



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
52nd CSCAP Steering Committee Meeting - December 3rd - 4th, 2019
12th CSCAP General Conference - December 4th - 6th, 2019
Sheraton Hanoi Hotel, Vietnam

GENERAL INFORMATION PAPER

1. MEETING VENUE

Sheraton Hanoi Hotel
K5 Nghi Tam, 11 Xuan Dieu Road
Tay Ho District, Hanoi, Vietnam
Phone: +84 243 7199 000
<https://www.marriott.com/hotels/travel/hanhs-sheraton-hanoi-hotel/>

December 3rd – 4th, 2019

52th CSCAP Steering Committee Meeting

December 5th – 6th, 2019

12th CSCAP General Conference

2. REGISTRATION

All participants are requested to submit the attached registration form to cscapvietnam@gmail.com by November 3rd 2019. Please email any queries about registration to cscapvietnam@gmail.com.

3. COST OF PARTICIPATION

The organizer will cover the cost of meeting facilities, including meals as scheduled in the program. All other costs of participation (airfares, hotel accommodation, transportation between hotel and airport, incidentals, etc) will be borne by the participants.

4. ACCOMMODATION

As the meeting will be held at Sheraton Hotel Hanoi, it is strongly recommended that participants stay at the hotel.

The following special nightly room rate has been negotiated for the meeting:

DLX Single	USD 128++
DLX Double/twin	USD 150++

In case that the Sheraton Hanoi Hotel is fully occupied during the time of the Conference, please consider the Intercontinental Hanoi Westlake (just opposite the Sheraton Hanoi Hotel).

Superior SGL	USD 150++
Superior DBL/twin	USD 170++

The rates include full buffet breakfast and complementary wifi.

If you need help in booking your hotel, please contact Viet Center at tranhoa@vietcenter.vn in order to obtain the special accommodation rate.

Check-in time is after 1500hrs; check out time is at 1200hrs. Participants who wish to arrive earlier or remain later should liaise directly with the hotel or inform the Viet Center well in advance.

The special room rate is subject to availability. As the meeting is taking place during a period of high accommodation demand in Hanoi, participants are encouraged to book their rooms as soon as possible.

5. ATTIRE

(a) Smart casual for preliminary committee meetings.

(b) Business attire for the Steering Committee Meeting and the General Conference.

Expected temperature in Hanoi during the conference is 15~25°C.

6. TRANSPORTATION

Participants are requested to arrange their own local transportation. Noi Bai International Airport offers travellers taxis and buses, both of which can be found in front of the terminal. Due to the irregular bus timetable, it is recommended that participants take a taxi to the hotel. A taxi transfer to the hotel is approximately at USD 20-30 and takes approximately 30-40 minutes from airport to the hotel.

More information on transport options can be found on the Noi Bai international airport's website at <https://www.hanoiairportonline.com/>.

7. VISA REQUIREMENTS

Your passport should have a validity period of at least six months beyond the time of stay allowed in Vietnam. You may require a visa prior to your arrival in Vietnam. Please fill the attached Visa Application Form and submit it to CSCAP Vietnam by November 3rd 2019.

8. FURTHER INFORMATION

Should you require further information, please contact CSCAP Vietnam via email: cscapvietnam@gmail.com; telephone: +84 248 344 4540; fax: +84 24 3834 3543.

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