10th Regional Conference of the Anti-Corruption Initiative for Asia-Pacific on Preventing and Combating Corruption in Infrastructure Projects  
3-6 December 2019, Ha Noi, Viet Nam

Business Integrity Meeting (3 December 2019)
Public Integrity Network Meeting (4-5 December 2019)
23rd Steering Group Meeting (5 December 2019)
High – Level Segment (6 December 2019)
Ha Long Bay Tour (6-7 December 2019)

General Information for Participants

Venue and Accommodation

The conference will take place at:
JW Marriott Hanoi
No. 8, Do Duc Duc Road, Me Tri, South Tu Liem
Ha Noi, Viet Nam
Tel 84 24 3833 5588; Fax 84 24 3833 5599
Website: jwmarriotthanoilife.com

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JW Marriott Hanoi
No. 8, Do Duc Duc Road, Me Tri, South Tu Liem
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Vila – National Convention Center which is situated a few minute walk to Marriott Hotel also offers accommodation for a number of rooms at a more affordable rate. The Government Inspectorate of Viet Nam (GIV) as host of the Conference has kindly arranged buses to pick up participants from the Vila – National Convention Center to the Marriott Hotel and back.

For self-funded participants paying directly at the hotel, the negotiated rate per night for a standard room with complimentary breakfast at Marriott Hotel is USD160 nett for the first 18 rooms and USD200 nett for the next 22 rooms. This rate is net of taxes and service charge. Vila-National Convention Center which is a few minutes walk to Marriott Hotel offers a negotiated rate of USD130 nett. Room reservations will be on a first come first served basis, depending on the availability of rooms in the two hotels.

Self-funded participants may book their hotel rooms by sending an email to Ms. Phan Huyen of Marriott Hanoi, email: Huyen.Phan@marriott.com.

**Registration**

Registration will be in every morning of 3-6 December at 8:30-9:00 AM at the specific conference room indicated in the conference agenda, JW Marriott Hotel Hanoi.

**Visa and Passports**

GIV as host of the conference will help facilitate the issuance of visas. Together with the information provided in your registration form, please provide your contact details, scanned passports and flight details to Marilyn and GIV. The fee for issuance of visa on arrival is expected to be 25 USD and shall be paid by the participants.

GIV’s focal point regarding visas and passports is:

- Ms. Pham Thi Quynh Nga
- +84.904266535
- Email: ngapqt79@gmail.com

**Airport and Transportation Information**

Noi Bai International Airport is the international airport serving Ha Noi, Viet Nam. It is 50 minutes away to Marriott Hotel. GIV as the host of the conference has kindly arranged for the transport of all participants from airport to the hotel and back. Kindly
provide your complete flight itinerary two days before your arrival to ensure the proper arrangement of your airport pick up from airport to hotel and back to airport on your departure.

Food and Beverage

**Breakfast:** All delegates will have breakfast at the JW Cafe, JW Marriott Hotel Hanoi. Complimentary breakfast is served from 05:45 AM to 10:30 AM.

**Lunches and coffee/tea breaks:** Lunches and coffee/tea breaks are arranged by the host on 3-6 December.

**Dinners:** A Gala Dinner for participants will be hosted by Inspector General of Viet Nam on 05 December at 6:00 PM at JW Marriott Hotel.

Ha Long Bay Tour

A free of charge Ha Long Bay Tour has been organized by the host on 6-7 December. A detailed program schedule is below:

- Dec 6, 3:00 pm: Depart from Ha Noi to Ha Long City, Quang Ninh province.
- Dec 6, 5:30 pm: Arrival in Ha Long City
- Dec 7, 8:00 am: Depart for the Ha Long Bay Tour
- Dec 7, 8:20 am-13h00: Cruising around the Bay (lunch on board)
- Dec 7, 13h00-13h30: Back to hotel and check-out
- Dec 7, 13h45 - 16h30: Group 1: Straight to Noi Bai Airport (for those who have the flight back in the evening);
- Dec 7, 13h45 - 16h30: Group 2: Back to Marriot Hotel (for those who will have flight back on the next day Dec 8).

Please note that Quang Ninh Provincial People’s Committee has kindly offered dinner on 6 December, accommodation for the night of 6 December in Ha Long city, and cruising around the Bay on 7 December for all participants.

Practical Information

**Language:** The country’s national language is Vietnamese. All Vietnamese speak and write the same language, which has been a decisive factor in forging their strong national identity.

The conference sessions will be conducted in English with simultaneous translation to Vietnamese. The documentation will also be issued in English.

**Currency:** The official currency in Viet Nam is the Vietnamese Dong (VND). However, United States dollars are also accepted in most places. The exchange rate of 1 USD is equivalent to approximately 23,000VND (as of November 2019). Currency exchanges are available at banks, airports and major hotels. Most large
stores, hotels and restaurants in Ha Noi accept major international credit cards. However, it is advisable to carry some cash, since certain smaller establishments and markets may not accept credit cards.

**Time:** Viet Nam Standard Time is 7 hours ahead (+7) of the Greenwich Mean Time (GMT).

**Electricity:** The power supply is mainly 220V/60 Hz. Two in-line holed sockets (two round-pinned plugs) are in use. Please check the power supply before using your equipment.

**Telephone:** Land line phone numbers in Vietnam follow the format Area Code + Phone Number. The area codes depend on the province and/or city. To dial a number within the same province or city, only the phone number needs to be dialed. When dialing from a different province/city, follow the format 0 + Area Code + Phone Number.

- International call prefix: 00
- Trunk prefix: 0
- Country calling code: +84
- NSN length: 9 to 10

**Emergency Numbers:**
- Police - 113
- Fire and ambulance - 114
- Medical referral service - 115

**Taxes and Tipping:** VAT rate in Viet Nam is 15% and service charge is 10%. Value-Added Tax (VAT) is levied on most goods and services at the standard rate of 10% and included in the retail price. Tipping is generally accepted with most services in Ha Noi.

**Climate and weather:** Ha Noi has a distinct winter and summer season. The cool but mostly dry winter lasts from November to March when temperatures average 17-22°C with the coldest months being January to February. Summer lasts from April to September when it is hot and humid and the region experiences its highest rainfall.

Participants are advised to bring appropriate clothing for the cold weather in December.


**Visiting Viet Nam**
For information regarding tourist attractions and restaurants in Ha Noi please visit [https://tourism.hanoi.gov.vn/](https://tourism.hanoi.gov.vn/)
You can also download the app named Visit Hanoi to your phone.
Practical Information

Please note the following contacts during your stay in Hanoi:

Mrs. Dao Thi Phuong
  +84 917 793 783
  + Email: daothiphuong2901@gmail.com

Mrs. Do Thu Huyen
  +84 988 842 984
  + Email: huyen.d.thu@gmail.com

Mrs. Trinh Nhu Hoa
  + 84 935 172 639
  + Email: trinhoa78@gmail.com

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