



## ITU Regional Workshop

### “Transition to Digital Broadcasting and Digital Dividend”

26-27 May 2011

Hanoi, Vietnam

### Participant’s Information

#### 1. Introduction

The Vietnamese Administration is pleased to welcome the participants to the Regional Workshop on Transition to Digital Broadcasting and Digital Dividend in Ha Noi.

Participants are kindly requested to fill in the Attendance form (annex 1) and **send it back to Vietnamese local secretariat** at the email address: E-mail: [workshop@rfd.gov.vn](mailto:workshop@rfd.gov.vn)

**Hotel reservation forms are provided in the Annex 2-5. The hotel booking reservation form should be send directly to the chosen hotel.**

#### 2. Meeting venue

The meeting will be held at:

Sheraton Hanoi Hotel  
K5 Nghi Tam, 11 Xuan Dieu Road,  
Tay Ho District  
Hanoi  
Phone: (84)(4) 3719 9000

#### 3. Registration

The Registration Desk for the Regional Workshop on will commence at 07.30 AM, 26 May 2011

#### 4. Working language

The working language of the Workshop will be English.

#### 5. Hotel accommodation

Pre-bookings have been made in the following hotels.

Participants are kindly requested **to arrange the hotel booking directly with hotels** by submitting the completed hotel reservation form bellow. Further information such as cancellation policies, additional services, and booking deadlines can be found in the reservation form.

## 5.1. Hotel – Meeting venue

Sheraton Hanoi Hotel

Email: [dang.bui@sheraton.com](mailto:dang.bui@sheraton.com) and [reservations.hanoi@sheraton.com](mailto:reservations.hanoi@sheraton.com)

Fax: 84 4 37199010 Tel: 84 4 37199000

## 5.2. Thang loi Hotel , 200 Yen Phu Street - Tay Ho District - Hanoi - Vietnam

Walking 300 - 500m to the meeting venue.

## 6. Transportation & access

Noi Bai International Airport is the biggest airport in northern Vietnam. The airport is located 45km from the city's downtown. It take about 45 minutes by taxi/car/bus to the Hotel.

Airport taxis are available from Noi Bai International Airport to the Hotels. The fare is around 350,000 VND (about USD 17).

## 7. Passports & visas

Most visitors to Viet Nam need a visa to enter the country. Visas are exempted for the citizens of the countries, which have signed a bilateral visa exemption agreement with Viet Nam. For information on entry visas to Viet Nam, participant are kindly requested to contact the Vietnam's Diplomatic/Mission in their country before travelling or check the following web page of the Minister of Foreign Affairs:

<http://lanhsuvietnam.gov.vn/Lists/BaiViet/B%C3%A0i%20vi%E1%BA%Bft/DispForm.aspx?List=dc7c7d75%2D6a32%2D4215%2Dafeb%2D47d4bee70eee&ID=306>

Tourist visa may be valid for 15 to 30 days. Tourist visa can only be obtained in Vietnam's embassies, consulates abroad.

Business visa usually **will require an official letter of invitation** from a local organization. The host country will issue an invitation letter for the visa application of participant based on receiving the request of participant.

**If you need a visa, please fill in the “Passport information for visa” section in the Attendance form (see Annex 1) and send it attached with a scan of your passport to the Vietnamese local secretariat, E-mail: [workshop@rfd.gov.vn](mailto:workshop@rfd.gov.vn).**

**Delegates are urged to process their visa requests at their earliest convenience. It takes at least 3 weeks to process the internal visa official letter.**

## 8. Currency & banking

The legal tender of Viet Nam is Dong (VND). For money changing, banks are conveniently located over the city and at the airport, as well as at the hotels.

Exchange rate (as of 04 April 2011):

1 US Dollar (USD)	20,900 VND
1 € (EUR)	29,590 VND

Major Banks are open from 08.00 a.m. to 04.00 p.m., Monday to Friday.

All main credit cards are welcome.

## 9. Local time

GMT + 7 hours

## 10. Climate

The average temperature in Ha Noi during May varies from 29 to 33 degrees Celsius. (cotton clothing is recommended).

## 11. Electricity

The common electrical current in Viet Nam is AC (220 Volt/50 Hz cycle). Plugs are of two kinds: round or flat.

### Wall Plug



### Extended Socket



## 12. Web links

More information about Ha Noi is available from:

<http://www.english.hanoi.gov.vn/web/guest/home>

## 13. Contact person

For any additional information, requests, etc., please contact:

Ms. Nguyen Thu Huyen  
International Cooperation and Frequency Coordination Division  
Authority of Radio frequency Management  
Ministry of Information and Communications of Viet Nam

Fax: +84 4 35564916

E-mail: [workshop@rfd.gov.vn](mailto:workshop@rfd.gov.vn)

# ATTENDANCE FORM

<b>Regional Workshop on Transition to Digital Broadcasting and Digital Dividend 26 – 27 May, 2011 Hanoi, Vietnam</b>	<b>Last Date of Submission: 04<sup>th</sup> May 2011</b>
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## 1. PERSONAL INFORMATION

First name (Mr./Ms./Mrs/Dr.) \_\_\_\_\_

Administration/Organization \_\_\_\_\_ (given name) (middle name) (last name)

Present post (Title) \_\_\_\_\_

Country \_\_\_\_\_ Phone No. \_\_\_\_\_

Fax No: \_\_\_\_\_ E-mail address: \_\_\_\_\_

## 2. PASSPORT INFORMATION FOR VISA Please fill in if you need an entry visa to Viet Nam

**A scan of your passport must be attached with this form**

Full name \_\_\_\_\_

Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_

Passport No. \_\_\_\_\_ Expiry date \_\_\_\_\_

Passport type (Ordinary/Official/Diplomat): \_\_\_\_\_

Place of getting visa  
(Address of Vietnamese Embassy or Consulate in your country where you can get the visa)  
\_\_\_\_\_

## 3. FLIGHT INFORMATION

Arrival flight: (Flight No./Date/Time): \_\_\_\_\_

Departure flight (Flight No./Date/Time): \_\_\_\_\_

Signature and date: \_\_\_\_\_

Please e-mail this form to [workshop@rfd.gov.vn](mailto:workshop@rfd.gov.vn) or Fax number: +84 4 35564916

with e-mail subject: FULL NAME – NAME OF COUNTRY

Example: **Roberto Carlos – Italy**

**LOCAL SECRETARIAT:** MS. NGUYEN THU HUYEN  
AUTHORITY OF RADIO FREQUENCY MANAGEMENT, MIC, VIET NAM  
TEL.: +84 4 3556 4980  
FAX: +84 4 3556 4916  
E-MAIL: [WORKSHOP@RFD.GOV.VN](mailto:WORKSHOP@RFD.GOV.VN)