



47th SEAMEO Council Conference
Hanoi, Vietnam, 19 -21 March 2013

GENERAL INFORMATION AND GUIDELINES

Conference Website:
<http://www.seamec47.com>

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1. Introduction

The Southeast Asian Ministers of Education Organization (SEAMEO) will convene its 47th Conference in Hanoi, Vietnam on 19 - 21 March 2013.

The 47th SEAMEO Council Conference will be attended by Education Ministers of the eleven SEAMEO Member Countries: Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, Timor Leste and Vietnam.

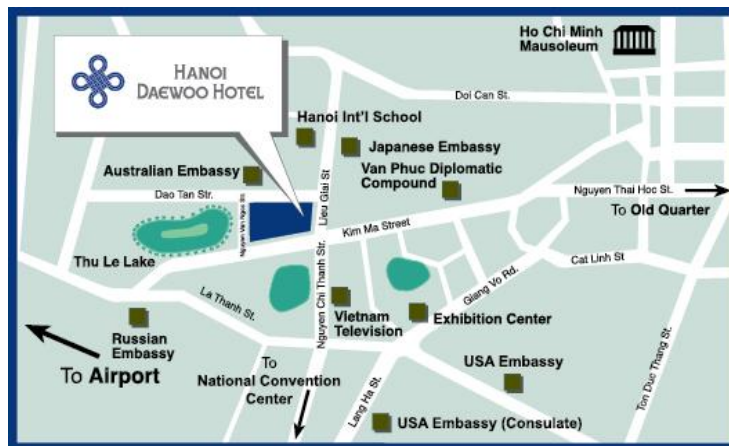
Representatives from seven SEAMEO Associate Member Countries: Australia, Canada, France, Germany, Netherlands, New Zealand and Norway; three Affiliate Members: the International Council for Open and Distance Education (ICDE), Tsukuba University, and the British Council; and twenty SEAMEO Regional Centres are also expected to participate in the Conference.

Regional and International Organizations will also be invited to attend the 47th SEAMEO Council Conference.

2. Conference Venue

The Conference will be held at Hanoi Daewoo Hotel, 360 Kim Ma, Hanoi, Vietnam.

Website: [//hanoidaewoohotel.com.vn](http://hanoidaewoohotel.com.vn)



3. Conference Organizers

The 47th SEAMEO Council Conference is organized by the Government of the Socialist Republic of Vietnam through the Ministry of Education and Training (MOET), in collaboration with the SEAMEO Secretariat in Thailand and other Vietnamese Government Agencies, such as the Government Office, Ministry of Foreign Affairs, Ministry of Culture, Sports and Tourism, Ministry of Finance, Ministry of Public Security, and Hanoi People's Committee.

4. Registration

To facilitate the registration including hotel reservation, kindly fill out the **Registration Form** with a color photograph (JPG format) (**Annex B**) and submit via email or by Fax to the Conference Organizers on or before **15th February 2013**.

Upon arrival in Hanoi, delegates are requested to collect their badges and conference bags at the Registration Desk located at the main entrance of the Hanoi Daewoo Hotel.

Name badges must be worn and be visible at all times. These badges are required for entry into all venues and meeting areas.

5. Visa Regulations

Pursuant to the ASEAN Framework Agreement on Visa Exemption signed on 25 July 2006 at Kuala Lumpur, Malaysia, visitors from the ASEAN Member Countries are exempted from the visa requirement for a period of stay of up to fourteen (14) days from the date of entry.

For non-ASEAN member country participants, please visit the website: <http://www.mofa.gov.vn/en> for information about Vietnam regulation and visa application, or contact the Vietnam Embassy in your respective countries for assistance.

6. Airport Arrival and Baggage Claim

Transportation will be provided to all delegates from Noi bai International Airport to the hotels and the Conference venue.

VIP facilities at Noibai International Airport, Hanoi will be extended to Ministers/Heads of Delegations of SEAMEO Member Countries, Associate Member Countries and the SEAMEO Secretariat Director.

The Airport Reception Team (ART) from MOET, Vietnam will provide full assistance in immigration, customs and baggage clearance at the Noi bai International Airport, Hanoi.

In a special case, delegates have to transit at Tan Son Nhat International Airport, Ho Chi Minh City, they will be greeted and provided with necessary support by representatives of MOET, Vietnam.

Baggage tags will be provided to facilitate baggage identification and priority clearance. Baggage of delegation members are to be collected by the Baggage Handling Officer of each respective delegation, aided by the ART from MOET.

7. Accommodation

All expenses for traveling to the Host Country and accommodation will be borne by the participants themselves, except for two participants from each of the following Member Countries: Cambodia, Laos PDR, Myanmar and Timor Leste.

For participants sponsored by their own country, hotel rates at the designated hotels have been arranged by the Conference Organizers. Room reservations can be made by filling out the **Registration Form (Annex B)**.

Room blocks have been set up at the following designated hotels:

i. The Hanoi Daewoo Hotel

360 Kim Ma, Hanoi, Vietnam.

Contact Person: Ms. Nguyen Thanh Thuy, Sales Executive

Tel: 84-4 38315000 Ext: 3158

Fax: 84-4 38315588 Cell phone: +84 904578999

Email: info@daewoohotel.com.vn

<http://hanoidaewoohotel.com.vn>

Room type	Price (VND) Single	Price (VND) Double
Deluxe	2,668,000	2,968,000
Club room	3,360,000	3,660,000
Deluxe Suite	5,040,000	5,340,000
Club Suite	7,350,000	7,650,000

(Current exchange rate: 1 USD = 20 800 VND)

Note: these above rates are inclusive of breakfast plus VAT and service charges.

ii. The Bao Son International Hotel (300m from Hanoi Daewoo Hotel)

Add: 50 Nguyen Chi Thanh, Hanoi, Vietnam.

Contact Person: Ms. Nghiem Thanh Tram, Sales Executive

Tel: 84-4 3835 3536 Ext: 8203

Fax: 84-4 3835 5678 Cell phone: +84 983446909

Email: sales2@baosonhotels.com

Website: www.baosonhotels.com

Room type	Price (VND) Single	Price (VND) Double
Superior	1,575,000	1,680,000
Deluxe	1,680,000	1,890,000
1 Bedroom Suite	2,520,000	2,965,000
2 Bedroom Suite	2,730,000	3,143,000

(Current exchange rate: 1 USD = 20 800 VND)

Note: the above prices are inclusive of breakfast plus VAT and service charges.

8. Dress Code

The dress code for the Conference will be smart/lounge suit, unless otherwise stated in the programme. The dress code for special event will be smart casual / long-sleeved batik / national dress.

9. Local Transport Arrangement

- Each Minister/Head of Delegations of SEAMEO Member Countries and Associate Member Countries, and the SEAMEO Secretariat Director will be provided with a chauffeur-driven car on 18-22 March 2013.
- Each SEAMEO High Official of SEAMEO Member Countries and Associate Member Countries will be provided with a chauffeur-driven car on 18-22 March 2013.
- Each delegation of SEAMEO Member Countries, Associate Member Countries, SEAMEO Secretariat ... will be provided with chauffeur-driven van on 18-22 March 2013, between 0700 - 2200 hrs.
- Should a delegation need to use the car/van after the regular operating hours, kindly contact their Liaison Officer for additional arrangement.

10. Liaison Officer (LO)

A Liaison Officer (LO) and a Security Officer (SO) will be assigned to assist each Minister/Head of delegations of SEAMEO Member Countries, Associate Member Countries, and the SEAMEO Secretariat Director.

A Liaison Officer (LO) will be also assigned to assist each SEAMEO High Official and an LO for each of the Delegations.

11. Documentation Reproduction and Distribution

All documents, including Opening Statements of Ministers of Member Countries and presentations should be submitted to the SEAMEO Secretariat in electronic format at secretariat@seameo.org not later than **05 March 2013**, unless otherwise specified.

12. Official Language and Interpretation

English will be used as the official language. In addition, Vietnamese-English simultaneous interpretation will be provided during the sessions of the Conference.

13. Bilateral Meetings

Six bilateral meeting rooms will be available at Hanoi Daewoo Hotel, from 19 to 20 March 2013. Delegations are requested to register with the bilateral meeting coordinator for reservation and facilities arrangement by filling out **Annex C**.

14. Cultural Visits for Ministers' Spouses and SEAMEO Awardees

During the time of the Conference, the Organizers will arrange separate cultural visit programmes for the Spouses of the Ministers of SEAMEO Member Countries and Associate Member Countries; and the recipients of the SEAMEO Awards.

15. Medical Services

The medical services will be made available for 24 hours daily during the Conference at the Hanoi Daewoo Hotel.

16. Media Arrangements

The designated room located at Hanoi Daewoo Hotel is open to registered media members from 0700 hrs to 2200 hrs on 19-22 March 2013, unless otherwise specified.

Any requests for interviews with delegates of the 47th SEAMEO Council Conference can be directed to the Media Center.

17. Cultural Visits

After the completion of the Conference official programme, the Host will organize cultural visits within and outside Hanoi which are optional to the delegates as follows:

- Visit within Hanoi: 1415–1800 hrs Thursday 21 March 2013
- Visit to Ha long Bay: from 1530 hrs Thursday afternoon (21 March) to Friday afternoon (22 March). Please note that the organizers will arrange transportation and meals during the visit. Accommodation cost for 01 night in Ha Long will be borne by participants.

Delegates are kindly requested to indicate your interest by filling out the **Registration Form (Annex B)** for advance information and arrangement.

18. Contact Persons

- **General Programme Coordinator**

Ms. Phung Thi Hong Van

Officer, International Cooperation Department, MOET

Email: pthvan@moet.edu.vn

Fax: +84 4 38693243

Tel: +84 4 38684274/ Cell phone: +84 904328991

- **Registration Matters**

Mr. Luu Anh Tuan

Officer, International Cooperation Department, MOET

Email: latuan@moet.edu.vn

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Tel: +84 4 38684835/ Cell phone: +84 903296532

- **Accommodation and Transportation**

Ms. Vu Thi Minh Hang

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Mr. Nguyen Tien Dung

Officer, International Cooperation Department, MOET

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Tel: +84 4 38692395/ Cell phone: +84 977357646

- **Bilateral Meetings**

Ms. Nguyen Thi Thuy Ha

Officer, International Cooperation Department, MOET

Email: nttha@moet.edu.vn

Fax: +84 4 38693243

Tel: +84 4 38684273/ Cell phone: +84 983364547

- **Spouse Programme and SEAMEO Service Awardees Programme**

Ms. Nguyen Thi Minh Tam

Officer, International Cooperation Department, MOET

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Fax: +84 4 38693243

Tel: +84 4 38693224/ Cell phone: +84 903483188

- **Media Arrangements**

Mr. Nguyen Hoai Nam

Officer, International Cooperation Department, MOET

Email: hoainam@moet.edu.vn

Fax: +84 4 38693243

Tel: +84 4 38684835/ Cell phone: +84 989193437