

February 2012



منظمة الأغذية
والزراعة للأمم
المتحدة

联合国
粮食及
农业组织

Food and
Agriculture
Organization
of the
United Nations

Organisation des
Nations Unies
pour
l'alimentation
et l'agriculture

Продовольственная и
сельскохозяйственная
организация
Объединенных
Наций

Organización
de las
Naciones Unidas
para la
Alimentación y la
Agricultura

FAO Regional Conference for Asia and the Pacific

Thirty-first Session

Hanoi, Viet Nam, 12 - 16 March 2012

INFORMATION NOTE

Conference arrangements

1. The FAO Regional Conference for Asia and the Pacific will be held at the Meliã Hanoi Hotel, 44 B Ly Thuong Kiet Street, Hanoi, the capital of the Socialist Republic of Viet Nam from 12 to 16 March 2012. The inaugural ceremony of the Conference will take place at the Grand Ballroom at 09:00 hours on 15 March 2012.
2. The normal working hours of the Conference will be 09:00 to 12:00 hours and 14:00 to 17:00 hours, unless otherwise decided by the Conference.
3. An "Order of the Day" will be issued daily, giving detailed information of the Conference business, the timetable of meetings, items to be discussed and other information of general interest.
4. FAO will provide the Secretary of the Conference, assisted by a number of FAO staff whose names and functions will be included in a list to be issued on the first day of the Conference.

Working languages

5. Simultaneous interpretation will be provided in Chinese, English, French and Russian. The documentation will be issued in Chinese, English, French and Russian.

Press liaison and information

6. For the duration of the Conference, an FAO Information Officer, assisted by a Press Officer of the Government of the Socialist Republic of Viet Nam, will provide contacts with the press and be responsible for matters concerning information to the public.
7. Journalists will be accredited on presenting two passport size photographs and a letter of assignment from their editor or employer to the accreditation desk at the Conference venue.

This document is printed in limited numbers to minimize the environmental impact of FAO's processes and contribute to climate neutrality. Delegates and observers are kindly requested to bring their copies to meetings and to avoid asking for additional copies. Most FAO meeting documents are available on the Internet at www.fao.org

Documentation

8. The working documents will be sent to all governments and organizations invited, before the holding of the Conference. Documents drafted during the Conference will be available at the documents distribution desk outside the Conference Hall. The desk will also deliver mail and messages and deal with general inquiries.

Draft recommendations and amendments

9. Delegates who wish to submit draft recommendations or other documents requiring a decision by the Conference are requested to hand their texts in English or French to the Conference Secretary, if possible in three typewritten copies. Delegates wishing to circulate other written material related to the Agenda of the Conference are requested to deliver 15 copies in Chinese, 100 copies in English, 15 copies in French and 15 copies in Russian to the Secretariat for distribution.

Advance communications of text of speeches and statements

10. When prepared speeches or statements are to be made, it would help the Secretariat and ensure accuracy in interpretation, if three typed copies of the texts were handed to the Secretariat of the Conference in advance.

Correspondence

11. All correspondence concerning the Regional Conference should be addressed to the **Conference Secretary** at the FAO Regional Office for Asia and the Pacific, 39 Phra Atit Road, Banglumpu, Bangkok 10200, Thailand, Tel: (+66) 2 697 4145, Fax: (+66) 2 697 4445, E-mail: APRC@fao.org and copied to the **Government Liaison Officer** at the addresses below.

Mrs Bui My Binh
Vice Head
Multilateral Cooperation Division
International Cooperation Department (ICD)
Ministry of Agriculture and Rural Development (MARD)
2 Ngoc Ha Street, Hanoi, Viet Nam
Tel: (+84) 4 3734 7081 or (+84) 9 8909 6252
Fax: (+84) 4 3733 0752
E-mail: fao31@mard.gov.vn

During the Conference the address of the **Conference Secretary** is:

Mr Malcolm Hazelman
Conference Secretary
31st FAO Regional Conference for Asia and the Pacific
E-mail: APRC@fao.org

12. Postal, telephone and facsimile services will be provided at the Conference premises as well as a travel and tourist information desk.

Formalities for entry into Viet Nam

13. Travellers to Hanoi, Viet Nam requiring an entry visa are advised to obtain one from a diplomatic mission or consulate of Viet Nam prior to the date of travel (please refer to paragraph 26). In the event that no diplomatic mission or consulate exists in a particular country, travellers should inform the Government Liaison Officer and the Conference Secretary, at the addresses indicated in paragraph 12 above, providing full name as in the travel document, date and place of birth, nationality,

passport number, date and place of issue, validity, port of entry and expected duration of stay in Viet Nam, in order to ensure that a visa will be granted on arrival.

14. Travellers arriving from infected areas would require a valid international certificate of vaccination against Yellow Fever. Other travellers require no vaccinations, but it is wise to ask your own physician about prudent precautions before travel.

15. Participants are advised to provide advance notice at least three weeks prior to arrival of the name of carrier, flight number, time of arrival and other related information to the Government Liaison Officer in Viet Nam, to ensure that they are properly met on arrival at the international airport of Hanoi, Viet Nam. Participants are advised to mark their luggage clearly in order to facilitate identification.

16. The authorities of Viet Nam will make special arrangements for participants upon their arrival, assist them with formalities regarding immigration, visas, customs, collection of luggage and provide them with transport to their respective hotels. Similar arrangements will be made at the end of the Conference.

17. All participants to the Conference are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Hanoi, Viet Nam participants are advised to contact the travel desk at the Conference premises for special internal visits for spouses and for the reconfirmation of their departure date and time.

Foreign exchange and banking

18. Participants may bring with them United States Dollars. The foreign exchange and banks will provide the necessary information and measures of exchange rates and transfer. A bank/foreign exchange desk will be available on the conference premises. The monetary unit is the Viet Nam Dong (VND). At the time of going to press the exchange rate is approximately 1 USD equals 20,000 VND. The following credit cards will be accepted: VISA, Master Card and to a lesser extent American Express.

Medical services and first aid

19. Medical and first aid services will be available at the Conference premises. Medical services could also be provided by hotels. In case of an emergency, please contact:

Mrs Ho Thi Minh Chau
Acting Director
Multilateral Cooperation Division
International Cooperation Department (ICD)
Ministry of Agriculture and Rural Development (MARD)
2 Ngoc Ha Street, Hanoi, Viet Nam
Tel: (+84) 4 3843 3400 or (+84) 9 1336 3799
Fax: (+84) 4 3733 0752
Email: chauhtm.htqt@mard.gov.vn

Hotel accommodation

20. Requests for hotel reservations should be made on the printed form appearing in Annex A, as soon as possible, but not later than **15 February 2012**, by sending a copy to Mrs Bui My Binh and a copy to the Conference Secretary in Bangkok, Thailand.

Mrs Bui My Binh
Tel: (+84) 4 3734 7081
Fax: (+84) 4 3733 0752
E-mail: fao31@mard.gov.vn

Mr Malcolm Hazelman (Conference Secretary)
Tel: (+66) 2 697 4145
Fax: (+66) 2 697 4445
E-mail: APRC@fao.org

21. Accommodation will be available for participants and their families at the hotels listed in Annex B.

Registration

22. All delegates and observers are requested to register, soon after arrival, at the Conference Hall at the Meliã Hanoi Hotel, so that they can be provided with identification badges and document bags. The registration desk will be open on Sunday, 11 March 2012 from 13:00 to 18:00 hours. During other days, the registration desk will be open from 08:00 hours to 18:00 hours. The Conference Secretariat will issue a Provisional List of Participants on the first day of the Conference. The Secretariat should be notified of any corrections or additions to this list. Only registered participants will be issued special badges, which will permit them to enter the Conference meeting venues.

Weather and time

23. Hanoi, Viet Nam is located between 20°2' North and 105°51' East. During the month of March the weather in Hanoi is on average 30°C and generally comfortable.

24. Hanoi is 7 hours ahead of GMT (standard time).

Electricity

25. The voltage in Viet Nam is 220 volts AC (50 Hz). Type A, C and G adapters are recommended.

Registration, hotel accommodation and visa issuance

26. All participants to the conference should fill in the following attached forms:

- Annex A – Hotel reservation and notification of arrival form
- Annex B – List of hotels and visa application (on the back page)

Please send the completed forms to the following e-mail address for registration, hotel accommodation, and visa issuance: APRC@fao.org with copy to the **Government Liaison Officer** at the address below.

Mrs Bui My Binh
Liaison Officer
Vice Head
Multilateral Cooperation Division
International Cooperation Department (ICD)
Ministry of Agriculture and Rural Development (MARD)
2 Ngoc Ha Street, Hanoi, Viet Nam
Tel: (+84) 4 3734 7081 or (+84) 9 8909 6252
Fax: (+84) 4 3733 0752
E-mail: fao31@mard.gov.vn

ANNEX A

HOTEL RESERVATION AND NOTIFICATION OF ARRIVAL FORM

1. Name: (Family) _____ (Given) _____
2. Country/Organization: _____
3. Title and position: _____
4. Address (postal): _____
- Telephone: _____ Fax: _____ E-mail: _____
5. Attending as: Head of Delegation Delegate Observer Secretariat
6. Accompanied by spouse: Yes If so, full name of spouse: _____
 No
7. Dates of anticipated stay in Viet Nam: _____ to _____
8. Arrival information: Date: _____ Hour: _____
 Airline and flight No.: _____ From (city): _____
9. Departure information: Date: _____ Hour: _____
 Airline and flight No.: _____ From (Hanoi): _____
10. Passport details:
 Passport No.: _____ Expiry: _____
 Nationality : _____
11. Hotel accommodation desired: Single Twin [#of persons/occupants one two]
 Suite
- Check in date: _____ Check out date: _____
12. Please indicate hotel names by order of preference :
 First: _____ Second: _____ Third: _____

NOTE: Each participant is required to complete the above form in duplicate and send one copy to each of the addresses listed below as soon as possible, but not later than **15 February 2012**, even if complete flight information is unavailable. You may fax or e-mail flight information details at a later date.

Mrs Bui My Binh
 Liaison Officer
 Vice Head
 Multilateral Cooperation Division
 International Cooperation Department (ICD)
 Ministry of Agriculture and Rural Development (MARD)
 2 Ngoc Ha Street, Hanoi, Viet Nam
 Tel: (+84) 4 3734 7081 or (+84) 9 8909 6252

Fax: (+84) 4 3733 0752
E-mail: fao31@mard.gov.vn

Mr Malcolm Hazelman
Conference Secretary
31st FAO Regional Conference for Asia and the Pacific
FAO Regional Office for Asia and the Pacific
39 Phra Atit Road
Bangkok 10200
Thailand
Tel.: (+66) 2 697 4145
Fax: (+66) 2 697 4445
E-mail: APRC@fao.org

ANNEX B

LIST OF HOTELS AND VISA APPLICATION (on back page)

I. MELIA Hotel - 44B Ly Thuong Kiet - Hoan Kiem - Hanoi – Viet Nam Website: melia.hanoi@solmelia.com Tel: (+84) 4 3934 3343 ext 7303 Fax: (+84) 4 3934 8688 E-mail: rsvn@meliahanoi.com.vn, gse@meliahanoi.com.vn		
Royal Service Executive Floor	1. Deluxe Room	<input type="checkbox"/> US\$ 175.00++ Single
		<input type="checkbox"/> US\$ 205.00++ Double
	2. Executive Suite	<input type="checkbox"/> US\$ 235.00++ Single
		<input type="checkbox"/> US\$ 265.00++ Double
	<input type="checkbox"/> Extra bed plus US\$75.00++ inclusive of Buffet Breakfast	
Normal Floor	1. Deluxe Room	<input type="checkbox"/> US \$135.00++ Single
		<input type="checkbox"/> US \$155.00++ Double
	<input type="checkbox"/> Extra bed plus US\$55.00++ inclusive of Buffet Breakfast	
II. MOVENPICK Hotel Hanoi - 83a Ly Thuong Kiet - Hoan Kiem - Hanoi – Viet Nam (7 minutes on foot to the Melia Hotel) Website: http://www.moevenpick-hotels.com Tel: (+84) 4 3822 8000 Fax: (+84) 4 3822 2789 E-mail: hotel.hanoi.reservation@moevenpick.com or van.nguyenbich@moevenpick.com		
Superior Deluxe	1. Single Occupancy	<input type="checkbox"/> US\$130.00++
	2. Double Occupancy	<input type="checkbox"/> US\$147.00++
III. MERCURE HANOI LA GARE - 94 Ly Thuong Kiet - Hoan Kiem - Hanoi – Viet Nam (15 minutes on foot to the Melia Hotel) Website: http://www.mercure.com/gb/booking/hotels-list.shtml Tel: (+84) 4 3944 7766 ext 2225/ 2218 Fax: (+84) 4 3944 8317 E-mail: h7049-re1@accor.com cc: h7049-sl2@accor.com		
	1. Standard Room:	<input type="checkbox"/> US \$85.00++
	2. Superior Room:	<input type="checkbox"/> US \$100.00++
	3. Deluxe Station View room:	<input type="checkbox"/> US\$ 135.00++
<i>Rates are for single occupancy, extra guest for double occupancy at US\$10.00++ per person.</i>		
IV. HOABINH HANOI HOTEL - 27 Ly Thuong Kiet - Hoan Kiem - Hanoi – Viet Nam (5-10 minutes by taxi to the Melia Hotel) Website: http://www.hoabinhhotel.com Tel: (+84) 4 3825 3315 ext 500 Fax: (+84) 4 3826 9818 E-mail: hoabinhhotel@hn.vnn.vn; hoabinhhtl@gmail.com; easytravel@hn.vnn.vn		
	1. Superior room	<input type="checkbox"/> US 65++ single
		<input type="checkbox"/> US 75++ double
	2. Deluxe room	<input type="checkbox"/> US 75++ single
		<input type="checkbox"/> US 85++ double
	3. Junior Suite room	<input type="checkbox"/> US 90++ single
		<input type="checkbox"/> US 100++ double
	4. Executive Suite room	<input type="checkbox"/> US 100++ single
		<input type="checkbox"/> US 110++ double
<i>Extra Bed: plus US\$20.00, inclusive of Buffet Breakfast</i>		

* All the above rates exclude VAT and service charge.

Visa application: Do you request the Organizing Committee of Viet Nam to facilitate your visa application?

Yes (If yes, please FULLY FILL IN THE TABLE BELOW)

No

Full name (as shown in the passport)	Sex	Date of birth	Nationality	Passport number	Type of entry (multiple or single entry)	Date of issue	Date of expiry	Where do you want your visa sent*

* City, country / on arrival / other (please specify)

Meal preference:

Non-vegetarian

Vegetarian

Please specify any dietary restrictions: _____
