



**The 4<sup>th</sup> Meeting of the APT Preparatory Group for  
WTSA-16 (WTSA16-4)**  
23-26 August 2016, Da Nang, Viet Nam



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## **INFORMATION FOR PARTICIPANTS**

The 4th Meeting of the APT Preparatory Group for WTSA-16 (WTSA16-4) is scheduled to be held from 23 to 26 August 2016 in Da Nang, Viet Nam. The meeting is organized by the Asia-Pacific Telecommunity (APT) and hosted by the Ministry of Information and Communications (MIC), of the Government of Viet Nam.

Followings are the information for participants.

### **1. VENUE**

WTSA16-4 will be held at **Furama Resort Da Nang**. The contact details of the hotel are as follows:

#### **Furama Resort Da Nang**

Address: 105 Vo Nguyen Giap Street, Khue My Ward, Ngu Hanh Son District, Da Nang City, Vietnam

Tel: + 84-511-3847 333

Fax: + 84-511-3847 666

Website: <http://www.furamavietnam.com>

### **2. PARTICIPATION**

Participation is open to all APT Members, Associate Members, Affiliate Members, and International/Regional Organizations by registering online through the APT Website.

**Participation of Non-Members:** With the discretion of Secretary General of APT, Non-Members can attend the meeting as an “Observer” by paying a Registration Fee of USD 500 per person in consultation with the relevant Member Administration as appropriate. The payment can be made in cash at the time of registration at the meeting venue or sent through bank transfer to APT prior to the meeting. Please contact APT Secretariat for further payment details. The registration fee can be waived for non-member participants from the host country, Viet Nam, once they are approved by MIC, Viet Nam.

### **3. REGISTRATION**

Registration of delegates can be done online at <http://www.appt.int/content/online-registration>. Preferred date to receive your registration by APT Secretariat is **23 July 2016** for making necessary arrangements.

On-site registration and distribution of badges will commence from 08:30 hours on **Tuesday 23 August 2016**. Participants are required to bring their passports or other photo identification to receive their badges.

#### 4. HOTEL ACCOMMODATION RATE & RESERVATION

For Room reservation you are requested to complete the **Hotel Reservation Form** (<http://goo.gl/forms/msDPcOiAZiF2gHVq1>). Resubmission of Hotel Reservation Form can be done by simply accessing this web link again. Only the final submission is taken into account.

Participants are kindly requested to complete their Hotel Reservation by **22 July 2016** at the latest. Contact point for hotel reservation: Ms. Nguyen Quynh Anh, Tel: (+84-4) 3518 8383, Fax: (+84-4) 3518 8181, Mobile: (84) 9 89801186, Email: [anh.nq@vietpearlevent.com](mailto:anh.nq@vietpearlevent.com).

For the convenience of the participants, it is recommended to stay in the following assigned hotel:

Hotel	RoomType	RoomRatepernight
<b>Furama Resort Da Nang*****</b> Website: <a href="http://www.furamavietnam.com">http://www.furamavietnam.com</a>	<b>Deluxe</b>	Single: US\$ 173 Double/Twin: US\$ 193
<b>Complimentary:</b> <ul style="list-style-type: none"><li>• Buffet breakfast at Café Indochine Restaurant</li><li>• Welcome drink upon checking in</li><li>• 02 bottles of mineral water per day</li><li>• In-room tea &amp; coffee making facilities</li><li>• Free entrance to 03 swimming pools, steam bath, sauna and Fitness centre</li><li>• In room cable internet &amp; free wireless internet entirely in the Resort</li></ul>		

\*The above rates are inclusive of 5% service charge and 10% taxes.

There are 3 alternative hotels which are close to the Meeting venue.

Hotel	Distance from Meeting Venue	Room Type	Room Rate per night
1. Grand Tourane Hotel***** <a href="http://grandtouranehotel.com">http://grandtouranehotel.com</a>	1km	Deluxe	US\$ 100
2. Royal Lotus Hotel Da Nang***** <a href="http://www.royallotushoteldanang.com">http://www.royallotushoteldanang.com</a>	2km	Deluxe	US\$ 87
3. Fanxipan Da Nang Hotel*** <a href="http://fansipandananghotel.com.vn">http://fansipandananghotel.com.vn</a>	100m	Deluxe	US\$ 43

\*The above rates are inclusive of 5% service charge and 10% taxes.

Rooms and prices will not be guaranteed if the reservation is made after the due date. Hotel booking confirmation will be sent to participants after successful reservations.

#### **Hotel Reservation Cancellation policy:**

- No charge for Cancellation/Amendment made before **22 July 2016**
- Cancellation/Amendment made during the period from **22 July 2016** until **7 August 2016** will be charged at one night's room and Tax
- Cancellation/Amendment made after **7 August 2016** will be charged at all reserved nights and Tax.

### **Hotel Check-in, Check-out:**

- Check-in time: after 14:00 p.m
- Check-out time: at 11:00 a.m
- Early check-in and late check-out can be confirmed by hotel and subject to availability. Late check-out is feasible till 12:00 noon. Additional tariff of 50% room charge is applicable for late check-out up to 18:00 p.m; and full room charge applies after 18:00 p.m)

## **5. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL**

Airport taxis are conveniently available from Da Nang International Airport to Furama Da Nang Resort and the other hotels.

There are many taxi stations for each brand on an airport taxi line which is located in front of the airport's door. Please choose a station respectively to your chosen brand and book a suitable car type with the Brand's Representative. "Mai Linh" and "Vinasun" are two of the most trustworthy and easy-to-book taxi brands.

The average fare begins at VND 12,000 and then it is about VND 16,000 per kilometre. The total cost to get to Furama Da Nang Resort may be around VND 200,000 (approximately USD 8).

## **6. MEETING WEBSITE, MEETING DOCUMENTS AND CONTRIBUTION GUIDELINE**

Related information about the meeting and provisional meeting documents will be available at the APT Website at: <http://www.apt.int>.

Contributions for the meeting from APT Members, Associate Members, Affiliate Members, Regional and International Organizations are welcome. Contributions should be submitted in Microsoft Word and/or PowerPoint with English version.

Contributions will be posted on APT Website prior to the start of the meeting. **Last date of receipt of your contributions by APT Secretariat is 16 August 2016. To submit contributions and for any information on the documentation, please contact: [apwtwa@apt.int](mailto:apwtwa@apt.int).**

In order to facilitate efficient meeting management and document handling process, APT encourages the use of electronic documents during the meeting. Electronic copies of the meeting documents will be available online.

## **7. WIRELESS LAN**

Internet Access over wireless network will be available during the meeting. Participants who wish to utilize wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

## 8. VISA AND IMMIGRATION INFORMATION

If participant will require a visa, please fill in the **Visa Support Request** (<http://goo.gl/forms/msDPcOiAZiF2gHVq1>) before **22 July 2016** to allow sufficient time to process the visa application.

Visas are exempted for the citizens of the countries which have signed a bilateral or unilateral visa exemption agreement with Viet Nam. The countries are listed at <http://lanhsuvietnam.gov.vn/default.aspx>. For information on entry visas to Viet Nam, participants are kindly requested to check the web page of the Ministry of Foreign Affairs at <http://visa.mofa.gov.vn/Homepage.aspx>.

Tourist visas may be valid for 14 up to 30 days. Tourist visa can only be obtained at 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 3 weeks to process the internal **Visa Approval Letter** (Visa Reference Number).

Contact point for visa support letter:

<b>MIC</b> Mr. Pham Duc Manh Official Department of International Cooperation – Ministry of Information and Communications (MIC) Tel: (+844)39430202 Mobile: +84982352010 Email: <a href="mailto:pdmanh@mic.gov.vn">pdmanh@mic.gov.vn</a>	<b>Organizer</b> Ms. Nguyen Quynh Anh Vietpearl Travel & Events Tel: (+84-4) 3518 8383 Fax: (+84-4) 3518 8181 Mobile: (84) 9 89801186 Email: <a href="mailto:anh.nq@vietpearlevent.com">anh.nq@vietpearlevent.com</a>
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## 9. INSURANCE

APT will not able to bear any cost of insurance for participants, any medical expenses or any other expenses. APT, therefore, requests your administrations/organizations to kindly make necessary arrangements for insurance and medical coverage of your participants before travel.

## 10. PRACTICAL INFORMATION

### About Da Nang City:

Da Nang was scored No.1 in TripAdvisor Travellers' Choice Destinations on The Rise in 2015. Da Nang beach was also voted as one of the most beautiful beaches by Forbes (U.S.). Coming to Da Nang, visitors have chances to admire the natural wonders in Ba Na Hills, to explore Son Tra Peninsula, Marble Mountains or to experience the Hai Van Pass, the most beautiful yet most dangerous mountain pass in Vietnam. Other activities may include praying at Linh Ung Pagoda, where there is Vietnam's the highest Bodhisattva Statue (67 meter high), or visiting Museum of Cham Sculpture, in which the antique statues of Cham culture are preserved and exhibited.

When the city's light is on, you may enjoy the tranquillity of the city and have peaceful time dinning out in restaurants; shopping and entertaining yourselves in supermarket, nightclub or simply walking on the beautiful streets to enjoy Da Nang by night.

For more information about Da Nang, visit: <http://tourism.danang.vn/en/>

**Weather:** Da Nang is situated in a tropical monsoon zone with two main seasons. The rainy season starts from May to September with high level of humidity and chance of heavy rain and storms. The average temperature in Da Nang during August varies from 26<sup>0</sup>C to 32<sup>0</sup>C.

**Language:** Vietnamese is the official language and English is spoken in most hotels, shops and restaurants as well as in major tourist attractions.

**TimeZone:** GMT+7 hours

**Banks & Currency:**

The local currency of Viet Nam is Dong (VND). One US Dollar (USD) approximately equals VND 22,500 (as on 25 May 2016).

For money changing, banks and money changers are conveniently located all over the city, at the airport, as well as at the hotels. Most banks are open from 08.00 a.m. to 04.00 p.m., Monday to Friday. All common credit cards such as VISA, MASTER, AMEX, etc. are welcome.

Under Vietnam law, any person who brings or takes an aggregate amount of foreign currency exceeding VND 15,000,000 or USD 5,000 or its equivalent into or out of the Socialist Republic of Vietnam shall declare the amount of foreign currency to a Customs Officer. Amounts under USD 5,000 or its equivalent to be deposited in credit institutions and branches of foreign banks must also be declared on arrival. Failure to make such a declaration or making any false declaration to a Customs Officer is a criminal offence.

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

**Wall Plug**



**Extended Socket**



## 11. CONTACT INFORMATION:

<b><u>APT Secretariat</u></b>	<b><u>Local Secretariat</u></b>
APT Secretariat 12/49 Soi 5 Chaeng Watthana Road Bangkok 10210, Thailand Phone: +66 2 573 0044 Fax: + 66 2 573 7479 E-mail: <a href="mailto:aptwtsa@apt.int">aptwtsa@apt.int</a>	Ms. Nguyen Thi Khanh Thuan Official Department of International Cooperation – Ministry of Information and Communications (MIC) Tel: (+844)38229377 Mobile: +84904255353 E-Mail: <a href="mailto:ntkthuan@mic.gov.vn">ntkthuan@mic.gov.vn</a> or <a href="mailto:thuan115@yahoo.com">thuan115@yahoo.com</a>