

## ADMINISTRATIVE ARRANGEMENTS

1. The Forty-second Session of the Asian-African Legal Consultative Organization will be held in Seoul (Republic of Korea) from 16-20 June 2003.
2. The Government of Republic of Korea has established a Host Government Task Force Under the Chairmanship of Mr. Kwon Gye Hyun, Deputy Director, Treaties Bureau of the Ministry of Foreign Affairs and Trade..
3. Any communication to the Host Government Task Force concerning the administrative arrangements for the Session may be addressed to:

Ms. Seryeong Ahn  
Deputy Director  
Host Government Task Force  
Ministry of Foreign Affairs and Trade  
95-1 Doryum-dong, Chongno-Ku, Seoul, ROK 110-051  
TEL: 82-2-2100-7228  
FAX: 82-2-2100-7967  
E-mail: [aalco42@mofat.go.kr](mailto:aalco42@mofat.go.kr)

4. Any communication to AALCO Secretariat concerning these administrative arrangements may be addressed to:

Amb. Dr. Ali Reza Deihim  
Deputy Secretary General  
Asian African Legal Consultative Organization  
E-66 Vasant Marg, Vasant Vihar  
New Delhi – 110057

Telephones : + 91 (11) 26152251/26151559  
Fax : + 91 (11) 26152041  
e-mail : [aalcc@vsnl.com](mailto:aalcc@vsnl.com) , [mail@aalco.org](mailto:mail@aalco.org)

5. **Visas**

Participants are requested, where necessary to obtain entry visas before departure from their country. The Embassies and Consulates of the Republic of Korea in AALCO Member States have been notified to expedite issue of visas for delegates attending the 42<sup>nd</sup> session. Participants from countries where Republic of Korea has no diplomatic/consular missions are required to submit the particulars below to the Host Government Organizing Committee to enable visas to be issued at Immigration Office at the Incheon International Seoul, International Airport.

Name:

Passport No.

Status/Designation (i.e. Minister, Leader of Delegation, Observers)

Country arriving from:

Expected date of arrival:

Flight No.

Expected date of departure:

Flight No.

The above information should reach the Host Government Committee not later than the **10th June 2003**.

## **6. Quarantine Regulations**

All passengers who arrive in Korea from regions where cholera, yellow fever, bubonic plague or SARS have been detected (which may include countries in Southeast Asia, Central Asia, Africa and South America) may be required to complete a quarantine questionnaire.

If any symptom of SARS is detected at the Airport by the Health Authorities, the authorities will have to retain the person for 10 days in quarantine.

## **7. Flight Arrangements**

Participants are requested to make their own flight arrangements, and inform the Host Government Task Force and the AALCO Secretariat of the details of this arrival schedule at least **7 days before their arrival**.

## 8. Use of Private Air craft

The Ministerial delegations planning to arrive in and depart from Seoul in their own **Private Air craft** may inform the Host Government Task Force in advance of the time and date of arrival, as this would require seeking necessary permission from the Civil Aviation Authorities.

Similarly, the Ministers accompanied by body guards carrying weapons also need to follow the stringent regulations of the Host Government. Thus advance information in this regard must also be sent to the Host Government Task Force ,at least one month before the Session.

## 9. Venue

The Session will be held at:

### **Westin Chosun Hotel**

Address	87 Sokong-dong, Jung-ku, Seoul
Telephone Number	82-2-771-0500
Fax	82-2-753-6370
e-mail	estella@chosunhotel.co.kr
Contact Person:	Kate Kim

## 10 Hotel Accommodation

The Host Government Task Force **is still further negotiating special rates with the Westin Chosun Hotel and the nearby President hotel, as well as with other hotels with lower prices. As soon as this information is available it shall be communicated to the Member Governments** immediately to let them start at the earliest, after knowing these prices, booking their hotel rooms with the forms attached herewith.

As the availability of rooms after 30<sup>th</sup> May 2003 cannot be guaranteed and will depend on the situation at the particular hotel, delegations are advised to make reservations as soon as we communicate to them the final prices negotiated by the Host Country, and to please send to the AALCO

Secretariat as well as to the Host Government Task Force a copy of the reservation forms to ensure the follow-up with the hotel.

## **11. Arrival**

A reception desk will be set-up at the Incheon International Airport, Seoul, from 14<sup>th</sup> to 16<sup>th</sup> June 2003, to welcome all participants, provided they have informed the Host Government Task Force and the AALCO Secretariat of their arrival time.

### **II. Transportation**

#### **I. Airport transportation**

The Officials at the Airport reception desk will direct delegations to the transportation from the Air port to their respective hotels.

Ministers and Secretary-General will be provided with chauffeur driven cars.

In order to facilitate protocol arrangements for the Ministers and high level delegations, a Protocol Task Force will be set up at the Airport.

#### **III. Transportation during Session**

Transportation will be arranged for participants by the Host Government to attend any official, social functions during the session.

## **12. Hospitality**

The Government of the Republic of Korea, as the host, will provide the local hospitality to Ministers and Ministerial level dignitaries attending the Session. The same VIP treatment will be extended to the Secretary General and other VIP guests specially invited for this session. Following past practice, the hospitality will include a hotel suite with breakfast and meals, and a chauffeur driven car.

## **13. Conference Arrangements**

### **I. Registration**

Registration will take place at the **Westin Chosun Hotel**. The Registration will commence on 15 June 2003 from 2 p.m. to 6 p.m. and will continue on 16 and 17<sup>th</sup> June 2003 from 8 A.M. to 9.30 A.M. at the Hotel. All delegates and observers are advised to register prior to the Inaugural Meeting and to obtain their Conference Badges which are required for access to the Conference Hall.

### **II. Distribution of Documents**

Delegates of Member Governments are requested to bring the sets of documents dispatched to them in advance. However, one set for each member country delegation will be given at the time of registration.

Observer delegation will receive one set of documents at the time of registration AALCO's 42<sup>nd</sup> Session Documents are also available on AALCO website: [www.aalcc.org](http://www.aalcc.org) or [www.aalco.org](http://www.aalco.org) (except budget documents).

### **III. General Information Service**

A General Information desk will be open at the **Westin Chosun Hotel** throughout the Session. It will provide all information regarding the Session as well as other matters of interest to delegations. Telephones and fax machines will be available for use by delegations for a fee. Computers with internet connection and a word processing programme will be available free of charge.

### **IV. Inaugural Meeting**

The Inaugural Meeting will be held on the morning of 16th June 2003. The Session will be inaugurated by the Prime Minister of the Republic of Korea. A detailed programme will be distributed at the time of registration.

## **V. Interpretation**

**There will be simultaneous interpretation, from English into Arabic and Arabic into English as well as from English into French for all the General Meetings and the Meetings of the Delegations of the AALCO Member States.**

## **VI. Drafting Committee**

The Host Government in agreement with the Secretary-General has decided to introduce a Drafting Committee, without prejudice to the present system, to make more effective the Drafting of Resolutions and the Summary Report of the 42<sup>nd</sup> Session or any other documents.

## **VII. Secretariat**

The AALCO Secretariat and the Host Government Task Force will be located at the **Westin Chosun Hotel**.

## **VIII. Social functions**

Invitation for receptions and social functions will be distributed at the time of Registration. If a social function is at another location, the Host Government will provide the transportation.

## **14. Sightseeing**

A sightseeing Excursion has been organized by the Host Government Task Force for all participants on 20<sup>th</sup> June. Detailed information will be provided to the participants at the time of Registration.

## **15. General Information**

### **a. Banking Services and Currency**

The Unit of Korean currency is the **Won**. The exchange rate is subject to fluctuation, however, for your reference, 1 US Dollar is currently exchanged at approximately 1200 - 1300 Korean won now (as of May)

Most banks are open from 09.30 A.M. to 16.30 P.M. Monday through Friday. Most international currencies and traveler's cheques can be exchanged at the commercial banks, hotels and international airports. Major credit cards are accepted in most hotels, restaurants and shops.

**b. Climate**

The temperature in Seoul during the second half of June is between 18 and 27 degree Celsius. Precipitation is approx. 133 mm and humidity 71.5 per cent.

**c. Time Difference**

Seoul time is 9 hours ahead of Greenwich Mean Time (GMT).

**d. Tipping (TIPS)**

Tipping is not customary in Republic of Korea. A 10% service charge is added to most bills at hotels and restaurants.

**e. Electric supply**

Standard power supply in Korea is 220v/60Hz. However, outlets for both 110 volts and 220 volts appliances are available at some hotels. The connection for appliances is a 2-pin plug.

# Accommodation Guide for Delegates

The Host Government Task Force has negotiated special rates with the three hotels listed below. The participants are requested to book rooms directly with the hotels **before 30 May 2003** using attached reservation forms. Transportation between Chosun and the Best Western New Seoul will be provided by the Host Government. Since the President hotel is located right next to the Chosun hotel, transportation between Chosun and the President hotel will not be provided.

## 1. Westin Chosun Hotel (\*\*\*\*\*)

- Venue of the 42<sup>nd</sup> Session of the AALCO
- <http://www.westinchosun.co.kr>
- Address: 87 Sokong-Dong, Jung-Gu, Seoul, Korea
- Tel (82-2) 711-0500, Fax (82-2) 753-6370
- Hotel Facilities: 465 rooms, Restaurants and Bars, health club, swimming pool, sauna, business center, beauty salon, barber shop, drug store, souvenir shop
- Room Rate: 210,000 KRW (approx. 175 USD)
- Ministerial-level dignitaries will be provided an Executive Suite in the Westin Chosun Hotel.

## 2. President Hotel (\*\*\*\*\*)

- <http://www.hotelpresident.co.kr>
- Address: 188-3, Eulji-ro 1-Ga, Jung-gu, Seoul, Korea
- Tel (82-2) 753-3131, Fax (82-2) 752-7417
- Hotel Facilities: 303 rooms, Restaurants and Bar, banquet halls, business center
- Room Rate: 120,000 KRW (approx. 100 USD)

## 3. Best Western New Seoul Hotel (\*\*\*\*)

- <http://www.bestwesternnewseoul.com>
- Address: 29-1, 1-ga, Taepyung-no, Jung-gu, Seoul, Korea
- Tel (82-2) 735 8800 Fax (82-2) 735 6927
- Hotel Facilities: 145 Rooms, Restaurants and Bar, business center
- Room Rate: 96,000 KRW (approx. 80USD)





**Hotel Accommodation**  
**Application Form-Room Reservation**

**Reservation Dept.Fax:82-2 777 4444 Direct Tel.82-2 317 0404**  
**E-mail : [hsnam@westinchosun.co.kr](mailto:hsnam@westinchosun.co.kr)**  
**Contact: Hyun-soo Nam**

The Westin Chosun, located in the prime area of downtown Seoul, is an internationally renowned business hotel, offering easy access to financial and commercial centers, embassies, shopping areas and cultural attractions  
The Westin Chosun, Seoul is proud of providing spacious Standard Deluxe Rooms (35.3sqm) for the convenience of our patrons.  
The Westin Chosun is pleased to confirm the following guaranteed rate with conditions as stipulated below.

**Group Code : AALCO0615**

- 1) Name of Guest(incl.Mr or Ms):
- 2) Nationality:
- 3) Organization:
- 4) Title:
- 5) Date of arrival with flight:
- 6) Date of Departure with flight:
- 7) Type of Rooms(Single or Twin):
- 8) Smoking/Non-smoking:
- 9) Credit card No. for guarantt(+name on credit card & expiry date):

\*To guarantee your reservation, you are required to make a reservation by May 30 '03 with credit card details.

- 10) Contact detail(Tel/Fax):

11) Cancellation policy:

Cancellation made before 7 days prior to arrival: No cancellation charge  
Cancellation made after 3 days prior to arrival and No-shows: An one-night room charge including tax

\* Room rate

Room type	Published Rate	Special Rate	Remark
Westin Deluxe(King bed)	W420,000	W210,000	
Westin Deluxe(Twin bed)	W420,000	W210,000	
Executive Club room	W480,000	W260,000	with breakfast
Executive suite room	W760,000	W360,000	with breakfast

- : Surcharge for double occupancy: Deluxe (W30,000), Executive(W40,000), Extra Bed(W50,000)
- : Suites rates are available upon request
- : The above rates are subject to 10% service charge & 11% TAX  
(The Westin Chosun hotel has been notified that the Korean Government will waiver the 10% levy on room charges for foreign visitors.)

**\*The Westin Chosn provides the special rate as shown above to the participants of Ministry of Foreign Affairs and Trade.**

**\*Executive Rooms Benefits**

- a) Executive Lounge Benefits
  - : Complimentary breakfast served
  - : Free open bar from 5:30PM to 8:00PM
  - : Complimentary tea/coffee, soft drinks and snacks available all day
  - : Use of meeting room in the business center for 2 hours (upon availability)
  - : Dedicated concierge, including secretarial services.
  
- b) Executive facilities
  - : In-room fax machine/copier
  - : Heavenly bed-the most comfortable bed in the world.
  - : Complimentary use of the City Athletic Club. All-season swimming pool and sauna.



**HOTEL PRESIDENT**

**- Hotel Reservation Form -**

**AALCO: (Asian-African Legal Consultative Organization)**

*Please complete this form and return it by fax to Ms. Kim Su Jin or Lee Ra Young of Reservation Dept. HOTEL PRESIDENT. (Fax No. : 82-2-779-7111)*

Name Last \_\_\_\_\_ First \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Country \_\_\_\_\_

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

Arrival Flight \_\_\_\_\_ (Time - : )

Breakfast Yes ( ) No ( ) No. of person ( )

Room Type Standard Twin Room (Special Room Rate: 134,310 KRW)

*\* The rate includes 10% service charge.*

*\* Breakfast is not included. Breakfast rate is 18,150 KRW per person.*

*\* Our Hotel Check in & Check out time are noon.*

*To make a reservation, please advise us of your credit card information:*

Credit Card No \_\_\_\_\_ Expiry Date \_\_\_\_\_

***When we receive this form, we will send you a written confirmation on this completed form.***

Reservation Clerk \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**※ To guarantee your reservation, you are requested to make a reservation by 30 May 2003. If you wish to cancel your reservation, please do so 3 days prior to arrival.**

188-3, 1-Ga, Eulji-Ro, Joong-Gu, Seoul, Korea

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

E-mail : [marketing@hotelpresident.co.kr](mailto:marketing@hotelpresident.co.kr)

Tel) 82-2-753-3130 / Fax) 82-2-779-7111



Best Western  
New Seoul Hotel

## Hotel Reservation Form

**AALCO (Asian-African Legal Consultative Organization)**

**Reservation Dept. Fax: 82-2-735-6927 Tel: 82-2-735-8800**

**E-mail: [freepersona@hotmail.com](mailto:freepersona@hotmail.com)**

**Contact: Lee Byoung-kug**

- 1) Name Last \_\_\_\_\_ First
- 2) Nationality
- 3) Organization
- 4) Title
- 5) Arrival Date with Flight
- 6) Departure Date with Flight
- 7) Type of Rooms (Single or Twin)
  - Special Room Rate: 96,000 KRW
  - \* The rates are subject to 10% service charge.
- 8) Smoking/Non-smoking \_\_\_\_\_ Breakfast Yes ( ) No ( )
- 9) Credit card No. \_\_\_\_\_ Expiration date
- 10) Contact detail (Tel/Fax)
  - \* Cancellation policy
    - Cancellation made before 2 days prior to arrival: one night charge
    - Cancellation made arrival day or no-show: full payment charge