



Asia-Europe Meeting

ASEM DIALOGUE ON SUSTAINABLE DEVELOPMENT

ADMINISTRATIVE CIRCULAR

**ASEM Seminar on Strengthening Concerted Actions on
Water Management through Post 2015 Agenda**

**Ben Tre – Viet Nam
4 – 5 June 2015**

1. DATE AND VENUE

Date : **4 – 5 June 2015**

Venue: **Dong Khoi Place Convention Center**

Address: 16 Hai Ba Trung, Ward 2, Ben Tre City

Tel.: +84-075 3822632

Fax: +84-075 3822240

Website: www.dongkhoipalace.vn

2. TENTATIVE PROGRAMME *(Please refer to the attached)*

3. REGISTRATION

All delegates are kindly requested to send the completed Registration Form (attached) no later than **29 May 2015** to the following:

ASEM Division

Department of Multilateral Economic Cooperation

Ministry of Foreign Affairs of Viet Nam

8 Khuc Hao Street, Ba Dinh, Ha Noi

Tel.: +84-4 3799 3104/ 3799 2723

Fax: +84-4-62816210/ 84-37993618

Email: cuonghv@vctourist.com; havancuong.0204@gmail.com;
and asemmofvietnam@gmail.com/ asem@mofa.gov.vn

4. ACCOMMODATION

Participants are encouraged to make their bookings at **Coconut Hotel** due to its proximity to the meeting venue and where special rates have been arranged.

Coconut Hotel

Address: 70B Nguyen Van Tu, Ward 7, Ben Tre City

Tel.: +84-753 545 454

Website: www.coconuthotel.com.vn

Delegates are requested to arrange their own accommodation reservations. Booking and payment should be made by completing the Registration Form and forwarding to the Organizing Committee through the following addresses:

Email: cuonghv@vctourist.com; havancuong.0204@gmail.com; and
asemmofvietnam@gmail.com

CC: mice@vctourist.com/ asem@mofa.gov.vn

Tel: +84-4-62816212/ 84-982981182

Fax: +84-4-62816210/ 84-37993618

5. HOSPITALITY

All delegates are cordially invited to the Welcoming Dinner and the Gala Dinner by the host country on the 3rd and the 4th of June, respectively as indicated in the Programme. Lunches and coffee breaks will also be provided by the host country.

6. COST

The Organizers will bear the cost of the venue, facilities and the arrangements for the field trip as scheduled in the programme, as well as the hotel accommodation of three nights from the 3rd of June to the 5th of June for speakers during their stay in Ben Tre. Delegates are responsible for their own travel and accommodation costs and any other expenses incurred during their stay.

7. TRANSPORTATION

Delegates are kindly requested to inform the Secretariat of their flight details and transport preferences in the registration form for the ease of pick-up and drop-off arrangements. The Organizing Committee will provide shuttle bus service on the day of 03 June 2015 from Tan Son Nhat International Airport (Ho Chi Minh City) to the above recommended hotels and vice versa upon departure until 6 June 2015 with the following schedules:

Airport Pick-up Timetable		Airport Drop-off Timetable	
No.	Departure time	No.	Departure time
Wednesday 3 rd June, 2015		Friday 5 th June, 2015	
1.	09.00	1.	12.30
2.	13.00	Saturday 6 th June, 2015	
3.	15.30	1.	04.00
4.	16.00	2.	08.30
5.	17.30	3.	12.00
6.	18.15		
7.	21.15		

Taxi services are also available at the airport 24 hours a day and are located outside the arrivals area. Shuttle service is also provided to venues of the Seminar during the meeting. The points of contact for airport pick-up and drop-off service are as follows:

Mr. Nguyen Ngoc Son, ASEM Division
Department of Multilateral Economic Cooperation
Ministry of Foreign Affairs
Tel.: +84-904166112/ +84-4 3799 3104
Fax: +84-4 3799 3618
Email: asemmofvietnam@gmail.com/ asem@mofa.gov.vn

Mr. Vu Hoang Tu, Logistic Division
Tel.: +84-966171846/ +84-4 62816212
Fax: +84-4 62816210/ +84-4 37993618
Email: cuonghv@vctourist.com

8. PASSPORT AND VISAS

Please note that all Delegations are subject to Viet Nam immigration regulations. Delegates should ensure that they have valid passports and other necessary travel documents. Delegates from some countries may need entry visas; hence, they are advised to contact the nearest Vietnamese Embassies in their respective countries to check the visa requirements for entering Viet Nam. For any special matter related to visa, please inform the Seminar Secretariat for assistance. Any costs for visa application and airport tax should be shouldered by the concerned participants.

9. WORKING LANGUAGE

The official working language of the Seminar is English.

10. DRESS CODE

Business is appropriate for meetings and other social functions.
Smart casual attire is recommended for the field trip.

11. LIABILITY

The Organizing Committee shall not be liable for personal accidents and losses, or damage to personal property of the registered delegates in the meeting. Delegates should make their own arrangements with respect to personal insurance.

12. SECURITY

All necessary measures will be taken to ensure the safety of delegates. Identification badges will be distributed at the reception desk of the Seminar. Delegates are requested to wear their identification badges at all times to gain admittance to the meeting venues, meals and other functions and might be requested to pass through a security gate.

Media access is limited to the Opening Ceremony and Closing Session.

13. GENERAL INFORMATION

About Ben Tre:

Having an area of 2,360 km², Ben Tre is one of the 13 provinces and cities in Mekong Delta region, sharing border with Southern Dynamic Economic Zone, with National Highway 60 and 57 through Vinh Long and Tra Vinh provinces to the South-Western Region of Viet Nam. It is 86 kilometers far from and takes only 1 hour and a half to travel to Ho Chi Minh city. With its river feature, waterway is very convenient for transporting material, products to Ho Chi Minh city Ports. The diversity in the sea economy and garden economic, agricultural material and human resources are the strong advantages of Ben Tre province in the integration process. Ben Tre is also known as the Kingdom of coconuts and the cradle of coconut diversity of Viet Nam with many coconut varieties, Xiem Dwarf variety, Dau and Ta tall varieties... For more information, please visit: www.bentre.gov.vn.

Climate:

Ben Tre has tropical climate with the average temperature varies from 26 to 32 degrees Celsius (78.8 - 89.6 degrees Fahrenheit)

Time:

Time zone: ICT (Indochina Time); current time zone offset: + 07:00 hours

Electricity:

The residential voltage is 220V at 50 Hz. Delegates are advised to bring a suitable voltage converter and adapter for their proper use of electrical appliances.

Currency: Viet Nam's official currency is the Dong (VND). Delegates can exchange their money at most banks and exchange offices located in the city centre and at the airport. The exchange rate is 21,555.00 VND to 1 USD (subject to change)

Telecommunications:

In addition to regular telephone service, some popular providers, namely Vinaphone, Mobifone and Viettel, provide mobile telephone service in Viet Nam. Should you wish to bring your mobile phone, please be informed that mobile prepaid phone cards, varying from the denomination of VND 50,000 to VND 500,000 could be purchased easily at any post offices, authorized distributors and shops around the city.

Free Emergency Telephone Numbers:

Police: 113

Fire Service: 114

Medical Care: 115

14. SEMINAR SECRETARIAT CONTACTS

For any requirements concerning substantive and logistic matters, please contact the the following officials:

Mrs. **Le Thi Hong Van**, ASEM Contact point for Viet Nam
Assistant Director-General
Department of Multilateral Economic Cooperation
Ministry of Foreign Affairs
Tel.: +84-4 3799 3708
Fax: +84-4 3799 3618
Email: asemmofvietnam@gmail.com/ asem@mofa.gov.vn

Mr. **Pham Minh Hung**, ASEM Division
Department of Multilateral Economic Cooperation
Ministry of Foreign Affairs
Tel.: +84-4 3799 2723
Fax: +84-4 3799 3618
Email: asemmofvietnam@gmail.com/ asem@mofa.gov.vn

Mr. **Ha Van Cuong**, Logistic Division
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