Alphe Korea Preparation for Educators

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If you need us in Korea
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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*** 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 – click on Educator 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.

If you do not require a hotel room, please select the 'no room required' option.

The single occupancy rate for a Grand Room is 229,900 KRW per night including taxes. Breakfast is not included but there will be tea, coffee and pastries available in the conference room on the morning of the Alphe meetings.

Cancellation Charges

Cancelling your attendance within 35 days of the event will result in a charge of one night's accommodation. 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 advisors list.

FORWARDING MATERIALS TO THE HOTEL

Please send packages for the attention of *Christina (Ki Yeon) Lee, Event Manager for the Alphe Workshop*.

Please clearly mark the name of your institution on the package so that it can be delivered to your table ready for your arrival.

Mark your materials "Information materials for conference' and give the insurance value as zero. This will help avoid customs delays and taxes. Check with your courier company what the materials have been delivered successfully before you leave home.

Please ensure that your materials do not arrive more than seven days before the workshop begins. ▶

POWER AT YOUR TABLE OR STAND
If you wish to use a laptop or other electrical device and require a power socket, please order this by emailing ashleigh_bunker@hothousemedia.com. These are charged at £30 each and payment will need to be made by credit card in advance.

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 - 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