

Approval Conditions

【Payment of fees】

The entire fee shall be paid within 10 days before the use.

【Time】

- ① The time of using the conference room should be based on the minimum time: morning(09:00~12:00), afternoon(13:00~17:00), night(18:00~21:00), whole day(09:00~17:00)
- ② The time will be calculated from preparation of the event until the confirmation by the corporation that the installation, etc., has been completely removed and the room has been restored to the original state.

【Cancellation of approval and penalty】

- ① Approval may be cancelled after conclusion of the contract, in any one of the following cases:
 1. The user changed the period of use, location, or event without prior notice.
 2. The user violated conditions for approval or rules of the corporation.
 3. The user did not make payment of fees until the due date.
 4. The user cancelled the reservation.
- ② If the approval is canceled for the aforementioned reason, the user must pay the following amount to the corporation. However, if the user has already paid the fees, the balance will be refunded after deducting the following amount.

Time of cancellation	Cancellation Fee	Refund
20 days before the event	0% of the Usage Fee	100% of the Usage Fee
10-19 days before the event	50% of the Usage Fee	50% of the Usage Fee
1-9 days before the event	70% of the Usage Fee	30% of the Usage Fee
On the event day	100% of the Usage Fee	0% of the Usage Fee

【Seat arrangement】

In principle, basic lecture room seats will be used. Other types of seat arrangement must receive approval from the corporation in advance.

【Equipment】

- ① Cable microphone(1), wireless microphone(2) and screen & lecture table are offered as basic equipment.
- ② Fees are charged for the other equipments. When bringing in other equipment for the event from the outside, the user must receive approval from the corporation in advance.

【Prohibition of transfer and change of event】

The approval for use of the conference room may not be transferred to another user and the event may not be changed arbitrarily.

【Promotion and information installation】

- ① Banner, poster, information sign etc. for the event can be attached or installed on a designated place after negotiation with the corporation.
- ② If this clause is violated, the user may be requested to remove these installations or these installations may be removed, and the user is entirely liable for loss and damage of the facility.

【Food & Drinks】

In principle, food is not allowed in and outside the international conference room.

【Prohibition of hazardous items and other limitations】

- ① Hazardous items (inflammables, heaters, heating instrument, LPG container etc.) are prohibited in the conference room, and exhibition and advertisement of certain products is subject to the approval from the corporation in advance.

【Disclaimer】

- ① Neither the corporation nor the user shall be liable for damage and loss caused by force majeure including natural disaster.
- ② The user shall be fully responsible for storage and maintenance of own supplies and goods of the user inside the conference room. The corporation shall not be liable for any loss and damage to the user caused by fire, theft, and breakage, except when its wilful negligence is undeniable.

【Use of parking space】

No free or discount parking coupon is provided for renting the international conference room. If necessary, the user may pay for and use the public parking space on the 1st and 2nd underground floors or other nearby parking facility.

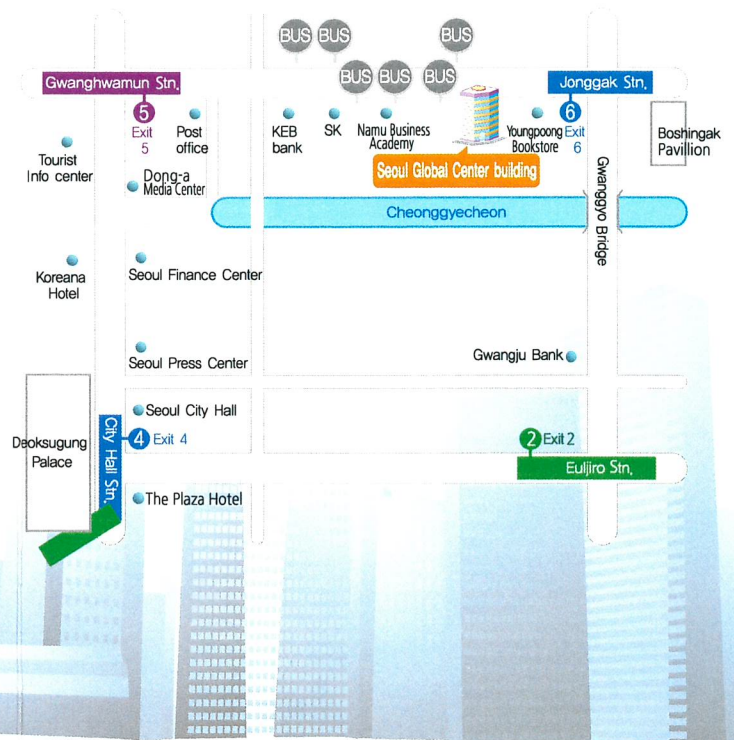
【Restoration】

- ① The user must restore the equipment and other objects before the end of the usage time and receive confirmation from the corporation
(☎ Office (working day) 739-6805 / emergency room (holidays) 739-6834)
- ② In case of damage, deformation, or loss of the equipment or facility, the user shall immediately restore it to the original or equivalent state.
- ③ If such restoration is not performed, the corporation may restore the room and charge the user with the actual cost.

【Waste disposal】

The user shall immediately remove the waste caused from using the hall (banner, wreath, styrofoam, etc. to the outside.

How to Get Here



Metro	Line 1	Jonggak, Exit 6
	Line 5	5 min walk from Exit 5 of Gwanghwamun stn.(towards Jonggak)
	Line 2	6 min walk from Exit 2 of Euljiropgu stn.
Bus	Blue	100, 143, 150, 160, 161, 201, 270, 260, 262 273, 271, 370, 470, 471, 501, 701, 702, 721, 720
	Green	14, 5, 212, 1011, 1012, 1020, 7018, 0212
	Express City Bus	1000, 9001, 1500, 1500-1, 5500, 5500-1, 5500-2 5005, 9000
	Red	2300, 2400, 2500, 9401, 9411, 9701, 9301

Seoul Global Center Building
GLOBAL CITY SEOUL

Jongno 38 (Seorin-dong), Jongno-gu, Seoul
TEL : 02-739-6804~9 FAX : 02-739-6811

Seoul Global Center Building

International Conference Hall Rental Information



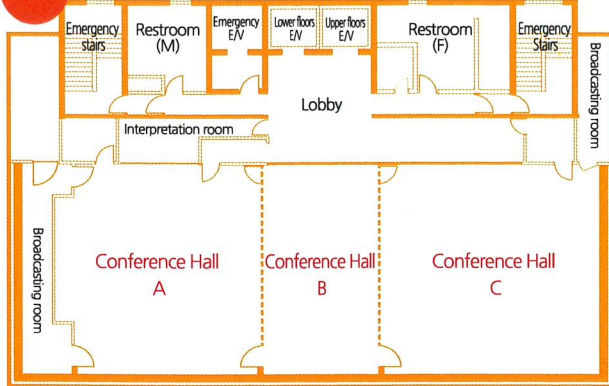
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Seoul Global Center Building Facilities

Area 433m² (140 seats)

Classification	Area (Seating capacity)	Remarks
Hall A	142m ² (40 seats)	<ul style="list-style-type: none"> Moving-wall partition allows integration or separation of the Hall. Simultaneous interpretation room : 2 booths.
Hall C	139m ² (40 seats)	
Hall A+B	225m ² (80 seats)	
Hall A+B+C	364m ² (140 seats)	

Plan



Equipment

Classification	Hall A / Hall A+B / Hall A+B+C	Hall
Video	Beam projector(1), Beam Screen(1), Blu-ray player(1), Laptop(1), Camcorder(1)	Beam projector(1), Beam Screen(1), Blu-ray player(1), Laptop(1)
Conference/ Audio	Mic(Cable 4, Wireless handheld 4, Wireless clip 1), CDP(1), MP3 player(1), Recorder(1), Conference mic(41)	Mic(Cable 2, Wireless handheld 2, Wireless clip 1), CDP(1), MP3 player(1)
Interpretation	Interpreter desk(2), Receiver(100)	-
Other	Host stand(1), Information signs(1), Lecture table(1), Whiteboard(1), Podium	Host stand(1), Information signs(1)

▶ Public wi-fi Service

Rental Procedures

Steps

Step 1

Inquiry for use

Step 2

Submission of Application form

Step 3

Review and notification
(Within 5 days from application submission)

Step 4

Deposit payment and contract confirmation
(Deposit: 100% of fees, within 5 days from the date of approval)

Step 5

Hold

Step 6

Restoration

Inquiries

By visit or phone call
TEL : 02-739-6805 / FAX : 02-739-6811



Facility Usage Fees

Conference Hall Rental Fees

<Incl. VAT>

classification	Area (Seating capacity)	Day	Fees (KRW)				
			09:00~12:00 (3H in the morning)	13:00~17:00 (4H in the afternoon)	18:00~21:00 (3H during evening)	09:00~17:00 (8H for the entire day)	Others (1H)
Hall A	142m ² (40 seats)	Weekdays	150,000	200,000	150,000	400,000	50,000
		Sat / Sun	195,000	260,000	195,000	520,000	65,000
Hall C	139m ² (40 seats)	Weekdays	150,000	200,000	150,000	400,000	50,000
		Sat / Sun	195,000	260,000	195,000	520,000	65,000
Hall A+B	225m ² (80 seats)	Weekdays	225,000	300,000	225,000	600,000	75,000
		Sat / Sun	292,500	390,000	292,500	780,000	97,500
Hall A+B+C	364m ² (140 seats)	Weekdays	300,000	400,000	300,000	800,000	100,000
		Sat / Sun	390,000	520,000	390,000	1,040,000	130,000

▶ Time includes preparation and restoration

Audio/Video equipment Rental Fees

<Per Session, Incl. VAT>

	Equipment	Specs	Fees (KRW)	Remarks
Video	Beam projector	10,000 ANSI	Half-day : 264,000 Full day : 440,000	Hall A
		5,000 ANSI	Half-day : 110,000 Full day : 165,000	Hall C
	Camcorder	-	88,000	
	Laptop	OS(Windows)	44,000	
Conference / Audio	Blu-ray player	Full HD	22,000	
	Wireless mic.	Handheld, clip	16,500	
	Cable mic.	-	5,500	
	CDP	ICD / USB	22,000	
Interpreter	MP3 player	Touch	22,000	
	Recorder	Digital(*.wav)	Half-day : 22,000 Full day : 44,000	Hall A
	Conference mic	For table	5,500	Hall A
Other	Interpreter desk	32CH	Half-day : 264,000 Full day : 440,000	Hall A
	Receiver	8CH(Infrared)	5,500	Hall A
	Chair	-	1,100	Upon request

▶ Half-day : Morning/Afternoon/Evening

Heating/Air conditioning Fees

<Incl. VAT>

Classification	Period	Fees
Heating	Nov - Mar	0000KRW/hour
Air Conditioning	June - Sept	0000KRW/hour

▶ Inquiry for fees : TEL 02-739- 6805