



Greater Mekong Subregion



**22nd GMS Ministerial
Conference**

“Greater GMS Achievements through Stronger
and Pragmatic Cooperation”

**9th Economic
Corridors
Forum**

“Deepening and Widening Benefits of the
Economic Corridors through Inter-sectoral Synergies”

**Ha Noi, Viet Nam
September 18 - 20**

INFORMATION NOTE
(As of 4 September 2017)

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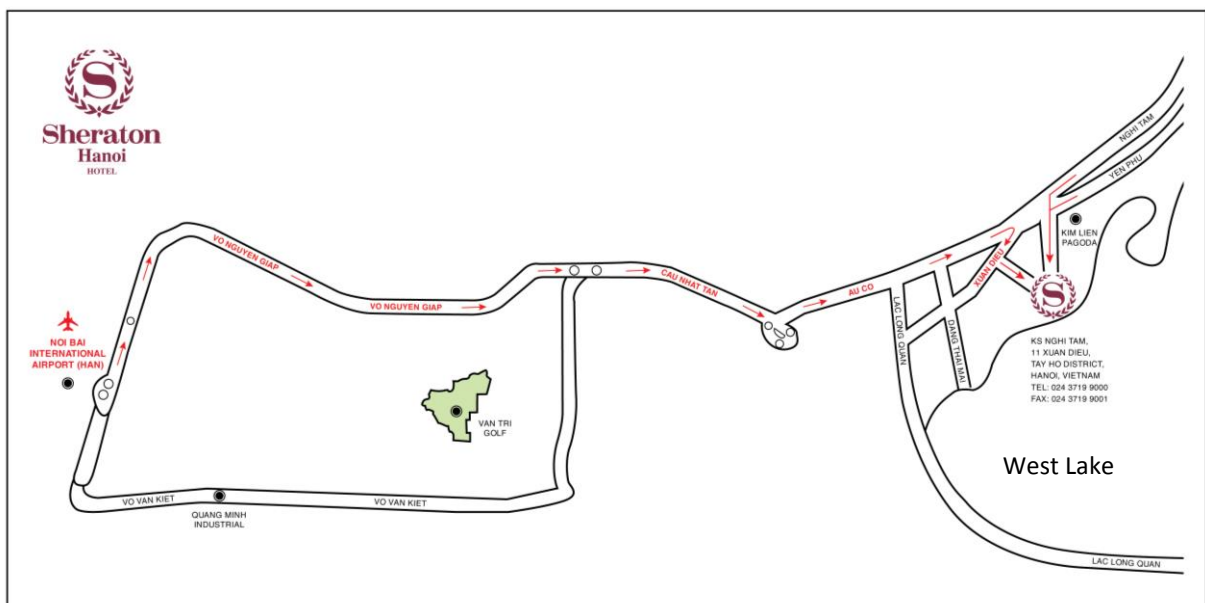
1. VENUE

The meetings will be held in **Sheraton Ha Noi Hotel**.



Address: K5 Nghi Tam, 11 Xuan Dieu Street, Tay Ho District, Ha Noi, Viet Nam
Tel: +84 24 3719 9000;
Fax: +84 24 37199 001
Website: www.sheraton.com/hanoi

The distance from Noi Bai International Airport to Sheraton Ha Noi Hotel is about 20 km.
Travel time by car is approximately 25 minutes.



2. SCHEDULE OF EVENTS

18 September 2017 (Monday)		Venue
8:15 a.m. – 12:30 p.m.	GMS Senior Officials' Meeting (SOM) <i>(GMS Senior Officials and ADB)</i>	Song Hong Ballrooms 1 & 2
12:30 p.m. – 1:30 p.m.	Lunch <i>(Participants of the GMS SOM and GMS Development Partners' Meeting)</i>	Oven D'or Restaurant
1:30 p.m. – 4:30 p.m.	GMS Development Partners' Meeting <i>(Development Partners, GMS Senior Officials, GMS Business Council, private sector representatives, and ADB)</i>	Song Hong Ballrooms 1 & 2
6:30 p.m. – 9:00 p.m.	Cocktail Reception jointly hosted by the Government of Lao People's Democratic Republic and ADB <i>(By Invitation)</i>	Song Thao + Song Da Rooms
19 September 2017 (Tuesday)		
8:00 a.m. – 12 noon	9 th Economic Corridors Forum (ECF-9): Part I <i>(GMS Ministers, GMS Senior Officials, Development Partners, GMS Business Council, private sector representatives, and ADB)</i>	Song Hong Ballrooms 1 & 2
12 noon – 1:30 p.m.	Lunch <i>(All Participants of ECF-9)</i>	Oven D'or Restaurant
1:30 p.m. – 5:15 p.m.	ECF-9: Part II <i>(same participants as in Part I)</i>	Song Hong Ballrooms 1 & 2
6:30 p.m. – 9:00 p.m.	Gala Dinner hosted by the Government of the Socialist Republic of Viet Nam <i>(All Participants)</i>	Song Hong Grand Ballroom
20 September 2017 (Wednesday)		
8:30 a.m. – 10:20 a.m.	GMS Ministerial Retreat <i>(GMS Ministers, ADB Vice President plus 4 Senior Officials for each)</i> <i>Listening Room: up to 5 Delegates per Country</i>	Song Hong Ballroom 3 Song Thao + Song Da Rooms
10:20 a.m. – 10:30 a.m.	Break	Song Hong Foyer
10:30 a.m. – 1:00 p.m.	22 nd GMS Ministerial Meeting (22 nd MM) <i>(GMS Ministers, ADB Vice President, GMS Senior Officials, Development Partners, GMS Business Council, private sector representatives, and ADB)</i>	Song Hong Ballrooms 1 & 2
1:00 p.m. – 2:00 p.m.	Lunch <i>(All Participants)</i>	Oven D'or Restaurant

The provisional agendas of the meetings are available at: <https://www.adb.org/news/events/9th-gms-economic-corridors-forum-22nd-gms-ministerial-conference>.

3. REGISTRATION

Pre-Meeting Registration. All participants are required to register by submitting a completed registration form to the Foreign Economic Relations Department (FERD), Ministry of Planning and Investment (MPI) of Viet Nam (e-mail: cuongmpi@gmail.com, phuongnh@mpi.gov.vn, phuong1278@gmail.com) **on or before 30 August 2017**. Registration forms are coursed through the GMS National Coordinators for country delegates, and sent directly to other invited participants, including development partners and private sector representatives.

GMS National Coordinators are requested to submit **on or before 30 August 2017** the official list of country delegates using the GMS Country Delegation Form to FERD, MPI (e-mail: cuongmpi@gmail.com, phuongnh@mpi.gov.vn, phuong1278@gmail.com), with copy to ADB (e-mail: rsancio.consultant@adb.org, crudas@adb.org).

On-site Registration. Participants who are unable to register prior to the conference may register on-site in person upon presentation of their letter of invitation or nomination and completion of an on-site registration form. **On-site registration opens on 17 September 2017 and follows the schedule below.** Please proceed to the on-site registration venue with the required documents.

On-site Registration Schedule		
Date	Time	Venue
17 September 2017	2:00 p.m. – 8:00 p.m.	Sheraton Hotel Lobby
18 September 2017	8:00 a.m. – 5:00 p.m.	Sheraton Hotel Lobby
19 September 2017	8:00 a.m. – 5:00 p.m.	Sheraton Hotel Lobby

Media. Media organizations from GMS countries are requested to register through the office of the GMS National Coordinators.

Media coverage is strictly limited to the opening ceremony until the photo session of the ECF-9 (19 September, 8:30 a.m. – 9:20 a.m.) and 22nd MM (20 September, 10:30 a.m. – 11:20 a.m.).

4. IDENTIFICATION BADGES

Identification badges (IDs) will be available on **17 September 2017** for participants who registered prior to the meetings. For GMS country delegates, IDs will be distributed by assigned liaison officers upon arrival. Heads of Delegations (HODs) for the ECF-9 and 22nd MM will receive their specially designed pins through the liaison officers as well.

Other participants (development partners, GMS Business Council, private sector, and media) may collect their IDs at the on-site registration venue. **On-site registration opens on 17 September 2017, following the schedule in section 3.**

IDs are strictly required to gain entry into meeting and function areas. **Please wear your ID prominently at all times during meetings and functions.** Lost ID must be reported immediately to the Conference Secretariat or liaison officers.

5. VISA

Participants are responsible for arranging their visa, if required. Please contact the Conference Secretariat should assistance be needed for visa applications.

6. HOTEL ARRANGEMENTS

6.1 Sheraton Ha Noi Hotel

The Sheraton Ha Noi Hotel is the host hotel for the conference (Annex I). Block reservation has been made for participants with the following exclusive room rates:

Room Categories	Room Size (sq. m.)	Room Rate Single (USD)	Room Rate Double (USD)
Deluxe	37	123.59	147.13
Grand Deluxe	37	135.36	158.90
Sheraton Club	37	182.44	217.75

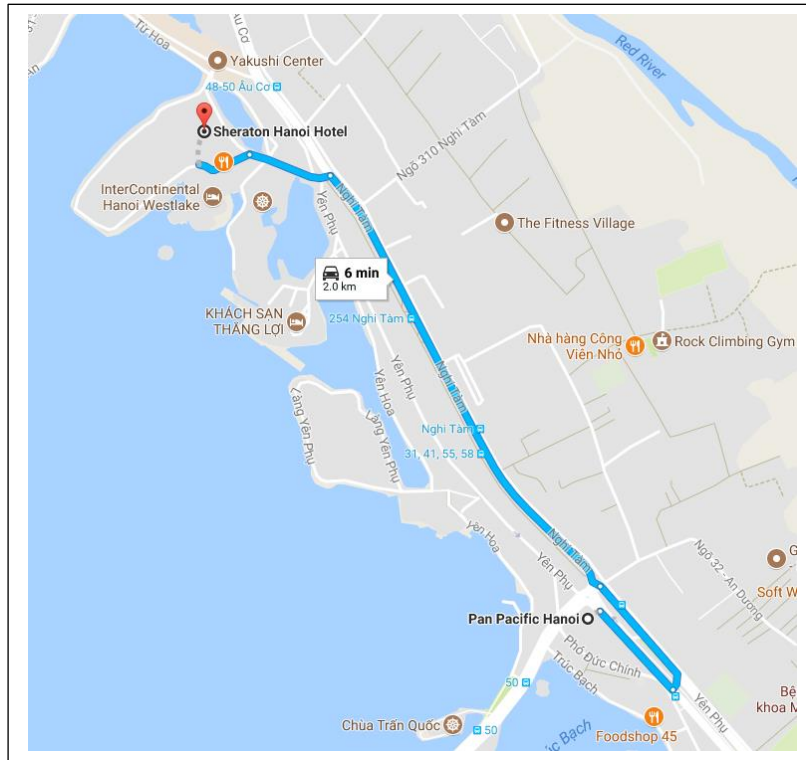
Note: Room rates are net (inclusive of 10% service charge and applicable government tax), and include daily buffet breakfast at the Oven D’or Restaurant from 6:00 a.m. to 10:00 a.m. and internet access in the rooms. Hotel check-in time is at 3:00 p.m. and check-out is at 12 noon. Early check-in and late check-out are subject to room availability and applicable charges.

ADB-sponsored country delegates. GMS National Coordinators are requested to nominate delegates to be funded by ADB by submitting the Country Delegation Confirmation Form **on or before 30 August 2017**. ECF-9 and 22nd MM HODs will be provided a Sheraton Club room. All other sponsored participants will be provided a Deluxe room. Guidelines for ADB funding will be provided to registered ADB-sponsored delegates.

Self-financed country delegates and other participants. Self-financed participants who plan to stay at Sheraton Ha Noi Hotel are requested to book online at <https://www.starwoodmeeting.com/events/start.action?id=1708013847&key=387F31DA>. For assistance with hotel booking, please contact **Ms. Dong Nguyen**, Reservations Manager (tel: +8424 3719 9000; e-mail: reservations.hanoi@sheraton.com). Participants are encouraged to book early since rooms at exclusive rates are limited and available on a first come, first served basis.

6.2 Alternate Hotel – Pan Pacific Ha Noi Hotel

The Pan Pacific Ha Noi Hotel is the designated alternate hotel. It is 2.0 km. away from Sheraton Ha Noi Hotel and about 6 minutes by car. A free shuttle service will bring participants to and from Sheraton Ha Noi Hotel. The shuttle service schedule will be provided soon.



Limited rooms at Pan Pacific Ha Noi Hotel are available at the following exclusive rates:

Room Categories	Room Size (sq. m.)	Room Rate Single (USD)
Deluxe	35	127.05
Luxury Lake	35	155.93
Luxury Club	35	179.03

Note: Room rates are net (inclusive of 10% service charge and applicable government tax), and include daily buffet breakfast and internet access in the rooms. Hotel check-in time is at 2:00 p.m. and check-out is at 12 noon. Early check-in and late check-out are subject to room availability and applicable charges.

Self-financed participants must make reservations directly with the hotel by submitting the reservations form in Annex II.

7. AIRPORT FACILITATION

7.1 Country Delegates

Noi Bai International Airport. HODs will be accorded VIP arrival/departure courtesies (provision of lounge, baggage retrieval/check-in assistance, and customs and immigration facilitation). A representative of the Government of Viet Nam, together with the liaison officer, will welcome/send off, and escort the HODs.

Country delegates arriving/leaving with the HODs will go through the regular channel for immigration, customs and luggage clearance. The liaison officer will provide assistance, as needed.

The Conference Secretariat requests for the flight details of HODs to be conveyed early to ensure proper arrival and departure courtesies.

7.2 Other Participants

Noi Bai International Airport. Participants may approach the information desks located at the international baggage claim area and at the exit area (International Arrival Hall A1 and A2) of the airport should they need assistance.

8. TRANSPORT ARRANGEMENTS

Country Delegates. ECF-9 and 22nd MM HODs will be provided airport transfer with police escort. A representative from the Government of Viet Nam, together with the liaison officer, will accompany the HODs in travelling to and from Sheraton Ha Noi Hotel or other designated hotel.

Please provide Conference Secretariat with travel schedule which is not part of the 22nd MC and ECF-9 meetings and social functions well in advance for necessary preparatory arrangements. Please note that police escort will be provided to the ECF-9 and 22nd MM HODs for airport transfers only.

Countries are requested to inform the Conference Secretariat well in advance if they plan to make their own airport transfer and other transportation arrangements for their HODs.

Other country delegates will be provided airport-hotel transportation service (no police escort) as well. Liaison officers will escort delegates to vehicles assigned to bring them to and from Sheraton Ha Noi Hotel or other designated hotel.

Other Participants: Non-country participants are requested to make their own transportation arrangements. Participants may also approach the information desks at the international baggage claim area and at the exit area (International Arrival Hall A1 and A2) of the airport for assistance.

9. SECURITY AND PROTOCOL

GMS countries are requested to coordinate with the GMS National Coordinator for Viet Nam for all security and protocol arrangements during the meetings. In particular, GMS countries are requested to inform the Government of Viet Nam in advance:

- If the HODs will be accompanied by their own security personnel; and
- If media representatives from the GMS country will accompany the HODs and/or the delegation.

The Government of Viet Nam will provide security officers at the Sheraton Ha Noi Hotel during the meetings. GMS National Coordinators are requested to ensure that assigned liaison officers are informed in advance of the HODs' movements or activities to allow for provision of proper logistical and security measures.

All participants, except the HODs, will be subject to security checks when accessing meeting and function areas. **Participants are requested to wear the ID prominently at all times during meetings and functions.**

10. TRANSLATION FACILITY

The official medium of communication for the conference is English. Simultaneous translation facilities (booths and audio equipment such as microphones and headsets) will be provided **only during the ECF-9 and 22nd MM**. GMS countries are requested to bring their own simultaneous translators who will sit inside the booth and whispering translator for HODs, as necessary.

11. MEETING DOCUMENTS

Advance copy of reference and meeting documents will be e-mailed to registered participants before the meetings.

Three (3) complete sets of printed meeting documents (for SOM, ECF-9 and 22nd MM HODs) will be given to each country delegation. Country delegations that need extra copies of meeting documents are requested to bring their own printed sets.

Participants are requested to print their own set of documents, as needed. Participants may also get electronic copies of documents from the Conference Secretariat (Song Lo Room).

12. BILATERAL MEETING

Requests for bilateral meetings should be e-mailed to the Conference Secretariat (e-mail: cuongmpi@gmail.com, phuong1278@gmail.com and minhtri.sunbright@gmail.com) with subject line "Bilateral Meeting" **no later than 5 September 2017**. To prevent double booking, only the GMS country initiating the bilateral meeting should submit the request, specifying the date, time and participants (names and positions) of the meeting. The Conference Secretariat will confirm the meeting venue **by 10 September 2017**.

13. OTHER MEETING-RELATED SERVICES

The following services are available to participants:

Room / Service	Location
GMS Secretariat	Song Lo Room
Host Country (Viet Nam) Secretariat	Business Center Small Room
VIP Holding Room	Song Da Room
Listening Room for the Ministerial Retreat	Song Thao + Song Da Rooms

14. CONFERENCE SECRETARIAT

14.1. Host Country

Name	Phone	E-mail Address
Mr. Duong Hung Cuong	+84 804-3029	cuongmpi@gmail.com
Mr. Tran Ngoc Lan	+84 804-3135	lanctdn@yahoo.com
Ms. Nguyen Thi Thanh Phuong	+84 916528 969	phuong1278@gmail.com

14.2. ADB (GMS Secretariat)

Name	Phone	E-mail Address
Mr. Nguyen Minh Cuong	+63-2-632-5977	cuongnguyen@adb.org
Ms. Rowena Sancio	+63-2 632-4444 ext. 5195	rsancio.consultant@adb.org
Ms. Josephine Duque-Comia	+63-2 632-4444 ext. 5361	jduque@adb.org
Cira Rudas	+63-2 632-4444 ext. 5709	crudas@adb.org

15. LIAISON OFFICERS

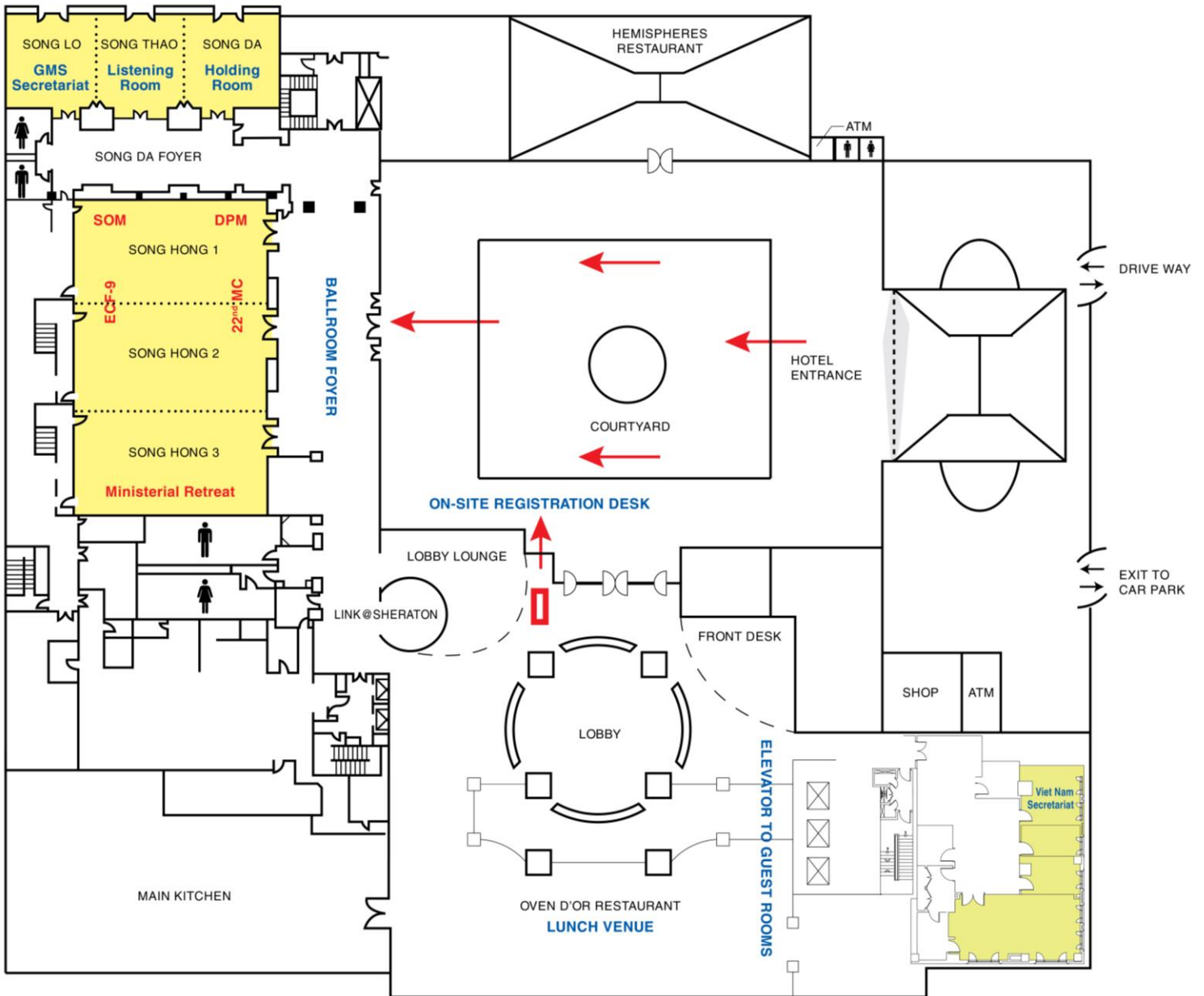
Liaison officers stay with respective delegations at all times throughout the conference. The staff in charge of logistical and administrative arrangements for each country delegation should contact the assigned liaison officers in advance for any specific logistical and administrative requests of the HODs and the delegates.

Country	Delegates	Head of Delegation for the 9 th Economic Corridors Forum and 22 nd Ministerial Meeting
Cambodia	Mr. Mai Anh Tuan Tel: +84 1664 963 548 E-mail: maianhtuan7695@gmail.com	Ms. Ngo Thi Mai Hanh Tel: +84 1678 672 124 E-mail: maihanhngo1704@gmail.com
PRC	Ms. Ho Thi Ly Na Tel: +84 977 117 150 E-mail: lynaa.dav@gmail.com	Ms. Doan Hong Trang Tel: +84 1674 326 442 E-mail: hongtrangdoan95@gmail.com
Lao PDR	Ms. Vu Thi Quynh Anh Tel: +84 1252 046 798 E-mail: vuquynhanh062011@gmail.com	Ms. Dang Hanh Trang Tel: +84 913 333 533 E-mail: trangdang.psy@gmail.com
Myanmar	Ms. Nguyen Thi Linh Tel: +84 988 556 797 E-mail: linhthinguyen.110@gmail.com	Ms. Pham Vuong Linh Tel: +84 964 406 078 E-mail: Linhpv.ea.ec@gmail.com
Thailand	Mr. Pham Minh Son Tel: +84 974 096 360 E-mail: pms121097@gmail.com	Ms. Nguyen Hong Nhung Tel: +84 1663 488 671 E-mail: Nhug.nguyen97@gmail.com
ADB	Ms. Dao Linh Trang Tel: +84 1663 909 790 E-mail: linhtrang996@gmail.com	Ms. Le Thi Bich Ngoc Tel: +84 969 400 305 E-mail: bichngoc14794@gmail.com

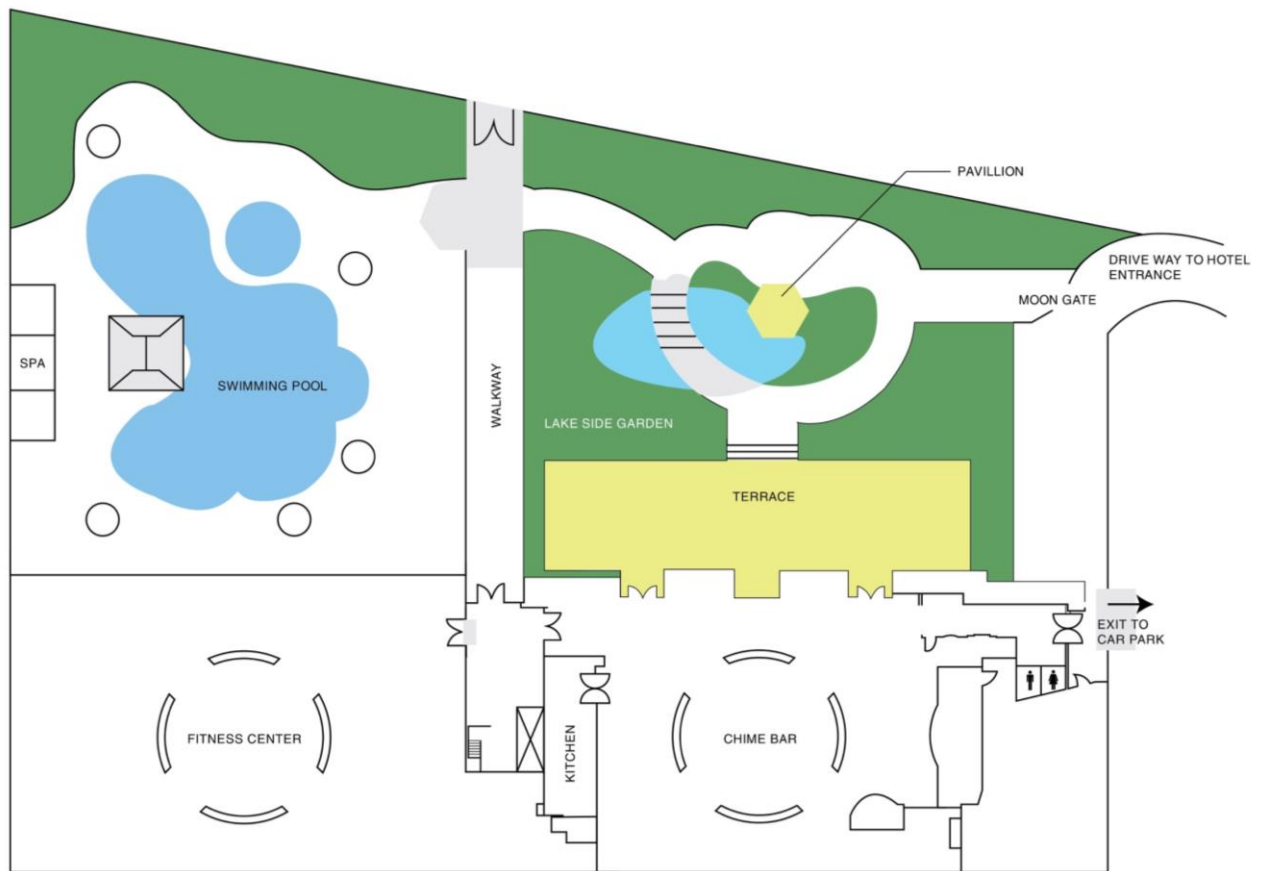
Annex I

Sheraton Ha Noi Hotel Map and Directory

**Map of Level 2*



***Map of Level 1**



Hotel Services	
Swimming Pool	Outdoor
Spa	Level 1
Fitness Center	Level 1
Shop	Level 2

Dining	
Song Hong Foyer	Level 2
Oven D'or Restaurant	Level 2
Hemispheres Restaurant	Level 2
Main Kitchen	Level 2
Chime Bar	Level 1

Annex II

Pan Pacific Ha Noi Reservations Form



PAN PACIFIC
HANOI

To : Pan Pacific Hanoi	From (Name) :
Address : 01 Thanh Nien Road, Ba Dinh, Ha Noi, Viet Nam	Company :
Attn : RESERVATIONS	Address :
Fax : 84 4 3829 4283 or 3829 3888	Fax :
Tel : 84 4 3823 8888 / Ext: 5220, 5221 or 5222	Tel :
Email : reserve.pphan@panpacific.com	Email :
Cc : camellia.dinh@panpacific.com	

ROOM RESERVATION FOR THE 9TH GMS ECONOMIC CORRIDORS FORUM AND 22ND GMS MINISTERIAL CONFERENCE 18-20 SEPTEMBER 2017

New
 Amendment
 Cancellation

- A. USD 110.00++/Deluxe single room per night include breakfast
- B. USD 135.00++/ Luxury Lake view room per night include breakfast
- C. USD 155.00++/ Luxury Club room per night include breakfast
- D. USD 205.00++/Studio Suite room per night include breakfast

Additional buffet breakfast for double occupancy will be added: USD 15.00++ per person per day and USD 30.00++ per person per day for Pacific Club and Suites

Salutation (Mr, Mrs, Ms)	Guest Name & Job Title	Arrival Date	Arrival Flight	Departure Date	Departure Flight	Room Type	Room Rate

Prices are subject to 5% service charge and 10% VAT

Single room
 Double room
 Twin room (Two beds)
 Smoking
 Non smoking

Special Request _____

Airport Transfer Services:

<input type="checkbox"/> Airport pick up	<input type="checkbox"/> Airport drop off (Please confirm your hotel departure time with the concierge one day prior to departure)
<input type="checkbox"/> USD75 nett / Limousine each way (max 2 persons)	<input type="checkbox"/> USD 65 nett / Toyota Camry each way (Max 2 persons) <input type="checkbox"/> USD 85 nett/ Van each way (Max 5 persons)



Managed by Pan Pacific Hotels Group