



ADMINISTRATIVE CIRCULAR

ASEM WORKSHOP ON ENHANCING ASEM VISIBILITY THROUGH CULTURAL ACTIVITIES

**HA LONG - Viet Nam
28 - 29 April 2010**

1. DATE AND VENUE OF THE MEETING

Workshop on **Enhancing ASEM Visibility through Cultural Activities** will be held on 28 - 29 April 2010 at HaLong Plaza Hotel, Ha Long city, Quang Ninh Province, Vietnam.

Halong Plaza Hotel
Address: 08 Halong Street, Baichay ward, Halong city. Vietnam
Tel: (84-33) 3845810
Email: info@halongplaza.com
Website: <http://www.halongplaza.com>

2. TENTATIVE AGENDA (Please refer the attached)

3. REGISTRATION

All delegates are kindly requested to send the completed Registration Forms (attached) no later than: **1 April 2010** to:

Workshop Secretariat
Department of External Cultural Cooperation and UNESCO Affairs, Ministry
of Foreign Affairs of Vietnam
Address: 8 Khuc Hao Street, Ba Dinh, Hanoi, Vietnam
Fax: +84-4 38230702

Delegates are to pick up identification badges and meeting documents at the Registration Counter located in front of meeting room in Halong Plaza Hotel.

4. ACCOMMODATION

Halong Plaza Hotel, a four star hotel where the meeting is held is recommended for delegates. Delegates can also stay in nearby four stars Hotel:

Ha Long Dream Hotel 4* (about 500m from the conference venue)
Address: No 10 Halong Road, Halong City, Quang Ninh Province - Vietnam
Tel: (84-33) 844 288
Fax: (84-33) 844 855
Hotline reservation: (84-33) 849 009
Email: dreamhotel@hn.vnn.vn
Website: www.halongdreamhotel.com

Or **Sai Gon Ha Long Hotel (4* hotel, about 1km from the conference venue)**
168 Halong road, Baichay ward, Halong city.
Quang Ninh province, Vietnam
Tel: (84-33) 3845845 Fax: (84-33) 3845849
Email: sahahotel@hn.vnn.vn
Website: <http://www.saigonhalonghotel.com>

Delegates are requested to arrange accommodation reservation. Booking and payment should be made directly with the hotel. Delegates will be responsible for all costs incurred during their stay at their hotels.

5. TRANSPORTATION

All delegates are picked up at Noi Bai International Airport by the Organisation Board. Therefore, it is kindly requested the delegates should timely inform their flight details.

The Organisation Board will arrange a Reception Desk at Noi Bai International Airport to provide necessary information.

6. PASSPORT AND VISAS

Some delegates may need visa to enter Vietnam. Delegates are kindly requested to contact the nearest Vietnamese Embassy in their respective country for visa requirements.

7. WORKING LANGUAGE

The working language of the meeting is English.

8. MEALS

All delegates are invited to a welcoming dinner hosted by Quang Ninh People's Committee on 27 April, 2010.

Lunches and coffee breaks as indicated in the Agenda will be provided by the Ministry of Foreign Affairs as the host of the Workshop.

9. TELECOMMUNICATIONS

In addition to regular telephone service, other popular service providers, namely Vinaphone, Mobifone, Viettel and Evntelecom, provide mobile telephone service in Vietnam. Should you wish to bring mobile phone, please be informed that IDD and mobile prepaid phone cards, varying from the denomination of VND 50,000 to VND 500,000, can be purchased easily at any post offices, authorized distributors and shops in the city.

10. OTHER ACTIVITIES

All delegates are invited to take part in cultural activities held in Halong during and after the time of the workshop such as beach carnival and concert in the cave of Halong Bay.

11. SECURITY

All necessary measures will be taken to ensure the safety of delegates. Delegates are requested to wear their identification badges at all times to gain admittance to the meeting venues, meals and other functions and might be requested to pass through a security gate.

12. CONTACTS

Secretariat of the Workshop:

Department of External Cultural Cooperation and UNESCO Affairs

Ministry of Foreign Affairs;

Email:

Tel: +84-4 37993517

Fax: +84-4 38230702

Contact persons: Mrs. Dung, Tran Phuong

Cell phone: +84- 983654066

Email: phuongdungtr@mofa.gov.vn