

## THE EAST- WEST ECONOMIC CORRIDOR WEEK

Da Nang, Viet Nam, 27<sup>th</sup> August- 1<sup>st</sup> September 2007

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### ADMINISTRATIVE CIRCULAR

#### 1. DATES AND VENUE OF THE ACTIVITIES

- **Welcoming reception by the Deputy Prime Minister- Foreign Minister H.E. Mr. Pham Gia Khiem:** 27<sup>th</sup> August 2007 at Furama Hotel.

- **Opening ceremony:** 27<sup>th</sup> August 2007 at International Exhibition Center, Da Nang.

- **Ceremony of band cutting for EWEC Trade Fair and Exhibition:** 27<sup>th</sup> August 2007 at International Exhibition Center, Da Nang.

- **Forum on EWEC Trade- Investment- Tourism Promotion:** 28<sup>th</sup> August 2007 at Furama Hotel.

- **EWEC Trade Fair and Exhibition:** 27<sup>th</sup> August- 1<sup>st</sup> September 2007 at International Exhibition Center, Da Nang.

- **Caravan Field Trip along EWEC:** 29<sup>th</sup> August 2007- 1<sup>st</sup> September 2007.

#### 2. CONTACT PERSONS

2.1. For the Opening Ceremony, EWEC Promotion Forum and **substance** issues:

**Economic Department, Ministry of Foreign Affairs**

Tel: + 844 1993405 or 1993243

Fax: + 844 1993424

Email: [kt.mfa@mofa.gov.vn](mailto:kt.mfa@mofa.gov.vn) or [hoainam.ng@mofa.gov.vn](mailto:hoainam.ng@mofa.gov.vn)

2.2. For the **EWEC Trade Fair- Exhibition, Caravan Field Trip** and logistic arrangement:

- **Protocol Department, Ministry of Foreign Affairs** (for logistic arrangement of **public sector delegates only**)

Tel: + 844 1992416

Fax: +844 8436488

- **Da Nang Foreign Affairs Department**

Tel: + 84 511- 817097

Fax: + 84 511- 825853

Email: [international\\_dn@vnn.vn](mailto:international_dn@vnn.vn)

### 3. REGISTRATION

Delegates are requested to pre- register **before 30<sup>th</sup> July 2007**. The enclosed registration form is required to be completed in full and sent back to the Organizing Committee by fax or email as follows:

– For the **Opening Ceremony and EWEC Forum**: **directly** sent to the Economic Department- Ministry of Foreign Affairs of Vietnam and carbon copied to the Da Nang Foreign Affairs Department.

– For the **EWEC Trade Fair- Exhibition and Caravan Field Trip**: **directly** sent to the Da Nang Foreign Affairs Department and carbon copied to the Economic Department- Ministry of Foreign Affairs of Vietnam.

Registration form appears as **Annex 1**.

### 4. DOCUMENTS AND PRESENTATIONS

Presentation documents prepared by delegates who will make presentation at the EWEC Promotion Forum **as specified in the tentative program** are required to be sent in paper via post-mail / fax or **preferably** in electronic form via email or on diskette (Microsoft Word A4 paper size, Times New Roman font size 12-13 or in Microsoft Power-point) to the following address:

**Economic Department, Ministry of Foreign Affairs**

Tel: + 844 1993405 or 1993243

Fax: + 844 1993424

Email: [kt.mfa@mofa.gov.vn](mailto:kt.mfa@mofa.gov.vn) or [hoainam.ng@mofa.gov.vn](mailto:hoainam.ng@mofa.gov.vn) or [hthoabinh2001@yahoo.com](mailto:hthoabinh2001@yahoo.com)

### 5. EWEC INTERNATIONAL TRADE FAIR AND EXHIBITION

– **Time**: from **27th August to 1st September 2007**

- **Venue**: Da Nang International Trade Fair and Exhibition Center.

- The EWEC International Exhibition includes over 200 standard booths (3m x3m).

- The Organizing Committee provides 60 free- of- charge standard booths for the EWEC countries (Vietnam 30, Laos 10, Myanmar 10 and Thailand 10). The EWEC countries are recommended to use these courtesy booths for exhibition and demonstration of their respective potential and prospective, including those of their EWEC provinces. Each EWEC country shall decide the design and decoration of its courtesy booths.

- Over 120 standard booths and spaces are provided for businesses of the EWEC countries and other countries. Interested businesses have to pay charge for booth renting at the following rates:

+ Standard booth (3m x 3m): 500 USD per unit.

+ Indoor space (36 m<sup>2</sup> at minimum): 40 USD/ m<sup>2</sup>.

+ Outdoor space (36 m<sup>2</sup> at minimum): 20 USD/ m<sup>2</sup>.

- Registration form for the EWEC Trade Fair is enclosed herewith and appear as Annex . For registration and more detailed information, please **directly** contact:

**Da Nang Trade Promotion and Information Centre**

23 Tran Quy Cap Str., Da Nang city, Vietnam

Tel: +844 511- 896571/ 212327/ 472829

Fax: + 844 511 863747

Website: [www.tpic.danang.gov.vn](http://www.tpic.danang.gov.vn)

Email: [danangtpic@gmail.com](mailto:danangtpic@gmail.com) or [hctldanang@yahoo.com.vn](mailto:hctldanang@yahoo.com.vn)

**6. CARAVAN FIELD TRIP**

- The Organizing Committee will offer courtesy package tour (including transportation and accommodation) **only to around 100 public sector delegates.**

- Private sector and business delegates will cover the fee of caravan package tour by themselves. Fee for participation in the Caravan field trip will be directly transferred to the Da Nang Foreign Affairs Department at a package rate of **345 USD/ person.**

- For further information and registration for the Caravan field trip, please **directly** contact:

**Ms. Do Phuong Thao**

**Da Nang Foreign Affairs Department**

Tel: + 84 511- 817097

Fax: + 84 511- 825853

Email: [international\\_dn@vnn.vn](mailto:international_dn@vnn.vn)

**7. ACCOMMODATION**

**7.1.** Five hotels are designated by the Organizing Committee, namely **Furama Resort, Sandy Beach, Da Nang Riverside Saigon Tourane and Golden Sea.**

**7.2.** Courtesy accommodations will be offered to Heads of Delegations of the EWEC countries (Laos, Thailand, Myanmar) for maximum 3 nights: 27<sup>th</sup> – 29<sup>th</sup> August 2007. The Organizing Committee will only pay for room charges. Other services, if any, will be paid directly to hotels by delegates using the services.

**7.3.** Accommodations for other delegates will be **self- financed** and their reservation should be made **directly** with hotels. Delegates are requested to reserve, guarantee and arrange payment of their rooms at these hotels directly. For reservations, please contact:

**- Furama Resort Da Nang**

Address: 68 Ho Xuan Huong St., Danang City

Tel: +84-511- 847333

Fax: +84-511- 847666

E-mail: [furamadn@hn.vnn.vn](mailto:furamadn@hn.vnn.vn)

Website: [www.vietnamtourism.com/furamaresort](http://www.vietnamtourism.com/furamaresort)

**- Sandy Beach Resort**

Address: 255 Huyen Tran Cong Chua Street, Danang City.

Tel: (+84) 511 836 216

Fax: (+84) 511 836 335

Email: [info@sandybeachdanang.com](mailto:info@sandybeachdanang.com)

Website: [www.sandybeachdanang.com.vn](http://www.sandybeachdanang.com.vn)

- **Danang Riverside Hotel:**

Address: A30 Tran Hung Dao St.

Tel: +84 – 511- 946666

- **Saigon Tourane Hotel**

Address: 05 Dong Da Street, Danang City

Tel: +84- 511- 821021 or 863585

Fax: + 84 -511 – 895285

Email: [sgtouran@dng.vnn.vn](mailto:sgtouran@dng.vnn.vn)

Website: [www.saigontourane.com.vn](http://www.saigontourane.com.vn)

- **Golden Sea Hotel**

Address: 112 Dien Bien Phu Street, Da Nang City

Tel: + 84-511-936888

Fax: +84-511-936666

Website: <http://www.goldenseahotelvn.com>

For more information, please see the **Annex 2**.

It is **strongly recommended** that each Delegation should **stay together in one hotel** in order to facilitate ground transportation arranged by the Organizing Committee.

## **8. TRANSPORTATION**

– Courtesy local transportation during the EWEC Week, including Da Nang airport- hotel pick-up, will be offered to Heads of the EWEC countries' Delegations (Laos, Thailand, Myanmar).

– The Organizing Committee shall arrange shuttle buses for airport pick-up and travel of delegates from the above designated hotels to the venues of the Opening Ceremony and EWEC Forum.

– International travel costs and air tickets of all delegates to Da Nang will be covered by themselves.

## **9. LIAISON OFFICERS**

– 01 Liaison officer (LO) will be provided for each Head of EWEC countries' Delegation at minister level during the EWEC Week.

– Delegations are required to nominate their respective liaison officers or contact persons, who will be communicating with the Organizing Committee on administrative arrangements for their respective Delegations.

## **10. LANGUAGE**

The working language during the EWEC Week is **English** only.

## **11. OTHER INFORMATION**

### **11.1. Da Nang City**

Da Nang is a major port city in the Central Coast of Vietnam bordering the Eastern Sea. It is one of the five independent municipalities of Viet Nam. Da Nang has an area of 1,255.53 square kilometers with mountains and hills covering most of the territory. The city lies between latitudes 15°55' and 16°14'N and longitudes 107°18' and 108°20'E. Da Nang is 764km south of Ha Noi and 964km North of Ho Chi Minh City. It borders Thua Thien – Hue Province to the North, Quang Nam Province to the South and West, and looks out on the Eastern Sea to the East. Da Nang is the central point of the three well-known world cultural heritages, including Hue ancient capital, Hoi An ancient town and My Son sanctuary.

### **11.2. Currency**

Viet Nam's currency is the Viet Nam dong (VND). Major foreign currencies are exchangeable at Vietcombank and other Vietnamese Banks/Branches, ANZ Bank, Citi Bank and Indovina Bank. The exchange rate is US\$1 ~ VND16,000. Major credit cards (Visa, MasterCard, American Express, Diners Club, JCB) and most traveler's checks are accepted.

### **11.3. Climate**

The average temperature of Da Nang in September is 25- 28<sup>0</sup>C.

### **11.4. Electricity and Water Supply**

The standard electricity supply in Viet Nam is 220 Volts, 50 Hz, AC. Most plugs are two-pin with rounded pins, except in international-standard hotels. Drinking tap water and un-boiled water is not recommended.

### **11.5. Phone and internet services**

Local phone services are reliable. Both GSM and CDMA mobile phone systems are in operation although the former is more popular. SIM cards are readily available for GSM mobile phones and can be bought in any convenience stores, post offices or hotels. Local calls from a prepaid mobile phone cost about 10 US cents/minute.

Broad-band internet services are available in all major hotels and at the meeting venues.

**THE EAST- WEST ECONOMIC CORRIDOR WEEK**  
Da Nang, Viet Nam, 27<sup>th</sup> August- 1<sup>st</sup> September 2007

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**Annex 1**  
**REGISTRATION FORM**

1. Full name: \_\_\_\_\_

2. Title: HE/ Dr/ Mr/ Ms/ Others

3. Organisation:

Address:

Tel:

Fax:

Email:

4. Position:

5. Position in delegation: Head of delegate/ Delegates/ Others.

6. Passport and immigration information:

Passport Type	<input type="checkbox"/> Ordinary	<input type="checkbox"/> Official	<input type="checkbox"/> Diplomatic	<input type="checkbox"/> Other:
Passport No.				
Date of Issue	(dd/mm/yy)	Place of Issue		
Date of Expiration	(dd/mm/yy)	Citizenship		
Arrival Date	(dd/mm/yy)	Departure Date		
Mean of transportation: Flight <input type="checkbox"/> Other vehicle <input type="checkbox"/>				
Arrival Flight No				
Departure Flight No				

7. Please check the activities you are attending:

*The Opening Ceremony*

*The EWEC Investment-Trade-Tourism Promotion Forum*

*The EWEC Trade-Fair and Exhibition*

*The Caravan Trip*

*Friendly Tennis Tournament hosted by Da Nang City*

Please return the completed registration form before **30th July 2007** to:

**- Economic Department**  
Ministry of Foreign Affairs  
7 Chu Van An Street, Hanoi  
Tel: (84-4) 1993243 or 1993405  
Fax: (84-4) 1993424  
Email: [kt.mfa@mofa.gov.vn](mailto:kt.mfa@mofa.gov.vn)

**or Da Nang Foreign Affairs Department**  
4 Tran Phu Str., Da Nang, Viet Nam  
Tel: (84) 0511- 817097;  
Fax: (84) 0511-825853  
Email: [international\\_dn@vnn.vn](mailto:international_dn@vnn.vn)

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### ANNEX 2

#### THE LIST OF DESIGNATED HOTELS

##### 1. FURAMA RESORT DA NANG

Room Categories	Single	Double
Garden Superior	US\$180.00	US\$200
Garden Deluxe	US\$200.00	US\$220
Lagoon Superior	US\$220.00	US\$240
Ocean Studio	US\$240.00	US\$260
Ocean Deluxe	US\$260.00	US\$280
Garden Suite	US\$500.00	US\$500
Ocean Suite (One Bedroom)	US\$600.00	US\$600

Address: 68 Ho Xuan Huong St., Danang City

Tel: +84-511- 847333

Fax: +84-511- 847666

E-mail: [furamadn@hn.vnn.vn](mailto:furamadn@hn.vnn.vn)

Website: [www.vietnamtourism.com/furamaresort](http://www.vietnamtourism.com/furamaresort)

##### 2. SANDY BEACH RESORT

Room Categories	Price
Superior Rooms	US\$75
Superior Rooms	US\$85
Deluxe Rooms	US\$85
Deluxe Room	US\$95
Bungalow Superior Rooms	US\$120
Bungalow Superior Rooms	US\$140
Private Villa	US\$150
Private Villa	US\$170

Address: 255 Huyen Tran Cong Chua Street, Danang City.

Tel: (+84) 511 836 216

Fax: (+84) 511 836 335

Email: [info@sandybeachdanang.com](mailto:info@sandybeachdanang.com)

website: [www.sandybeachdanang.com.vn](http://www.sandybeachdanang.com.vn)

### 3. DA NANG RIVERSIDE HOTEL

Room Categories	Price
Superior Room	US\$30
Superior Room	US\$35
Suite	US\$70

Address: A30 Tran Hung Dao St.  
Tel: +84 – 511- 946666

### 4. SAIGON TOURANE HOTEL

Room Categories	Price	
	Single	Double
Superior(14)	30 USD	35 USD
Junior(64)	35 USD	40 USD
Suite(04)	60USD	70USD

Address: 05 Dong Da Street, Danang City  
Tel: +84- 511- 821021 or 863585  
Fax: + 84 -511 – 895285  
Email: [sgtouran@dng.vnn.vn](mailto:sgtouran@dng.vnn.vn)  
Website: [www.saigontourane.com.vn](http://www.saigontourane.com.vn)

### 5. GOLDEN SEA HOTEL

Room Categories	Price
Vip	50USD
Deluxe	25 USD

Address: 112 Dien Bien Phu Street, Da Nang City  
Tel: + 84-511-936888  
Fax: +84-511-936666  
Website: <http://www.goldenseahotelvn.com>