



ASIAN PARLIAMENTARY ASSEMBLY
THE 9th PLENARY SESSION



GENERAL INFORMATION

28 November-01 December 2016
Sokha Siem Reap Resort & Convention Center
Siem Reap, Kingdom of Cambodia

SECTION 1

GENERAL INFORMATION

1. Date and Venue of the Plenary Session

The 9th Plenary Session of Asian Parliamentary Assembly (APA) will take place at Sokha Siem Reap Resort & Convention Center in Siem Reap, Kingdom of Cambodia from 28 November to 01 December 2016.

All official activities of the APA Plenary Session will be held at Sokha Siem Reap Resort & Convention Center unless otherwise stated.

Arrival of Delegates	27 November 2016
2nd Executive Council Meeting	28 November 2016
9th Plenary Session	29 November- 01December 2016
Outdoor Program	30 November 2016
Departure of Delegates	02 December 2016

2. Official Language

The official languages of the APA are English and Arabic and the working language is English (Article 16 of APA Charter).

Delegates who wish to speak in other languages are requested to provide their own interpreters. The booth will be provided by the Host Parliament on a first come first served basis.

3. Documents

All official documents shall be written in English. In addition, any delegate who wishes to distribute documents in the meeting are advised to have prior consultations with the APA Secretariat.

All speeches during the Opening Plenary Session, and General Debate should be forwarded to the Host Parliament in advance for circulation at the Plenary Session.

4. Registration

Participants are kindly requested to send the Registration Form provided by the Host Parliament at the early convenient time but no later than **15 November 2016** to the following two addresses:

NATIONAL ASSEMBLY OF THE KINGDOM OF CAMBODIA	PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)
Rathsaphea Street, Sangkat Tonlebasak, Khan Chamcarmorn, Phnom Penh, the Kingdom of Cambodia	No. 4, Kayhan Alley, Bastan Street, Firoozbakhsh Street. Movahed Danesh Street, Aqdasiyeh, Tehran-Islamic Republic of Iran Postcode:1957733811

Fax/Phone :(+855-23) 218 195 H/P : (+855-12) 761 666 (+855-16) 507 063 (+855 12) 855 789	Tel : +98(21)26118827-26118829- 26118869
Fax : (+855 23) 218 195 (+855 23) 218 547	Fax : +98(21)26118809
Email : thulheang@gmail.com : cambodia_apagroup@yahoo.com : hokcsc@yahoo.com	E-mail : secretariat@asianparliament.org Website: www.asianparliament.org

Any changes in the participants' list should be sent to the above mentioned addresses.

5. Security and Identification Badges

Identification Badges will be distributed to all delegates and accompanying persons upon registration. For security reason participants are requested to wear their identification badges throughout the meeting and official function specified in the Work Program. For security purposes, admission to the venue of the meeting and official functions will be limited to those wearing identification badges.

6. Passport and Visa Regulations

All delegates and accompanying persons must bear valid passports (more than 6 months validity periods) and are advised to contact the Cambodian Embassy or Consulate prior to their departure to obtain visa to enter and stay in Cambodia.

Visas also could be issued upon arrival in Cambodia for delegates from which countries that Cambodia has no diplomatic or consulate Representative.

- Please prepare a copy of valid passport and also forward to Host Secretariat prior to arrival.
- Please make an official request for arranging Visa on arrival and also forward to the Host Secretariat prior to arrival.
- Please prepare the latest pictures (passport size)
- All concerning documents relating to the flight to the Kingdom of Cambodia either through Siem Reap International Airport or Phnom Penh International Airport is issued by the Host Parliament, if needed.

7. Arrival and Departure

Participants are kindly requested to indicate on the Registration Form the flight itinerary to enable the Host Secretariat to effectively perform their tasks. All changes of the flight schedules should be communicated in advance to the Host Secretariat.

The arrival and departure service will operate from 27 November to 02 December 2016 at the **Siem Reap International Airport**. The Host Secretariat will assist the delegates through all formalities at their arrival and departure.

8. Liaison Officers


















Liaison officer is the contact person between the Host Parliament Secretariat and delegations participating in the 9th Plenary Session.

Liaison Officers will be assigned to each APA member Parliaments, Observers and partners Organization.

9. Flight arrangements and information

In order to facilitate the expeditious arrangements of local transportation, Delegation Secretaries are kindly requested to inform the Host Parliament Secretariat of any change in their delegates' flight schedule at least 24 hours in advance of the schedule..

PLEASE BE KINDLY NOTED THAT THE FOLLOWING AIRLINES ARE IN OPERATION IN SIEM REAP, KINGDOM CAMBODIA;

	KUALA LUMPUR - SIEM REAP BANGKOK - SIEM REAP		PHNOM PENH - SIEM REAP
	PUSAN - SIEM REAP		KUNMING - SIEM REAP
	BEIJING - SIEM REAP		SHANGHAI - SIEM REAP
	SEOUL-INCHEON - SIEM REAP		GUANGZHOU - SIEM REAP
	BANGKOK - SIEM REAP		HONG KONG - SIEM REAP
	PHNOM PENH - SIEM REAP		SEOUL-INCHEON - SIEM REAP
	HANGZHOU - SIEM REAP CHENGDU - SIEM REAP SHANGHAI - SIEM REAP HOCHIMINH - SIEM REAP SEOUL-INCHEON - SIEM REAP GUANGZHOU- SIEM REAP PHNOM PENH - SIEM REAP BANGKOK-BKK - SIEM REAP TIANJIN - SIEM REAP		SINGAPORE - SIEM REAP
			LUANGPRABANG - SIEM REAP
			SEOUL-INCHEON - SIEM REAP
			PAKSE - SIEM REAP
			KUALA LUMPUR - SIEM REAP
			JINAN - SIEM REAP



SINGAPORE - SIEM REAP



SEOUL-INCHEON - SIEM REAP

Wuhan - SIEM REAP

CHENGDU - SIEM REAP

NANNING - SIEM REAP

PUSAN - SIEM REAP

KUNMING - SIEM REAP

GUIYANG - SIEM REAP

NINGBO CHINA - SIEM REAP



HANOI - SIEM REAP

HOCHIMINH - SIEM REAP

Duong Dong - SIEM REAP

HANOI - SIEM REAP

DA NANG - SIEM REAP



MANILA- SIEM REAP



SHANGHAI - SIEM REAP



XIAMEN - SIEM REAP



HONG KONG -SIEM REAP

10- Currency Exchange

The Riel is the official currency of Cambodia. The current exchange rate is approximately 4100 Riels for 1 US dollar. Money can be exchanged at banks, Pochentong International Airport and Siem Reap International Airport and at the legally authorized stores throughout the country.

Banks are open from 8:30 am to 3:30 pm, Monday to Friday. All major credit cards are accepted at hotels, and shopping malls.

11. Weather

The weather in Siem Reap tends to be warm and humid during the month of December with average temperatures between 24° and 30° C (75° and 84° F). The season in Cambodia in December is supposed to be dry with light rainfall.

12. Time

- Phnom Penh time zone : GMT + 7 Hours
- Most city shops in Siem Reap are open daily from 8 am to 6 pm and from 8 am to 9 pm for malls and shopping centers.

13. Electricity

Electrical power in Cambodia is at 220-240 voltages (50 hertz). Plugs are of the European two-pronged variety.

14. Telephone Services and Useful Telephone Numbers

- Telephone services are available at hotels, restaurants and cafés. Pre-paid mobile telephone cards are available at hotels and local cellular shops.
- Dialing is as follows:
 - (a) Local calls: dial the number directly;

(b) International calls: dial the international direct dial access (001 or 007) + country code + area code + number.

- To call Cambodia from abroad, dial the international direct dial access + country code (855) + area code + number. When calling from abroad, the 0 prefix of the area code should not be dialed.

SECTION 2

HOSPITALITY

1. Accommodation

According to the APA Charter, the Host Parliament will offer hospitality (accommodation, meals and local transportation) to official delegates of APA member parliaments as determined in Article 8, two representatives of each observer parliament and one representative of each observer organization from 27 November to 02 December 2016 (5 nights).

All delegations will stay at the **Sokha Siem Reap Resort & Convention Center** located at Road 60, Angkor Cultural & Tourism Complex Junction, Phum Trang, Sangkat Slorkram, Siem Reap, Kingdom of Cambodia. The hotel contact address is: (Tel: +855 63 961 999, Fax: +855 63 961 888, E-mail: info@rep@sokhahotels.com, Reservation Email address: reservation.rep@sokhahotels.com).

Delegates wishing to upgrade their rooms please kindly inform the Host Parliament Secretariat in advance. Any charges for room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) will be also at the delegates' own expenses and the reservation should be guaranteed by credit card. Delegates are encouraged to check the status of their personal accounts at the Hotel cashier and settle them before departure.

2. Transportation

Transportation to and from the airport for all official functions will be provided by the Host Parliament. Leaders of the APA Member Countries delegations will each be provided with a car.

The Coaches will be provided for other delegates and accompanying persons during the official program.

All changes of the arrival and departure of the flight schedules should be communicated to the Host Parliament Secretariat immediately. Delegates are responsible for their transportation other than events specified in the working program.

3. Meals and Functions

Breakfast and Meals (excluding alcoholic beverages) will be provided for all delegates at venues specified in the Working Program. Delegates wishing to make other meal arrangements will meet the cost themselves. All officially hosted participants are cordially invited to the official functions indicated in the Working program.

4. Medical Service

First aid will be provided in the hotel. Other medical care will be at the expense of the participants. The delegates are personally responsible for any personal insurance against risks.

5. Insurance

Insurance for personal accident, medical emergencies, loss of luggage and currency and against any damage will be the responsibility of individual delegate.

SECTION 3

MEETING FACILITIES

1. Registration and Information Desk

All delegates are kindly requested to register at the registration desk at the Hotel's lobby upon their arrival at the hotel.

Identification badges, and plenary session bags containing the relevant plenary session materials will be distributed upon registration to all delegates.

The registration and information desk will be set up in the hotel, from 27 November to 01 December 2016. It will be open from 8 a.m. to 6 p.m.

2. Secretariat Room

The room for the APA and the Host Secretariat will be located at the same floor of the meeting room. It will be open from 27 November to 01 December 2016 from 8 a.m. to 6 p.m. The Internet facilities are available at the hotel for free.

Typing and photocopying services will be available at the plenary session secretariat.

SECTION 4

CONTACT PERSONS

Host Parliament Secretariat:

Documentation:

- H.E. Mr. Heang Thul	Cell Phone	: (855-12) 761 666/ (855-16) 507063
- H.E. Mr. Hok Bunly	Cell Phone	: (855-12) 855 789
- Mr. Sok Pisey	Cell Phone	: (855-12) 699 678
