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**ITU-ASEAN Forum on Over the Top (OTT) Services:**

**Business, Policy and Regulatory Trends**

08-09 December 2015, Phnom Penh, Cambodia

**PARTICIPANT’S INFORMATION**

ITU-ASEAN Forum on OTT: Business and Regulatory Trends will be held on 8-9 December 2015 in Phnom Penh, Cambodia. The Forum is jointly organized by the International Telecommunication Union (ITU) and ASEAN, and kindly hosted by the Ministry of Posts and Telecommunication of Cambodia. The detailed arrangements are as follows:

**1. VENUE**

ITU-ASEAN Forum on OTT will be held in the Ministry of Posts and Telecommunications of Cambodia. The contact details of the ministry is as follows:

**Ministry of Posts and Telecommunications of Cambodia**

Corner street 13 and 102, Sangkat Wat Phnom, Khan Daun Penh, Phnom Penh, Cambodia

**2. VISA AND IMMIGRATION INFORMATION**

Visa requirements to Cambodia may vary for the citizens of different countries.

* All delegates are required to possess a valid passport with at least 6 months validity to enter Cambodia.
* Holders of normal passports of the following countries: [Indonesia](http://en.wikipedia.org/wiki/Indonesia), [Laos](http://en.wikipedia.org/wiki/Laos),  [Malaysia](http://en.wikipedia.org/wiki/Malaysia),  [Philippines](http://en.wikipedia.org/wiki/Philippines) (21 days) , [Singapore](http://en.wikipedia.org/wiki/Singapore), [Thailand](http://en.wikipedia.org/wiki/Thailand) (14 days), [Vietnam](http://en.wikipedia.org/wiki/Vietnam) do not require a visa for Cambodia for up to 30 days (unless otherwise noted).
* Holders of consular, diplomatic, service, special or official passports issued to nationals of ASEAN countries do not require a visa for Cambodia.
* Nationals of any country can obtain a visa on arrival for tourism or business purposes, for a maximum stay of 30 days and extensions are possible.

Please kindly check the visa requirements with your nearest Royal Cambodia Embassy or Consulate General. You are also advised to visit https://www.evisa.gov.kh/

**3. HOTEL ACCOMMODATION**

1. **Raffles Hotel Le Royal**

Please send the Hotel Reservation form to the Raffles Hotel Le Royal; e-mail address: sok.ratanak@raffles.com, Tel no.: +855 23 981 168, or HP: +855 16 545 111

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| **Room Type** | **Single Room** | **Double Room** |
| **State Room (33 sqm)** | **US$ 170.00** | **US$190.00** |
| **Landmark Room (33 sqm)** | **US$ 190.00** | **US$220.00** |
| **Executive Suite (33 sqm)** | **US$400.00** |  |
| **One bed room landmark suite** | **US$750.00** |  |

*Rates Includes*

* *Complimentary buffet breakfast at Café Monivong per person*
* *Complimentary business internet access*
* *Complimentary use of Raffles Spa & Fitness facilities including Jacuzzi, Sauna and Steam Room*

*Terms and Conditions*

* *Above rate is quoted in U.S. Dollars per room per night*
* *Rates are subject to 7% service charge, 2% accommodation tax and 10% government tax*
* *Rates are non commissionable and subject to room availability*

1. **Sunway Hotel**

Please send the Hotel Reservation form to Sunway Hotel; e-mail address: touchao@sunwayhotels.com or Tel no.: 012 94 50 80/62 10 40.

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| **Room Type** | **Single Room** | **Double Room** |
| **Deluxe room (31sqm)** | **US$90.00 nett** | **US$100.00 nett** |
| **Deluxe with Balcony (54qsm)** | **US$105.00 nett** | **US$115.00 nett** |
| **Executive Suite (69qsm)** | **US$185.00 nett** | **US$195.00 nett** |

*The above rates are inclusive of:*

* *Prevailing 10% Government Taxes, 10% Service Charge, 2% Accommodation Taxes*
* *Daily buffet breakfast*
* *Free WiFi all in guest rooms and hotel outlets.*
* *Complimentary Coffee / Tea making facility, bottled drinking water in the room.*
* *Complimentary usage of Hotel’s Gym, Sauna, Steam Bath and Jacuzzi (Jacuzzi is applicable for gentlemen)*

*Term And Condition Accommodation*

*The exacted number of rooms and rooming list is required at least 20 days prior to arrival date. Kindly note that any changes or reduction in rooms must be informed to the hotel at least 20 days prior to arrival, otherwise the following charge will apply:*

*Cancellation or reduction made less than:*

* *20-16 days prior to arrival date: 30% of total amount will be charged*
* *15-11 days prior to arrival date: 50% of total amount will be charged*
* *10-5 days prior to arrival date: 70% of total amount will be charged*
* *4 days, same day cancellation or No-Show: 100% total amount will be charged*

1. **Phnom Penh Hotel**

Please send the Hotel Reservation form to III. Phnom Penh Hotel; e-mail address: sse1@phnompenhhotel.com or fax no.: 855‐23‐991 818.

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| **Room Type** | **Single Room** | **Double Room** | **Twin** |
| **SUPERIOR** | **US$** **70** | **US$ 80** | **US$ 80** |
| **DELUXE** | **US$** **80** | **US$ 90** | **US$ 90** |
| **CLUB EXCELLENCE** | **US$** **95** | **US$ 105** | **US$ 105** |
| **JUNIOR SUITE** | **US$ 120** | **US$ 130** | **US$ 130** |
| **EXECUTIVE SUITE** | **US$ 130** | **US$ 140** | **US$ 140** |

**4. EVENT WEBSITE AND FORUM DOCUMENTS**

The Forum’s latest information including its updated agenda, useful information for participants, registration and request for fellowship forms are available at the forum website: <https://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/Pages/Events/2015/Dec-OTT/en.aspx> .

**5. REGISTRATION**

To register for the Forum, participants are requested to fill in and send the registration form by email directly to Mr. Andreas Christiono ([andreas.christiono@itu.int](mailto:andreas.christiono@itu.int)) **on or before 27 November 2015.**

**6. AIRPORT TRANSPORATION**

**MPTC** will provide airport transportation to their hotels and vice versa. Please inform us your flight schedule by [nirath-sam@mptc.gov.kh](mailto:nirath-sam@mptc.gov.kh) and copy to [chantraboth-sok@mptc.gov.kh](mailto:chantraboth-sok@mptc.gov.kh).

**7. PRACTICAL INFORMATION**

**About Phnom Penh:** Phnom Penh is the most common points of entry for visitors arriving to Cambodia by air. Arrival/departure procedures at Phnom Penh International Airport are in general easy and quite fast. Travelers can get a visa on-arrival for USD 30, valid for 30 days (1 passport picture and a passport valid longer than 6 months are required).

**Weather**:

The climate in Cambodia can, roughly said, be divided into two different seasons: the monsoon (rainy) season (June to October) and the dry season (November to May). Actually there are four different periods throughout the year:

November – February: Cool and dry

March – May: Hot and dry

June – August: Hot and wet

September – October: Cool and wet

Maximum daily temperatures range from the high 20°C in January to more than

40°C in April. Daily minimum temperatures are usually no less than 15° C.

**Time Zone**: GMT + 7 hours.

**Banks & Currency**: The unit of Cambodia currency is Khmer Riel (KHR). The exchange rate as of November 2015 is KHR 4045 to 1 USD.

**Electricity**: Supply voltage is 220V, 50Hz. A standard grounded Cambodia outlet supports European 2-pin plugs and earthed and unearthed American plugs (see picture). Please bring the right adapter for your equipment.

