

Vietnam Forum on Lifelong Learning: Building a Learning Society Hanoi, 6- 8 December 2010

Organised by The Ministry of Education and Training of Vietnam
in partnership with UNESCO Hanoi and the ASEM Education and Research Hub for Lifelong Learning.

PRACTICAL INFORMATION FOR ASEM LLL HUB PARTICIPANTS

*As of 10 November 2010
ASEM LLL Hub Secretariat*

1. INTRODUCTION TO HANOI CITY

An introduction to the city of Hanoi: www.hanoi.gov.vn
An introduction to Vietnam <http://www.vietnamtourism.com/>

2. ACCOMMODATION

All ASEM LLL Hub participants will stay at Thang Loi Hotel, which is a 4 star hotel located by the West Lake of Hanoi. The Vietnamese organiser will reserve hotel room for each participant as per their request stated in the Registration Form.

Thang Loi Hotel, Yen Phu Road, Tay Ho, Hanoi.
Tel: +84 4 3829 4211, 84 4 3829 0145
Fax: +84 4 3929 2927
Email: thangloihtl@hn.vnn.vn
Website: <http://www.thangloitourhtl.com.vn/hotel/index.html>

The Vietnamese Ministry of Education and Training and UNESCO Hanoi sponsor hotel accommodation for up to 70 ASEM LLL Hub participants for 2 nights on 6 and 7 December.

ASEM LLL Hub covers:

- 1 night on 8 December for researchers in 5 ASEM LLL Hub research networks
- 2 nights on 8 and 9 December for University Council and Advisory Board members

Net room charges (without personal expenses) for ASEM LLL Hub participants will be paid directly by the Vietnamese host and the ASEM LLL Hub to the hotel. Details on financial support are provided to each participant in registration/hotel booking form.

In all cases, the organisers will not cover any incidentals/personal costs (additional nights at 69 USD/night, costs for accompanying persons, overseas telephone calls, telegrams

and faxes, business centre or room service, laundry and mini-bar charges, etc.). These costs are to be borne by the participants themselves.

3. VENUES FOR THE FORUM, SEMINARS AND ASEM LLL HUB MEETINGS

Thang Loi Hotel: Convention halls on ground floor.

- 6- 8 December: The plenary sessions of the Forum will take place at Thang Loi convention Hall.
- Afternoon 7 December: five seminars will be at Tay Ho 2, Thang Loi 3 and Thang Loi 4, Thang Loi C and Thang Loi D
- Afternoon 8 December: five ASEM LLL Research Network Meetings at Tay Ho 1 and Tay Ho 2, Thang Loi 3, Thang Loi 4 and Thang Loi D.
- Morning 9 December: ASEM LLL Hub University Council and Advisory Board Meeting at Thang Loi 4.
- Afternoon 9 December: ASEM LLL Hub Advisory Board Meeting at Thang Loi 4.
- Conference Secretariat Room (printing): Nui Truc (near Tay Ho meeting room).

A floor plan will be provided on arrival.

4. VISA REQUIREMENTS

The Vietnamese Ministry of Education and Training will send an invitation letter which also serves as visa supporting letter to all international participants. International participants can enter Vietnam on a short stay with a tourist visa.

Citizens from many EU and ASEAN countries can enter Vietnam on a short stay with visa exemption http://www.vietnamtourism.com/e_pages/news/index.asp?loai=1&chucnang=08

However, participants are strongly encouraged to verify these details with the relevant Vietnamese embassies or missions in their countries of residence.

Visa on Arrival: <http://vietnam-destination.de/en/vietnam-visa-on-arrival.html>

More details on visa application requirements are available at www.vnimm.gov.vn

5. AIRPORT - HOTEL TRANSPORTATION

International participants can take a taxi to the hotel from the Airport exit gate. The taxi fare is around VND 270000 (EURO10) for one way trip. Taxi driver can take cash payment only, participants are recommended to take out local currency from ATMs or exchange

counters at the airport arrival hall. It is a good idea to inform taxi driver beforehand that you need a receipt. **Airport Taxi** company has been informed about the event and they are willing to take you to Thang Loi Hotel. The Vietnamese host recommends this reliable taxi company, you may use it at your discretion.

6. MEALS

The three organisers will provide all meals for international participants during the conference and meetings as stated in the programme 6-9 December. Please see programme for details on time and restaurant for each day.

Note: Hotel accommodation includes breakfast. The organisers will not provide any other per diem allowance to the participants.

7. INTERNET ACCESS, PRINTING AND PHOTOCOPYING

WIFI Internet access is available in the lobby area and in the conference room; ADSL internet is available at hotel room. Internet access is free of charge.

Printer and photocopying machines are available at the Conference Secretariat Room free of charge for official use.

8. LANGUAGE

English and Vietnamese are the main language of the conference and seminars, and simultaneous translation will be provided.

9. GENERAL INFORMATION

Dress Code and Weather

The dress code for the Conference is working attire.

December in Hanoi is early winter season with estimated temperatures between 17-18°C.

Time: Hanoi time is GMT +7 hours. (winter time)

Currency, Mode of Payment and ATMs

- Vietnam Dong (VND) is the official currency of Vietnam. Foreign banknotes (USD or Euro) and travellers' cheques can be easily converted into the VND at foreign exchange banks, authorised money exchangers and also in many hotels.

- Credit cards, such as VISA and Master Card, are accepted at most hotels, shops and restaurants. Cash-teller machines (ATMs) accept major international credit cards.

Electricity

- The standard electricity supply is 220 volts/50hz with 2 pin wall sockets.

10. CONTACT ADDRESS

For further detailed and updated information about the conference, please visit the website:
<http://www.dpu.dk/VietnamLLLForum2010>

For further details and other enquiries, please contact:

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And

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