

12 November 2013



**Royal Government of Cambodia  
National Committee for ESCAP**

## **Asia-Pacific Regional Workshop on Graduation Strategies from the Least Developed Country Category as part of the Implementation of the Istanbul Programme of Action for the LDCs**

*Organized by*

**The United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP)  
The United Nations Department of Economic and Social Affairs (UNDESA)**

*and*

**The Royal Government of Cambodia**

**4-6 December 2013, Siem Reap, Cambodia**

### **INFORMATION NOTE FOR PARTICIPANTS**

#### **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 December 2013.
2. The Meeting will be inaugurated at 09:30 hours on 4 December 2013 at the Royal Meeting Hall, 5<sup>th</sup> Floor of the Empress Angkor Hotel and all subsequent sessions will also be held at Royal Meeting 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 Meeting Hall, 5<sup>th</sup> floor of the Empress Angkor Hotel on Monday, 04 December 2013, between 08:30 to 09:30 hours.

Meeting documents will be sent to the participants by e-mail and also be available at the website: <http://www.unescap.org/pdd/calendar/CSN-LDC-SiemReap-Dec2013/index.asp> All materials related to the Meeting will also be posted under the "Upcoming Events & Meetings" of the ESCAP homepage <http://www.unescap.org/>. 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.

4. 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**

5. 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 visa to Cambodia from a Cambodia diplomatic or consular mission at their point of origin or en route to Cambodia (Visa on arrival will be arranged by NC-ESCAP upon request (free of charge for diplomatic and official passport).

### **CUSTOMS REGULATIONS**

6. 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**

7. Medical services are available at the hotel.

8. Immunization certificates are not normally required for entry into Cambodia.

9. 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**

10. 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.

11. 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**

12. 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.

13. 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**

14. Starting 4 December 2013, 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 the Empress Angkor Hotel.

## **HOTEL ACCOMMODATION**

### **15. 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 four nights stay (for arrival day plus three meeting days) in the hotel has been booked. The room rate at the Hotel is US\$55.- per night inclusive of service charges, taxes and breakfast for one person.

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 four nights in the Empress Angkor Hotel will be adjusted accordingly and those participants are required to return the balance to ESCAP.

### **16. 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 four nights (in 03 December 2013 and out 07 December 2013). If you wish to stay at this hotel, please inform Mr. Marin Yari, (Email: [yari.unescap@un.org](mailto:yari.unescap@un.org), Tel: 662-288-1630) and cc to Ms. Woranooch Thiusathien (Email: [thiusathien.unescap@un.org](mailto:thiusathien.unescap@un.org), Tel: 662-288-2480), with your detail travel itinerary at the earliest. ESCAP and the Government of Cambodia have negotiated a discounted rate at US\$ 55 for single superior room (service charges and taxes and breakfast included plus free internet).

## **ARRIVAL AT THE AIRPORT**

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

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

## **WEATHER**

19. In December, the average temperature will be close to 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**

20. 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](mailto: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](mailto:kimvothana@nc-escap.gov.kh), copy to [info@nc-escap.gov.kh](mailto:info@nc-escap.gov.kh)

## **INTERNATIONAL DIRECT DIALING**

21. 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**

22. 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

预览已结束，完整报告链接和二维码如下：

[https://www.yunbaogao.cn/report/index/云报告?reportId=5\\_5765](https://www.yunbaogao.cn/report/index/云报告?reportId=5_5765)

