

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

ARTNeT Consultative Meeting on Bridging the Development Gaps in the GMS
1-2 June 2009

ARTNeT GMS Capacity Building Workshop on Competitiveness Analysis
3-5 June 2009

Centre of Analysis and Forecasting, Vietnamese Academy of Social Sciences
Hanoi, Viet Nam

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. ARTNeT Consultative Meeting on Bridging the Development Gaps in the GMS is scheduled to be held at the Centre of Analysis and Forecasting, Hanoi, from 1-2 June 2009. The meeting will be inaugurated at 9:00 on 1 June 2009 by Mr. Ravi Ratnayake, Director, TID. All subsequent meetings will also be held from 09:15 hours to 11:30 hours and 13:00 hours to 17:00 hours
2. ARTNeT GMS Capacity Building Workshop on Competitiveness Analysis is to be held at the Centre for Analysis and Forecasting, Hanoi, from 3-5 June 2009. The sessions will be held from 8:45 to 17:00.

VISA REQUIREMENTS

3. Information on visa exemption for some countries relevant to the events is listed below.

Country	Categories of passports covered (length of stay)
Cambodia	- Diplomatic and Official passports; Diplomatic and Official Laissez-passezs - Ordinary passport (not exceed 14 days)
China	- Diplomatic Passports, Official passports, Ordinary Passports for official mission
India	- Diplomatic Passports, Official passports (not more than 90 days and can be extended as required by Consular Office/ Diplomatic Office)
Lao PDR	- Diplomatic Passports, Official passports - Ordinary Passports for official mission - AB stamp for VN and SERVICE for Laos- (30 days from entry) - Ordinary Passports with valid periods of at least 6 months
Myanmar	- Diplomatic passports, Official passports (not exceed 30 days and can be extended as required by Consular Office/ Diplomatic Office)
Philippines	- Diplomatic passports (not exceed 30 days and can be extended by official requirement) - Official Passports, Holders of Ordinary Passports having an invitation to join ASEAN activities organized by ASEAN Secretariat or Governmental agencies (not exceed 15 days) - Ordinary Passports with valid periods of at least 6 months, together with return air tickets or air tickets for leaving the country (not exceed 21 days)

Singapore	- Diplomatic Passports, Official passports (not exceed 90 days) - Ordinary Passports with valid periods of at least 6 months, together with return air tickets or air tickets for leaving the country (not exceed 30 days)
Thailand	- Diplomatic Passports, Official passports (not exceed 30 days) - Ordinary Passports (not exceed 30 days)

For more information on visa exemption and issuance, please visit <http://www.mofa.gov.vn/en/>

REGISTRATION AND IDENTIFICATION BADGES

- Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room between 8:30 to 8:45 hours on the opening day. Participants who do not register on the opening day are requested to do so on subsequent day, to ensure that their names appear in the list of participants. Without registration, names of participants will not be included in the list.

WEATHER

- The weather in Hanoi is usually warm and humid. Light tropical clothing would be appropriate. In June the temperature is expected in the range of 27-32 degrees Celsius with possibility of light rain. For more information, please visit www.weather.com

HOTEL ACCOMMODATION

- For convenience, accommodation has been arranged for participants at the Hanoi Hotel. The hotel address is as follows:

Name and address	Walking distance to CAF (min.)	Room type	Daily Room Rate
Hanoi Hotel D8 Giang Vo Street, Ba Dinh District Hanoi City, Vietnam Tel: 84-4-3845 2270 Fax:84-4-3845 9209; Sales hot line: 84-4-3823 6079 Website: www.hanoihotel.com	20	Standard	US\$ 78

The rate is inclusive of 5% service charge and 5% VAT. Extra US\$ 15 will be charged for double occupancy.

Room rate includes daily buffet breakfast; daily newspaper in English (Vietnam News); 2 bottles of mineral water; tea & coffee making facilities; daily fresh fruit; free internet; entrance ticket to Hanoi Night Club;

All sponsored participants are advised to stay at the Hanoi Hotel and forward the request for room reservation to the Hotel and ARTNeT secretariat on page 5 and flight details at the earliest in accordance with the attached hotel reservation form, preferably before **20 May 2009**.

Participants will be individually responsible for settling their own bills (room and personal expenses such as the use of telephone, business center, and airport transfer).

TRANSPORT FROM AND TO AIRPORT

7. Transportation services provided by the Hanoi Hotel are as follows;

- Toyota Camry – **US\$ 40.00nett/way/car** (Max 3 persons/Vehicle)
- Toyota Mini Van – **US\$ 50.00nett/way/car** (Max 15 persons/Vehicle)
- Toyota Coaster – Mini Bus – **US\$ 60.00nett/way/car** (Max 25 persons/Vehicle)

Additionally, participant can make their own transportation arrangements from the airport to the hotel. Metered-taxi (fixed price of US\$ 10 for sedan and US\$ 12 for SUV) and bus services are readily available at the airport. More information on the airport is available at <http://www.hanoiairportonline.com>.

TRANSPORT TO ATTEND SESSIONS

9. The Hanoi Hotel will provide complimentary transport, according to fixed schedules, between the hotel and the Centre for Analysis and Forecasting. Otherwise, participants would have to make their own transport arrangements for attending meetings.

WORKING LANGUAGE AND MEETING DOCUMENTS

10. All services will be conducted in English, and all documentation will be issued only in English. There will be no interpretation service provided. Participants are requested to bring with them copies of the meeting documents distributed by the ARTNeT secretariat prior to the meeting. Only a limited number of copies of such documents will be available during the session.

CURRENCY AND FOREIGN EXCHANGE

11. All major convertible currencies and travelers' cheques can be easily exchanged for Vietnamese Dong at banks or foreign exchange agencies. As of 6 May 2009, US\$1 is equivalent to **VND 17,788**.

Vietnamese paper notes include VND 500,000; 200,000; 100,000; 50,000; 20,000; 10,000; 5,000; 2,000; 1,000; 500; 200 and 100. Coins include VND 5,000; 2,000; 1,000; 500 and 200.

Credit cards are popularly used, especially in Hanoi.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

12. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance in accordance with the United Nations rule and regulations. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the ARTNeT secretariat staff in the meeting room.

Any participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

FINANCIAL & ADMINISTRATIVE ARRANGEMENTS (only if applicable)

13. In those cases where the participation costs are borne by the ESCAP secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:
- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
 - (ii) Salary and related allowances for the participants during the period of the meeting;
 - (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
 - (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
 - (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
 - (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.
14. For participants whose travel is sponsored by ESCAP, UNDP offices in their respective countries will be authorized to issue them most direct economy round-trip air ticket (home country/Hanoi/home country) to arrive at Hanoi one day before the event and to depart on the day after the event. The participants will be provided with a daily subsistence allowance for the duration of events including one extra day in lieu of miscellaneous and terminal expenses. Accommodation expenses at the Hanoi Hotel or any other hotel will be at participants' own responsibility.
- 15. To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, passports and copy and inbound boarding passes to the ESCAP secretariat staff on duty in the meeting room before the opening of all events.**

HOTEL RESERVATION FORM

**ARTNeT Consultative Meeting on Bridging the Development Gaps in the GMS
1-2 June 2009**

**ARTNeT GMS Capacity Building Workshop on Competitiveness Analysis
3-5 June 2009**

Hanoi, Viet Nam

Mr [] Ms [] Name: _____ First Middle Last
Functional title and full street address:
Tel: _____ Fax: _____ e-mail: _____
Arrival date at Hanoi: _____ Flight: _____ at: _____ hours Departure date from Hanoi: _____ Flight: _____ at: _____ hours Air port pick up: <input type="checkbox"/> Yes <input type="checkbox"/> No
Room requirement at the Hanoi Hotel and period of stay: (pls double click on the box) <input type="checkbox"/> Single or <input type="checkbox"/> Double From _____ To _____ <input type="checkbox"/> Smoking <input type="checkbox"/> non-smoking
The above reservation is guaranteed by: Credit Card No. : _____ Expiry Date: _____ Card holder's name: _____ Signature : _____ Date: _____

Please fax the form with attention to

1) Ms. Doan Thanh Huong
Sales & Marketing Executive
The Hanoi Hotel

Tel: (84-4) 3845 2270 ext 6131
Fax: (84-4) 38433043
Email: dthuong.sales@hanoihotel.com.vn

2) Ms. Panjai Limchupong
Team Assistant
Trade and Investment Division
ESCAP

Tel: (66-2) 288-2251
Fax: (66-2) 288-3066, 288-1027
Email: limchupong@un.org