



Asia-Europe Meeting

Senior Officials' Meeting (SOM)

Nay Pyi Taw, Myanmar

6-8 September 2017

Administrative Arrangements

Date and Venue

1. ASEM Senior Officials' Meeting (SOM) and related meetings will be held in Nay Pyi Taw, Myanmar on 6-8 September 2017. The meeting venue is as follows:

Myanmar International Convention Centre - I (MICC - I)
Nay Pyi Taw, Myanmar.

Secretariat

2. A dedicated Secretariat for the Senior Officials' Meeting will be set up at the MICC-I from 5 to 8 September 2017. The Secretariat can be contacted as follows:

Substantive

1) Mr. Aung Ko

Deputy Director General, Political Department

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2) Mr. Win Zeyar Tun

Director, Political Department

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Email: winzeyartun@e-mofa.gov.mm, asemfmm13@e-mofa.gov.mm,
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Deputy Director, Political Department

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Logistics

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- 5) Mr. Nyein Zaw
Head of Branch-II,
Telephone: (+95) 67-412447
Mobile: (+95) 9 791700260
Email: nyeinzaw@e-mofa.gov.mm, asemfmm13@e-mofa.gov.mm,
acmeecs28@gmail.com

Accommodation

3. Delegations are advised to make their own accommodation arrangement directly with the hotels. The delegations are requested to mention their attendance to the ASEM Senior Officials' Meeting when booking the hotels. The reservation contacts of the hotels in the vicinity of the meeting venue are as follows:

- 1) Hilton Nay Pyi Taw
Taw Win Thiri Road, Nay Pyi Taw
Tel:+95-67-810 5001, 810 5002 Fax: +95-67-810 5030
Email: Pujitama.Tanamas@hilton.com , NPT.Reservations@hilton.com

- 2) Kempinski (Nay Pyi Taw)
Shwe Pyi Taw Win Road, Dekkhina Thiri Township, Nay Pyi Taw
Tel: +95-67-810 6061, Fax: +95-67-810 6065
Email: reservation.naypyitaw@kempinski.com, sales.naypyitaw@kempinski.com
bookings.naypyitaw@kempinski.com

- 3) Park Royal (Nay Pyi Taw)
Dekkhina Thiri Township, Nay Pyi Taw, Myanmar
Tel: +95 67 8106088, Fax: +95 67 810 6068
Email: reserve.prnyt@parkroyalhotels.com, enquiry.prnyt@parkroyalhotels.com

- 4) The Lake Garden (MGallery by Sofitel)
Dekkhina Thiri Road, Nay Pyi Taw
Tel: +95-67-810 5059, 89,90
Email: H9096-RE@accor.com, H9096-sl4@accor.com, H9096-sl1@accor.com,
Website: <http://www.mgallery.com>

- 5) Grand Amara Hotel
Tel: +95-67-810 5333, Fax: +95-67-810 5210
Email: reservation.grandamara@thehotelamara.com,
sales.npt@thehotelamara.com
Website: www.grandamara.com

- 6) Shwe San Eain Hotel
Taw Win Yadanar Road, Dekkhina Thiri Township, Nay Pyi Taw
Tel: +95-67-810 6120, 810 6130, Fax: +95-67-810 6121, 810 6131
Email: naypyitaw.fo@htoohospitality.com,
Website: <http://shwesaneain.htoohospitality.com>

- 7) Horizon Lake View Resort
Taw Win Yadanar Road, Dekhinathiri Township, Nay Pyi Taw
Tel: +95-67-810 5118, Fax: +95-67-810 5094
Email: sales.hlvr@horizonhotelsresorts.com , nilar.hlvr@gmail.com
Website: www.horizonhotelsresorts.com

- 8) Hotel Royal ACE
15/16 Taw Win Yadanar Road, Dekhinathiri Township, Nay Pyi Taw
Tel: +95-67-810 6021-22
Email: resv.thehotelroyalace@gmail.com, info@thehotelroyalace.com,
Website: www.thehotelroyalace.com

9) Thingaha Hotel (10 min drive to meeting venue)
No 2. Yaza Thingaha Road,
Dekhina Thiri Township, Nay Pyi Taw
Tel: +95-67-414 123-28
Email: sales1@thethingaha.com, info@thingahanaypyitaw.com

10) Aureum Palace (10 min drive to meeting venue)
Yaza Thingaha Road,
Dekhina Thiri Township, Nay Pyi Taw
Tel: +95-67-420746-51
Email: sale3.corp@aureumpalace.com , amykhaing@htoohospitality.com
Website: <http://aureumnaypyitaw.htoohospitality.com/>

4. Limited numbers of rooms at the abovementioned hotels have been blocked for ASEM delegations.

Transportation

5. Local transportation in Nay Pyi Taw will be provided by the host. A motorcade comprising of a saloon for SOM leader and a van for the delegation will be allocated for each delegation upon arrival, departure and during official functions in Nay Pyi Taw. Delegations are required to get prior authorization from the Secretariat if they need to add their Embassy cars in the official motorcade. Only Embassy cars are allowed in the official motorcade for security reason.

6. Delegates are required to make their own transportation arrangement for outside of official functions. Only the prior arranged Taxi services are available in Nay Pyi Taw. Generally, most of the hotels in Nay Pyi Taw are able to arrange taxi services. Useful contact for the car rental services in Nay Pyi Taw is as follows:

1) Europe Car (Myanmar Branch)
Ms. Zar Zar Lwin
National Sales & Marketing Manager
Tel : + 95 1 646 330, Mobile : + 95 9 977 951132
E-mail : zar@europcar-myanmar.com
Website: www.europcar-myanmar.com

Travel to Nay Pyi Taw

7. Air transportation is advisable for safe and comfortable means to reach Nay Pyi Taw. Several domestic airlines operate daily flights to and fro Yangon and Nay Pyi Taw. In addition, Bangkok Airway (PG) and China Eastern Airline (MU) fly direct flight from Bangkok, Thailand and Kunming, PR China respectively.

8. The scheduled inbound and outbound flights to Nay Pyi Taw(NYT) are as follows-

Yangon to Nay Pyi Taw (Domestic)									
Airline	ETD	ETA	Day						
Myanmar National Airline	07:00	07:50	Su	M	Tu	W	Th	F	Sa
Myanmar National Airline	11:30	12:20	-	M	Tu	W	Th	F	-
Myanmar National Airline	16:30	17:15	-	M	Tu	W	Th	F	-
FMI Airline	07:10	08:00	-	M	Tu	W	Th	F	-
FMI Airline	11:00	12:00	-	M	Tu	W	Th	F	-
FMI Airline	17:00	18:00	-	M	Tu	W	Th	F	-
FMI Airline	11:00	12:00	-	-	-	-	-	-	Sa
FMI Airline	16:00	17:00	Su	-	-	-	-	-	-
KBZ Airline	07:10	08:00	-	M	Tu	W	Th	F	-
KBZ Airline	18:10	19:00	-	M	Tu	W	Th	F	-

* Flights are subject to change without prior notice.

Nay Pyi Taw to Yangon (Domestic)									
Airline	ETD	ETA	Su	M	Tu	W	Th	F	Sa
Myanmar National Airlines	08:20	09:45	Su	M	Tu	W	Th	F	Sa
Myanmar National Airlines	13:00	13:50	-	M	Tu	W	Th	F	-
Myanmar National Airlines	17:40	16:30	-	M	Tu	W	Th	F	-
FMI Airline	09:30	10:40	-	M	Tu	W	Th	F	-
FMI Airline	13:30	14:25	-	M	Tu	W	Th	F	-
FMI Airline	18:30	19:25	-	M	Tu	W	Th	F	-
FMI Airline	13:00	13:55	-	-	-	-	-	-	Sa
FMI Airline	17:30	18:25	Su	-	-	-	-	-	-
KBZ Airline	08:15	09:10	-	M	Tu	W	Th	F	-
KBZ Airline	19:15	20:10	-	M	Tu	W	Th	F	-

* Flights are subject to change without prior notice.

International Flights									
Airline	ETD	ETA	Su	M	Tu	W	Th	F	Sa
Bangkok Airway (Bangkok -Nay Pyi Taw)	17:00	18:30	Su	M	Tu	W	Th	F	Sa
Bangkok Airway (Nay Pyi Taw- Bangkok)	19:30	20:30	Su	M	Tu	W	Th	F	Sa
China Eastern Airline (Kunming-Nay Pyi Taw)	12:30	14:30	-	-	Tu	-	-	-	Sa
China Eastern Airline (Nay Pyi Taw -Kunming)	15:30	17:30	-	-	Tu	-	-	-	Sa

* Flights are subject to change without prior notice.

9. The Secretariat can provide assistance for booking Yangon-Nay Pyi Taw-Yangon (Domestic) flights. Please contact asemfmm13@e-mofa.gov.mm.

10. An ASEM help desk will be set up at Yangon International Airport.

Registration

11. Registration system can be accessed at the following address:

Website: <http://www.mofa.gov.mm/asem>

User name: **asem_som_npt**

Password: **asem_som2017**

12. The deadline for registration is **1 September 2017**. In the event of any changes after the deadline, please contact Ms. Zen Sian Hung and the Secretariat at asemfmm13@mofa.gov.mm and Phone: (+95) 67 412447.

Costs

13. The host will provide the venue for the SOM and related meetings, as well as coffee breaks, lunches, a welcome reception, a welcome dinner and local transportation of official functions including arrival and departure at Nay Pyi Taw International Airport. The participants will bear the costs for accommodation, international and Yangon-Nay Pyi Taw travel expenses.

Liaison Officers

14. A Liaison Officer (LO) will be attached to every delegation of ASEM partners upon arrival at the Nay Pyi Taw International Airport.

Access to the meeting venue

15. Three types of badges will be issued to the delegations: SOM Leader, Delegates and Embassy Officials. Every delegation will receive 2 floaters to accompany the SOM leader in the meetings.

16. Badges will be issued to all members of the delegations who have registered online and uploaded their picture. These badges will be distributed upon the arrival at the airport by the Liaison Officers or at the entrance of the venue. Please contact Mr. Nyein Zaw at the secretariat's email: asemfmm13@mofa.gov.mm, phone: (+95) 67 412447 and mobile: (+95) 9 791700260 for any matter related to badges.

17. Badges should be displayed at all times. Only the persons wearing badges are allowed to enter the premise of meeting venue. Security screening will be carried out by security officers at the entrance of MICC-I.

Format of SOM

18. The Format of the SOM meeting is 1+2. All the registered delegates attending the Senior Officials' Meeting are invited to a welcome reception on 6 September while the welcome dinner on 7 September is limited to SOM+2 accompanying members.

Delegates' Lounge

19. A delegates' Lounge with PCs, printers, copiers and stationeries will be available at Level 2 of MICC – I. Free Wifi will be provided at the Venue. Password will be available at the welcome desk/ secretariat or in the meeting rooms.

Bilateral Meetings

20. Limited numbers of rooms will be set up for bilateral meetings. Prior reservation is required to book bilateral rooms at the secretariat or sends an email to asemfmm13@e-mofa.gov.mm and cc to acmecs28@gmail.com. First- come-first-serve rule is applied on all requests.

Official Language and Interpreter

21. The official working language of SOM will be in English. No interpretation service will be provided by the host. In case of requiring interpretation, a whispering interpreter can be included in the Delegation, with one of the two Floaters, and request the delegation to inform the secretariat in advance.

Media

22. Official Myanmar state media will be presented at the opening.

Dietary Requirements

23. Delegates are requested to submit their dietary requirements in their registration forms.

Prayer Room

24. Two Prayer rooms will be available on the Level – 3 at the MICC – I.

VISA

25. All delegates and accompanying personnel must obtain a valid Myanmar Visa except delegates from the countries which have visa exemption agreement with Myanmar. Passports of all delegates required to have at least six months validity.

Emergency Information

26. A medical center will be set up throughout the meeting days at MICC-I. For emergencies at the venue of the SOM meeting, please contact:

Mr. Nyein Zaw

Telephone: (+95)067-412447

Mobile: (+95) 09-791700260

Email: asemfmm13@e-mofa.gov.mm and copy to acmecs28@gmail.com

27. For emergencies outside of the meeting venue:

Police	-	199
Fire Department	-	191
Medical Emergency	-	192
Highway Emergency	-	1880
Nay Pyi Taw General Hospital	-	+95-67-420 096

Climate in September

28. September is still in the rainy season. The average temperature ranges from 29°C to 33°C with average rainfall of 364 mm of precipitation.

Electricity

29. Voltage is 220V. The electrical outlet at MICC – I is Type G -13A 3Pin Plug (see picture). Adaptor can be available at the hotels.



Currency and Banking

30. The Currency in Myanmar is Kyat. Dollar-Kyat exchange rate is US \$1 – 1300Ks (as of July 2017). Major shopping malls accept major credit cards (Visa, Master) but most of the local small shops accept only cash. Myanmar cash can be withdrawn at ATM machines using major international debit and credit cards. There will be exchange counters at the meeting venue.

Languages

31. Myanmar is the official language of the country; however, majority of Myanmar can be communicated in English.

Communication

32. International dialing code for Myanmar is +95. GSM mobile SIM cards will be sold by the mobile operators at MICC-I. Passport copies are required for the registration.

Information on Myanmar

33. Myanmar tourism Website: www.myanmartourism.org

34. Ministry of Foreign Affairs: www.mofa.gov.mm
