

Practical information for participants

1. Venue

Taw Win Garden Hotel

Address: No.45, Pyay Road, Dagon Township, Yangon, Myanmar

Tel: + 95-1-8600080

Website: www.tawwingardenhotel.com

2. About Myanmar

Myanmar is located on the Indochina peninsula of South East Asia, which is a place where you can not only see the culture of the people, but also a place to explore the natural environmental beauty. Geographically, Myanmar is the largest country in South East Asia sharing borders with Bangladesh, China, India, Laos and Thailand. The country has a total land area of 675,577 square kilometres. Myanmar is also known as the Golden Land not only for its golden pagodas but also for its rich lands and the wealth of its agriculture and precious minerals. It is a land of different nationalities and tribes. The country comprises 7 States and 7 Regions. The largest city and seaport is Yangon. Mandalay, the last royal capital in the heart of Myanmar is an important trade centre. Nay Pyi Taw (which literally means Royal Capital), is the administrative capital located in central Myanmar 320 km north of Yangon.

Yangon, the commercial city, is the main gateway to Myanmar. It was founded by King Alaungpaya in 1775 on the site of a small settlement called Dagon. The name Yangon means “End of Strives”. At present, Yangon covers an area of about 350 km² with a population of nearly 6 million. Almost all International Airlines serving Myanmar fly to Yangon International airport. Yangon is also a growing bustling business centre. The city today still maintains its colonial charm and gracious turn-of-the-century architecture.



3. Weather

The climate of Myanmar follows a monsoon pattern and a year is more or less equally divided into three weather patterns; namely summer, rainy and winter. The month of September marks the end of the wet season and the beginning of the winter season. The average temperature is between 25-30 Degrees Celsius.

4. Hotel Accommodation

Taw Win Garden (also meeting venue for the events)

Taw Win Garden Hotel is ideally located for business and leisure travellers. The Hotel is on the most prominent road in Yangon - Pyay Road, Dagon Township near the City Centre and major cultural attractions of Yangon, Myanmar. The Hotel is just 30 minutes' drive from Yangon International Airport and a five-minute drive to the City Centre and to the Shwedagon Pagoda.

All truly exclusive 513 guestrooms and suites, from the 4th to the 8th floor, offer stunning views of Shwedagon Pagoda, the city view and the garden view. These guestrooms and suites are designed

and provided with all important features for modern life in order to soothe guests with ultimate luxury and convenience.

The guests will firstly be impressed with the hotel's elegant entrance on the ground floor, then led to the lobby on the 4th floor in only a minute with its hi-tech flying lift that can smoothly transport guests.

The lobby, decorated with a classic Myanma Saing (the traditional instrument), welcomes all guests into a most relaxing and friendly atmosphere. Throughout the hotel, the concept of blending modern and traditional Myanmar style can be seen. The design and decoration provides a unique ambience and a sense of warmth and intimacy. Furthermore, the hotel's host of recreational offerings ensures there is plenty to do during your stay. Discover an engaging blend of professional service and a wide array of features at Taw Win Garden Hotel.

Website: www.tawwingardenhotel.com

Address: No.45, Pyay Road, Dagon Township, Yangon, Myanmar

Room reservation: Ms. Moe Moe Khaing

Assistant Reservation Manager

Tel: + 95-1-8600080

Fax: + 95-1 8600082

E-mail: reservation@tawwingardenhotel.com

ROOM RATE	SINGLE/DOUBLE
Deluxe Room (sqm-45)	US\$ 130 net per night
Premier Room (sqm-45)	US\$ 170 net per night

Check In Time: **14:00 hours**

Check Out Time: **12:00 noon**

Credit Cards Accepted: **Visa and Master**



Other Recommended Hotels

Hotel Name	Room Rate (Single/Double)	Hotel Reservation
Chatrium Hotel Royal Lake ***** No.40, Natmauk Road, Tamwe Township, Yangon www.CHATRIUM.com	Deluxe Room \$ 180 net	Ms. Khine Wint Phyu Senior Sales Manager Ph: 95 1 544500 Fax: 95 1 544400 Email: rsvn.chry@chatrium.com Email: khinewintphyu@chatrium.com
Central Hotel *** No.335-337, Bogyoke Aung San Road, Pabedan Township, Yangon www.centralhotelyangon.com	Deluxe Room \$ 80 net	Mr. Kyaw Zin Oo Sales and Marketing Manager Ph: 95 1 241001 Fax: 95 1 248003 Email: centralreservationygn@gmail.com

Hotel reservations need to be made directly to the hotel with Cc to dg.ptd@mptmail.net.mm and winminaung01@gmail.com in order to facilitate the process. Delegates who are booking other hotels are requested to state the meeting name when they make their hotel reservation.

5. Visa Information

Visa requirements for Myanmar may vary for the citizens of different countries. Please check the visa requirements with your nearest Myanmar Embassy or consulate general. Kindly visit the link <http://www.mofa.gov.mm> for more details. Your request for issuing a visa supporting letter should be sent by e-mail to the following contact person **no later than 11 August 2014** to issue timely delivery of the visa and a scanned copy of your passport should also accompany your request:

Mr. Win Min Aung
Assistant Director
Posts and Telecommunications Department
Ministry of Communications and Information Technology
E-mail : dg.ptd@mptmail.net.mm ; winminaung01@gmail.com
Tel: +95 9 448 0000 98
Fax: +95 67 407 216

6. Transportation from Airport to Hotel

Delegates are requested to provide their travel information to the local secretariat no later than 11 August 2014. The local secretariat will provide transportation arrangements from the Airport to selected hotels from August 31 and transfer from the hotel to the Airport from 4 September. Participants should fill out the arrival and transportation Form 3 and send the it by e-mail to Mr Win Min Aung (dg.ptd@mptmail.net.mm; winminaung01@gmail.com) .

A public Taxi Meter is also located in front of the arrival hall, entrance no. 3 and 4. It takes about 45 minutes by car from the airport to the hotel where the meeting will take place.

7. Time zone

GMT + 6:30 hours

8. Banking facilities

Myanmar's official currency is Myanmar Kyats (MMK). The exchange rate is roughly 960 Kyats equivalent to 1 USD as of May 2014. Kindly visit the below link for more detailed information: <http://www.cbm.gov.mm/>. Foreign currency can be exchanged at any authorized money changer counter. Normal banking hours are 09:00am to 16:30pm on weekdays. Credit cards including Visa Card, Master Card, JCB and China Union Pay Card are accepted in many major hotels, shopping malls and restaurants.

9. Electricity (voltage used)

Supply voltage is 220V, 50Hz (see picture). Please bring the right adapter for your equipment.



FORM 2 – Taw Win Garden hotel reservation form

(To TSB Collective letter 2/SG3RG-AO)

Guest Name: _____

Organization Name

: _____

Arrival Date: _____ Flight Time : _____ Transportation Yes No

Departure Date: _____ Flight Time : _____ Transportation Yes No

No of Rooms: _____ (Single / Double) Smoking Non Smoking

Room Rate _____

Room Types:

Superior Room Executive Suite Taw Win Family

Deluxe Room Princess Suite

Premier Room Taw Win Suite

Method of Payment

Pay Own Account Cash Credit Card

Company Pay

Credit Card No. : _____ Exp Date: _____

Remarks: _____

Contact Person: _____ Reservation Taken By : _____

Contact No: _____ Confirmation No : _____

Email Address: _____ Date : _____

Approved by: _____

FORM 3 – ARRIVAL AND TRANSPORTATION TO HOTEL

(to TSB Collective letter 2/SG3RG-AO)

	ITU-T Study Group 3RG-AO meeting and Associated BDT Forum Yangon, Myanmar, 1-3 September 2014	
---	--	---

To ensure transfer to and from the airport, participants are requested to complete and return this form to Mr Win Min Aung by e-mail E-mail to dg.ptd@mptmail.net.mm ; winminaung01@gmail.com

Family name.....

First name.....

Job Title

Organization..... Country

Telephone: :.....

Email:.....

Hotel where you are residing:

Hotel Name

Address

Transportation will be provided from the airport to the hotels and to the meeting venue. Please provide your arrival and departure flight information to facilitate arrangements for transportation.

Date of Arrival	Time of Flight Arrival	FLIGHT NO.
Date of Departure	Time of Flight Departure	FLIGHT NO.
