



Inter-Parliamentary Union
For democracy. For everyone.

Regional Seminar on Achieving the Sustainable Development Goals for the Parliaments in the Asia-Pacific Region

Responding to climate change Actions of legislators to achieve the SDGs

Ho Chi Minh city (Viet Nam), 11-13 May 2017



National Assembly
of the S.R. Viet Nam

GENERAL INFORMATION

SEMINAR VENUE AND DATE

The seminar will be held from 11 to 13 May 2017 at GEM Center in Ho Chi Minh City. Badges and seminar documents should be collected at the conference desk at GEM Center. Delegates will be able to access the seminar areas after collecting their badges.

Address of GEM Center:
08 Nguyen Binh Khiem Street,
District 1, Ho Chi Minh city, Viet Nam

PARTICIPATION

The seminar is open to the parliaments of the following Asia Pacific countries: Afghanistan, Australia, Bangladesh, Bhutan, Cambodia, Canada, China, Democratic People's Republic of Korea, Fiji, India, Indonesia, Iran (Islamic Republic of), Japan, Lao People's Democratic Republic, Malaysia, Maldives, Micronesia (Federated States of), Mongolia, Myanmar, Nepal, New Zealand, Pakistan, Palau, Papua New Guinea, Philippines, Republic of Korea, Samoa, Singapore, Sri Lanka, Thailand, Timor-Leste, Tonga and Viet Nam.

The Parliaments of Denmark, Sweden, the United Kingdom and the Netherlands will be invited to attend as guests.

Delegations should be gender-balanced and reflect the political representation of their respective parliaments. It is recommended that delegates should be those working directly on climate change, gender equality and health issues in their respective parliaments.

ORGANIZATION OF PROCEEDINGS

In keeping with IPU practice, all participants will have equal speaking rights. To make the discussions as fruitful and enriching as possible, the following rules will apply:

- (a) After the resource persons have introduced an agenda item, the floor will be opened to participants for questions and comments.
- (b) Experience has shown that this kind of meeting does not lend itself to the reading out of prepared statements. Subject to arrangements that the Chair may make to suit the circumstances, oral contributions may not exceed three minutes. Participants may speak several times on each item, particularly to respond to other statements.

DOCUMENTS

Participants will receive hard copies of the resource persons' presentations as they become available. Where possible, the IPU Secretariat will make available for participants any background documentation on the topics discussed.

Participants wishing to distribute relevant documentation to their colleagues will be required to provide it in sufficient quantities and place it on a designated table.

WORKING LANGUAGE

The working languages will be English and Vietnamese.

Delegations wishing to use interpretation facilities should inform the organizers no later than 15 April 2017. Additional interpretation booths are available and will be made available on a first-come-first-serve-basis.

REGISTRATION

Participants should complete and submit the enclosed registration forms as soon as possible, and **no later than 20 April 2017**, to:

<p>National Assembly of Viet Nam 2 Doc Lap street, Ba Dinh district, Hanoi, Viet Nam</p> <p>Secretariat of the Seminar: Mrs. Ha Pham Thi Ngoc Secretary of the Vietnamese IPU Group Tel: +84 8041554/(0)904320522 Fax: +84 8044354 E-mail: haphamvndn@yahoo.com Or hapn@qh.gov.vn</p> <p>Cc to: Ms. Nguyen Khanh Huong Foreign Affairs Department Office of National Assembly Tel: +84 8041554 Fax: +84 8044354 E-mail: huongnk@qh.gov.vn</p>	<p>With copy to: Inter-Parliamentary Union Chemin du Pommier 5, C.P. 330, 1218 Le Grand-Saconnex Geneva, Switzerland</p> <p>Tel: +41 22 919 4150 Fax: +41 22 919 4160 E-mail: postbox@ipu.org</p>
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TRAVEL, ARRIVAL AND DEPARTURE

Transport to and from Tan Son Nhat International Airport

Transfers will be provided upon arrival and departure to and from the Tan Son Nhat International airport to the two official hotels (Sofitel Plaza Saigon and Le Meridien Saigon). Transfers to and from all official events will be available for the duration of the Seminar.

TRANSPORT

Transport will be provided by bus between the conference venue and all official hotels for the official meetings and the social event during the seminar.

ACCOMMODATION

Participants should meet their own hotel expenses. The National Assembly of Viet Nam has made a block booking at the two hotels below. Participants should complete and return the Hotel Registration Form as soon as possible, and **no later than 15 April 2017**.

1. **(*****) Sofitel Saigon Plaza**

Booking deadline: 15 April 2017

Special Hotel rates:

Type of Room	Single	Double
	Superior: \$160	Superior: \$160

Prices include breakfast, VAT and city tax.

2. (****) Le Meridien

Booking deadline: 15 April 2017

Special Hotel rates:

Type of Room	Single	Double
	Superior: \$145	Superior: \$145

Prices include breakfast, VAT and city tax.

Please note that: as accommodation facilities are limited, reservations will be processed on a first-come-first-serve basis.

Hotel Reservation Forms should be returned directly to the selected hotel as soon as possible, and no later than 15 April 2017. The hotels cannot guarantee prices or room availability after that date.

VISAS

All applicants for entry visas to Viet Nam are requested to contact a Vietnamese Embassy/Consulate accredited to their country and close to their place of residence in order to obtain the appropriate visa. For information on visas or customs regulations, delegation secretaries and participants should contact the embassy of Viet Nam in their countries. E-visas are available for some countries. Please go to the following website for further information: <https://evisa.xuatnhapcanh.gov.vn/web/guest/trang-chu-ttdt>

CURRENCY REGULATIONS

The official currency in Viet Nam is the Vietnamese dong (VND). The exchange rate is about 1 USD to 22,740 VND. Major international currencies can be exchanged at banks, currency exchange bureaus and major hotels. Most major credit cards are widely accepted.

WEATHER IN HO CHI MINH CITY

Please go to: <http://www.accuweather.com/en/vn/ho-chi-minh-city/353981/weather-forecast/353981> for information.