

ANNEX 3

**Additional information for the ITU Regional Radiocommunications Seminar Asia**

**Introduction**

The Vietnamese Administration is pleased to welcome the participants to the ITU Regional Radiocommunications Seminar Asia (26 -30 May 2014) in Ha Noi. This Annex provides both information on the meeting and guidance to the delegates for their stay while in Ha Noi, Viet Nam.

**Meeting venue**

The meeting will be held from 26<sup>th</sup> to 30<sup>th</sup> May 2014 at the **Melia Hanoi Hotel**, Ha Noi, Socialist Republic of Viet Nam.

**Venue:** **Melia Hanoi Hotel**

**Address:** 44B Ly Thuong Kiet str., Hoan Kiem Dist., Ha Noi, Viet Nam

**Telephone:** (84) 4 39343343

**Fax:** (84) 4 39348688

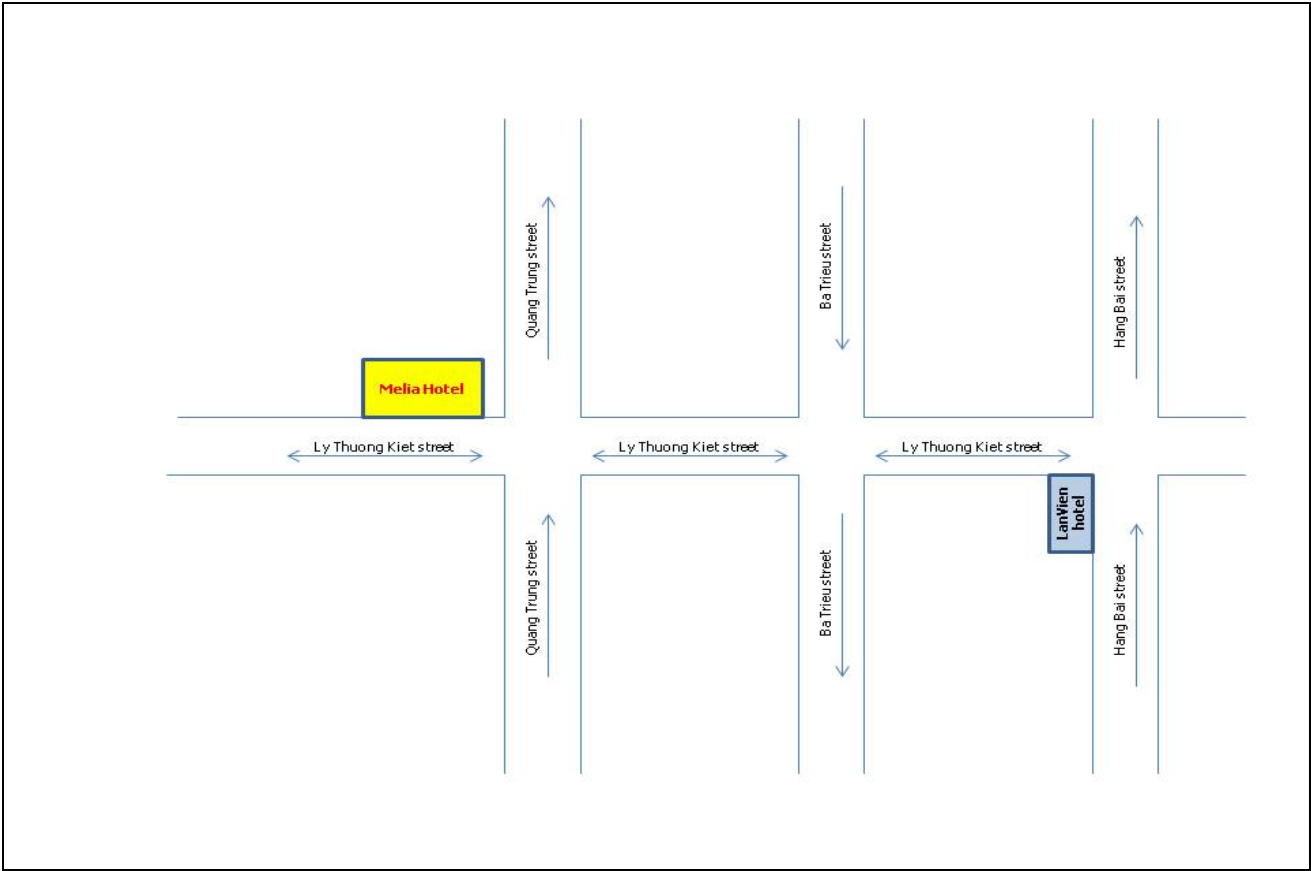
**Website:** <http://www.melia.com/en/hotels/vietnam/hanoi/melia-hanoi/index.html>

**Hotel accomodation**

The following hotels near the meeting venue are recommended for participants to stay during the meeting. **Reservation of the accommodation can only be done by completing the Hotel Accommodation Reservation Form and sending to local secretariat** (see contact information below):

Name of Hotel	Room Rate/ Room Type		Distance	Facilities Information (Complementary)	Address
	Single	Double / Twin			
<b>Melia Hanoi Hotel (5 Star)</b>	<b>US\$ 105 nett</b> (Deluxe room) Inclusive of all taxes	<b>US\$ 115 nett</b> (Deluxe room) Inclusive of all taxes	Meeting Venue Hotel  45 minutes from Noi Bai Airport	<ul style="list-style-type: none"> <li>• Daily buffet breakfast</li> <li>• Internet access in room</li> <li>• 2 bottles of water daily</li> <li>• Free access to outdoor swimming pool, fitness center, sauna and steam</li> <li>• Coffee and tea making facilities</li> </ul>	<b>Melia Hanoi Hotel</b> 44B Ly Thuong Kiet str., Hoan Kiem Dist., Ha Noi, Viet Nam
<b>Lan Vien (4 Star)</b>	<b>US\$ 70 nett</b> (Deluxe room) Inclusive of all taxes	<b>US\$ 80 nett</b> (Deluxe room) Inclusive of all taxes	10 minute walk from meeting venue  45 minutes from Noi Bai Airport	<ul style="list-style-type: none"> <li>• Daily buffet breakfast</li> <li>• Internet access in room</li> <li>• 2 bottles of water daily</li> <li>• Complimentary access to Gym</li> </ul>	<b>Lan Vien Hotel</b> 32 Hang Bai/37A, Ly Thuong Kiet Str., Hoan Kiem Dist., Hanoi, Viet Nam <b>Tel:</b> +84-4-3722 8888 <b>Fax:</b> +84-4-3760 6060 <b>Website:</b> <a href="http://lanvienhotel.com.vn/">http://lanvienhotel.com.vn/</a>

				room, internet usage in Business Center.	
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Map of hotels

- Due to peak season of Ha Noi during the meeting period, you are kindly requested to send your Registration Form for finalizing the hotel reservation and other necessary arrangements to the contact persons indicated below by **10 May 2014** at the latest.
- Local Secretariat may not be able to guarantee hotel reservation and prices after the due date.
- Confirmation notices will be sent to participants for the Hotel booking reservation.
- Hotel Reservation Cancellation policy:
  - No charge for Cancellation/Amendment made **before 10 May 2014**
  - Cancellation/Amendment **after 10 May 2014** will be charged at one night's room and Tax

**Transportation and access**

Noi Bai International Airport (HAN), the biggest airport in northern Vietnam. The airport is located 45 km from the city's downtown.

A number of Vietnamese and international airlines operate from Hanoi Noi Bai Airport, including Vietnam Airlines, Pacific Airlines, AirAsia, Cathay Pacific, Hong Kong Airlines, Thai Airways, Lao Airlines, Nok Air and Tiger Airways. For further information, you can check at:

[http://www.vietnamairlines.com.vn/wps/portal/en/site/flight\\_info/time\\_table](http://www.vietnamairlines.com.vn/wps/portal/en/site/flight_info/time_table).

Airport taxis are available from Noi Bai International Airport to the Melia Ha Noi Hotel with a fare of around VND 450,000 (about US\$22). Delegates need to arrange their own transportation from airport to their respective hotels.

## Visa and immigration information

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, participants are kindly requested to check the following web page of the Ministry 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 visas may be valid for 15 to 30 days. Tourist visa can only be obtained in Vietnamese Embassies and Consulates abroad.

A business visa will usually require a **Visa Approval Letter** (Visa Reference Number) which will be sent directly from Vietnamese Immigration Department to the relevant Vietnamese consulate or embassy. It takes at least 2 weeks to process the internal **Visa Approval Letter** (Visa Reference Number).

**Please kindly be informed that during the Vietnamese Holiday which runs from 30 April to 4 May, 2014 all Government offices will be closed (including the Immigration Department and Vietnamese Embassies in other countries). Therefore, delegates are urged to process their visa requests at their earliest convenience. During the Vietnamese Holiday period we will not be able to attend to any enquiries or any requests for assistance relating to visa support.**

## Other information

### *Climate*

The average temperature in Ha Noi during May varies from 26<sup>o</sup>C to 32<sup>o</sup>C degrees Celsius.

### *Currency*

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

Exchange rate (as of 3<sup>rd</sup> April 2014):

1 US Dollar (USD)	21,200 VND
1 € (EUR)	29,200 VND

Major Banks are open from 08.00 a.m. to 04.00 p.m., Monday to Friday. All main credit cards are welcome.

### *Food*

A wide range of choices in the food/diet from Asian style to Western style is available in hotel restaurant and food-courts nearby the meeting venue. The local cuisine is excellent for different tastes.

### *Electricity*

The mains voltage in Viet Nam is 220 Volts, 50 Hz. The power plugs used are of the 2-pin flat or circular.



*Time Zone*

GMT + 7 hours

**Contact information**

*Local Secretariat:*

To:

**Ms. Nguyen Thu Huyen**

Authority of Radio Frequency Management

Ministry of Information and Communications

Socialist Republic of Viet Nam

Tel: +84 4 35564919 ext 502

Fax: +84 4 35564916

E-mail: [huyennt@rfd.gov.vn](mailto:huyennt@rfd.gov.vn) and copy to [rrsasia@gmail.com](mailto:rrsasia@gmail.com)



**HOTEL ACCOMODATION RESERVATION FORM  
&  
VISA SUPPORT REQUEST**



**ITU REGIONAL RADICOMMUNICATIONS SEMINAR ASIA  
26-30 May, 2014, Ha Noi, Viet Nam**

**PERSONAL INFORMATION:**

Reservation Name: (Mr./Ms.) \_\_\_\_\_

Administration/Organization: \_\_\_\_\_

Job Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Are you representing your Country's Administration?** :  Yes  No

**If "Yes" what's your position in delegation:**  Head of Delegation (HoD)  Alternate HoD  Delegate

**PASSPORT INFORMATION FOR VISA: (Please provide only if you need support visa)**

**Please attach a scan copy of your passport. It is needed for the Visa Approval Letter.**

Passport No. \_\_\_\_\_ Date of Issue \_\_\_\_\_ Expiry Date \_\_\_\_\_

Place of Issue \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Passport Type: Ordinary/Official/ Diplomatic \_\_\_\_\_

Place of Getting Visa (Address of Vietnamese Embassy or Consulate in your country): \_\_\_\_\_

**Note:** Please kindly be informed that during the major Vietnamese Holiday which runs from 30 April to 4 May 2014 all Vietnamese Government offices will be closed. During the Holiday period we will not be able to attend to any enquiries or any requests for assistance relating to support visa.

**HOTEL AND ROOM TYPE SELECTION:**

Please select your desired room type. For details about hotel rates and facilities please check Annex 3.

Smoking  Non-smoking

**Melia Hanoi Hotel (5\*)** (Deluxe room):

Single (105 USD nett)  Double/Twin (115 USD nett)

**Lan Vien Hotel (4\*)** (Deluxe room):

Single (70 USD nett)  Double/Twin (80 USD nett)

**Note:** Payment for hotel room should be directly made to an Event Agent who would be authorized by the Ministry of Information and Communications of Viet Nam. Payment could be made either by cash or credit card.

<b>RESERVATION DETAIL:</b>	
Check In Date and Time:	_____
Check Out Date and Time:	_____
For twin booking, I will share with:	_____
<b>PAYMENT INFORMATION:</b>	
Payment Method:	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card
Credit Card Brand (Visa/Master/JCB...):	_____
Credit Card number:	_____
Expiry Date:	_____
Name on the Card:	_____
Please check "Hotel Reservation Cancellation Policy" <b>in Annex 3.</b>	
<b>OTHERS:</b>	
<ul style="list-style-type: none"><li>• Accompanied by spouse:      <input type="checkbox"/> Yes    <input type="checkbox"/> No</li><li>• Vegetarian Diet:                <input type="checkbox"/> Yes    <input type="checkbox"/> No</li><li>• Halal Diet:                        <input type="checkbox"/> Yes    <input type="checkbox"/> No</li></ul>	
Date and Signature:	_____

**PLEASE RETURNED THIS FORM TO THE LOCAL SECRETARIAT ON OR BEFORE 10 May 2014.**

To Ms. Nguyen Thu Huyen Email: [huyennt@rfd.gov.vn](mailto:huyennt@rfd.gov.vn) and copy to [rrsasia@gmail.com](mailto:rrsasia@gmail.com)

with e-mail subject: FULL NAME – NAME OF COUNTRY (Example: **Roberto Carlos – Portugal**)

or via telefax to: **+84 4 35564916**

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