

**THE 19th ANNUAL MEETING OF THE
ASIA PACIFIC PARLIAMENTARY FORUM
Ulaanbaatar, Mongolia
23 - 27 January 2011**

PART-1

GENERAL INFORMATION

1. Conference Venue

All meetings of the 19th APPF will take place at the State Palace in Ulaanbaatar, unless otherwise stated.

The details of the Venue:

State Palace

Sukhbaatar District

Ulaanbaatar 12, Mongolia

Tel :+976 51 262866

Fax :+976 11 322866

Email :19appf@parliament.mn

2. Official language

English is the official working language of the 19th APPF Annual Meeting. Delegates and Speakers are requested to bring their own interpreters if required. Speakers addressing the Conference in any other language will need to have their individual statements translated into the official language of the Conference and should provide his or her own interpreter. For other languages, two interpretation booths will be available on a rotating basis. For the booth operating instructions, the interpreters are requested to contact the Conference Officer no later than 30 minutes before the sitting.

All parties and presenters are kindly requested to submit their draft resolutions and speeches in English to the APPF Secretariat in advance for the circulation purpose. **Delegates from Spanish speaking countries presenting speeches please be advised to send their presentations both in English and Spanish languages prior the previously posted deadline 15 January.**

3. Official website

The official website of the 19th APPF Annual Meeting is <http://19appf.parliament.mn>. Delegates are encouraged to visit the website regularly for updates.

4. Registration of delegates

All delegation secretaries are kindly requested to respect the late registration deadline of 17 January 2011 for any changes in delegates or flight schedules. The registration form can be downloaded at the <http://19appf.parliament.mn>. Please return the completed registration form to the following address by the express mail, e-mail or fax.

19th APPF Secretariat

Parliament of Mongolia

Room # 214

State Palace

Ulaanbaatar-12, Mongolia

Tel :+976 51 262866

Fax :+976 11 322866

Email :19appf@parliament.mn

5. Special permissions for security officials

Parliamentary Speakers’s security officials are advised to provide detailed information (19appf@parliament.mn) regarding their firearms and other equipments by **5 January 2011** to obtain special permissions from the relevant host authority.

6. Hotel accommodation

The officially recommended accommodation for delegates of the 19th APPF Annual Meeting are the Ulaanbaatar Hotel and the Chinggis Khan Hotel. Due to the cold weather and traffic congestion, we are accomodating the delegations at the named Hotels that are closer to the Venue. A prior consent have been made at the official hotels for APPF delegates and delegates are urged to make their bookings early to secure their accommodation.

Please note that the delegates who opt to stay in non-official hotels are required to make hotel bookings on their own and have to arrange for their own transport to the Venues specified in the Conference Programme. The room rates and room categories are given below. Please download the [Hotel Reservation](#) form from the conference website <http://19appf.parliament.mn> and send it either by express mail or fax to the APPF Secretariat by **10 December 2010**.

The address is as follows:
 19th APPF Secretariat
 Parliament of Mongolia
 Room # 214
 State Palace
 Ulaanbaatar-12, Mongolia
 Tel :+976 51 262866
 Fax :+976 11 322866
 Email :19appf@parliament.mn

NOTE: The scanned copies (in PDF format) of the Delegate Registration Form and the Hotel Reservation Form can be sent in advance to the APPF Secretariat via the following email address: 19appf@parliament.mn.

APPF Official Hotels and Room Rates

Ulaanbaatar Hotel

/ 5 minutes walking distance from State Palace/

(5 Star hotel with 105 rooms with free internet access. Room rates in US \$ that includes 10% VAT and breakfast)

Standard Single	Standard Twin		Superior		Deluxe		Suite single and double	Presidential
	Single	Double	Single	Double	Single	Double		
120 \$	145 \$	195 \$	175 \$	225 \$	205 \$	265 \$	265\$ - 360\$	1440\$

Chinggis Khan Hotel

/ 10 minutes driving distance from State Palace/

(4 Star hotel with 149 rooms with free internet access. Room rates in US \$ that includes 10% VAT and breakfast)

DBL/TWIN		SEMI DELUXE		DELUXE (same for single and double)	Presidential suites
Single	Double	Single	Double		

120\$	140\$	170\$	190\$	285\$	650\$
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All accommodation charges are on the delegates own account. Delegates are kindly requested to settle their bills with the Hotels directly before departure.

7. Draft resolutions and documents

Draft resolutions from APPF member countries should be submitted to the APPF Secretariat no later than **15 December 2010**. Draft resolutions that are submitted late will be referred to the Executive Committee for consideration of their inclusion in the agenda. Draft resolutions submitted after the Executive Committee Meeting will not be taken up for consideration at the 19th APPF Meeting but will be submitted to the next APPF Meeting.

Draft resolutions can be submitted to the APPF Secretariat by email at:
19appf@parliament.mn

All delegation secretaries are requested to note the latest changes on Draft Agenda and draft program of the executive committee meeting.

The Draft Agenda has been modified due to no interest expressed in discussing some sub-items. Any enquiries regarding these changes should be sent to the 19th APPF Secretariat.

8. Arrival and departure

To facilitate transport for the arrival and departure of delegates, all delegates are kindly requested to provide detailed and accurate flight information including dates and flight numbers before **30 December 2010**. Should any changes thereon occur, please notify either your delegation's Liaison Officer or the APPF Secretariat of such changes at the earliest opportunity. Transportation for arrival and departure will only be provided from **22 to 28 January 2011** for delegates staying at the specified official hotels-Ulaanbaatar Hotel and Chinggis Khan Hotel. The Liaison Officer will advise the delegates of the time to assemble at the Hotel Lobby on the day of the departure.

NOTE: Delegates are urged to make their flight arrangements early to secure their travel as there are limited number of airlines carry out flights.

9. Luggage

Luggage tags will be sent to all delegates, secretaries and accompanying persons beforehand by mail. Delegates should attach these tags to their luggage to facilitate identification and speedy clearance of their luggages. The respective delegation secretaries will be responsible for the proper collection of their delegates luggages after arrival into, and before departure from, Ulaanbaatar, Mongolia.

10. Identification

All delegates, secretaries and accompanying persons will be issued with identification badges. They are requested to wear these throughout the conference period for purposes of security and identification. Delegations of the APPF Members and Observers are also requested to submit colour photographs (in jpg format not exceeding 200KB per photo) of their delegates, secretaries and accompanying persons via email to The 19th APPF Secretariat.

Email: 19appf@parliament.mn

The identification badges are colour coded as follows:

Category	Colour
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Heads of Delegations	Red
APPF Member Delegations MPs	Blue
Observer Delegations	Green
Delegation Secretaries	Purple
Accompanying Persons	Yellow
Conference Secretariat Officials	Orange
Media	Pink
Liaison Officers	Brown

11. Meals and receptions

All official delegates are cordially invited to the receptions and events indicated in the Conference Program. Meals will be provided for delegates at venues specified in the Conference Program during the 24, 25, 26 January and a lunch during the sight seeing trip out of town for those who are departing on the 28 January 2011. Delegates wishing to make other meal arrangements will meet the costs themselves.

12. Transportation

Transportation for official functions will only be provided between the two official hotels - Ulaanbaatar Hotel and Chinggis Khan Hotel and the official venues specified in the Conference Programme for the duration of the 19th APPF Annual Meeting. Should a delegate wish to attend other activities, a personal transportation can be arranged with the hotel's concierge at the delegate's own account.

13. Liaison officers

A Liaison Officer will be assigned to each APPF Delegation.

14. Visas

All delegates, secretaries and accompanying persons must have valid passports to enter Mongolia. For countries where entry visas are required, delegates are requested to contact the Mongolian Embassy/Consulate in, or accredited to, their countries to obtain the necessary visas. Delegates of countries which do not have Mongolian Embassy/Consulate representation in their respective countries will be issued entry visas upon arrival at the airport and these delegates are kindly requested to inform the Secretariat in their Registration Form.

15. Contact details

The contact details for the Parliament of Mongolia is as follows:

Parliament of Mongolia
State Palace
Ulaanbaatar-12, Mongolia
Tel :+976 51 262866
Fax :+976 11 322866

For 19th APPF related matters, please e-mail to: 19appf@parliament.mn

PART-2

CONFERENCE FACILITIES

1. APPF Secretariat

The APPF Secretariat will be located at the State Palace during the 23-28 January 2011 with working hours of 08:30 - 19:00.

2. APPF Desks

The APPF Desks are the central information point for APPF delegates. They will be located at State Palace and at the two official hotels – Ulaanbaatar Hotel and Chinggis Khan Hotel. More information on the location and opening hours of the APPF Desks will be provided at a later date. Delegates are recommended to register with the Desk immediately after their arrival. Upon their registration, the delegates will be issued with the identification badges along with Conference material package.

3. Media Centre

A complimentary internet access and copier shall be available for delegates at the Venue. Media representatives and journalists wishing to cover the 19th APPF Annual Meeting are kindly requested to register with the APPF Secretariat well in advance.

4. Bilateral Meeting Room

Delegations who like to book bilateral meeting rooms should make their request at the APPF Desks. Booking should only be made when parties to the meeting have agreed on a suitable time.

5. Medical First Aid Services

First-aid supplies will be available during the Conference. All other medical facilities and prescriptions will be at the delegates' own expense.

6. Climate

The average January temperature in Ulaanbaatar is around -25°C to -30°C. The delegates are strongly recommended to bring warm clothes including thermal boots and hats.

7. Electrical usage

Mongolia uses 220 Voltage electricity.