

# REGIONAL SEMINAR ON THE ROLE OF PARLIAMENTS IN PROMOTING PEACEFUL AND SUSTAINABLE SOCIETIES IN SOUTH-EAST ASIA



organized jointly by the Parliament of Cambodia and the Inter-Parliamentary Union  
Phnom Penh, 9-11 March 2009  
Hotel Intercontinental

## GENERAL INFORMATION

### SECTION 1: CONFERENCE INFORMATION

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

The Regional Seminar on Reconciliation, co-organized by the Parliament of the Kingdom of Cambodia and the Inter-Parliamentary Union, will be held at the Intercontinental Hotel, Phnom Penh, from 9 to 11 March 2009.

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| INTERCONTINENTAL HOTEL<br>P.O. Box 2288<br>Regency Square<br>296 Mao Tse Toung Blvd.<br>Phnom Penh | Tel.: + 855 23 - 42 48 88<br>Fax: + 855 23 - 42 48 85<br>Website: <a href="http://www.intercontinental.com">www.intercontinental.com</a> |
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The opening ceremony and proceedings of the Regional Seminar will take place in the Ballroom 2/3 - Lobby level of the Intercontinental Hotel.

Delegations are requested to send their list of participants to the Host Secretariat in Phnom Penh with a copy to the IPU Secretariat in Geneva, Switzerland, before 6 February 2009.

#### HOST SECRETARIAT (CAMBODIA)

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|---|--|
| Protocol and International<br>Relations Department<br>Senate Secretariat General of Cambodia<br>Vimeanroth Chamcharmon<br>Norodom Boulevard<br>Phnom Penh<br>Cambodia | Fax: + 855 23 - 21 14 46 / 23 211 436<br>Tel.: + 855 - 12 87 91 39 / 12 91 90 93 /<br>12 50 96 39, 92 95 47 78<br>e-mail: <a href="mailto:oum_sarith@camnet.com.kh">oum_sarith@camnet.com.kh</a><br><a href="mailto:senate_intl_office@yahoo.com">senate_intl_office@yahoo.com</a> |
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#### HOST SECRETARIAT (GENEVA)

|   |   |
|---|---|
| Inter-Parliamentary Union<br>5, chemin du Pommier<br>Case postale 330<br>1218 Grand-Saconnex<br>Geneva<br>Switzerland | Tel.: + 41 22 - 919 41 50<br>Fax: + 41 22 - 919 41 60<br>e-mail: <a href="mailto:postbox@mail.ipu.org">postbox@mail.ipu.org</a> |
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#### 2. ENTRY REQUIREMENTS

All delegates and accompanying persons must be in possession of a valid passport and visa in order to enter Cambodia. For countries requiring visas, participants are requested to contact the nearest Cambodian Embassy/Consulate accredited to their countries to obtain visas. Cambodian Embassies abroad have been requested to give the necessary assistance.

Delegates holding diplomatic or service passports from ASEAN countries, China, Japan and the Republic of Korea, are exempt from the visa requirement. Protocol officers of the host country will help facilitate the visa process at the airport upon arrival where necessary.

### 3. ARRIVAL AND DEPARTURE

A welcome service will be available upon arrival and an assistance service upon departure at Phnom Penh International Airport.

### 4. REGISTRATION OF DELEGATES

Delegates are kindly requested to register with the Conference Secretariat upon arrival at the Registration Counter located at Mini Business, behind the reception counter, at the lobby level of the Intercontinental Hotel. The opening hours of Conference Secretariat will be as follows:

9 a.m. - 12 noon and 3 p.m. - 6 p.m. (8 March, 2009)

8 a.m. - 5 p.m. (9 - 10 March 2009)

Each delegate will be given a seminar bag comprising stationery, identification badge, invitation cards, and other relevant information.

### 5. LIAISON OFFICER

A liaison officer will be assigned to each delegation.

### 6. IDENTIFICATION BADGES

For security reasons, all delegates and accompanying officers are requested to wear their identification badge at all times. Delegates are requested to send a photo (4 x 6cm format) to the Host Secretariat ahead of their arrival.

## SECTION II: HOSPITALITY

### 1. ACCOMMODATION

Accommodation will be arranged at the Intercontinental Hotel. Delegates are encouraged to complete the attached Hotel Registration form and send it to the following addresses no later than 6 February 2009:

#### (i) HOST SECRETARIAT

|  |   |
|--|---|
| Protocol and International Relations Department<br>Senate Secretariat General of Cambodia<br>Vimeanroth Chamcharmon<br>Norodom Boulevard<br>Phnom Penh<br>Cambodia | Fax: + 855 23 - 21 14 46 / 23 211 436<br>Tel.: + 855 - 12 87 91 39 / 12 91 90 93 / 12 50 96 39, 92 95 47 78<br>e-mail: <a href="mailto:oum_sarith@camnet.com.kh">oum_sarith@camnet.com.kh</a><br><a href="mailto:senate_intl_office@yahoo.com">senate_intl_office@yahoo.com</a> |
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#### (ii) INTERCONTINENTAL HOTEL

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| P.O. Box 2288<br>Regency Square<br>296 Mao Tse Toung Blvd.<br>Phnom Penh<br>Cambodia | Tel.: + 855 23 - 42 48 88<br>Fax: + 855 23 - 42 48 85<br>Website: <a href="http://www.intercontinental.com">www.intercontinental.com</a> |
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| No | Room Type     | Price                                     |
|----|---------------|---|
| 01 | Deluxe single | USD 125 per room per night with breakfast |

|    |                              |   |
|----|------------------------------|---|
| 02 | Deluxe Double /Twin          | USD 145 per room per night with breakfast |
| 03 | Junior suite single          | USD 275 per room per night with breakfast |
| 04 | Junior suite double / Twin   | USD 295 per room per night with breakfast |
| 05 | Executive suit single        | USD 425 per room per night with breakfast |
| 06 | Executive suite double /Twin | USD 445 per room per night with breakfast |

**Note:** The rates are subject to 2% accommodation tax and 10% government tax.

**Above rates include:**

- Deluxe five star accommodation
- Buffet breakfast at Regency Café restaurant
- Complementary usage of Clark Hatch Fitness Centre, Sauna except massage
- Complimentary usage of swimming pool
- Two daily bottles of mineral water in room
- Daily local English newspaper

All expenses related to international and local telephone calls, mini-bar, laundry, facsimile, room service and other services will be charged to the personal account of delegates.

Delegates are encouraged to check the status of their personal accounts regularly at the Hotel Cashier and settle them before departure.

**2. MEALS**

Meals will be available for delegates at designated Hotel restaurants only from 9 to 11 March 2009. Delegates who wish to make other arrangements will cover the cost of their meals.

**3. TRANSPORTATION**

The host country will provide airport transfers to and from the Intercontinental Hotel and to all venues on the official programme.

**SECTION III: CONFERENCE FACILITIES**

**1. CONFERENCE SECRETARIAT**

The Conference Secretariat will be located at Mini Business, behind the Reception Counter - Lobby level of the Intercontinental Hotel. The Conference Secretariat will be open from 9 to 11 March 2009 from 8 a.m. to 8 p.m.

**2. OFFICIAL LANGUAGES**

The working language of the Conference will be English. Delegates requiring simultaneous interpretation are asked to bring their own interpreters. Simultaneous interpretation will only be provided with sufficient prior notice.

**3. TELEPHONE, INTERNET, MAIL AND FACSIMILE SERVICES**

Internet connection is available in all the Hotel rooms. Mail, telephone and facsimile services will be available at the Business Centre. Delegates will be billed for these services.

**4. MEDICAL SERVICE**

A medical service will be available at the Hotel during the Conference. Delegates are responsible for contracting personal all-risk insurance.

**5. FOREIGN EXCHANGE**

The currency used in Cambodia is the Riel.

The exchange rate is approximately US\$1 = 4,100 Riel

The Hotel provides currency exchange facilities to in-house guests

**6. CLIMATE**

In March the weather tends to be warm and humid in Phnom Penh (temperatures range between 23° and 34°C or 74° and 93°F). Thundershowers are liable to occur.

**7. BUSINESS HOURS**

Businesses are generally open from 8 a.m. to 9 p.m. Banks are open from 8.30 a.m. to 3.30 p.m. Monday to Friday.

**8. VOLTAGE**

The voltage in Cambodia is 220 volts, 50 Hz.

## 9. EMBASSIES AND HIGH COMMISSIONS

| ADDRESS   | TELEPHONE / FAX / E-MAIL   |
|---|--|
| <p><b>People's Republic of China</b><br/>                     Chancery: No. 156, Mao Tse Toung Blvd.<br/>                     Phnom Penh<br/>                     Office hours: 8.00-12.00 noon (Mon. -Fri.)<br/>                     2.30 p.m.-5.00 p.m.</p>   | <p>Tel.: + 012 810 928 / + 023 720 920<br/>                     Fax: + 023 - 720 922, 217 742</p>  |
| <p><b>Japan</b><br/>                     Chancery: No. 194, Preah Norodom Blvd.<br/>                     Phnom Penh<br/>                     Office hours: 8.00 a.m.-12.00 noon (Mon. -Fri.)<br/>                     2.00 p.m.-5.00 p.m.</p>   | <p>Tel.: + 023 217 161 - 4<br/>                     Fax: + 023 216 162</p>   |
| <p><b>Republic of Korea</b><br/>                     Chancery: No. 50-52, Street 214<br/>                     Boeung Raing, Daun Penh<br/>                     Phnom Penh<br/>                     Office hours: 8.00 a.m.-12.00 noon (Mon. -Fri.)<br/>                     1.30 p.m.-5.00 p.m.</p>           | <p>Tel.: + 023 211 900 - 3<br/>                     Fax: + 023 219 200<br/>                     e-mail: <a href="mailto:Cambodia@mofat.go.kr">Cambodia@mofat.go.kr</a></p>   |
| <p><b>Republic of Indonesia</b><br/>                     Chancery: No. 1, Preah Norodom Blvd<br/>                     Sangkat Tonle Bassac<br/>                     Phnom Penh<br/>                     Office hours: 8.00 a.m.-12.00 noon (Mon. -Fri.)<br/>                     2.00 p.m.-5.00 p.m.</p>      | <p>Tel.: + 023 217 934, 216 148<br/>                     Fax: + 023 217 566<br/>                     e-mail: <a href="mailto:kukppenh@online.com.kh">kukppenh@online.com.kh</a></p>  |
| <p><b>Malaysia</b><br/>                     Chancery: No. 5, Street 242, Sangkat Chaktomuk,<br/>                     Khan Daun Penh<br/>                     Phnom Penh<br/>                     Office hours: 8.00 a.m.-12.00 noon (Mon. -Fri.)<br/>                     1.30 p.m.-4:30 p.m.</p>             | <p>Tel.: + 023 216 176 - 7<br/>                     Fax: + 023 426 101<br/>                     e-mail: <a href="mailto:mwppenh@online.com.kh">mwppenh@online.com.kh</a></p>   |
| <p><b>Socialist Republic of Viet Nam</b><br/>                     Chancery: No. 436, Monivong Blvd.<br/>                     Phnom Penh<br/>                     Office hours: 8.00 a.m.-11.00 a.m. (Mon. -Fri.)<br/>                     2.00 p.m.-4:30 p.m.</p>   | <p>Tel.: + 023 726 274, 726 284, 726<br/>                     273<br/>                     Fax: + 023 726 495</p>  |
| <p><b>Republic of Singapore</b><br/>                     Chancery: No. 129, Preah Norodom Blvd.<br/>                     Sangkat Chaktomuk<br/>                     Phnom Penh<br/>                     Office hours: 8.00 a.m.-12.30 p.m. (Mon. -Fri.)<br/>                     2.00 p.m.-5.00 p.m.</p>      | <p>Tel.: + 023 221 875<br/>                     Fax: + 023 210 862</p>   |
| <p><b>Lao People's Democratic Republic</b><br/>                     Chancery: No. 15-17, Mao Tse Tong Blvd.<br/>                     Chamcarmon<br/>                     Phnom Penh<br/>                     Office hours: 8.00 a.m.-11.30 a.m. (Mon. -Fri.)<br/>                     2.00 p.m.-5.00 p.m.</p> | <p>Tel.: + 023 997 931<br/>                     Fax: + 023 720 907</p>   |
| <p><b>Republic of the Philippines</b><br/>                     Chancery: No 33, Street 294<br/>                     Khan Chamcarmon<br/>                     Phnom Penh<br/>                     Office hours: 8.00 a.m.-12.00 noon (Mon. -Fri.)<br/>                     1.00 p.m.-5.00 p.m.</p>             | <p>Tel.: + 023 222 303-4, 215 145<br/>                     Fax: + 023 215 143<br/>                     e-mail: <a href="mailto:phnompenhpe@online.com.kh">phnompenhpe@online.com.kh</a>,<br/> <a href="mailto:phnompenhpe@dfa.gov.ph">phnompenhpe@dfa.gov.ph</a></p> |
| <p><b>Royal Thai</b><br/>                     Chancery: No. 196, Preah Norodom Blvd., Sangkat<br/>                     Tonle Bassac<br/>                     Phnom Penh<br/>                     Office hours: 8.30 a.m.-12.00 noon (Mon. -Fri.)<br/>                     2.00 p.m.-5.00 p.m.</p>             | <p>Tel.: + 023 726 306-10<br/>                     Fax: + 023 726 303<br/>                     e-mail: <a href="mailto:thaijnp@mfa.go.th">thaijnp@mfa.go.th</a></p>  |