

THE FOURTH ASEM CONFERENCE ON COUNTER-TERRORISM



ASIA-EUROPE MEETING

ADMINISTRATIVE CIRCULAR



The Fourth ASEM Conference on Counter-Terrorism

26 - 27 June 2006, Copenhagen, Denmark

1. General Information about the Conference

ASEM - Asia-Europe Meeting - is a dialogue forum with 39 partners; the EU countries, the EU Commission, the ASEAN countries, as well as China, Japan and South Korea. In addition to the summits for heads of governments and states, which take place every 2nd year, ASEM has more than 90 initiatives within the political, the economic as well as the cultural sphere. The conference on counter-terrorism is one such initiative.

During the ASEM4 summit in Denmark in 2002, the ASEM partners decided to focus more on counter-terrorism and thus agreed on a declaration on cooperation against international terrorism. Conferences on counter-terrorism have since then taken place on a yearly basis, in Beijing 2003, Berlin 2004, and Semarang 2005.

The conference will take place in Copenhagen on 26-27 June 2006 and will be the fourth conference about cooperation within the field of counter terrorism in ASEM.

2. Date and Venue of the Conference

Date: 26 to 27 June 2006

Venue: **Copenhagen**

Eigtveds Pakhus

Asiatisk Plads

DK – 1448 Copenhagen K

Denmark

Tel: +45 33921601/02, +45 33921509/10

Fax: +45 33921631, +45 33921773

E-mail: eigtved@um.dk

3. Registration of the Delegates

Registration form is attached as Annex 2. All delegates are requested to accomplish and submit the registration form to the ASEM Anti-terror Conference Secretariat **on or before 14 June 2006** at:

Ramboll Management

Norregade 7A

DK-1165 Copenhagen

Denmark

Att. Peter B. Lau

Tel: +45 33 97 82 56 (Direct line)

Mobile: +45 29 48 82 56

Fax: +45 33 97 82 33

e-mail: peter.b.lau@ramboll-management.com

A confirmation receipt will be sent through fax or email.

4. Meeting Secretariat

During the preparation phase, the Ministry of Foreign Affairs of Denmark have created an ad hoc secretariat to provide assistance to the delegates, the contact details of which are as follows:

Rambøll Management
Nørregade 7A
DK-1165 Copenhagen
Denmark
Att. Peter B. Lau
Tel: +45 33 97 82 56 (Direct line)
Mobile: +45 29 48 82 56
Fax: +45 33 97 82 33
e-mail: peter.b.lau@ramboll-management.com

The location and contact numbers of the Secretariat at the Conference Site for the duration of the conference are

Eigtveds Pakhus
Asiatisk Plads
DK – 1448 Copenhagen K
Denmark
Tel: +45 33 92 16 01
Fax: +45 33 92 16 31
E-mail: eigtved@um.dk

5. Entry Formalities

All delegates will require a valid passport to enter Denmark. Delegates may inquire from their Ministry of Foreign Affairs whether they need to apply for visa for Denmark. The information is also available at the website <http://www.udlst.dk/Visum/visumpligtig.htm> which, presently, states that visa are required for delegates from

Burma/Myanmar
Cambodia
Philippines (citizens holding a diplomat or service passport do not need visa)
Indonesia
China (citizens holding a passport issued by "Hong Kong Special Administrative Region", "Região Administrativa Especial de Macao" or "British National Overseas" do not need visa)
Laos
Thailand (citizens holding a diplomat or service passport do not need visa)
Vietnam

6. Hospitality

As the host of the conference, the Danish Ministry of Foreign Affairs will provide the following for the duration of the conference:

- Conference Kit
- Lunch, AM/PM snacks on both conference days
- Dinner in the Tivoli Garden on June 26

7. Facilities

Wireless network facilities are available at the conference center. Delegates may wish to bring their own laptop computers and access the Internet through the wireless connection. At the back of this administrative circular, you will find a graphical representation of the conference building. It contains several minor rooms, which may be used for ad hoc meetings and work. A limited number of personal computers connected to the network are available.

8. Accommodation for the Delegates

For purposes of coordination and practicality, all delegates are advised to book themselves at either **Hotel Maritime** or **Radisson SAS Scandinavia**.

For more information, please check the hotels websites at:

Hotel Maritime: www.hotel-maritime.dk

Tel. +45 3313 4882

Fax +45 3315 0345

Radisson SAS Scandinavia: www.radissonsas.com

Tel. +45 3815 6500 (Central booking office, please indicate Hotel Scandinavia)

Fax +45 3396 5500 (Central booking office, please indicate Hotel Scandinavia)

The following rates are offered to participants:

Standard Room	Single/Twin Occupancy	Booking reference
Hotel Maritime	Approx. 150 USD (800 DKK)	Ministry of Foreign Affairs
Radisson SAS Scandinavia	Approx. 240 USD (1395 DKK)	A260606UDEN

The above rate at Radisson SAS Scandinavia includes complimentary daily buffet breakfast and 24 hours broadband Internet access.

The above rate at Hotel Maritime includes complimentary daily buffet breakfast. Internet access can be arranged at the rooms, but either through your own license or through the hotels license at a fee.

For alternative accommodation offers, please contact Wonderful Copenhagen at www.visitcopenhagen.dk,

Tel. +45 7022 2432,

Fax +45 7022 2452

9. Payment of Hotel Account

Upon check out (27/28 June 2006), Delegates are requested to settle their hotel accounts including room, telephone, mini bar and other room service charges.

10. Meals

The Government of Denmark will provide buffet lunch and morning and afternoon snacks for the duration of the conference. Furthermore, all delegates are invited to dinner at the Tivoli Gardens on June 26.

Dietary preferences / restrictions must be stated in the delegates' registration forms.

11. Transportation

Approximate prices from hotels to conference venue (both hotels are within walking distance):

	Taxi (One-way)	Bus (One-way)	Walk
Hotel Maritime	DKK 80	DKK 18	15 min
Radisson SAS Scandinavia	DKK 70	DKK 18	20-25 min

12. Currency Exchange Rate

Denmark's national currency is Kroner (DKK). The currency exchange rate is volatile and is approximately DKK 6 = 1US\$.

13. Medical Clinic

For emergency, please refer to the acute ward at Amager Hospital:
Entry at Kastrupvej 63, Copenhagen S
Tel. +45 32 34 35 00

National emergency tel.: +45 112

14. Telecommunications

Local dial telephone, facsimile and Internet services are available at the hotels. International telephone and facsimile access are available for a fee, which shall be borne by the Delegate. Internet access at the conference center is free of charge.

15. Issuing of IDs and conference kits

Each participant will be given a nametag and a conference kit upon registration on 26 June 2006 at the conference center. The registration counter will be open to delegates from 9:00 AM.

16. Security

All necessary measures will be taken to ensure the security of participants. Possession of firearms and deadly weapons are prohibited in Denmark.

17. Liability

The organizers shall not be held liable for personal accidents or losses, or damage to personal property of the registered participants in the meeting. Participants should make their own arrangements with respect to personal insurance.

18. Climate

June is comfortable. Average temperatures: 59°F/15°C to 68°F/20°C with occasional showers.

19. Business and Shopping Hours

Private and government offices are mostly open from 9:00 a.m. to 4:00 p.m. Most shopping malls, department stores, and supermarkets are open from 10:00 a.m. to 8:00 p.m. daily. There are 24-hour convenience stores and drugstores.

Banks are open from 10:00 a.m. to 4:00 p.m., Mondays to Fridays, with automated teller machines (ATM) operating 24 hours.

20. Electricity

The hotels have 220-volt outlets in its guest rooms. Transformers can be provided by the hotel housekeeping upon request of the guest.

OFFICIAL REGISTRATION FORM

Please complete using BLOCK CAPITALS and send by fax or email to:
Mr Peter B Lau, Rambøll Management, Copenhagen, Denmark
Tel + 45 33978256 | Fax + 45 33978233 | E-Mail peter.b.lau@ramboll-
management.com

DEADLINE FOR REGISTRATION: 16 JUNE 2006

DELEGATION INFORMATION

Country

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HEAD OF DELEGATION

Title Mr | Mrs | Ms | Dr | Other

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First Name(s)

.....

Surname(s)

.....

Organisation

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Position

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OTHER MEMBERS OF DELEGATION

Title Mr | Mrs | Ms | Dr | Other

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First Name(s)

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Surname(s)

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Organisation

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Position

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Title Mr | Mrs | Ms | Dr | Other

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First Name(s)

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Surname(s)

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Organisation

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Position

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ASEM Conference on Counter-Terrorism Administrative Circular

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ASEM Conference on Counter-Terrorism

