

**Additional information on the Workshop on Outside Plant for the Access Network
(Hanoi, Vietnam, 24 November 2003)**

1. Venue of the Meeting

Hanoi Horison Hotel (*swiss-belhotel international*)
40 Cat Linh Street
Hanoi, SR Vietnam
Website: www.swiss-belhotel.com

2. Hotel Reservation

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

The night room rates are as follows:

Superior Room	US\$ 63.00++
Deluxe Room	US\$ 68.00++
Cabana Room at the Swimming Pool	US\$ 75.00++
Horison Club – 10 th Floor★	US\$ 85.00++
Deluxe Suite ★	US\$115.00++
Terrace Suite★	US\$ 100.00++
Horison Club Suite ★	US\$ 135.00++

Plus US\$ 8.00++ per room double occupancy.

All prices (++) are quoted in US\$ and are subject to 5% service charge and 10% government tax.

Including:

- *Daily International Buffet breakfast*
- *Daily local newspaper (English or Vietnamese)*
- *Two bottles of mineral water*
- *Free and unlimited access to the Fitness Center at the 2nd floor (swimming pool and sauna, exercise room and aerobics)*
- *26 Entertainment/Movies and News Satellite TV Channels*

The special daily benefits for the Rooms ★ and Suites ★ include:

- *Serving breakfast at 10th floor*
- *Free laundry of max. 3 items or free pressing of one suit or dress*
- *Free local newspaper and magazin*
- *Free use of computer in the Lounge in 10th Floor for max.20 minutes (email or Internet)*
- *Free local telephone call*
- *Free coffee or tea (from 7am to 10pm) and free drinks from the list (from 5pm to 8pm) with snack*
- *15% discount on food and beverage in any hour of hotel restaurants (except on discounted prices)*
- *Free 60 minutes massage for every 3 nights stay*
- *Welcome fruit basket and bottle of wine*
- *Late check until 4pm*

3. Transportation

For your general information, the following transportation is available from Noi Bai International Airport to the Hotel:

Public Taxi: Taxis with meters are available at the authorized public taxi stands outside the arrival hall of the Airport. The cost is approximately VND150.000.

Airport Taxi Service: The Airport has a taxi service to various destinations in the city. The taxi counter is located at the arrival hall of the airport. The cost is approximately USD10 or VND155.000 to downtown.

The Hotel offers the Airport Transfer fare of US\$ 15.00/person/way. However, the service pre-registration with the hotel should be made before arrival.

4. Immigration Requirements

Prior entry visa is not required for only some countries in accordance to the bilateral agreements between Vietnam and those countries. For information on entry visas to Vietnam, participants are kindly requested to contact the Vietnam's Diplomatic/Mission in their country. The Vietnam Operating Committee will issue an invitation letter for the visa application of participant on the receipt of Pre-registration.

5. Airport Tax

Airport Tax amounting to USD 14.00 or VND 220,000 is to be paid at the time of departure.

6. Local time

GMT + 7 hours

7. Food/Diet

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

8. Currency

The legal tender of Vietnam 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 15,500. 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,...

9. Climate

The average temperature in November in Hanoi ranges between 20⁰C to 25⁰C. However, it is rather cool and also rains sometimes during this season. It is recommended to bring umbrella outdoors.

10. Electric Power

220 V; 50-60 Hz.

11. Language

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

12. Telecommunication services

Telephone and facsimile facilities are available in Hotels and outside. The charge for using these services in hotels must be added 10% of service charge

13. Insurance

All participants are requested to make any necessary arrangements for their insurance and medical coverage before travel.

14. Vietnam Operating Committee - Contact point

Programme information:

Mr. Phan TAM

Officer

International Cooperation Department

Ministry of Post and Telematics

18 Nguyen Du Street, Hanoi 10000

SR Vietnam

Tel: 84 4 9436909

Fax: 84 4 8226590

e-mail: ptam@mpt.gov.vn

Delegation information:

Mrs. Tran Thanh HA

Officer

International Cooperation Department

Ministry of Post and Telematics

18 Nguyen Du Street, Hanoi 10000

SR Vietnam

Tel: 84 4 8229267, 9430204

Fax: 84 4 8226590

e-mail: ttha@mpt.gov.vn

Visa information:

Mr. Nguyen Dinh TRUNG

Officer

International Cooperation Department

Ministry of Post and Telematics

18 Nguyen Du Street, Hanoi 10000

SR Vietnam

Tel: 84 4 8226622, 8229267

Fax: 84 4 8226590

e-mail: dtrung@mpt.gov.vn
