



5th Asia-Europe Journalists' Seminar "Moving Towards a Post-crisis World"

23 & 24 May 2009 | Hanoi, Vietnam
in conjunction with the 9th Foreign Ministers' Meeting

PRACTICAL INFORMATION FOR PARTICIPANTS

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1. SEMINAR VENUE AND ACCOMMODATION

The venue for the Journalists' Seminar shall be at the Mövenpick Hotel Hanoi. All participants will also be billeted at the same hotel. This hotel is about 45 minutes from the venue of the 9th Foreign Ministers' Meeting (FMM9).

Mövenpick Hotel Hanoi
83A Ly Thuong Kiet Street
Hoan Kiem District, Hanoi, Vietnam

Phone: +84 4 38 22 28 00
Fax: +84 4 38 22 28 22
E-Mail: hotel.hanoi@moevenpick.com
URL: www.moevenpick-hanoi.com

Check-in Time: **2:00 PM***
Check-out Time: **12:00 NN**

** We have special arrangements with the hotel - please inform the organisers in advance should you require early check-in or late check-out*

The organisers shall provide the participants of the Seminar two nights' accommodation from 23-25 May. Participants who will be staying on to cover the 9th Foreign Ministers' Meeting (FMM9) shall be further accommodated for two more nights from 25-27 May. Participants who would like to extend their stay beyond the meeting may do so at their own expense. The rates for additional nights per room costs USD 130.00 (a special rate negotiated by the organisers).

Room reservations have been made under your name by the organisers on your behalf, so kindly proceed with the normal check-in process upon your arrival. When checking in, you may be asked for your credit card number. Please do not be alarmed, as this is normal procedure. Rest assured that nothing will be charged to your card as long as you have not incurred any extra expenses beyond those covered by ASEF (please see Section 7 on Expenses Coverage and Reimbursement).



2. TRAVEL ARRANGEMENTS

Participants are requested to **make their own travel arrangements to Hanoi**. Noi Bai International Airport (IATA: HAN, ICAO: VVNB), serves the capital city of Hanoi and is located 28 miles (45 km, about 45 minutes) from the city's downtown.

Various transportation services, including public taxis, minibuses and public buses, are available from Hanoi Noi Bai Airport to the Hotel, but **participants are advised to take a taxi to the Mövenpick Hotel**. Taxis to downtown Hanoi can be hired at Noi Bai Airport terminal arrivals level. An airport taxi costs a fixed VND 160,000 (US\$10) for a sedan, VND 190,000 (US\$12) for an SUV (toll charges are included in the price). Taxi ride to the city center takes about 30 minutes. Taxis from the city center to Noi Bai Airport charge the same fixed rate.

Please refer to <http://www.hanoiairportonline.com> for further information.

Please keep your taxi/bus/shuttle receipts for reimbursement (please see Section 7 on Expenses Coverage and Reimbursement).

3. VISA, MEDIA ACCREDITATION AND REGISTRATION

For participants who require an entry visa for entry to Vietnam, please ensure that you have the approved visa issued by your local Vietnamese Embassy/Consulate prior to travelling to Vietnam. You are encouraged to have a journalist visa.

The official Journalists' Seminar programme will start at 4:00 PM on 23 May. Participants are advised to be at the venue at 3pm for registration.

Media Accreditation passes for participants covering the FMM9 will be distributed during the Seminar by the observers from the Press and Information Department, Ministry of Foreign Affairs, Vietnam.

4. EXPECTED ARRIVAL AND DEPARTURE DATES

Participants are expected to arrive at the hotel on 23 May 2009, in time for the registration for the Journalists' Seminar (which will take place at 3:30pm), the Public Lecture at 4pm, and the Welcome Dinner at 7pm. Please refer to the programme for further details.

Should your flight arrive later than the expected arrival time, please advise the organisers so the appropriate arrangements could be made.

The Journalists' Seminar will end on Sunday, 24 May 2009 at around 6pm. Participants may depart anytime thereafter at their convenience. Accommodations will be provided only until 12:00 noon on 25 May.

For participants covering the FMM9, accommodations will be provided only until 12:00 noon on 27 May 2009.

Please advise the organisers should you need early check-in or late check-out.

5. MOBILITY DURING THE SEMINAR

Shuttle service for participants will be provided for official events happening outside of the hotel, particularly:

- 1) For the Welcome Dinner on 23 May, participants are requested to assemble at the lobby of the Mövenpick Hotel at 6:20 PM before proceeding to the dinner venue;
- 2) Participants attending the 9th ASEM Foreign Ministers' Meeting on 25 and 26 May are requested to assemble at the lobby of the Mövenpick Hotel before proceeding to the National Convention Center. The specific assembly time will be announced closer to date.

6. MEALS

Hotel accommodation includes breakfast.

Other meals sponsored by the organisers include: (as necessary)

- Welcome dinner on 23 May
- Lunch on 24 May
- Lunch and dinner on 25 and 26 May (for participants covering the FMM9)

Should you have any dietary or religious restrictions, please advise the organisers in advance so arrangements could be made.

7. EXPENSES COVERAGE AND REIMBURSEMENTS

ASEF will sponsor the following expenses:

- Cost of a roundtrip, economy class air ticket to and from Hanoi, Vietnam. This applies to travel by the most direct routes available;
- Cost of accommodation for 2 nights (23-25 May) for participants of the Seminar, and an additional 2 nights (25-27 May) for participants covering the FMM9;
- Transfer from Airport to Hotel (and vice versa)
- Meals (as elaborated in the previous section)
- Entry visa fee to Hanoi

All other incidentals (such as travel insurance, overseas telephone calls, telegrams and faxes, room service, business centre services, laundry and mini-bar charges) shall be borne by the participants. Also, please note that costs of any accompanying guests or family members, as well as extra nights outside the allocated dates will not be covered by the organisers.

Reimbursements for sponsored participants will be made via telegraphic transfers. Please note that we will require the following information to be able to facilitate the transfer:

- Name of bank account holder
- Bank name
- Branch name/code
- Bank address
- Account number
- Swift code/IBAN

IMPORTANT: In accordance to our auditing guidelines, please ensure that you submit the following documents for the successful processing of your reimbursements:

- ORIGINAL receipt of air ticket purchase from the travel agency or airline company, bearing the price of the ticket (please note that the air ticket/e-ticket does NOT serve as a valid receipt)
- ORIGINAL boarding passes to and from Hanoi
- PHOTOCOPY of air ticket or e-ticket (
- ORIGINAL airport tax receipt/s
- ORIGINAL airport transfer receipt/s
- PHOTOCOPY of your entry visa (for participants requiring a visa)
- ORIGINAL receipt of payment for visa fee (for participants requiring a visa)

For this purpose, you may want to make a photocopy of all the above documents for your own file. You may submit the above documents by post or courier service anytime **before 25 June 2009**. Please note that the organisers will only be able to process reimbursements upon submission of all documents stated above. The organisers will require at least **10-15 working days** upon receipt of the above documents for transfer of funds to the stipulated bank account after receiving all the documents.

8. OTHER USEFUL INFORMATION

Weather

The month of May is typically the start of the Summer season in Hanoi. Summer months are characterised by extremely hot weather with plenty of rain, so you may want to bring a light raincoat/jacket or umbrella, as well as light clothing for travelling around the city.

Dress Code

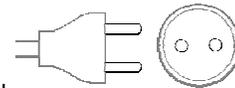
During the Journalists' Seminar events and programme, the dress code is business attire (business suit with jacket).

Time

The local time in Hanoi is GMT+7.

Electricity and Water

- Vietnam's power supply is 220/240 volts, 50Hz. The round two-pin plugs are the most common, although the more modern hotels may use the British style three-prong plugs. We advise you to bring your own world travel plug adapter.
- Tap water is generally not safe to drink. Bottled water is widely available and should be used for drinking. Ice in drinks in most restaurants and hotels are usually safe.



Communications

- The country code for Vietnam is 84.
- We have arranged with Movenpick to waive charges for in-room wireless internet access. You may want to bring your laptop with wireless capability to enjoy this facility.
- A computer and printer are available for hotel guests' use for a fee. Participants of the Seminar receives 20% discount at the hotel's business centre.
- Hanoi uses GSM mobile phone network (900/1800 bandwidth). For those bringing their own mobile phone, please be informed that IDD and mobile prepaid phone cards, varying from the denominations of VND 30,000 to VND 500,000, can be purchased at any post office or at the airport.

Currency and Money

- The national currency of Vietnam is the Vietnamese Dong (VND)
- Exchange rate (as of 14 May):
1 EUR = 24107.7487 VND
1 USD = 17765 VND
- Foreign currencies can be easily exchanged in authorized banks and foreign exchange agencies. Currency and travellers cheques (preferably in US Dollars) can be exchanged at most hotels, travel agents, and major banks, most of which have ATM machines.
- ATM machines are also available in most five-star hotels around the city.
- Visa, Amex, JCB and Mastercard are accepted at some banks, restaurants, shops and most large hotels.
- Not all establishments accept credit cards (except in establishments geared towards tourists), so it is advisable to ask first, and have enough cash on hand.
- If your bank at home is part of the Plus or Star systems, you can withdraw from your ATM account at home in either Dong or Dollars. You can also get a cash advance on your Visa card at the international banks in Hanoi.

Business hours

- Most business and government offices are open from 8.30am-5.00pm, Monday to Friday.
- Lunchtime is between 12.00pm and 1.00pm, however most government agencies and State-owned enterprises tend to extend the break, usually from 11.30am to 1.30pm.
- Banks are open from 9.00am-4.00pm, Monday to Friday, while supermarkets (mini-marts) and shops are open around 8.30am-10.00am to 8.00pm, Monday-Sunday.
- Private shops in central city shopping areas close at 10.00pm to midnight on weekends.

Essential Numbers

Police: 113

Ambulance: 115

Fire brigade: 114

Airport Taxi: 84 48 865615; 84 49 272013

In case of an emergency, you may also want to contact your local Embassy or Consulate, especially if translation or representation is required.

9. CONTACT POINT

For further inquiries about the programme, please contact:

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The 5th Asia-Europe Journalists' Seminar is organised in partnership with the Press and Information Department, Ministry of Foreign Affairs, Vietnam.