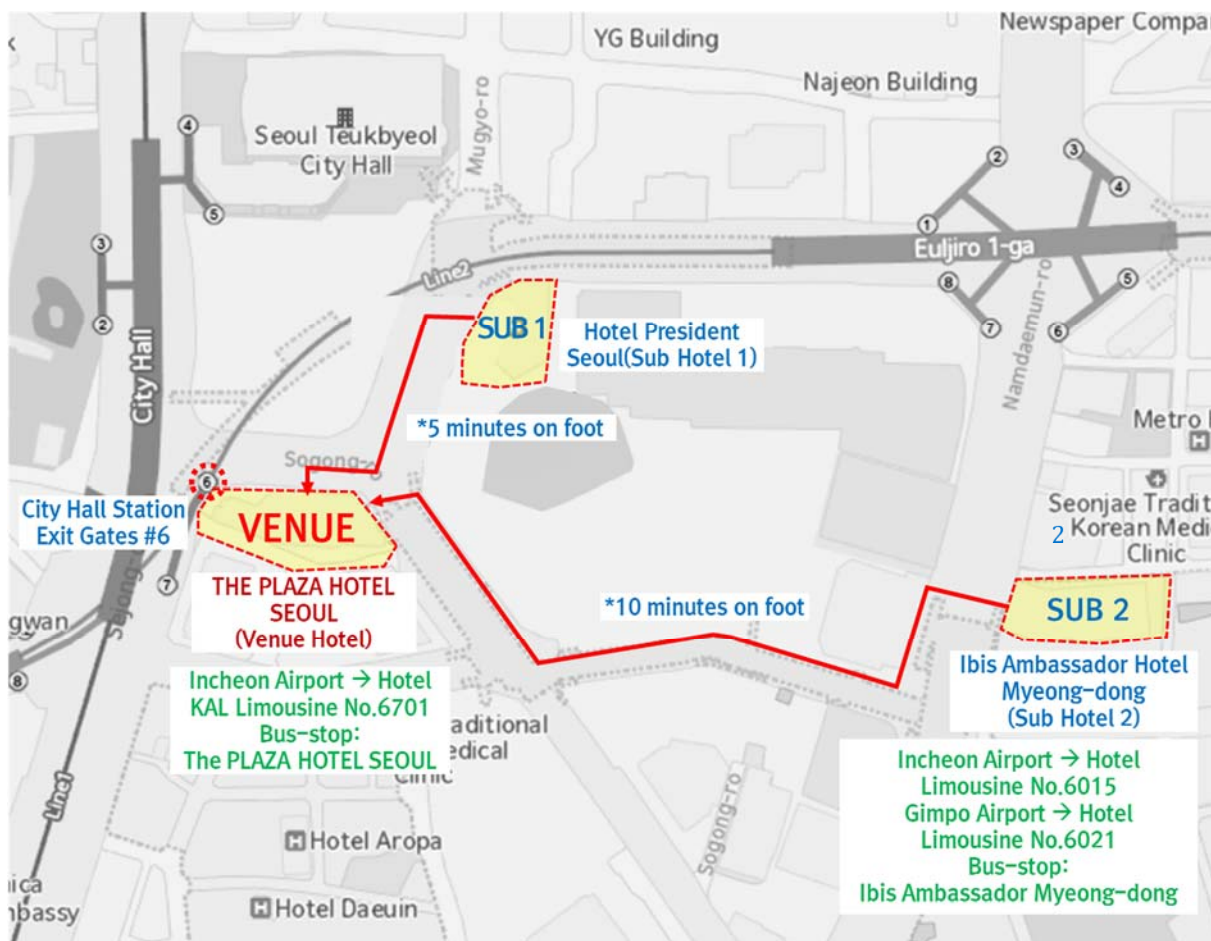
* Maximum 3 people with small luggage can be ride per one pick-up or return.

* It is necessary to reservation before 3 days if you want. Please contact to +82-2-310-7477.

(4) Subway (Airport Railroad)

From Gimpo International Airport (approximately 1 hour):

1. Take the KORAIL Airport Railroad at Gimpo International Airport Station.
2. Transfer to subway line 1(Blue line) at Seoul Station.
3. Get off at the City Hall station, Exit gate #6.
4. THE PLAZA HOTEL SEOUL will be on the right.



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9. ACCOMMODATION

9-1. Hotel Information

The following hotels have been designated for Statistics Korea (KOSTAT) welcomes participants of "HIGH-LEVEL SEMINAR ON THE PROCESS-ORIENTED APPROACH TO STATISTICAL PRODUCTION." All participants are responsible for making their own hotel reservations and other lodging arrangements. And please notice us. Rooms are block-booked at the 'The Plaza Hotel Seoul', 'Ibis Ambassador Myeong-dong' and 'The President Hotel Seoul' by 31 March 2017

THE PLAZA HOTEL SEOUL

(Venue Hotel)

ADDRESS : 119 SOGONG-RO, JUNG-GU, SEOUL, KOREA 04525

<http://www.hoteltheplaza.com/eng/location/location.jsp>

Tel.: + 82-2-310-7477

Email: jinny7246@hanwha.com



Room Type	Services Provided	Special Rates (10% VAT, 10% SVC, Breakfast included)	Check-in/ Check-out
Deluxe	-Complimentary High-Speed Internet Connection and Wi-Fi - Satellite LCD Television -Multi-function jack pack (USB/HDMI) system provided to connect to the TV -Rain Forest Shower (Walk in shower) -Automatic Bidet	KRW 248,050 (approx. USD230)	Check-in 15:00 Check-out 12:00

* **Breakfast for a single person is included;** however, personal expenses such as mini bar, telephone, etc. are not included.

* **Double Occupancy policy;**

- Additional KRW 30,250 (Breakfast, VAT, SVC is included, approx. USD 28)

* Breakfast buffet is available **from 7:00 to 10:00 at Seven Square on the 2nd floor** in the hotel.

* All dates and times are based on Korean standard time (UTC +9).

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HOTEL President

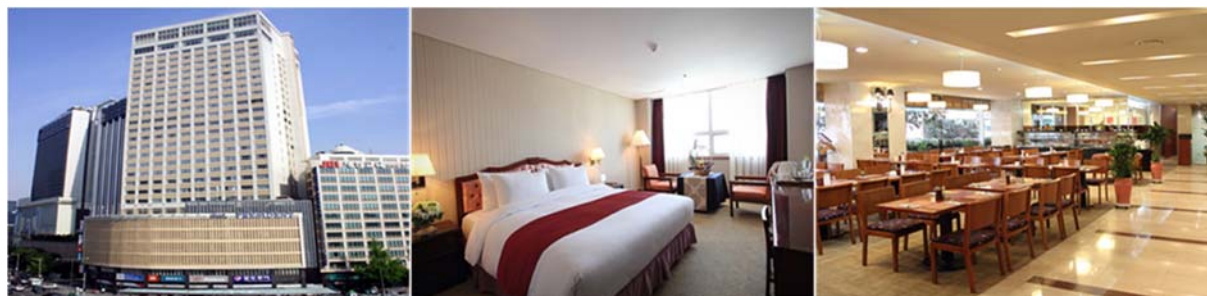
(Sub Hotel 1)

ADDRESS : 16, Eulji-Ro, Jung-Gu, Seoul, Korea

<http://www.hotelpresident.co.kr>

Tel.: +82-2-3705-4285

Email: marketing@hotelpresident.co.kr



Room Type	Services Provided	Price (10% VAT, 10% SVC, Breakfast included)	Check-in/ Check-out	Distance from the venue hotel
Standard Double	<ul style="list-style-type: none"> - Complimentary 1 bottle of water daily - Complimentary tea service - High-speed wired Internet access (complimentary) - Breakfast buffet(1 person) 	KRW 158,700 (approx. USD 140)	Check-in 14:00 Check-out 12:00	5 minutes on foot

* **Breakfast for a single person is included**; however, personal expenses such as mini bar, telephone, etc. are not included.

* **Double Occupancy policy;**

- Additional KRW 18,700 (Breakfast, VAT, SVC is included, approx. USD 17)

* Breakfast buffet is available **from 7:00 to 10:00 at Charmant on the 1st floor** of the hotel.

* All dates and times are based on Korean standard time (UTC +9).

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Ibis Ambassador Hotel Myeong-dong

(Sub Hotel 2)

ADDRESS : 78 Namdaemun-ro Jung-gu, Seoul 100-021 Korea

<http://www.ibishotel.com>

Tel.: +82-2-6361-8888

Email: ibismres@ambatel.com



Room Type	Services Provided	Price (10% VAT, 10% SVC, Breakfast included)	Check-in/ Check-out	Distance from the venue hotel
Standard Double	<ul style="list-style-type: none"> - Electric pot/coffee&tea - Free gym & Hot bath - Personal safe box - Mornig call service - Complimentary internet 	KRW 158,180 (approx. USD 140)	Check-in 14:00 Check-out 12:00	10 minutes on foot

* **Breakfast for a single person is included;** however, personal expenses such as mini bar, telephone, etc. are not included.

* **Double Occupancy policy;**

- Additional KRW 9,900 (Breakfast, VAT, SVC is included, approx. USD 9)

* Breakfast buffet is available **from 6:30 to 10:00 at Restaurant on the 19th floor** of the hotel.

* All dates and times are based on Korean standard time (UTC +9).

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9-2. Hotel Contacts

For room reservation, you may contact The PLAZA HOTEL Seoul or Hotel President or Ibis Ambassador Myeong-dong directly, or complete the Room Reservation Request form(Annex A or B or C) attached at the end of this resource guide and send to:

The PLAZA HOTEL SEOUL (Venue Hotel / Annex A)

ADDRESS : 119 SOGONG-RO, JUNG-GU, SEOUL, KOREA 04525

<http://www.hoteltheplaza.com/eng/location/location.jsp>

Tel.: + 82-2-310-7477

Fax.: + 82-2-755-8897

Email: jinny7246@hanwha.com

CC: jsw@ioconvex.com

HOTEL President (Sub Hotel 1 / Annex B)	Ibis Hotel Myeong-dong (Sub Hotel 2 / Annex C)
<p>ADDRESS : 16, Eulji-Ro, Jung-Gu, Seoul, Korea</p> <p>http://www.hotelpresident.co.kr</p> <p>Tel.: +82-2-3705-4285 Fax.: +82-2-779-7111</p> <p>Email: marketing@hotelpresident.co.kr</p> <p>CC: jsw@ioconvex.com</p>	<p>ADDRESS : 78 Namdaemun-ro Jung-gu, Seoul 100-021 Korea</p> <p>http://www.ibishotel.com</p> <p>Tel.: +82-2-6361-8888 Fax.: +82-2-6361-8050</p> <p>Email: ibismres@ambatel.com</p> <p>CC: jsw@ioconvex.com</p>

High-Level Seminar on the Process-oriented Approach to Statistical Production

10. GENERAL INFORMATION

10-1. Seoul (the Capital of Korea)

The word "Seoul" means capital in traditional Korean. The city contains both history and tradition, as well as the latest IT technology, making it quite rare anywhere on the globe.

► Gyeongbokgung (Palace)

Built in 1395, and also known as the "Northern Palace", it is the main palace of the Joseon Dynasty. One of five palaces (Changdeokgung, Changyeonggung, Gyeongheegung and Deoksugung Palaces are also worth a visit), Gyeongbokgung is reputed to be the most beautiful and impressive of this era. Destroyed by Japanese invaders in the 16th century, it was rebuilt and restored in the 19th century. It comprises over 7,700 rooms. Gyeonghoe-ru Pavilion and Hyangwonjeong Pond are still relatively intact. The National Palace Museum of Korea is located nearby. Closed on Tuesdays.

► National Museum of Korea

The perfect place to get an overview of Korean history, art and culture. NMK (not to be confused with the National Palace Museum) features an incredible range of exhibits, from Goryeo Dynasty celadons and paintings from the Joseon Dynasty, to contemporary artwork and photography. Check the program guide of current exhibits, which often includes exhibits on loan from other famous museums. There is also a popular Children's Museum. NMK was recently voted one of the top ten most visited museums in the world. Closed on Mondays.

► N Seoul Tower

Opened in 1980 and situated in the heart of the capital atop Namsan Mountain, N Seoul Tower has become one of the city's most popular (and prominent) landmarks. Rising almost 500 m above the city, it affords magnificent panoramic views. The top features a revolving restaurant.

► Namsangol Hanok Village

A traditional Korean village sandwiched between modern skyscrapers, it comprises several old traditional Korean houses and a pavilion with a pond that have been painstakingly and lovingly restored. Cultural performances are held here regularly. Closed on Tuesdays.

► Samcheongdong-gil

This is one walking tour not to be missed: a circuit that starts at Gyeongbokgung Palace and winds its way through an older, laid-back, more colorful and bohemian part of the city. The street is lined with numerous art galleries, quaint shops and restaurants, as well as the occasional temple (and other surprises!) for a real 'neighborhood' exploration in the heart of the Big City.

► Lotte World

Part theme park, part entertainment mecca, part folk museum, part international cuisine smorgasbord, Lotte World truly has it all. From thrilling rides at Adventureland and Magic Island, to an ice rink, laser shows, parades, and much more. Feel what it's like to be inside a tornado. Ride the Gyro Drop and Gyro Swing (if you dare!). It's easily an all-day - and into the night - blast.

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10-2. Han Style

Han Style refers to the source of Korean culture representing and symbolizing Korea, and the branding of Korean traditional cultures including Hangeul, Hansik, Hanbok, Hanok, Hanji and Hanguk-eumak which can be commercialized, globalized, and used in everyday life.



Hangeul: The Korean alphabet, a very scientific writing system that has been designated by UNESCO as an important part of the Memory of the World Heritage. As a result of the Korean Wave and Korea's economic prosperity, the desire to learn Hangeul and the Korean language is exploding.

Hansik: Korean food continues to gain popularity throughout the world for its incredible health benefits.

Hanbok: The focus of attention when Daejanggeum (Jewel in the Palace), a TV drama on royal court cuisine, became popular in Asia. Modifications of the exquisite colors and designs of the Hanbok are also used as motifs in all Korean-style designs.

Hanok: Many international visitors are showing interest in the traditional Korean home, Hanokas they want to experience Ondol, the Korean floor heating system very effective in the cold winter. Ondol is an important aspect of Korea's unique architectural style, and brought floor heating into vogue globally.

Hanji: A traditional form of paper that can last for over one thousand years and is known for its outstanding quality and elegant designs. The paper is drawing attention not only for record-keeping purposes but also for interior decoration and for its uses in paper wrapping.

Hangukeumak: Traditional Korean music that has slow-rhythm and sentimental lyrics that epitomize the sad history of Korea. Such unique Korean sentiments had significant influence on Korean popular music and drama and are an important driver of the Korean Wave.

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11. TIPS & USEFUL INFORMATION

11-1. Climate

Korea has four seasons, with a wet monsoon/summer season in the middle of the year, and a warm spring from April to May. In April, there is a warm in the air, but the weather is often idyllic, and travelers will enjoy the peak of Spring while exploring the city. There is little rainfall, and skies are clear. The average temperature in Seoul during the month of April is +13.8°C (56.84°F), varying from +8.2°C (46.76°F) to +20.2°C (68.36°F). Please check the Korea Meteorological Administration website for the latest weather forecast.

(<http://web.kma.go.kr/eng/index.jsp>)

11-2. Currency

The won (KRW) is the official currency of Korea. Banknotes are denominated in 1,000 won, 5,000 won, 10,000 won, and 50,000 won, and coins in 10 won, 50 won, 100 won, and 500 won. The major currencies as well as traveler's checks drawn on major banks can be easily converted into Korean won at the airport or local banks. As of 6 October 2016, the exchange rate is as follow: USD1 = 1,110 KRW. (Source: Korea Exchange Bank)

For more detailed information, please visit the KEB exchange rate site at (http://fx.keb.co.kr/FER1101C.web?schID=pib&LOCALE_CODE=EN)

11-3. Time Zone

Korea's time zone is 9 hours ahead of Greenwich Mean Time. "GMT + 9:00" (Standard Time)

11-4. Credit Card

Foreign credit cards with VISA, Master Card, American Express, Diners Club, and JCB are accepted in most places. They can also be used for cash advances at local ATMs.

11-5. Electrical Plug and Outlet

The supply voltage in Korea is 220 volts.

11-6. Country and City Dialing Codes

International country code for Korea: +82

Regional area code for Seoul: 02

11-7. Emergency Calls

For medical emergency, press 119. Press 112 for other emergencies.

11-8. Tourist Information

For tourist information, please visit <http://english.visitkorea.or.kr/enu/index.kto>

11-9. Value-Added Tax

The price of most goods and services include the 10 percent value-added tax, but some hotels, restaurants, and stores charge the 10 percent VAT separately. For Information on tax refund, please visit http://www.visitkorea.or.kr/enu/SH/SH_EN_7_1_4.jsp

High-Level Seminar on the Process-oriented Approach to Statistical Production

Annex A.



RESERVATION REQUEST FORM

High-Level Seminar on the Process-oriented Approach to Statistical Production

(April 19 – 21, 2017)

Please fill out the form and send it back to THE PLAZA Seoul, Autograph Collection by e-mail at jiny7246@hanwha.com

Booker Information				
First Name		Last Name		Title
Tel		Mobile or Fax		
E-mail				

Room Guest Information					
First Name		Last Name		Title	
Tel		Mobile or Fax			
E-mail					
Check In	Date		Check Out	Date	
	Flight No.			Flight No.	
	Arrival Time			Departure Time	

Room Type	Your Special Rate	Number	Remark
<input type="checkbox"/> Standard Deluxe	KRW 248,050	()	*Including breakfast for one person, VAT, SVC
<input type="checkbox"/> Standard Twin			
<input type="checkbox"/> 1 PAX Breakfast	Extra 1 PAX Buffet Breakfast Charge is KRW 30,250(approx. USD 28)		

• Free internet and The Plaza Fitness Club (Gymnasium & Swimming pool) access are included.

• Check-in time : 15:00 / Check-out time : 12:00

Credit Card	Visa () Master () Amex () JCB () Diners () Others ()
Card Number	Expiration Date
Cardholder's Name	

Remarks / Cancellation Policy

- A. Reservation period : March 31, 2017
- B. 3 days cancellation notice is required to avoid one night charge as penalty.
- C. For no show or cancellation on arrival date, the agreed rate will be charged for all room nights cancelled.

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Annex B.

RESERVATION REQUEST FORM

High-Level Seminar on the Process-oriented Approach to Statistical Production
19 - 21 April 2017

Please complete this form with all requested information and return it to hotel directly by e-mail.
Reservation Info. Mr. Sangho Lee E-mail. marketing@hotelpresident.co.kr / Tel. 82-2-3705-4285

A. Guest Information			
First Name		Last Name	(<input type="checkbox"/> Mr. <input type="checkbox"/> Ms.)
Passport No.		Country	
Phone		E - Mail	
Accompanying Person	Last :	First :	
Check-in Date		Check-out Date	No. of Nights ()
Check-in Time:		<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-smoking

B. Hotel Rates			
Room Type	Number	Rate(KRW)	Remark
<input type="checkbox"/> Standard Double Room	()	158,700	*Including breakfast for one person
<input type="checkbox"/> Standard Twin Room			
<input type="checkbox"/> 1 PAX Breakfast	Extra 1 PAX Buffet Breakfast Charge is KRW 30,250(approx. USD 28)		

► Information Notice

1. All rates are included 10% VAT.
2. Rooms will be assigned on a first-come first-served basis.
3. All rates are based on Korean Won.
4. Check-in time is 14:00 and check-out time is 12:00.

C. Payment Information					
Payment Info	<input type="checkbox"/> Master	<input type="checkbox"/> Visa	<input type="checkbox"/> Amex	<input type="checkbox"/> Diners	<input type="checkbox"/> Others()
Card Number		Expiry Date			
Name on Credit Card		Signature			

D. Cancellation and Refund Policy

.Cancellation must be made at least 7 days prior to your arrival in order to avoid cancellation penalty

- Cancellation after 7 days prior to arrival : 50% of 1night charge (Tax Included).
- Cancellation after 2 days prior to arrival : 1night charge (Tax Included)
- No-Shows : 1night charge (Tax Included)

E. Extension of stay

.For any additional nights, the contract rate indicated above will be applied.

.However, additional reservation requests will be subject to room availability of the hotel.

HP HOTEL PRESIDENT
SEOUL, KOREA

High-Level Seminar on the Process-oriented Approach to Statistical Production

Annex C.



RESERVATION REQUEST FORM

High-Level Seminar on the Process-oriented Approach to Statistical Production

19 - 21 April 2017

Please complete this form with all requested information and return it to hotel directly by e-mail.

Reservation Info. Lee Eun Hee Tel.: +82 2 6361 8101 Email: ibismsm1@ambatel.com

1. PERSONAL INFORMATION

Family Name		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Given Name		Telephone	
Mobile Phone		E-mail	

2. ROOM RATE

Room Type	Special Rate	Number	Remark
<input type="checkbox"/> Standard Double	158,180 KRW	()	*Including breakfast for one person
<input type="checkbox"/> Standard Twin			
<input type="checkbox"/> 1 PAX Breakfast	Extra 1 PAX Buffet Breakfast Charge is KRW 30,250(approx. USD 28)		

- You may pay other personal expenses including phone call, room service and mini-bar directly to the hotel when you check-out.

3. ROOM RESERVATION

Check-in Date (Check-in : 14:00)		Check-out Date (Check-out : 12:00)	
Special Requests	<input type="checkbox"/> Early Check-in (Time:) <input type="checkbox"/> Late Check-out (Time:) ()		

- Requests and Room type are subject to each property's availability and cannot be guaranteed

4. PAYMENT METHODS

Card Type	<input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> American Express <input type="checkbox"/> Diners Club		
Card Holder's Name			
Card No.		Date of Expiry	

5. CANCELATION POLICY

- All reservations must be required credit card guarantee for maintain of the validity
- There will be one (1) night accommodation charge as "No show" for guests who did not check-in on the stated date and did not give any prior notice.
- In case of group reservation, any changes or cancellations not made on time, which will be charged by the hotel to the credit card provided to guarantee of reservation.