



27th Annual Meeting of the Asia-Pacific Parliamentary Forum

GENERAL INFORMATION

13 – 18 January, 2019
Siem Reap, Kingdom of Cambodia



DATE AND VENUE

The 27th Annual Meeting of Asia-Pacific Parliamentary Forum (APPF-27) will take place at Sokha Siem Reap Resort and Convention Center in Siem Reap, Kingdom of Cambodia from **14-17 January, 2019**.

All official activities of the 27th Annual Meeting of Asia-Pacific Parliamentary Forum:

Arrival of Delegates	13 January 2019
Executive Committee Meeting	14 January 2019
Meeting of Women Parliamentarians	14 January 2019
First Plenary Session	15 January 2019
Second Plenary Session	15 January 2019
Drafting Committee & Working Group Meeting	15-16 January 2019
Third Plenary Session	16 January 2019
Final Plenary Session	16 January 2019
Departure of Delegates	18 January 2019

REGISTRATION

Participants are kindly requested to send the registration form provided by the Host Parliament no later than **30 November 2018** to: <http://www.appf27.org.kh/appf27/FrontEnd/pages/register.aspx>

NATIONAL ASSEMBLY OF THE KINGDOM OF CAMBODIA
Rathasaphea Street, Sangkat Tonle Bassak, Khan Chamcar Morn, Phnom Penh, the Kingdom of Cambodia
Phone : (+855-12) 924 384 (H.E. Mr. Prom Virak) (+855-12) 761 666 (H.E. Mr. Heang Thul)
Fax : (+855 23) 218 547
Email : thulheang@gmail.com or Facebook account: Thul Theang

Any changes in the participants' list should be sent to the above mentioned address.

DOCUMENT

All official documents shall be written in English. Any delegate who wishes to distribute documents at the meeting is advised to consult with the Host Parliament.

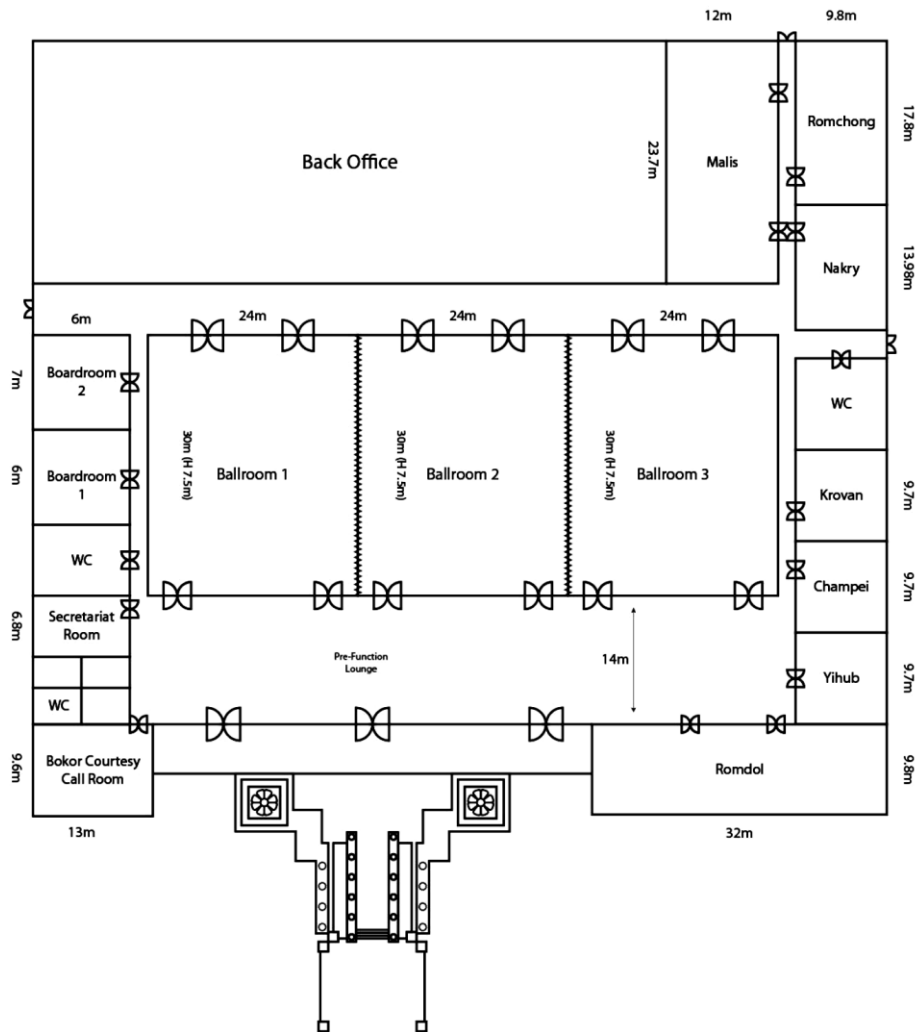
All documents such as the Tentative Program, Draft Agenda, Registration Form and Speaker Registration Form are available on the official website of the Host Parliament www.appf27.org.kh.

All speeches during Plenary Sessions should be forwarded to the Host Parliament in advance for circulation at the sessions.

SOKHA SIEM REAP RESORT AND CONVENTION CENTER

ROOM	MEETINGS/EVENTS
Ballroom III	Women Parliamentarians Meeting
	Executive Committee Meeting
	Plenary Sessions
	Final Plenary Session
Ballroom I & II	Inaugural Ceremony
Bokor Courtesy Call Room	Drafting Committee
	Meeting of Advisors, Secretariats and Assistants to All Delegations
Boardroom 1, 2 & Yihub	Working Groups
Romdoul Room 1 & 2	Bilateral Meetings
ROOM	HOST SECRETARIAT
Chompei Room	Secretariats APPF 27 / Documentation Center
Na Kry Room	Information and Communication Technology Center
Malis Room	Protocol and Transport
Krovan Room	Security and Finance

Meeting Area Map



FACILITIES

Registration and Information Desk

- All delegates are kindly requested to register at the registration desk upon arrival at the hotel lobby.
- Identification badges and bags with meeting materials will be distributed to all delegates at the registration desk.
- The registration and information desk will operate from 13 to 15 January 2019. It will be open from 08:00 to 18:00.

Bilateral Meeting Rooms

Bilateral meeting rooms are available at the meeting area from 08:00 to 18:00 from 14 to 16 January 2019, with a maximum of two 30 minutes/slots per meeting, on a first come, first serve basis. The bookings can be made through the secretariat.

Documentation Center

The documentation center shall be located in the Romchong Room, on the ground floor of the Sokha Siem Reap Resort and Convention Center. The Host Secretariat will be open from 08:00 to 18:00 (from 13 to 18 January 2019).

Interpretation Booths

The official working language of the APPF-27 annual meeting is English. Delegates who wish to speak in other languages are kindly requested to provide their own interpreters and reserve interpretation booths through the Host Secretariat. Booths will be provided by the Host Parliament on a first come, first served basis. **The number of booths available is limited.**

Note: Interpretation booths will be available for the following meetings only:

- Inaugural Ceremony and Final Session
- Executive Committee Meeting
- Plenary Sessions
- Women Parliamentarian's Meeting

Medical Assistance

For medical emergencies, please call the Hotel Operator or the Hotel Duty Manager. Medical Charges incurred will be the Delegate's own expense.

ACCOMODATION

The 27th Annual Meeting of the Asia-Pacific Parliamentary Forum (APPF) will be held at the Sokha Siem Reap Resort and Convention Center in the beautiful historic city of Siem Reap from 14 to 17 January 2019.



Sokha Siem Reap Resort and Convention Center address & contact:



Address : #Road 60, Angkor Cultural & Tourism Complex
Junction, Phum Trang, Sangkat Slorkram,
Siem Reap, Kingdom of Cambodia
Tel : (+855-63) 961 999
Fax : (+855-63) 961 888
Website : www.sokhahotels.com

Participants will cover their own expenses for attending the meeting (Article 22 of Rule of Procedure of APPF). Following are the special room rates for the meeting:

SOKHA PALACE HOTEL (4star)
Superior Room at US\$65.00net/night
SOKHA SIEM REAP RESORT (5star)
Deluxe Room at US\$100.00net/night
Junior Suite Room at US\$260.00net/night (one bed room and one leaving room)
Royal Sokha Villa at US\$1550.00net/night (two bed room and one leaving room)

Benefits include:

- Welcome drink and cold towel upon arrival
- Daily buffet breakfast at Lotus Restaurant
- Coffee & tea making facilities in room
- Two bottles of drinking water in room
- Complimentary usage of facilities such as gymnasium, steam room, sauna, Jacuzzi and swimming pool
- Complimentary internet access in room and selected resort areas

For more information about room rates and reservations, please see the hotel reservation form under the Accommodation page on the website.

Hotel reservations must be made directly with the hotel and copies to the Host Secretariat. Room availability after this meeting date cannot be guaranteed at the special rate. Expenses such as meals outside the conference program, and other services (mini-bar, laundry, international phone calls, fax) will be borne by the participants.

The Host Country will be responsible for expenses related to the conference including official receptions and meals specified in the program.

PASSPORT AND VISA REGULATIONS

All delegates and accompanying persons must have passports with more than 6 months validity and are advised to contact a Cambodian Embassy or Consulate before their departure to obtain visas to enter and stay in Cambodia.

VISAs can be issued upon arrival in Cambodia including to delegates from countries where Cambodia has no diplomatic or consular representation.



- Please prepare a copies of passports and forward to the Host Secretariat before arrival.
- Please make an official request for visas on arrival and forward to Host Secretariat before arrival.
- For visas on arrival, please prepare a recent photo (passport size)

TRANSPORTATION

Arrival and Departure: Transport Delegation to and from the airport will be provided by the Host Parliament. Leaders of APPF Member Countries will each be provided with a car.

The Buses will be provided for other delegates and accompanying persons during the official program.

All changes in arrival and departure should be immediately communicated to the Host Parliament Secretariat. Delegates are responsible for their own transport for event not specified in the program.

To facilitate the expeditious arrangement of local transport, delegation secretaries are kindly requested to inform the Host Secretariat about flight schedules in advance. In case of any changes in delegate flight schedules, please inform the Host Secretariat at least 24 hours in advance.

LUGGAGE

Luggage tags will be sent to APPF delegation members and accompanying persons beforehand. Delegates should attach these tags to their luggage for identification purposes and speedy clearance of their luggage. Protocol officers will be responsible for the proper collection of delegates' luggage after arrival and before departure.

IDENTIFICATION BADGES

Identification badges will be distributed to all delegates and accompanying persons upon registration. For security reasons, participants are requested to wear their identification badges throughout the meetings and official functions specified in the work program **at all times**.

For security purposes, admission to the venue of the meeting and official functions will be limited of those wearing identification badges.

DELEGATION LIAISON OFFICER

Liaison Officers will be assigned to each delegation of APPF Member Parliaments.

Liaison Officers are the contact persons between the Host Parliament Secretariat and delegations and support them in all official activities of the program of APPF 27th.



CAMBODIA

Cambodia, which is located in Southeast Asia, occupies an area of 181,035 square Kilometers. It is bordered to the north Laos, to the east and south by Vietnam and the Gulf of Thailand, and to the west by Thailand.

POPULATION

Population is about 16 millions, 90 percent of residents are Khmer. The rest of these are mainly Chinese, Vietnamese and indigenous ethnic minorities Population density is 78/km².

RELIGIONS

Theravada Buddhism is the official religion of Cambodia, and about 90 percent of the population is Buddhist. Any others minorities are Islam and Christian.

LANGUAGE

Khmer is the official language in Cambodia. English is very popular with Khmer people for communicating with foreigners in administrative, commercial, diplomatic, economic, industrial, and tourist affairs. Khmer-English road and streets signs are found nationwide.

CLIMATE

The average temperature is 27-28C. It varies from 28-32C during the dry season. The climate comprises two main seasons affected by the tropical monsoon, the wet season from May to October and dry season from November to April. The coolest periods last from December to January. The monsoon season may carry heavy rains but these often occur during the late afternoon.

CURRENCY

The Cambodian currency is the Riel. The US dollar circulates widely and 1 USD is worth around 4,000 riel. Riel denominations are 100,000 , 50,000 , 20,000 , 10,000 , 5,000 , 2,000 , 1,000 , 500 and 100. Banknotes, which are printed in the both Khmer and English, increase in size according to value and are in different colors. Several series are currently in circulation.

CREDIT CARDS and ATMs

All major credit cards are accepted at hotels and shopping malls throughout the city, although some small shops and restaurants may only accept cash payments. ATMs available at banks and major tourism areas dispense both US dollar and Riel

TIME

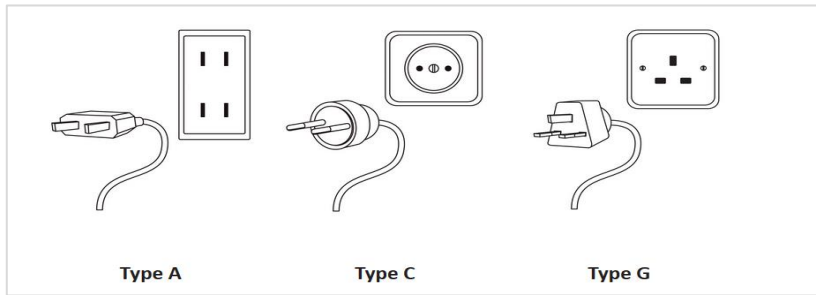
Cambodia time zone: UTC +7 Hours

Most city shops in Siem Reap are open daily from 8am to 6pm and from 8am to 9pm for malls and shopping centers.

ELECTRICITY and WATER SUPPLY

For Cambodia there are three associated plug types, A, C and G. Plug type A is the plug which has two flat parallel pins, plug type C is the plug which has two round pins and plug type G is the plug with three rectangular pins, in a triangular pattern. Cambodia operates on a 230V supply voltage and 50Hz.





Drinking tap water and un-boiled water is not recommended.

INTERNET

Free broadband and wireless internet services are available at the hotel.