



High-level Policy Dialogue on the Implementation of the Istanbul Programme of Action for the Least Developed Countries for the decade 2011-2020

Organized by

**United Nations Economic and Social Commission for Asia and the Pacific
The Royal Government of Cambodia**

**4-6 March 2015
Siem Reap, Cambodia**

INFORMATION NOTE FOR PARTICIPANTS

(As of 4 February 2015)

GENERAL

1. The Asia-Pacific Regional Meeting on the Implementation of the Istanbul Programme of Action to be held at the Empress Angkor Hotel, Siem Reap, Cambodia from 4 to 6 March 2015.
2. The Meeting will be inaugurated at 09:00 hours on 4 March 2015 at the Royal Conference Hall, 4th Floor of Empress Angkor Hotel and all subsequent sessions will also be held at Royal Conference Hall from 09:00 hours to 17:00 hours including lunch and coffee breaks.

REGISTRATION & IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges on the first day of the meeting. Registration will be held on in front of Royal Conference Hall, 4th floor of Empress Angkor Hotel on Wednesday, 4 March 2015, between 08:00 to 09:00 hours.
4. As far as possible, papers for the meeting will be sent to the participants by e-mail as they become available. Documents will also be available at our website: <http://www.unescap.org>, as they become available. While limited number of the documents will be distributed at the Meeting, delegates are urged to print the copies from the website and bring them to the Meeting.
5. For identification and security reasons, all participants are requested to wear their meeting badges at all times during the Meeting and social functions. The loss of a meeting badge should be reported personally to the Information Help Desk, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENT

6. All participants must hold passports that are valid for at least six months beyond the time of their arrival in Siem Reap. It is advisable that all participants obtain appropriate entry visas to Cambodia from a Cambodia diplomatic or consular mission at their point of origin or en route to Cambodia. (NC-ESCAP will facilitate the arrangement of visa on arrival upon request (free of charge for diplomatic and official passport) if there is no Cambodia diplomatic or consular mission at the point of origin. Please send the copy of passport, first page with photo, together with information as below to Ms. Arpaporn Chomcherngpat, E-mail: <chomcherngpat@un.org>, and copy to H.E. Mr. Kim Vothana, E-mail: <kimvothana@nc-escap.gov.kh>, and <info@nc-escap.gov.kh>:

- First name, last name, nationality, date of birth, place of birth, passport number, type of passport (official or national), place of issue, date of issue and date of expiry.

CUSTOMS REGULATIONS

7. Narcotic drugs as well as arms and ammunition should not be brought into Cambodia as they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

HEALTH

8. Medical services are available at the hotel.
9. Immunization certificates are not normally required for entry into Cambodia.
10. In the event of a medical emergency during the Meeting, please contact the Information Help Desk for transport facilitation to the nearest hospital. Participants are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by participants.

FOREIGN EXCHANGE AND CURRENCY

11. The exchange rate is approximately US\$1 = 4,100.00 (Riel). Foreign currencies are exchangeable at the commercial banks, airport and/or at the Hotel.
12. The Cambodian currency unit is the riel (CR). Bank notes are available in denominations of 50, 100, 200, 500, 1000, 2000, 5000, 10,000, 20,000, 50,000 and 100,000. International credit cards and travelers cheques are accepted in major establishment (all banks, 3-5 star hotel and many major department stores).

AIRLINE RESERVATION

13. Many international airlines operate regular services to and from Siem Reap. Participants are advised to secure their return bookings prior to their departure to Siem Reap. If this is not possible, they should make firm return bookings immediately upon arrival in Siem Reap. Participants can liaise directly with the Information Help Desk if any assistance is required in this matter.
14. For participants financed by ESCAP, the cost of their air tickets will be covered by ESCAP and UNDP in their respective countries will make the arrangement.

INFORMATION HELP DESK

15. Starting 3 March 2015, from 08:00 hours to 18:00 hours, Information Help Desk services for basic logistics and queries will be available for participants. The Information Help Desk will be located in front of GM Room and next to receptionist desk, Lobby floor of Empress Angkor Hotel.

HOTEL ACCOMMODATION

16. Accommodation for participants funded by ESCAP

All ESCAP funded participants are required to stay in **non-shared rooms at the Empress Angkor Hotel, Siem Reap**. Single room for each funded participant at a special rate for three nights stay (for arrival day plus two meeting days) in the hotel has been booked. The single room rate at the Hotel is US\$60 per night inclusive of service charges, taxes, breakfast for one person. Please complete the attendance-hotel reservation form and send it to Ms. Arpaporn Chomcherngpat, E-mail: <chomcherngpat@un.org>, with your travel itinerary at the earliest.

Participants from abroad whose local costs are covered by ESCAP will receive a daily subsistence allowance (DSA) according to established UN rates to cover hotel accommodation, visa fee, transportation cost from/to airport, airport departure tax, meals and other miscellaneous and incidental expenses.

Please note that participants are responsible for settling their own board and accommodation bills and other personal expenses from daily subsistence allowance provided by ESCAP. The DSA for those who will be staying less than three nights in the Empress Angkor Hotel will be adjusted accordingly and those participants are required to return the balance to ESCAP.

17. Accommodation for self-financed participants

Single rooms can be booked at the Empress Angkor Hotel, Siem Reap, (Telephone No (+855) 77-789404), where all the participants are required to stay for three nights (in 3 March 2015 and out 7 March 2015). If you wish to stay at this hotel, please complete the attendance-hotel reservation form and send it to Ms. Arpaporn Chomcherngpat, E-mail: <chomcherngpat@un.org>, with your travel itinerary at the earliest. ESCAP and the Government of Cambodia have negotiated a discounted rate at US\$ 60 for single superior room (service charges and taxes and breakfast included free internet).

ARRIVAL AT THE AIRPORT

18. Transportation arrangements from/to the Siem Reap Airport will be provided for all participants staying at the Empress Angkor Hotel. Upon arrival participants should report to the ESCAP/Government of Cambodia Help Desk which will be signposted.

19. Participants who are not staying at the Empress Angkor Hotel should make their own transportation arrangements from/to the Siem Reap International Airport.

WEATHER

20. In Cambodia, December is the cool month with temperature averaging near 30 degree Celsius. Light tropical clothing would be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degree Celsius (72-73 degree Fahrenheit).

FOCAL POINT OF SECRETARIAT IN BANGKOK AND PHNOM PENH

21. The details of the focal point of the ESCAP secretariat is as follows:

Mr. Marin Yari
Economic Affairs Officer
Countries with Special Needs Section
Macroeconomic Policy and Development Division
Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Tel: (662) 288 1630, Fax: (662) 288 1090
E-mail: yari.unescap@un.org

The details of the contact person in Phnom Penh, Cambodia is as follows:

H.E. Mr. Kim Vothana
Secretary-General
National Committee for ESCAP
Council of Ministers Building,
Phnom Penh, Cambodia
Tel: (855) 23-219206
Mobile: (855) 88-8725696
Fax: (855) 23-220834
E-mail: kimvothana@nc-escap.gov.kh, copy to info@nc-escap.gov.kh

INTERNATIONAL DIRECT DIALING

22. Siem Reap is linked via satellite and optic cable to all major countries of the world. International call can be made (via operator or IDD) from any private business or hotel phone. Country code Cambodia: +855, City Code: Siem Reap: 063.

IMPORTANT TELEPHONE NUMBER

23. Fire Station: 063-760113, 012-784 464, 012-967813
Tourist Police: 012-402 424, 012-969 991, 012-838 768
Ambulance: (Public Hospital): 063 761 119, 012 630 399
Ambulance: (Royal Angkor Hospital): 063 761 888, 012 235 888, 063 399 111

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/报告?reportId=5_4562

