



## ADMINISTRATIVE NOTE

### 8<sup>th</sup> ASEM Sustainable Development Dialogue

19-20 September 2019, Siem Reap City, Kingdom of Cambodia



#### 1. INTRODUCTION

The Kingdom of Cambodia will host the 8<sup>th</sup> ASEM Sustainable Development Dialogue (ASEM SDD) on 19-20 September 2019, Siem Reap City, Kingdom of Cambodia.

#### 2. VENUE OF THE EVENT

Venue for the 8<sup>th</sup> ASEM Sustainable Development Dialogue:

**Apsara Palace Resort and Conference Center**

National Road N<sup>o</sup>.6, Siem Reap City, Siem Reap Province, Kingdom of Cambodia

Tel.: +855 63962888

+855 63962789

Fax: + 855 63962789

E-mail: [hotel@apsarapalacehotel.com](mailto:hotel@apsarapalacehotel.com)

Website: [www.apsarapalacehotel.com](http://www.apsarapalacehotel.com)

Coordination: 13.3789966, 103.8284444

The Dialogue will be conducted in **English**.

We would like to call your kind attention to the Reception Dinner that is to take place on 19 September 2019, the first day of the event. The dinner will be held on the **Sunset Terrace**, Apsara Palace Resort and Conference Center.

View of the main entrance of the Apsara Palace Resort and Conference Center, where the registration will take place



View of the main building from front side



View of the main building from back side



View of the Conference Hall

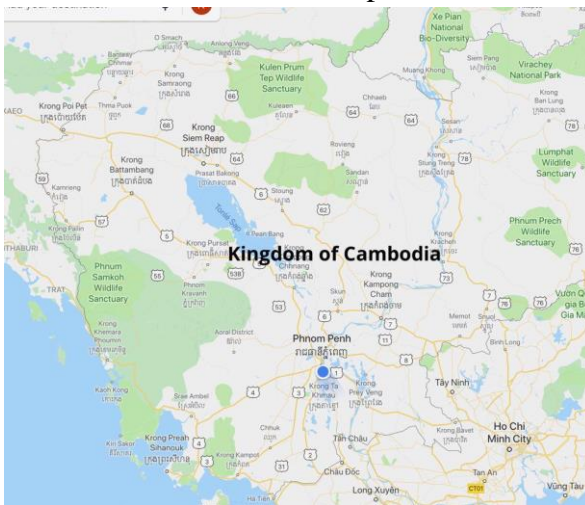


### 3. LOCATION OF THE EVENT

Siem Reap City is located at the north-western part of the Kingdom of Cambodia, 314km from Phnom Penh Capital City, along National Road N<sup>o</sup>. 6.

The Dialogue Venue (Apsara Palace Resort and Conference Center) is 3.87km along National Road No. 6 from Down Town Siem Reap City and 4.12km from Siem Reap International Airport.

Cambodia Map



Siem Reap City Map



### 4. SECRETARIAT OF THE 8<sup>th</sup> ASEM SDD

The Secretariat of the 8<sup>th</sup> ASEM Sustainable Development Dialogue (The Dialogue’s Secretariat) will operate from 17 September to 21 September 2019 from 08:00 to 20:00 at the Secretariat 1, ground floor, **Apsara Palace Resort and Conference Center**.

#### Contact Persons of the Dialogue’s Secretariat:

Mr. Sok Khom,  
Director of Project and Program Department,  
Cambodia National Mekong Committee (CNMC)  
H/P: +855 (0)12 235406  
E-mail: [khom.sk@gmail.com](mailto:khom.sk@gmail.com)

Mr. Ou Sophanna,  
Director of Finance and Administrative Department,  
Cambodia National Mekong Committee (CNMC)

H/P: +855 (0)11472052  
E-mail: u\_sophanna@yahoo.com

All documents to be circulated in the meetings shall be submitted in soft copy to the Secretariat via **Email:** khom.sk@gmail.com and u\_sophanna@yahoo.com at least one week prior to the commencement date of the event.

## 5. REGISTRATION AND ACCREDITATION

Participants are open and free of charge, but registration is required. To register for the Dialogue, please fill in the registration form, which could be accessed via Cambodia National Mekong Committee (CNMC) Website, [www.cnmc.gov.kh](http://www.cnmc.gov.kh) and submit the completed registration form to Mr. Ou Sophanna and Mr. Sok Khom via their e-mail: [u\\_sophanna@yahoo.com](mailto:u_sophanna@yahoo.com) and [khom.sk@gmail.com](mailto:khom.sk@gmail.com), respectively.

## 6. TRAVEL DOCUMENT

Participants should make your own arrangements in order to obtain passports, visa and other travel documents as well as any required inoculation or vaccination certificates. The CNMC as the Organizer do not reimburse the cost of obtaining the passports, visas, vaccinations, airport taxes, excess baggage and airport transfer.

Please note that the passport expire date must be at least 6 months from the date of arrival to the Kingdom of Cambodia.

Generally, a foreign citizen who wishes to enter the Kingdom of Cambodia is required to obtain a visa from the Royal Embassy of the Kingdom of Cambodia or the Royal Consulate General of the Kingdom of Cambodia in her/his own country or Visa on arrival in Seam Reap International Airport. However, nationals of certain countries do not require visa if they meet visa exemption requirements. The table below is the Agreement between the Kingdom of Cambodia and the countries, the VISA of which is exempted.

### Agreement on VISA Exemption between the Kingdom of Cambodia and other Countries

Updated: 03 June 2019

No.	Countries	Passport Categories				VISA Exemption Application Date
		Diplomatic	Service	Special	Normal	
<b>ASEAN Countries</b>						
1	Brunei Darussalam	14 days	14 days		14 days	26-11-2011
2	Indonesia	14 days	14 days		30 days	22-09-2011
3	Lao PDR.	90 days	90 days		30 days	01-07-2004
4	Malaysia	30 days	30 days		30 days	26-05-1997
5	Myanmar	30 days	30 days		14 days	12-01-2014
6	Philippines	30 days	30 days		21 days	01-06-2000
7	Singapore	30 days	30 days		30 days	01-01-2006
8	Thailand	30 days	30 days		14 days	06-12-2010
9	Vietnam	30 days	30 days		30 days	05-12-2008
<b>Other Countries</b>						
10	Bangladesh	30 days	30 days		Not yet	21-04-2014
11	Belarus	30 days	30 days		Not yet	07-02-2015
12	Brazil	30 days	30 days		Not yet	24-06-2011
13	Chile	30 days	30 days		Not yet	Not yet entry into

						force
14	China	30 days	30 days		Not yet	14-09-2006
15	Colombia	30 days	30 days		Not yet	21-10-2017
16	Cuba	In whole mission period			Not yet	24-08-1980
17	Ecuador	30 days	30 days		Not yet	01-07-2013
18	Hong Kong (SAR)	14 days	14 days		Not yet	N/V
19	Hungary	90 days	90 days		Not yet	N/V
20	India	60 days	60 days		Not yet	09-05-2002
21	Iran	30 days	30 days		Not yet	10-09-2010
22	Japan	In whole mission period or 90 days			Not yet	11-12-2013
23	Korea (South)	60 days	60 days		Not yet	21-12-2006
24	Kuwait	30 days	30 days	30 days	Not yet	11-07-2016
25	Mongolia	30 days	30 days		Not yet	27-09-2012
26	Morocco	30 days	30 days		Not yet	24-04-2019
27	Nepal	30 days	30 days		Not yet	09-06-2019
28	Peru	30 days	30 days		Not yet	10-03-2010
29	Romania	30 days	30 days		Not yet	Not yet entry into force
30	Russia	In whole mission period			Not yet	26-09-1983
31	Serbia	30 days	30 days		Not yet	Not yet entry into force
32	Seychelles	15 days	15 days		15 days	08-10-2012
33	Timor-Leste	30 days	30 days		Not yet	Not yet entry into force
34	Turkey	30 days	30 days	30 days	Not yet	23-08-2015
35	Uruguay	30 days	30 days		Not yet	25-05-2014

## 7. CLIMATE IN SIEM REAP

The weather in Siem Reap is usually warm and humid. Light tropical clothing would be appropriate. Kindly bear in mind that September is raining season in Cambodia, therefore participants are requested to bring a long with own rain gears. The Dialogue rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

## 8. ELECTRIC PLUG AND SOCKET

The electric power in the Kingdom of Cambodia running at 50Hz and the plug types used are either type A, type B, or type C. Participants are strongly encouraged to carry their own adapters for use with laptops and other electric appliances as the Secretariat will not be able to provide these.



Type A



Type B



Type C



Hybrid Socket

## 9. ARRIVAL AND DEPARTURE ARRANGEMENTS

The Airport Team of the Organizing Committee will greet and see off all participants upon arrival and departure at Siem Reap International Airport.

Between Siem Reap International Airport and the Dialogue Venue, all participants will be picked up and send off by the Apsara Palace Resort and Conference Center's cars/ vans.

All participants are requested to responsible for their own luggage and all kind of check-out and check-in formality in Siem Reap International Airport.

There are also Airport Taxi available for transportation between the Siem Reap International Airport and the Dialogue Venue/ Siem Reap Town, it costs around 7-10 USD.

The distance from Siem Reap International Airport to the Dialogue Venue is 5 km (11 min by car), to the Apsara Angkor Resort and Conference is 6.2 km (12 min by car), to the Angkor Paradise Hotel is 7.6 km (14 min by car), and to the Angkor Pearl hotel is 8.1 km (15 min by car).

## 10. MEDICAL SERVICES

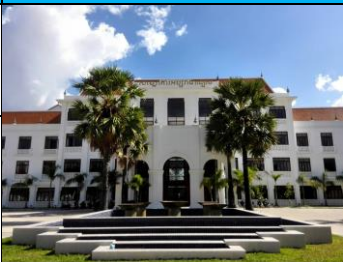
The Medical facilities will be made available at Room No. 102, at the hotel lobby area, **Apsara Palace Resort and Conference Center** for 24 hours. Emergency staff will be on site to deliver basic and emergency first aid.

## 11. TRAVEL AND ACCOMMODATION


Please be informed that participation at the Dialogue is free of charge and meals will be provided during the event. However, the travel and accommodation costs of participation are to be borne by the participants, themselves.

Participants are recommended to book their own accommodation in one of the following hotels, all of which are proximate to the venue of the Dialogue. Please bear in mind that participants should arrange their reservations individually. You can find the best offers listed below, prices below are given in US Dollar. For any further information, please visit the websites of the hotels.

### **Accommodations for the 8<sup>th</sup> ASEM on Sustainable Development Dialogue**

No	Name of Hotel	Kind of Room	Room Rate (USD)	Hotel Photo
1	<b><u>APSARA Palace Resort &amp; Conference Center, 5*****</u></b>  #Address: National Road 6, Phum Kaksekam, Sangkat Sra Ngae, Siem Reap City, Kingdom of Cambodia  Website: <a href="https://www.apsarapalacehotel.com">https://www.apsarapalacehotel.com</a> Facebook page: <a href="https://www.facebook.com/Apsara-Palace-Resort-Conference-Center-1131582310200745/">https://www.facebook.com/Apsara-Palace-Resort-Conference-Center-1131582310200745/</a>	Deluxe Room (ROH) Single Room Deluxe Room (ROH) Twin Room	USD60/night USD70/night	

	<p>Please contact: <b>Mrs. Sith Serierath</b>, Sales Executive Email: <a href="mailto:hotel@apsarapalacehotel.com">hotel@apsarapalacehotel.com</a> Mobile: +855 99 92 7777 Tel: +855 63 962 888</p>			
2	<p><b><u>APSARA Angkor Resort &amp; Conference, 4****</u></b> #Address: National Road 6, Kruos Village, Svay Dangkum Commune, Siem Reap, Kingdom of Cambodia</p> <p>Website: <a href="http://hotel@apsaraangkorhotel.com">hotel@apsaraangkorhotel.com</a> Facebook page: <a href="https://www.facebook.com/ApsaraAngkorResortAndConference/">https://www.facebook.com/ApsaraAngkorResortAndConference/</a></p> <p>Please contact: <b>Mrs. Hang Dalen</b>, Sales Manager Email: <a href="mailto:hotel@apsaraangkorhotel.com">hotel@apsaraangkorhotel.com</a> Tel: +855 63 964 999 Mobile: +855 95 802 789</p> <p><b>Note: Free Transportation to APSARA Palace Resort &amp; Conference Center ( The Meeting Venue )</b></p> <p><b>Distance to meeting venue – 2.8 km (7 min by car and 35 min walking)</b></p>	<p>Deluxe Room (ROH) Single</p> <p>Twin Room</p>	<p>USD50/night</p> <p>USD60/night</p>	
3	<p><b><u>Angkor Paradise Hotel, 4****</u></b> National Road No. 6, Phum Sala Kanseng, Sangkat Svay Dangkum, Siem Reap, Kingdom of Cambodia Tel: (855) 63 760 690, Fax: (855) 63 760 691, M: (855) 12 404 025 Email: <a href="mailto:info@angkorparadise.net">info@angkorparadise.net</a> Website: <a href="http://www.angkorparadise.net">http://www.angkorparadise.net</a></p> <p><b>Distance to meeting venue – 4.1 km (8 min by car and 51 min walking)</b></p>	<p>Deluxe Room</p> <p>Deluxe Room</p> <p>Twin Room or Double Room</p>	<p>USD50/night</p> <p>USD55/night</p>	
4	<p><b><u>Angkor Pearl hotel, 3****</u></b> Ta Phul Village, Svay Dangkum Commune, Siem Reap, Cambodia Tel: (855) 63 966 202 (855) 63 966 203 H/P: (855) 92 300 149 E-mail: <a href="mailto:info@angkorpearl.com">info@angkorpearl.com</a></p>	<p>Single Room</p> <p>Twin Room</p>	<p>USD25/night</p> <p>USD25/night</p>	

	<p>Website: <a href="http://www.angkorpearl.com">www.angkorpearl.com</a></p> <p><i>Distance to meeting venue – 4.6 km (10 min by car and 53 min walking)</i></p>			
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**REMARKS:**

**Mobile phone SIM Card:** Available at Siem Reap International Airport and Siem Reap City down town.  
**Currency:** Cambodian Riel, but US Dollar is acceptable.  
**Time Zone:** GMT + 7  
**Useful telephone numbers:**  
Country code for Cambodia: +855  
Emergency Numbers: 017 398888  
012 298001  
097 2002868

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