

GENERAL INFORMATION FOR PARTICIPANTS

Intergovernmental 12th Regional Environmentally

Sustainable Transport (EST) Forum in Asia

28-31 October 2019

Hanoi, Viet Nam

1. MEETING VENUE

Sheraton Hanoi Hotel
K5 Nghi Tam, 11 Xuan Dieu Road, Quang An,
Tay Ho, Ha Noi, Viet Nam

Website: <https://www.marriott.com/hotels/travel/hanhs-sheraton-hanoi-hotel/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2>

Tel: +84-243-7199-000

Contact person:

1. Mr. Kien Mai – Assistant Sales Manager, Event Management
(Main person in charge of this group & event)

Email: kien.mai@marriott.com

Tel: +84-932-257-585

2. Ms. Huyen Pham – Sales Executive, Sales Center & Event Management

Email: convention.hanoi@sheraton.com

Tel: +84-934-557-851



3. TRANSPORTATION FROM INTERNATIONAL AIRPORT

Airport Pick-up service (airport-hotel-airport) is available for participants who are staying at Sheraton and Thang Loi Hotel by the Host according to the flight details of participants.

Please send your flight details to est@uncrd.or.jp. The pick-up service will be arranged accordingly.

The meeting point at Noi Bai International Airport – Terminal 2 – Gate A1-A2.

The MOT of Viet Nam will put a Special Help Desk to guide EST Forum participants at Noi Bai International Airport.

4. REGISTRATION

The registration will start from 8:00 to 9:00 AM on 28 October 2019 at Sheraton Hanoi Hotel.

For the security purpose and entry to the conference premises, participants are required to carry the ID badge for all the time during the meeting.

5. DIETARY AND SPECIAL REQUIREMENTS

Please ensure that all special requirements are recorded in the nomination/registration form.

6. LANGUAGE

All documentation material will be in English.

Simultaneous Translation system – English – Vietnamese – English interpretation facility at the Forum.

7. VISA ARRANGEMENT

All delegates outside of Viet Nam must provide the following information when

confirming their attendance:

- a. Full Name
- b. Gender
- c. Date of birth
- d. Nationality
- e. Passport Number/ Type of Passport
- f. Organization/ Title
- g. Copy of Passport

Cost of visa: The total visa fee is 30 USD for each international participant (for all countries) including fee of issuing temporary residence card: 5USD and single visa: 25USD.

For any visa application, please contact

Ms. Nguyen Quynh Trang

International Cooperation Department,
Ministry of Transport, Viet Nam

Tel: +84-243-941-2700

Mob: +84-9323-19481

Email: nqtrang@mt.gov.vn

Ms. Nguyen Thi Thu Ha

International Cooperation Department,
Ministry of Transport, Viet Nam

Tel: +84-243-942-2079

Mob: +84-982-427-239

Email: thuhanguyen1288@gmail.com

8. WEATHER OF HANOI

In October, the weather in Hanoi is cold and humid with very little rainfall. Temperature ranges between 22°C to 30°C.

9. HEALTH INSURANCE

Delegates are strongly encouraged to subscribe to a travel or health insurance which

is valid in Vietnam, in order to cover any medical bills or hospitalization fees.

10.HOTEL RESERVATION

All hotel bookings as well as payments must be made directly with the hotel. Similarly, any cancellation should be directly settled with the hotel.

1. Sheraton Hanoi Hotel (Venue of the Forum)

Hotel booking and reservation/ payment must be made directly with the hotel with the provided web link:

ONLINE BOOKING

[Book your group rate for EST 2019 CONFERENCE](https://www.marriott.com/event-reservations/reservation-link.mi?id=1565578331089&key=GRP&app=resvlink)

<https://www.marriott.com/event-reservations/reservation-link.mi?id=1565578331089&key=GRP&app=resvlink>

Type of Room	Room rate* – Single occupancy	Room rate* –Double occupancy	Contact Person
Deluxe Room (on 4-6 Floor)	VND3,055,000 (US\$130.00)	VND3,525,000 (US\$150.00)	Name: Ms. Thuy Vu – Reservation Manager Address: K5 Nghi Tam, 11 Xuan Dieu, Tay Ho district, Hanoi Vietnam Tel:+84-898-497-977 Email: Reservations.01484@marriott.com
Grand Deluxe Room (on 7-12 floor)	VND3,407,500 (US\$145.00)	VND3,877,500 (US\$165.00)	
Sheraton Club Room (on 14-18	VND4,112,500 (US\$175.00)	VND5,522,500 (US\$235.00)	

floor)			
Executive Suite room (on 5-16 floor)	VND5,992,500 (US\$255.00)	VND7,167,500 (US\$305.00)	

*The above negotiated rates are inclusive of 7% service charge and 10% VAT (total 17.7%) and above rates are including buffet breakfast and wifi. This rate applies exclusively for EST Forum participants.

Individual attendees can book their own accommodation at negotiated rates using the above link, credit card detail is required during booking process in order to secure room/rooms

Cut-off date: 7-Oct-2019. Any additional booking after this date shall be sent directly to hotel reservation department at Reservations.01484@marriott.com and booking is subject to hotel availability

Upon booking confirmed, the following cancellation policy applies:

- 45 days or greater prior to arrival: free cancellation
- 44-15 days prior to arrival: first night to be charged
- Within 15 days prior to arrival: full cancellation charge for all cancelled nights

2. Thang Loi Hotel

3*hotel, 800m far (5 min walk) from Conference venue

Address: 200 Yen Phu Street, Tay Ho District, Hanoi, Vietnam

Hotel booking and reservation/payments must be made directly with the hotel with the below information.

Room type	Room rate	Contact Person
Garden View – Double Room <i>Double bed for maximum 02 adults</i>	US60.00	Ms. Vicky Nguyen Mob: +84 913 631 936 Email address: victoryhotel123@gmail.com

Garden View – Twin Room <i>02 Single beds for maximum 02 adults</i>	US60.00	
Lake View – Double Room <i>Double bed for maximum 02 adults</i>	US70.00	
Lake View – Twin Room <i>02 Single beds for maximum 02 adults</i>	US70.00	

Inclusion: Daily breakfast; 02 bottles of mineral water per room/day; Free wireless internet access; Free usage of swimming pool. 5% service charge of the hotel and 10% VAT. Exclusion: Minibar, personal expenses in room.

Cancellation and Amendment Policy:

- Cancellation/amendment is allowed only 7 days prior to the arrival date
- Any cancellation and shortening during the stay will be full charged as the hotel regulation and rate policy.
- In case of no-show, 100% room rate and tax will be charged.

How to book room:

1. Via Online Booking

Step 1: Access to booking site: <http://thangloi.hoabinhtourist.com/> Step 2: Choose the room type, number of room, arrival & departure date Step 3: Fill information to complete the reservation

2. Via Reservation Form

Step 1: Fill information on Reservation Form Step 2: Send the completed form (Reservation form) to email address - victoryhotel123@gmail.com to complete the reservation.

RESERVATION Form: *(Please fill in blanks below)*

Mr. Ms. First name:

Last name:

Country: [REDACTED]

Tel: [REDACTED]

Email: [REDACTED]

I would like to book room at Thang Loi Hotel 4*

Type of room: [REDACTED]

Name of Roommate (if any): [REDACTED]

Cut-off date: Before October 15, 2019.
