

ADMINISTRATIVE CIRCULAR
for ASEM SOM Meeting
Phnom Penh, Cambodia, 5-6 May 2010

1. DATE

ASEM SOM will be convened in Phnom Penh, Cambodia from 5 to 6 May 2010

2. VENUE OF THE MEETING

The meeting will be held at:

Hotel Inter-Continental Phnom Penh

Regency Square, 296 Blvd. Mao Tsé Toung, Phnom Penh

Tel : (855) 23 424 888

Fax : (855) 23 424 885

E-mail : phnompenh@interconti.com

Website: WWW.intercontinental.com

3. REGISTRATION

All delegates are requested to send in the completed Registration Forms (attached) not later than 30 March 2010 to Protocol Department, Ministry of Foreign Affairs and International Cooperation (MFA.IC) by fax: (855) 23 212442

4. WORKING LANGUAGE

The working language of the meeting will be English.

5. DRESS CODE

Dress code for all function/meetings will be lounge suit, unless otherwise indicated.

6. FORMAT

The meeting and working lunch would be in SOM Leader + 2 officials, and SOM Leader +1 official formats respectively for each delegation. Any officials beyond that number would be able to see proceedings in the listening room (if any).

7. ACCOMMODATION

In order to avoid any inconvenience and/or traffic jam, All ASEM delegations are requested to directly reserve their accommodation rooms at their own expense at Hotel Inter-Continental as the meeting venue will be therein by Tel: (855) 23 424 888, Fax: (855) 23 424 885, E-mail: phnompenh@interconti.com

8. SECRETARIATS

There will be 3 secretariats to be set up from 5 to 6 May 2010 at Hotel Inter-Continental Phnom Penh as follows:

- Host Secretariat
- Asian Secretariat
- European Secretariat

9. BILATERAL MEETING ROOMS

Each delegation is recommended to inform protocol official of the need of bilateral meeting rooms as the allocation of rooms will be on first come first served basis.

10. LOCAL TRANSPORTATION

Each delegation without diplomatic mission in Phnom Penh will be provided with one chauffeur-driven van during the period from 5 to 6 May 2010.

11. MEALS

Heads of the delegation are invited for a Welcome Dinner to be hosted by the Cambodian ASEM SOM Leader on 5 May 2010 at Hotel Inter-Continental.

Delegates not attending working lunch will be invited to a buffet lunch at the same hotel.

Arrangements for lunch and coffee breaks will be made as per the Program.

12. VISAS

Delegations are recommended to obtain entry visa into Cambodia in advance for smooth arrival formality. Delegates are kindly requested to contact the nearest Cambodian Diplomatic Mission in their respective country for visa requirements.

However, visa on arrival can be issued at Phnom Penh International Airport. In such a case, Delegations are requested to apply for attestation in advance from Legal and Consular department, MFA.IC by 28 April 2010.

13. LIABILITY

The Royal Government of Cambodia will not be liable for personal accidents and losses, or damage to personal property of the registered delegates in the meeting. Delegates should make their own arrangements with respect to personal insurance.

14. SECURITY

Delegates are requested to wear their identification badges at all times to access meeting venues, dinner and other functions and might be requested to pass through security gates. For security reasons, delegations are requested to keep protocol official of their movement if the may separate programs.

15. SCREENING AT THE AIPORT

All incoming passengers at the Phnom Penh International Airport have to fill up health and immigration forms to be distributed by the airlines before landing.

Both these forms (health and immigration) have to be submitted to the immigration and health authorities stationed at the airport prior to the customs counter.

16. CONTACT

Ministry of Foreign Affairs and International Cooperation,
N° 3, Samdech Hun Sen street, Sangkat Tonle Bassac, Khan Chamcarmon, Phnom Penh.

Tel : (855) 23 214 441 / 216 122

Fax : (855) 23 216 144 / 216 141

E-mail: mfaicasean@online.com.kh