



**COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC**  
**44<sup>th</sup> CSCAP Steering Committee Meeting**  
**Chinggis Khaan Hotel, Ulaanbaatar, Mongolia**  
**20-21 October 2015**

## **GENERAL INFORMATION PAPER**

### **1. MEETING VENUE**

Conference Hall (3<sup>rd</sup> Floor)  
Chinggis Khaan Hotel  
Tokyo Street 10  
Ulaanbaatar 49, Mongolia  
T: +976 700 000 99  
F: +976 11 312 788  
W: <http://www.chinggis-hotel.com>

### **2. SECRETARIAT**

The Secretariat will be located at Boardroom (3<sup>rd</sup> Floor). We will be open at 0800-1800hrs on Wednesday, 21 October 2015.

### **3. REGISTRATION**

Participants may register at the counter located just outside the Foyer, Conference Hall at 0830-1400hrs on Wednesday, 21 October 2015.

### **4. MEALS**

- (a) The welcoming dinner for participants of the Steering Committee Meeting will be held at Temuujin Restaurant (5<sup>th</sup> Floor) at 1900hrs on 20 October.
- (b) Buffet Breakfast will be served from 0630hrs till 1000hrs at the Temuujin Restaurant (5<sup>th</sup> Floor).
- (c) Lunch on Wednesday, 21 October, will be served at the Temuujin Restaurant (5<sup>th</sup> Floor) at 1230-1400hrs.

### **5. ACCOMMODATION**

Reservations will be made for all foreign participants to stay at the **Chinggis Khaan Hotel, Ulaanbaatar**. The net room rate of a Standard Single Room is **MNT 260,000 (USD135)** per room per night (inclusive of daily buffet breakfast). The hotel provides free Wi-Fi in each room, all public areas and meeting rooms. In accordance with usual CSCAP practice, participants attending the Steering Committee meeting will be responsible for meeting the full cost of their own accommodation. Check-in time is after 1300hrs; check out time is at 1200hrs.

Accommodation prior to and beyond dates given above shall be charged to your personal account. Therefore, participants who wish to arrive earlier or remain later should inform CSCAP Mongolia well in advance. Please be informed that all other expenses such as personal telephone calls, mini bar services, beer, wine and other alcoholic beverages ordered as room service or from other hotel outlets, laundry services charges are under personal account.

## **6. ATTIRE**

- (a) Smart casual for the welcoming dinner and preliminary committee meetings.
- (b) Business attire for the Steering Committee Meeting.

## **7. WEATHER**

The weather in Ulaanbaatar during the SCM will be cool and snow is likely. The average daytime temperatures in October are between 8 and 5 degrees Celsius in a day and -5 degrees at night. Warm clothing is strongly recommended.

## **8. TRANSPORTATION**

Chinggis Khaan International Airport is approximately 30 minutes drive from the hotel. The organizers will arrange the transport between the hotel and the airport.

## **9. VISA REQUIREMENTS**

Your passport should have a validity period of at least six months beyond the time of stay allowed in Mongolia. You may require a visa prior to your arrival in Mongolia. If you need an official invitation letter, please contact Ms. URANBAIGALI Gantumur by e-mail at [uranbaigali@issmon.mn](mailto:uranbaigali@issmon.mn)

## **10. FURTHER INFORMATION**

For further information, please contact Mr. Woo Hon Weng at CSCAP Secretariat in Kuala Lumpur, and Mr. Battulga Odgerel and Ms. Gantumur Uranbaigali at CSCAP Mongolia Secretariat in Ulaanbaatar. Please note that we will be at the Secretariat Room (Boardroom, 3<sup>rd</sup> Floor) at the Chinggis Khaan Hotel on 20-21 October 2015.

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