



**Seminar on Costs and Tariffs and Meeting of the
Study Group 3 Regional Group for Asia and Oceania
(SG3RG-AO) (former TAS Group)
4-6 March 2009, Hanoi, Viet Nam**



Practical Information

1. Venue

The ITU Seminar on Costs and Tariffs and the Meeting of the Study Group 3 Regional Group for Asia and Oceania (SG3RG-AO) (former TAS Group) will be held at Hanoi Horison Hotel, Hanoi, Viet Nam.

Hanoi Horison Hotel
40 Cat Linh Street, Hanoi
Viet Nam
Website: www.swiss-belhotel.com

2. Onsite Registration

On-site registration will begin on Wednesday, 4 March 2009 at 08:30 at the foyer of the main meeting room.

3. Hotel Accommodation

For the convenience of the participants, it is recommended to stay in Hanoi Horison Hotel. Room reservation should be made through Viet Nam Secretariat to get special rates and benefits.

Room Type	Single	Double
Deluxe Room	US\$ 125++	US\$ 150++
Horison Deluxe	US\$ 140++	US\$ 160++
Pool View Deluxe	US\$ 150++	US\$ 170++
Executive	US\$ 170++	US\$ 190++
Executive Suite	US\$ 248++	US\$ 268++

- ❖ The above rates are in United States Dollars, and subject to 5% service charge and 10% value added tax (Rates are ++).
- ❖ Rates include breakfast buffet and admission to the health club including spa and pool.
- ❖ Extra bed surcharge is \$ 20 exclusive of 10 % VAT and 5 % Service Charge (“++”)
- ❖ Children under the age of 12 stay complimentary when sharing the room with their parents and utilizing the existing bedding.

Benefit for Executive room:

- ❖ *Express check in and check out at the Executive Lounge*
- ❖ *VIP status throughout the stay*
- ❖ *Breakfast at Executive Lounge*
- ❖ *Tea, Coffee, Soft Drinks, Fruits, Cookies at Executive Lounge*

4. Immigration (Visa) Requirements

Most visitors to Viet Nam need a visa to enter the country. 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 Diplomatic/Mission in their country before traveling.

It is easier 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 Viet Nam by means
- Full names and addresses of relations in Viet Nam

Visa exemption: Visas are exempted for the citizens of the countries, which have signed a bilateral visa exemption agreement with Viet Nam. For further information, participants are kindly requested to contact the Viet Nam's Diplomatic/Mission in their country.

5. Currency

The legal tender of Viet Nam is 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 17,500. Major Banks are open from 9 a.m. to 3.30 p.m., Monday to Friday. All main credit cards are welcome, such as VISA, MASTER, AMEX....

6. Weather

The time convening the workshop is in summer in Viet Nam. During March the average temperature varies from 17 to 25 degree Celsius.

7. 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.

8. Local Time

GMT + 7 hours

9. Electrical Current

220 V, 50-60 Hz.

10. Language

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

11. Insurance

Due to procedural difficulties and budgetary constraints, ITU is not able to bear the cost of insurance for the participants, any medical expenses or any other expenses. ITU therefore requests your Administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

12. Transportation from Airport

For your general information, the airport taxi is available from Noi Bai International Airport to the Hotel. The fare is from 170,000 VND to 220,000VND.

13. Pre-registration

The attached forms in Annexes 3 and 4 should be completed and sent as per the instructions on the form. A copy should be sent to the Vietnamese Secretariat by **20 February 2009** at Fax: +84 4 3 822 6590 to finalize hotel reservations, visa processing and other necessary arrangements.

The attached pre-registration form in Annex 5 should be completed and sent as per the instruction on the form, with a copy to TSB, by **27 February 2009**.

14. Vietnamese Secretariat

Mrs. Tran THANH HA
Officer
International Cooperation Department
Tel: +84 4 3 822 9267
Fax: +84 4 3 822 6590
E-mail: ttha@mic.gov.vn

Hotel Reservation

Ms. Doan Thu TRANG
Tel: +84 4 3 736 7459
Fax: +84 4 3 736 7455
Mobile : 098 486 4499
E-mail: trangvictoria@gmail.com

Visa information:

Mr. Vo An QUAN
Officer
International Cooperation Department
Tel: +84 4 3 822 9377
Fax: +84 4 3 822 6590
E-mail: vaquan@mic.gov.vn
