



International Telecommunication Union



Socialist Republic of Viet Nam
Ministry of Information and Communications

Subregional Telecommunication Ministerial Forum for Cambodia, Lao P.D.R., Myanmar and Viet Nam

11 – 12 December 2009

GENERAL INFORMATION FOR PARTICIPANTS

The Subregional Telecommunication Ministerial Forum for Cambodia, Lao PDR, Myanmar and Viet Nam (CLMV) will be held from 11- 12 December 2009 in Nha Trang City, Viet Nam. The meeting is organized by the International Telecommunication Union, hosted by the Ministry of Information and Communications (MIC), Socialist Republic of Viet Nam and supported by the Government of Australia through the Department of Broadband, Communications and the Digital Economy. Followings are the information for the participants.

1. Venue and Duration

The Subregional Telecommunication Ministerial Forum for CLMV will be held from 11 to 12 December 2009 at Vinpearl Resort&Spa, in Nha Trang city, Socialist Republic of Viet Nam.

Venue: Vinpearl Resort & Spa
Address: Phu Quy Harbour, Nha Trang City, Viet Nam
Telephone: +84 – 58 - 3590611
Fax: +84 - 58 - 3590613
Website: <http://www.vinpearlland.com>

2. Participation:

Delegates from Cambodia, Lao PDR, Myanmar and Viet Nam and invited guests are invited to attend the Ministerial Forum by completing the enclosed Registration Form.

3. Hotel Accommodation

For the convenience of the participants as well as for security reasons, it is recommended to stay in Vinpearl Resort and Spa, Nha Trang. Room reservation should be made through ITU or Vietnam Secretariat to get special rates and benefits by filling in the enclosed Registration Form.

Vinpearl Resort and Spa

Deluxe Mountain View single: 95USD net per room per night

Deluxe Mountain twin: 105USD net per room per night

Deluxe Garden single: 99USD net per room per night

Deluxe Ocean single: 90USD net per room per night

The above room rates are inclusive of:

- *Daily buffet breakfast*
- *Welcome drink upon checking in*
- *Daily seasonal fruit plate in room*
- *Room's category confirmation subject to room availability*

The above room rates are inclusive of 10% services charges & 5% government tax.

The above room rates are suitable for single & double occupancy.

For Hotel Reservation please contact:

Ms. Doan Thanh Huong

Tel: +84 – 4 – 3 772 6655 (Ext: 24)

Mobile: +84 – 916 060708

Email: thanhhuong@v-lead.com.vn

Note : Accommodation at Vinpearl Resort&Spa will be reserved for Workshop Delegates receiving ITU fellowships and will be paid directly to the hotel by the ITU

Due to peak tourist season of Nha Trang city during the meeting period, you are kindly requested to send your Registration Form for finalizing the hotel reservation and other necessary arrangement of ITU Secretariat with a copy to Local Secretariat by latest **20 November 2009**. The Secretariat may not be able to guarantee hotel reservation after the closing date. Confirmation notices will be sent to participants for the hotel reservation.

4. Meeting Website, Meeting Documents and Contribution Guideline:

Related information about the meeting and provisional meeting documents will be available at <http://www.itu.int/ITU-D/asp/CMS/Events/2009/CLMV/index.asp>.

Contributions from delegates are welcome for this meeting. **Last date of sending your contributions to the ITU Secretariat is on 26 Nov 2009.**

To support worldwide efforts in combating climate change, ITU would propose a paperless meeting. Please be informed that at the end of the meeting, CDs containing all meeting documents will be provided to participants. Delegates are also encouraged to carry their laptop computers for the meeting.

PCs and printers will be available at the meeting venue for printing necessary documents by delegates themselves.

5. Immigration Requirements

Visas are exempted for the citizens of the countries, which have signed a bilateral visa exemption agreement with Viet Nam, tourist visa may be valid for 15 to 30 days.

Business visa usually will require an official letter of invitation from a local organization.

Tourist visa can only be obtained in Vietnamese embassies, consulates abroad. For information on entry visas to Viet Nam, participants are kindly requested to contact the Viet Nam's Diplomatic/Mission in their country before traveling.

It is easy to get your visa from a travel agency. The necessary information to the travel agency includes:

- Full name;
- Birthday and place of birth;
- Nationality;
- Job;
- Number of your passport;
- * Issue and expiry dates;
- Entry and exit dates;
- Place you plan to receive your entry visa from the Vietnamese embassies or consulates;

Overseas Vietnamese are required to provide more information:

- Year and reason to leave Viet Nam
- Leave Vietnam by means
- Full names and addresses of relations in Viet Nam

6. Conference Facilities, Registration and Meeting Documents:

The registration counter will be set up in the foyer of the meeting hall commencing at 08:00 hours on 11th December 2009 at **Vinpearl Resort & Spa**.

7. Currency

The legal tender is Vietnamese Dong (VND). For money changing, banks and money changes are conveniently located over the city and at the airport, as well as at the hotels. One US\$ is approximately equal to Dong 18,000. Major Banks are open from 8.00 a.m. to 4.00 p.m., Monday to Friday. All main credit cards are welcome, such as VISA, MASTER, AMEX.

8. Weather

The average temperature in Nha Trang during December varies from 20 to 25 degrees Celsius. For more information, please refer to: <http://www.nhatrang.gov.vn>

9. Food

A wide range of choices in the food/diet from Asian style to Western style is available in hotel restaurants, food-courts. The local cuisine is excellent for different tastes.

10. Local Time

GMT + 7 hours

11. Electrical Current

220 V; 50-60 Hz. Plugs are of two kinds: round or flat.

12. Language

The official language is Vietnamese, but most people in the central area of the City can understand and speak English and French.

13. Arrival and Transportation:

Cam Ranh Airport is located about 30km from the city center which takes about 45 minutes to Vinpearl Resort&Spa.

Nha Trang is about 350 km from Ho Chi Minh city and 1,300 km from Ha Noi. There are 2 daily flights from Hanoi to Nha Trang and 2 flights from Ho Chi Minh city to Nha Trang.

14. Registration Form

The attached Registration Form should be completed and returned to the **ITU Secretariat with a copy to Viet Nam’s Secretariat by 20th November 2009** via fax or e-mail at the following contact points to finalize hotel reservations, visa processing and other necessary arrangements.

16. Contact Information:

<u>ITU Secretariat</u>	<u>Vietnam Secretariat</u>
Ms. Amie Budiarto ITU Area Office, Jakarta Tel: + 62 21 3802322 Fax: + 62 21 38905521 <i>E-mail: amie.budiarto@itu.int</i>	Mr. Nguyen Quy QUYEN MIC of Vietnam Tel: 84 4 38229377 Fax: 84 4 38226590 <i>E-mail: nqquyen@mic.gov.vn</i>