

**OECD-ASEAN Region Outreach Event  
Making Agro-Food Markets Work for ASEAN  
5<sup>th</sup> – 6<sup>th</sup> November 2018, Ha Noi, Viet Nam**

**Information Note**

**1. Date and Venue**

The **OECD-ASEAN Region Outreach Event: *Making Agro-Food Markets Work for ASEAN***, will take place **5<sup>th</sup> – 6<sup>th</sup> November 2018** at the **Hotel Meliá, Ha Noi, Viet Nam**. Please confirm your participation by submitting the completed Participant Registration Form (circulated with the invitation) to Ms. Anita Lari ([anita.lari@oecd.org](mailto:anita.lari@oecd.org)) by **5<sup>th</sup> October 2018**.

**The Meliá Hanoi Hotel**

Address: 44B Ly Thuong Kiet Street, Ha Noi 001235, Viet Nam

Tel: (+84)2439343343 Fast dial: \*7666

Fax: (+84)2439348688

Email: [rsvn@meliahanoi.com.vn](mailto:rsvn@meliahanoi.com.vn)

Website: <https://www.melia.com/en/hotels/vietnam/hanoi/melia-hanoi/index.html>

**2. Visa**

Arranging and purchasing an entry visa is the responsibility of participants and is not reimbursed by the organisers. Participants requiring a visa must obtain it from the nearest Vietnamese Embassy or Consulate prior to departure. A visa for Viet Nam can also be obtained on arrival or is not required for nationals of certain countries. Please check before travelling. Should you require further assistance, please contact: Pham Hong Hanh ([hhanh.htqt@mard.gov.vn](mailto:hhanh.htqt@mard.gov.vn)) or Dinh Pham Hien ([hiendp.htqt@mard.gov.vn](mailto:hiendp.htqt@mard.gov.vn)) at the Ministry of Agriculture and Rural Development of Viet Nam (MARD).

**3. Transportation**

It is the responsibility of participants to arrange for his/her own transportation to/from the airport and hotel. The approximate cost of taking a taxi to/from the Noi Bai Airport and the Melia Hotel is VND 350,000 (approximately USD 15 or EUR 13). Participants should go to the taxi queue area to get a taxi.

**4. Accommodation**

Accommodation at the Hotel Meliá, which is also the event venue, is available at special rates for participants. For more details, please see the hotel booking form available on the event website: <https://oe.cd/asean-markets>. Participants should make their reservations **by no later than 5<sup>th</sup> October 2018** as bookings at the special rate after this date are subject to availability. Participants will need to settle their accommodation and other expenses directly with the hotel.

## Period of Occupancy

Check-in time for the Meliá Hotel is 14:00 hours on the date of arrival, and check out time in 12:00 noon. Early arrival or late check-out requirements may be arranged, subject to availability and minimum charge.

## Room costs and reservations

All participants will need to make their accommodation bookings directly with the hotel. Please use the Hotel Registration Form on the event website <http://oe.cd/asean-markets> to secure the corporate rates.

*In order to avoid any penalty made by the Hotel regarding booking cancellation/no showing up, participants are kindly requested to inform the Hotel more than 20 days in advance if for any reason a reservation needs to be cancelled or modified.*

Alternatively, there currently is availability at the following hotels close to the event venue:

### **LENID HOTEL THO NHUOM (4\*)**

54 Tho Nhuom, Tran Hung Dao, Hoan Kiem, Ha Noi

<http://54thonhuom.lenidhanoihotel.com/>

- Distance to Meliá Hotel: 290m

***Room availability at the Lenid is limited** due to high season, however. Participants can avail of a special event rate of USD 70 per room (only Executive Rooms are available) by contacting **Nguyễn Vũ Phương Anh** ([sales4@dctvietnam.com](mailto:sales4@dctvietnam.com)) **as soon as possible**. Booking is on a first-come first-served basis.*

### **HOA BINH HOTEL (3\*)**

27 Ly Thuong Kiet Street, Hang Bai, Hoan Kiem, Ha Noi

<http://hoabinhhotel.com/index.php/en/>

- Distance to Meliá Hotel: 700m

*Participants can avail of a special event rate of USD 70 per room by contacting **Nguyễn Vũ Phương Anh** ([sales4@dctvietnam.com](mailto:sales4@dctvietnam.com)). Booking is on a first-come first-served basis.*

## **5. Meals**

Complimentary buffet lunches and coffee breaks will be provided at the venue on both days.

## **6. Additional Information**

- For additional information regarding the event, please consult: <http://oe.cd/asean-markets>
- Communications regarding the meeting should be addressed to:

Ministry of Agriculture and Rural Development of Viet Nam (MARD) contact point: Dr. Dinh Pham Hien ([hiendp.htqt@mard.gov.vn](mailto:hiendp.htqt@mard.gov.vn))

OECD contact points: Ms. Clara Thompson-Lipponen ([clara.thompson-lipponen@oecd.org](mailto:clara.thompson-lipponen@oecd.org)) and Ms. Anita Lari ([Anita.Lari@oecd.org](mailto:Anita.Lari@oecd.org)) (for financial matters).