



## Alphe Korea Preparation for Advisors

### Contact Alphe

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### If you need us in Korea

Our mobile numbers are;  
**Stephanie Helliwell:**  
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**DATE:** 2 – 4 December 2012  
**VENUE:** Grand Hyatt Seoul  
747-7 Hannam-Dong, Yongsan-Gu  
Seoul 140-738, South Korea  
t: +82 2 797 1234  
<http://seoul.grand.hyatt.com>

Check-in time is 13:00  
Check-out time is 12:00

Rough currency guide:  
US \$1 = 1,121 KRW  
See [www.x-rates.com](http://www.x-rates.com) for latest rates

### BEFORE THE WORKSHOP

#### REGISTERING ON MEETING MANAGER

All conference communications are sent through our online system, Meeting Manager, so please register on the site as soon as possible. Simply go to [www.hothousemedia.com/mm](http://www.hothousemedia.com/mm) - click on Advisor Registration and follow the steps. To complete the registration process, select the conference(s) you wish to attend.

If you are already registered on Meeting Manager, please log in and tick to apply for this conference.

#### BOOKING YOUR HOTEL ROOM AT THE GRAND HYATT SEOUL

After selecting the conference(s) you wish to attend, the system will prompt you to book your accommodation. Click 'yes' and enter your required dates. You will then receive a confirmation email. Should you wish to make any changes, simply log in – go to conferences and click 'hotel booking' to edit.

As an advisor, you get 2 nights free accommodation if you live outside of Seoul. If you do NOT require a hotel room, please select the 'no room required' option

Breakfast is not included but tea, coffee and pastries will be available in the conference room on the mornings of Alphe meetings.

#### Cancellation Charges

Canceling your attendance within 35 days of the event will mean a charge of one night to cover the accommodation charge. If you cancel within 48 hours, you will be charged the full cost of the accommodation booked.

#### APPOINTMENT SCHEDULING

All meetings are booked through Meeting Manager. Make sure your profile is complete and up to date by 31st October, which is when the appointment scheduling function will begin.

You will receive a reminder email just before you are given access to the educator list.

#### VISAS

With a valid passport and an onward ticket, all visitors – except for some countries not recognised by South Korea\* – can stay for 30 days without a visa. Some countries have signed special visa-exemption agreements with Korea allowing visitors from those countries to stay to 90 days visa-free, including nationals from Canada, Australia and Hong Kong.

For a list of countries that are exempt from needing a visa, visit the website for the Ministry of Foreign Affairs for the Republic of Korea - [www.mofat.go.kr/english/visa/apply/index.jsp](http://www.mofat.go.kr/english/visa/apply/index.jsp)



## DURING THE WORKSHOP

### GETTING THERE

KAL Limousine Base (Incheon International Airport – Grand Hyatt Seoul) The KAL airport limousine bus, operated by Korean Air, provides comfortable coach limousine transportation between the airport and Grand Hyatt Seoul. The trip takes about 80-90 minutes and operates on a schedule with departures every 20-30 minutes. Tickets may be purchased at the KAL Airport Limousine Bus counter outside customs or at the front desk at the hotel.

Taxis are available 24hrs a day. Taxi fares will vary according to type of taxi and route but will range from approximately KRW45,000 for regular taxis to KRW65,000 for deluxe taxis (black).

### GETTING AROUND

Taxi cabs in Seoul are safe and clean and are available at taxi ranks or can be flagged down on the street. A free interpreting service is provided by all taxis if you need to replay directions to the driver and do not speak Korean.

### HOTEL FACILITIES

Grand Hyatt Seoul offers a wide range of services and facilities that include on of the most impressive recreation centres in north Asia, Club Olympus. With its expanded poolside recreation area and tennis courts, impressive facilities and soothing atmosphere.

### Breakfast, Lunch & Refreshments

Breakfast is not included but the Alphe Café will be open from 8am on the Thursday and Friday serving complimentary coffee, tea and pastries and fruit.

Water will be available throughout the day from a central water station. Lunch is not included in your participation package but there is a host of eateries within the hotel as well as a good selection within easy walking distance.

### Restaurants within the hotel

*The Paris Grill* – Continental

*The Chinese Restaurant* - Chinese

*Akasaka* - Sushi Bar and Teppanyaki Grill

*Tenkai* – Japanese

*The Terrace* – Buffet Breakfast

*JJ Deli* – European

*Lobby lounge* – Coffee and Cocktails

*Helicon* – Music Bar

*Paris Bar* – Cocktail bar with view

*J.J. Mahoney's* – Restaurant, bar and disco

### ABOUT SEOUL

With a population of over 10.5 million, Seoul is by far South Korea's largest city and one of East Asia's financial and cultural epicenters.

Seoul suffers from a partly unwarranted reputation for pollution and traffic jams. These days, strict emissions laws have brought the pollution under control and, while traffic jams do still snarl up Seoul's streets at rush hour, the extensive subway network means that the traveller can easily shortcut through it almost all of the time. With beautiful palaces, great food and a hopping nightlife, Seoul is a frenetic way to experience the Asia of old and new ■

## CONFERENCE ITINERARY

### Sunday 2nd December 2012

17:00 - 19:30 Registration and welcome reception for educators and advisors  
Educators set up their tables and/or stands

### Monday 3rd December 2012

08:00 Venue and Alphe Café open  
09:00 - 13:00 Alphe meetings (30 minutes each)  
13:00 - 14:30 Lunch (not included)  
14.30 - 17.30 Alphe Meetings (30 minutes each)  
18.00 - 18.45 Directors' Club drinks reception  
18.45 - 22.30 Dinner for all delegates (included)

### Tuesday 4th December 2012

08:00 Venue and Alphe Café open  
09:00 - 13:00 Alphe meetings (30 minutes each)  
13:00 Clear venue