



GENERAL INFORMATION

I. TIME AND VENUE OF THE MEETING:

The 13th Annual Meeting of the Asia – Pacific Parliamentary Forum (APPF) will be held in Viet Nam from 9th to 14th January 2005.

All meetings of the APPF-13 will take place at Ha Long Dream Hotel, Ha Long City.

Ha Long Dream Hotel

Address: 10 Ha Long street, Ha Long City, Quang Ninh Province

Tel: + (84 33) 844 288

Fax: + (84 33) 844 855

E-mail: dreamhotel@hn.vnn.vn

Website: <http://www.halongdreamhotel.com.vn>

The 9th and 14th of January is scheduled for receiving and seeing off delegates of the Meeting

II. DOCUMENTS:

Participating delegations are kindly requested to forward a copy of the draft resolutions, theme papers, and written comments to Viet Nam National APPF-13 Secretariat no later than 15th November 2004.

The contact address is as follows:

The Viet Nam National APPF-13 Secretariat

Office of the National Assembly of S.R.Viet Nam / Foreign Affairs Department

Address: 37 Hung Vuong, Hanoi, S.R.Viet Nam

Tel: (84.80) 46211 / 46101 / 46116

Fax: (84.4) 7 340 815

Email: appf@qh.gov.vn

Website: <http://www.na.gov.vn/appf13>

In November, the Viet Nam National Secretariat will circulate all documents to APPF member countries.

III. ACCOMODATION:

The host country will be responsible for expenses related to the conference, official receptions and meals specified in the program of the Meeting.

Expenses such as meals outside the conference framework, accommodation and other hotel services (mini-bar, laundry, international phone calls, telex, fax...) will be borne by the participants.

In Ha Long City, Ha Long Dream Hotel is chosen to accommodate delegates of the 13th Annual Meeting of APPF:

Standard	Deluxe	Suite
80	98	198

In the first day of the conference, Hanoi Daewoo hotel is chosen to accommodate delegates while they are in Hanoi:

Deluxe Room	Executive Room	Junior Suite
79	99	170

Delegates who have the wish to stay in Hanoi after returning from Ha Long City are kindly requested to inform the Secretariat in advance for proper arrangements of accommodation and transportation.

IV. TRANSPORTATION: Delegates are kindly requested to book their flights to Noi Bai International Airport in Hanoi (HAN).

The host country will provide transportation from the airport to Ha Noi Daewoo Hotel.

Transportation is also provided for delegates and accompanying persons from Hanoi to Ha Long City and vice versa on the 10th and 14th of January respectively.

During the Meeting, transportation is available for delegates from the hotel to all the official events of the Meeting as well as other activities in the program.

In order to ensure proper arrival and departure assistance, all participants are kindly requested to provide timely and accurate flight information, the date of arrival and departure. Should any changes thereon occur, please notify the Secretariat of such changes at the earliest opportunity.

Delegates are responsible for transportation for activities outside official events of the conference.

V. REGISTRATION AND INFORMATION SERVICE: All delegations are asked to fill out a Registration Form and send it to the Secretariat no later than 1 December 2004.

All delegates and accompanying persons are requested to register at the Registration and Information Desk in Ha Noi Daewoo Hotel on 9 January and in Ha Long Dream Hotel as from 10 January 2005. Program and all relevant documents of the Conference as well as identity badges will be provided for delegates at the Desk.

VI. SECURITY AND IDENTITY BADGES:

For security purposes, delegates, accompanying persons, members of the Secretariat and Organising Committee will be provided with identity badges and are kindly requested to wear them throughout the conference for admission to all conference activities and functions. For a check of the different identity badges, please refer to the following:

Identities	Color
Delegate	Green
Accompanying Person	Pink

Secretary/Advisor	Blue
Diplomatic Corps	Purple
APPF Secretariat	White
Security	Red
Press	Grey
Guest	Yellow

VII. SECRETARIAT: The Viet Nam National APPF-13 Secretariat located in Ha Long Dream Hotel is responsible for conference documents and protocol matters. The Secretariat will work from 7h30 to 20h00 every day during the conference (9-13/1/2005).

VIII. PRESS CENTER:

The Press Center located in Ha Long Dream Hotel will begin its operation on 10 January 2005 with the aim of assisting members of the press to cover the conference. Journalist wishing to cover the 13th Annual Meeting of APPF are kindly requested to register in advance with the Viet Nam National APPF-13 Secretariat.

IX. POSTAL AND FAX SERVICES: Postal and fax services are available at the Business Center of Ha Long Dream Hotel. These services will be at the delegates' own expenses.

X. MEDICAL SERVICES: First-aid medical services will be operated at Ha Long Dream Hotel during the conference.

XI. BILATERAL MEETING ROOM: Delegations having the need for bilateral meeting rooms are kindly requested to contact the Secretariat for proper arrangement.

XII. OTHER SERVICES:

Internet Service: Delegates will be provided with Internet service by the host country in Ha Long Dream Hotel during the Meeting.

Typing and Photocopying Services: In order to facilitate the work of delegates, computers and photocopiers will be available at Secretariat Room located in Ha Long Dream Hotel.

XIII. LANGUAGE:

English is the official language of the Meeting. Simultaneous interpretation from English into Vietnamese and vice versa will be provided for all sessions. Three additional interpretation channels will be available upon request which can be done to the Secretariat on the basis of first come first served. Delegations may bring their own interpreters if needed. To facilitate interpretation, statements, especially for the opening and closing ceremonies, should be sent to the Secretariat in advance.

XIV. PASSPORT AND VISA:

All delegates and accompanying persons must have valid passport to enter Viet Nam. For countries where visas are required, participants are requested to contact the Vietnamese Embassy / Consulate in or accredited to their countries in order to obtain visa.

In case there is no Vietnamese Embassy / Consulate in or accredited to their countries, delegates are kindly advised to fill the attached form for on-arrival visa purposes. In this case, delegates need to bring along two 4x6 centimetre photographs. Please see Annex I for visa requirement.

XV. BANK-CURRENCY: 'Dong' is the official currency of Vietnam. Foreign currencies can be exchanged at banks, hotels, international airports and other legal foreign exchange sites throughout the country.

Most banks open from 8:00 to 16:30 every day, except for Saturday and Sunday. Travellers' cheques or credit cards can be used for payment at most major hotels and banks. However, delegates are kindly advised to have cash available since travellers' cheques and credit cards are not yet widely accepted at shops and other services.

XVI. INSURANCE: Delegates are responsible for personal insurance against potential risks.

XVII. LUGGAGE: Luggage tags will be sent in advance to delegations / delegates. Luggage tags should then be filled with personal name, country / delegation for quick processing at the airport.

Delegates are to take care of their own luggage after arrival and before departure from Vietnam.

XVIII. SPOUSES AND ACCOMPANYING PERSONS: Delegates are welcome to come with their spouses and accompanying persons, ensuing expenses being covered by related delegates. They will be invited to the evening functions and to the conference sightseeing tour. The Organizing Committee will arrange a separate program for spouses and accompanying persons.

XIX. PRACTICAL INFORMATION:

1. Airlines Vietnam Airlines, appointed airline for the 13th Annual Meeting of APPF, will offer proper connection to Hanoi to conference participants. For further information, please contact relevant offices of Vietnam Airlines abroad (see annex II).

2. Climate The average temperature in Ha Long in January is around 10o-20o C. Delegates are recommended to bring light warm clothes.

3. Electricity used in Vietnam is 220 volts.

**ANNEX I
LIST OF APPF MEMBER COUNTRIES**

EXEMPTED FROM VISA TO ENTER VIET NAM

(mainly apply to diplomatic and official passport holders)

1. Brunei Darussalam
2. Cambodia
3. China
4. Indonesia
5. Japan
6. Laos
7. Malaysia
8. Mexico
9. Mongolia
10. Philippines
11. Republic of Korea
12. Russia

- 13. Singapore
- 14. Thailand

ANNEX II OFFICES AND BRANCHES OF VIETNAM AIRLINES ABROAD

AUSTRALIA

Sydney:

Level 13, Suite 1301

31 Market Street

Sydney NSW 2000

Tel: (61-2) 9283 1355/9658

Fax: (61-2) 9283 6355

Melbourne:

Level 7, 140 Bourket Street

Melbourne VIC 3000

Tel: (61-3) 9662 3300

Fax: (61-3) 9662 3660

CAMBODIA

Phnom Penh:

No 41, 214 Samdech Pan Street

Phnom Penh

Tel: (855-23) 363 396

Fax: (855-23) 364 460

Siem Reap:

108 Road 6, Sveydang Kum

Siem Reap

Tel: (855-63) 964 488

Fax: (855-63) 964 489

CHINA

Beijing:

S109 A, Kempinski Hotel

Beijing Lufthansa Center

50 Liangmaqiao Street

Chaoyang District

Beijing 100016

Tel: (86-10) 8454 1196/1289

Fax: (86-10) 8454 1287

Guangzhou:

Canton Office

Tel: (86-20) 8376 5568/8386 7093

Fax: (86-20) 8382 7187

Kunming:

Green Land Hotel, Room 1414

80 Toudong Street

Kunming

Tel: (86-87) 1315 7179

Fax: (86-87) 1315 7180

FRANCE

5th Floor, 9 Rue de Lapaix
75002 Paris
Tel: (33-1) 4455 3990-4
Fax: (33-1)4455 3999

GERMANY

Treskow Allee
82-10318
Berlin
Tel: (49-30) 284 9510
Fax: (49-30) 30 284 9519

HONG KONG

Suite 2712
One Intl Finance Centre, 1
Harbour View Street
Hong Kong
Tel: (852) 2810 6680
Fax: (852) 2869 8915

JAPAN

Tokyo:
9th Floor, Toranomom
Jitsugyo Kaikan,
1-1-20 Toranomom
Minato-ku
Tokyo 105-0001
Tel: (81-3) 3508 1481
Fax: (81-3) 3508 1480
Osaka:
8th Floor, MG Building
1-3-19, Shinmachi
Nishi-ku
Osaka 550-0013
Tel: (81-6) 6533 2689
Fax: (81-6) 6533 6567

MALAYSIA

Lot 146, 1st Floor, Wisma HLA
Jalan Raja Chulan
50200 Kuala Lumpur
Tel: (60-3) 2141 2416
Fax: (60-3) 2142 2801

LAOS

Lao Hotel Plaza, 1st floor
63 Samsenthai Road
Vientiane
Tel: (856- 21) 217 562
Fax: (856-21) 222 379

PHILIPPINES

Ground Floor
Legaspi Park View Condominium

134 Legaspi Cor. Castro Street
Legarspi Village
Makati City
Philippines
Tel: (63-2) 8 302 335
Fax: (63-2) 8 302 338

SINGAPORE

260 Orchard Road
08-08, The Heeren
Singapore 238855
Tel: (65) 339 3552
Fax: (65) 338 2982

SOUTH KOREA

Soon Hwa Building, 10th Floor
5-2 Soon Hwa Dong
Chung - Gu
Seoul
Tel: (82) 757 8920
Fax: (82) 757 8921

TAIWAN

Taipei:
5th Floor, 59 Sung Chiang Road
Taipei 1104
Tel: (886-2) 2517 7177
Fax: (886-2) 2517 7121
Kaohsiung:
3F-6, No 54-56
Minsheng 1st Road
Kaohsiung 800
Tel: (886) 7227 0209
Fax: (886) 7227 0751

THAILAND

10th Floor, Wave Place
55 Wireless Road
Lumpinee Patumwan
Bangkok 10330
Tel: (66-2) 655 4137
Fax: (66-2) 656 9101
Information: Tourism Authority of Thailand, 372 Bamrung Muang Rd.
Tel: 2 226 0600

88 Kearny Street, Suite 1400
San Francisco, CA94108
Tel: (1) 415 677 0888
Fax: (1) 415 677 9788

NAME : VIETNAM AIRLINES IN SWEEDEN (GSA)
ADDRESS: OLOF PALMES GATA 16,BOX 3352,103 67 STOCKHOLM
RES-TEL: 46-8235110
FAX : 46-8235115

NAME : VN REP OFFICE IN CZECH REPUBLIC
ADDRESS: RASINOVO NABREZI 72 - 12000 PRAHA 2 CZECH REPUBLIC
RES-TEL: 42-06-02681648
FAX : 42-02-24920575

NAME : VIETNAM AIRLINES IN UNITED KINGDOM GSA- FEATM (UK)LTD
ADDRESS: LONDON HOUSE, 272-273 KING STR., HAMMERSMITH., LONDON
W69LZ UNITED KINGDOMM
RES-TEL: 44-(0)-870-2202318
FAX : 44-(0)-870-2202319

NAME : VN REP OFFICE IN KIEV UKRAINE
ADDRESS: NO.1 DMITRIEVSKAYA STR. UKRAINE, 01135, KIEV.
RES-TEL: 38-044-490-4910
FAX : 38-044-490-4910

NAME : VIETNAM AIRLINES BRANCH OFFICE IN FRANKFURT
ADDRESS: ROSSMARKT 5, D-60311 FRANKFURT/MAIN, GERMANY
Res-Tel: +49-(0)69-29725650
Sales-Tel: +49-(0)69-29725640
Office: +49-(0)69-2972560
FAX: +49-(0)69-29725620

NAME : H.M.SKY GMBH I N BERLIN-GERMANY
ADDRESS: 120KARL-MARX-ALLEE, 10243 BERLIN-GERMANY
RES-TEL: 49-30-2938 1471
FAX : 49-30-2977 6606

NAME : VIETNAM AIRLINES GSA- IN BELGIUM
ADDRESS: AVENUE DES ARTS (KUNSTLAAN) 27/7 TH FLOOR
1040 BRUSSELS BELGIUM
RES-TEL: 32-2 7256390
FAX : 32-2-5114961

NAME : VIETNAM AIRLINES GSA -IN THE NETHERLAND
ADDRESS: HAVENMEESTERWEG 313, 1118 CE SCHIPHOL, THE NETHERLAND
RES-TEL: +31 20 4069605
FAX : +31 20 4057787