



## Asia-Europe Business Forum (Ulaanbaatar, 13-14 July, 2016)

# Information Note

### 1. Meeting venue

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The two-day event will be held at Conference Hall of State Palace, located on Sukhbaatar District, Chinggis Khaan Square-1, Ulaanbaatar 12, Mongolia 14201.

Upon entering through central gate of the State Palace, after security check please come to the Registration desk for Meeting Registration will take place in the lobby of the central gate.

### 2. Meeting documents

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Draft program of 15th ASEM Business Forum is available at official website <http://www.aebf15.mn>

Additional documents will be regularly uploaded to official website.

Other meeting packages will be provided upon registration.

### 3. Registration

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Interested participants should follow steps below:

- Prospective participants should contact their country's Ministry of Foreign Affairs, namely the ASEM Senior Official for a registration pass code.
- If you have not been able to locate your local ASEM Senior Official, please email [myagmarsurenb.asemoffice@mfa.gov.mn](mailto:myagmarsurenb.asemoffice@mfa.gov.mn) to receive access code for registration.
- When you get the access code, please start your registration at <http://www.aebf15.mn/registration>
- For registration purposes ID badge with photo will be issued. Thus, any registration form should include the delegate's most recently taken color photo on a white background.
- Registration is open until 20th of June, 2016.
- Participants are strongly encouraged to register as soon as possible to avoid delays in visa issuance and logistics arrangements.

## 4. Passport and Visa

Visa requirements and visa application for delegates and partners for ASEM Business Forum are as follows:

- Entering and staying in Mongolia is subject to holding a valid passport and visa;
- Passport must be valid for at least 6 months from the date of arrival and have valid return ticket. The immigration officer at the port of entry might ask the passenger to provide necessary documents (such as hotel reservation and registration form);
- Delegates and accompanying persons attending the 15th ASEM Business Forum are advised to check the visa requirement (**Attachment 1**) or visit website of the Ministry of Foreign Affairs of Mongolia (<http://www.mfa.gov.mn>) to find out if they need an entry visa;
- Delegates who require an entry visa should contact the Embassy or Consulate that represents Mongolia in their country of residence to check all the formalities necessary for obtaining a visa.
- Visas for all participants who do not have a diplomatic mission of Mongolia in their respective countries will be issued upon arrival at the airport. Thus, those delegates are kindly requested to contact assigned liaison officers for each member states or [aebf15@mi.gov.mn](mailto:aebf15@mi.gov.mn) for further assistance. Those delegates, staffs and accompanying persons, are kindly requested to send copies of their valid passports to [aebf15@mi.gov.mn](mailto:aebf15@mi.gov.mn) at least 14 days prior to arrival.
- Contact information on Mongolian missions abroad can also be found on the website of the Mongolian Ministry for Foreign Affairs.

## 5. Contacts

### ASEM SECRETARIAT CONTACTS

ASEM Mongolia Office  
Ministry of Foreign Affairs, Mongolia  
Telephone: (+976) 7577 2016 (303)  
Fax: (+976)-11-322127  
Email: [aseminfo@mfa.gov.mn](mailto:aseminfo@mfa.gov.mn)  
Website: <http://www.asem11.mn>

### MINISTRY OF INDUSTRY CONTACTS

ASEM Office  
Telephone: (+976)-51-266302  
Fax: (+976)-51-263333  
Email: [aebf15@mi.gov.mn](mailto:aebf15@mi.gov.mn)  
Website: <http://www.aebf15.mn>

In case of further assistance please contact following officials from the Ministry.

Ms. Myagmarsuren Bat-Erdene,  
ASEM Mongolia Office,  
Ministry of Foreign Affairs, Mongolia  
Telephone: (+976) 7577 2016 (312)  
Fax: (+976)-11-322127  
Email:  
[myagmarsurenb.asemoffice@mfa.gov.mn](mailto:myagmarsurenb.asemoffice@mfa.gov.mn)

Ms. Odmaral Baasanjav,  
ASEM Office,  
Ministry of Industry, Mongolia  
Telephone: (+976)-51-266302  
Fax: (+976)-51-263333  
Email: [odmaral.b@mi.gov.mn](mailto:odmaral.b@mi.gov.mn)

## 6. Hotel accommodation

Followings are the recommended hotels for the ASEM Business Forum participants.

Shangri-La Hotel	Blue Sky Hotel	Best Western Premier Tuushin Hotel
19 Olympic street, Ulaanbaatar 14241, Mongolia Tel: (+976)-7702 9999 Fax: (+976)-7702 7799 Web site: <a href="http://www.shangri-la.com/ulaanbaatar/shangri-la/">www.shangri-la.com/ulaanbaatar/shangri-la/</a>	Peace avenue 17, Ulaanbaatar 14240, Mongolia Tel: (+976) 7010 0505 Fax: (+976) 7010 0404 Web site: <a href="http://www.hotelbluesky.mn">www.hotelbluesky.mn</a>	Prime Minister Amar's street 15, Ulaanbaatar 14200, Mongolia Tel: (+976)-11-323162 Fax: (+976)-11-325903 Web site: <a href="http://www.bestwesternmongolia.mn">www.bestwesternmongolia.mn</a>

Participants are requested to make their own booking for the hotel. If you choose to stay at any of these hotels, please directly visit their website to make contact reservation desk.

Participants are asked to carefully read the terms of the cancellation policy.

If you consider any other options for hotel accommodation please visit at:

<https://ihotel.mn/index.php?asem>

## **7. Transportation**

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Participants are kindly requested to indicate their flight numbers, as well as their arrival and departure dates on both the Registration Form and the Hotel Reservation Form in order to facilitate their airport transfers and other related facilitations.

Chinggis Khaan International Airport is located approximately 18 km away from the city center. Transportation to and from the airport and the official reception will be provided by the Government of Mongolia.

Local staffs will be present to direct participants to vans and buses, which will run to the hotels.

Detailed information will be provided soon on <http://www.aebf15.mn>

## **8. Identification and Security**

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For security purposes, all participants, including accompanying persons, observers, delegation staffs and members of the press are requested to wear their identity badges at all meetings and social functions. Name badges will be required for access to all conference events.

Loss of identity badges should be reported immediately to the conference staff.

Access to the State Palace and to all social function facilities will be secured.

## **9. Liaison Officers**

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Liaison Officers will be appointed for each member states and international organizations.

## **10. Documentation and Copying Services**

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Most of the documents related to the Forum can be downloaded from the official website of ASEM Business Forum: <http://www.aebf15.mn>

Additional materials will be distributed at the registration.

Photocopying machines will be at the disposal at the Business Centre in the State Palace. Delegations are strongly advised to have their speeches printed at least three copies and transmitted to interpreters' booths in advance through the Secretariat.

## **11. Interpretation**

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During the meetings, simultaneous interpretation will be provided in English language.

The official language of the ASEM Business Forum are Mongolian and English.

## 12. Website of the 15th ASEM Business Forum

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The official website of the ASEM Business Forum will be updated with information about the meeting: <http://www.aebf15.mn>

## 13. Cultural Program

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More details will be provided in due time.

## 14. Insurance

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Personal and medical insurance is responsibility of the individual participant.

The Secretariat of ASEM Business Forum will not be responsible for any lost luggage, currency or personal effects, or any medical costs.

## 15. Medical Facilities

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Medical assistance will be available throughout the meetings. However, illness requiring medical treatment or hospitalization is responsibility of the individual. Participants taking medicine should bring sufficient to cover their needs.

## 16. Dress Code

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Business attire is required for formal occasions and social events.

## 17. Currency and Banking

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The national currency is the Mongolian tugrug (MNT).

Exchange rate is approximately 2,307 MNT against 1€ and 2,021 MNT against 1 USD (as of 9 May 2016).

Cash can be withdrawn from ATM machines anytime.

Banks are open from Monday to Friday, from 09:00 to 18:00. It is possible to exchange money at Currency exchange points in the most hotels. Credit cards are widely accepted, except for small purchases.

## 18. Electricity

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The voltage in Mongolia is 220V/50 Hz.

Mongolia uses Type C and Type E plugs. (Type C 2-pin plugs also fit J sockets.)



## 19. Telecommunications

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The international code for Mongolia is +976 and 11 for land line in Ulaanbaatar only.

You can purchase a local number from national operators. Please ask your liaison officer for further details.

## 20. Special needs

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Secretaries of Delegations should inform the Mongolian Secretariat (E-mail: [aebf15@mi.gov.mn](mailto:aebf15@mi.gov.mn)) of guests with special needs in order to make necessary arrangements in advance.

## 21. Smoke-free policy

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Smoking is forbidden in all public places, restaurants, bars, public transport and etc.