

1 May 2008

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

ESCAP/WTO ARTNeT Capacity Building Workshop for Trade Research

2-6 June 2008

Phnom Penh, Cambodia

INFORMATION NOTE FOR PARTICIPANTS

Venue and dates

1. The ESCAP/WTO ARTNeT Capacity Building Workshop for Trade Research will be convened at Royal Scholl of Administration, Phnom Penh, from 2 to 6 June 2008.
2. The opening of the Consultations will be at 0900 hours on Monday, 2 June 2008. All subsequent sessions will be held from 0845 to 1600 hours.

Organizing secretariats

3. The workshop is jointly organized by the secretariats of the WTO, ESCAP, UNCTAD, the Royal School of Administration of Cambodia and the Cambodia Development Resource Institute.
4. For further information concerning substantive preparations and organizational aspects of the Workshop, please contact:

ESCAP secretariat

Ms. Mia Mikic
Economic Affairs Officer
Trade Policy Section
Trade and Investment Division

Tel: (66-2) 288-1410
Fax: (66-2) 288-1027, 288-3066
e-mail <mikic@un.org>

Mr. Yann Duval
Economic Affairs Officer
Trade Policy Section

Tel: (66-2) 288-2252
Fax: (66-2) 288-1027, 288-3066
e-mail <duvaly@un.org>

Trade and Investment Division

5. For further information concerning local organizational and logistical aspects of the Workshop, please contact:

ESCAP secretariat

Ms. Tavitra Ruyaphorn
Team Assistant
Trade Policy Section

Tel: (66-2) 288-1422
Fax: (66-2) 288-1027, 288-3066
e-mail <ruyaphorn@un.org>

6. The Organizing Secretariats will operate at Royal School of Administration from 2 to 6 June 2008 and will provide assistance for all participants for logistic and administrative arrangement during the Workshop.

Visa requirements, immigration procedures and customs

7. All participants are required to obtain an entry visa to Cambodia from the Cambodian Embassy or Consulate located in their respective countries before departing for Phnom Penh. Please visit <http://kh.embassyinformation.com/> for list of Embassy and Consulate in your country and <http://evisa.mfaic.gov.kh/> for more information on e-visa.

8. All participants are required to present valid passports or applicable travel documents with valid visas or entry permits to enter Cambodia and obtain, where necessary, transit visas for places en route to Phnom Penh before the commencement of their journey.

The following goods may be imported into Cambodia without incurring customs duty:

- 200 cigarettes or equivalent in tobacco.
- Reasonable amount of perfume for personal use.

Hotel accommodation

9. For convenience, accommodation has been arranged for participants at Hotel Goldiana. The hotel address is as follows:

Goldiana Hotel
 #10-12, St. 282, Sangkat Boeung Keng Kang I
 Khan Chamkarmon
 Phnom Penh, Cambodia
 Tel/Fax: (855-23) 219-558 (7 lines)
 Web site: [http:// www.goldiana.com](http://www.goldiana.com)

Room rate (single/double occupancy)
 - US\$ 35 room/night (breakfast included)

The above room rates are exclusive of service charge and VAT. **The accommodation expenses will be settled directly by individual participants at their own responsibility.**

All WTO/ESCAP-sponsored participants are requested to stay at Goldiana Hotel and forward their request for room reservation and flight details at the earliest in accordance with the attached hotel reservation request form, preferably **before 28 May 2008**.

For WTO/ESCAP-sponsored participants, please see paragraphs 13 to 16 below.

Transportation on arrival and departure

10. Hotel will arrange free transfer from Phnom Penh International airport to Hotel. Please send the flight details to Ms. Tavitra Ruyaphorn (ruyaphorn@un.org) for the arrangement.

Registration and identification badges

11. Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room in Royal School of Administration between 0845 to 0900 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 on the list of participants. Without registration, names of participants will not be included in the list.

Working language of the Consultations and documents

12. The workshop will be conducted in English, and all documentation will be issued only in English. No interpretation service will be available.

Financial and administrative arrangements

13. In those cases where the participation costs are borne by WTO/ESCAP, the financial responsibilities will be limited to meeting travel expenses as indicated in paragraphs 13, 14, 15 and 16 below. Any other expenses will be the sole responsibilities of the participants themselves, for example:

- (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 Workshop;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the Workshop;
- (iv) Compensation in the event of death or disability of participants in connection with attending the Workshop;
- (v) Any loss of or damage to personal property of participants while attending the Consultations or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the Workshop.

14. For participants whose travel are sponsored by WTO/ESCAP, ESCAP will authorize UNDP offices in their respective countries to issue them the most direct economy round-trip air ticket (home country/Phnom Penh/home country) to arrive at Phnom Penh on 1 June 2008 and depart on 7 June 2008.

15. To facilitate the payment of subsistence allowance and confirm return flights, eligible participants are requested to submit the attached arrival/departure forms together with their air tickets, passports and inbound boarding passes to the ESCAP secretariat staff on duty before the opening of the Workshop.

16. WTO/ESCAP-sponsored participants are expected to stay for the full duration of the Workshop. However, if for any sudden reason, they are unable to stay for the full duration of the Workshop, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

Phnom Penh

17. Phnom Penh is the largest, most populous and capital city of Cambodia. The city is located in the south-central region of Cambodia, at the confluence of the Tonlé Sap, Mekong, and Bassac rivers. These rivers provide potential freshwater and other resources. The city, located at 11.55° N 104.91667° E (11°33' North, 104°55' East, [1]). Covers an area of 375 square kilometres (145 sq mi) which some 11,401 hectares (28,172 acres) in the municipality and 26,106 hectares (64,509 acres) of roads.



Phnom Penh is mostly inhabited by Cambodians (or Khmers) - they represent 90% of the population of the city. There are large minorities of Vietnamese and Chinese, other ethnic groups are Thai, Budong, Mnong Preh, Kuy, Chong, Chams. The state religion is Theravada Buddhism, hence more than 90% of the people in Phnom Penh are Buddhists with the Chams practicing Islam and over the years since 1993, there has been an increase in the practice of Christianity which was practically wiped out after 1975 when the Khmer Rouge took over. English and French are widely used in the city, but the official language is Khmer.

Weather

18. Climate is hot year-round with only minor variations. City temperatures range from 10° to 38 °C (50° to 100 °F) and experiences tropical monsoons. Southwest monsoons blow inland bringing moisture-laden winds from the Gulf of Thailand and Indian Ocean from May to October.

It has two distinct seasons. The rainy season, which runs from May to October, can see temperatures raise up to 40 °C (104 °F) around April and is generally accompanied with high humidity. The dry season lasts from November to April when temperatures can drop to 22 °C (72 °F).

Light tropical clothing will be appropriate.

Foreign exchange

19. Cambodia, Riel (KHR; symbol CR). Notes are in denominations of CR100,000, 50,000, 20,000, 10,000, 5,000, 2,000, 1,000, 500, 200 and 100. US Dollars are widely accepted and exchanged, Thai Baht is accepted in some cities, but other currencies are generally only recognized at banks.

As of April 2008, the exchange rate is USD 1 = KHR 3,918.05

Credit cards are now more widely accepted in upmarket hotels, shops and restaurants catering to visitors. There are ATMs in Phnom Penh, Siem Reap and Sihanoukville. It is always best to carry cash (US Dollars if necessary) in small denominations. Change of less than one dollar is given in riel. Always carry some small Riel for minor purchases. 500 and 1000 riel note are the most common and useful denominations.

Banks provide currency and travelers check exchange, credit card advances, telegraphic transfers and all usual banking services. Most banks are open from 8:00 to 3:00 or 4:00PM, Monday through Friday. Some are open Saturday mornings until 11:30AM.

Electricity

20. The electric current is 220 volts, 50Hz. Power blackouts are frequent, even in Phnom Penh. Electric power sockets generally fit two round pins.

HOTEL RESERVATION REQUEST FORM

**ESCAP/WTO ARTNeT Capacity Building Workshop for Trade Research
2-6 June 2008, Phnom Penh, Cambodia**

Mr. [] Ms. [] Name: _____ <div style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> First Middle Last </div>
Functional title and full street address:
Tel: _____ Fax: _____ e-mail: _____
Please complete this section for airport shuttle arrangement: Arrival date at Phnom Penh: _____ Flight: _____ at: _____ hours
Reservation at Glodiana Hotel and period of stay: <input type="checkbox"/> Standard Room (USD 35/night): Check-in: _____ Check-out: _____ <input type="checkbox"/> Extra bed (\$ 10/night)
Signatire:

To: Ms. Tavitra Ruyaphorn
 Staff Assistant
 Trade and Investment Division
 UNESCAP Secretariat
 Bangkok, Thailand

Fax: (66-2) 288-1027, 288-3066
 Tel: (66-2) 288-1422
 e-mail <ruyaphorn@un.org>

Note: For flight details, upon receipt of ESCAP confirmation on participation WTO/ESCAP sponsored participants are kindly requested to contact local UNDP office to make their advanced flight booking and provide their flight details.

ARRIVAL/DEPARTURE FORM

1. All participants are requested to fill in and return this form along with air tickets to the ESCAP staff present in the meeting room.
2. In addition to item 1 above, ESCAP-sponsored participants are also requested to provide the secretariat with their passports and copies of inbound boarding passes, for administrative arrangement.

NAME: _____

COUNTRY: _____

AIR TICKET NUMBER: _____

ARRIVAL AT DENPASAR, DATE: _____
BALI:

FLIGHT NUMBER: _____

TIME: _____

DEPARTURE FROM DATE: _____
DENPASAR, BALI:

FLIGHT NUMBER: _____

TIME: _____

HOTEL ADDRESS IN _____
DENPASAR, BALI: _____

ROOM NUMBER: _____

SIGNATURE: _____

DATE: _____

Notes: Airport tax for international flight is USD 25 and for domestic flight is USD 6.