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## COURSE GENERAL INFORMATION

### 10<sup>th</sup> Regional Training Course on Public Health and Emergency Management in Asia and the Pacific (PHEMAP 10)

23 August - 03 September 2010

Meliã Hotel  
Hanoi, Viet Nam

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#### VIETNAM VISA/ENTRY REQUIREMENTS

International travelers to Vietnam should arrange for the entry visas as far in advance as possible at the closest Embassy or Consulate of Vietnam in his/her country to cover the whole period of stay in Vietnam. Please make sure that an appropriate visa for this purpose will be obtained prior to the departure.

Please note that citizens of ASEAN Member countries (i.e. Singapore, Malaysia, the Philippines, Indonesia, Cambodia, Thailand, Myanmar and Lao PDR) can get a visa on arrival for one-month period from the Immigration Authorities at the Noi Bai International Airport. Some nationalities can also obtain the same privilege. The participants are advised to check this provision in their home country.

#### MATERIALS TO BRING WITH YOU

As part of the course, you are asked to bring with you some examples of health emergency management materials (i.e. power point presentations, manuals, guidelines, course reports, posters, videos, etc.) in hard copies and CDs that are used in your organizations/countries. These may be used in group work and, if you agree, will be added to the ADPC reference library as a resource for others to use. Also, it is advisable to bring your notebook computers to be used during the group work exercises.

#### PARITICIPANTS' PRESENTATIONS

There will be an opportunity for participants to deliver a presentation on their country during the course from **25-27 and 30 August 2010 – evening sessions only**. Each country may make a single presentation, but all participants from that country should help in the preparation of the presentation material. As part of the course introduction, participants will be asked to sign up their specific schedule of their presentation. It is therefore in everybody's interest that presentations are kept short and to the point. For this reason, each presentation will be limited to no more than 10 minutes duration including 5 minutes Q&A. These presentations can be done either in the form of power point presentations (maximum 10 power point slides), "Show and Tell" using posters, t-shirts and other Education and Information (EIC) Materials, video showing, and other creative ideas you may want to showcase during this session – the idea is for you to make your session lively, fun, information and don't forget to use your creativity! If you wish to make a power point presentation, the template will be sent by email for your reference/use. The Organizers will also send the details/guidelines of this presentation by email.



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## **COURSE VENUE & ROOM ACCOMODATIONS (23 August - 03 September 2010)**

The **venue** for the Course will be held at the **Meliã Hanoi Hotel** in Hanoi, Vietnam. The hotel is 30 kms from the airport and it will take around 40 minutes drive by car depending on the flow of the traffic. Please refer the hotel's website at <https://www.meliahanoi.com.vn/default.aspx> to see additional information. The location map for coming to the hotel from the airport is also available in this document and in the website.

All participants and most of the facilitators/organizing staff will be staying at the same hotel. All participants will have their own rooms with air-conditioning, satellite TV, IDD phone connections, and a private bathroom. Upon checking in, please quote the name, "**PHEMAP-10 Course**" and the Course Organizers, "**ADPC/HSPH**".

### ***Contact information - Meliã Hanoi Hotel***

**Address:** Melia Hanoi Hotel  
44B - Ly Thuong Kiet Street  
Hanoi - Vietnam  
Tel.: (84-4) 3934 3343  
Fax: (84-4) 3934 3344

### ***Arrival Day***

Depending on the flight schedules, Course Participants, are encouraged to arrive during the afternoon or evening of **Sunday, 22 August 2010**. Please come directly to the lobby of the hotel to register, receive your room key, additional materials, etc.

## **TRANSPORTATION TO/FROM THE AIRPORT**

Overseas participants will be arriving at the Noibai International Airport. As there will be **no airport pick up available**, please take note of this recommendation on how to get to the venue. Drivers will ensure you reach the destination. The hotel is around 40 minutes drive from Noibai International Airport depending on the flow of the traffic. The taxi-fare is approximately 400,000 – 500,000 VND (approximately US\$28) by meter. **Please instruct the taxi driver to bring you to [MELIÃ HANOI HOTEL \(44B Li Thuong Kiet street, Hanoi\)](#). Please refer to the attached map.**

## **COURSE REGISTRATION & IDENTIFICATION**

Registration will start from **8:00 am - 8:25 am in front of Training Room in the Hotel**. Name badges and training kits will be distributed to all participants on this day. All participants are required to have their name badges on at all times. Please be on time.

Please hand over your Registration Forms to the Course Organizers. For administrative arrangements and for record purposes, the participants are requested to bring one (1) copy of passport size photo and photocopy of passport (with the page(s) showing your photo and personal information only).

## **FORMAL OPENING CEREMONY**

The **Formal Opening Ceremony** of the Course will start at **8:30 am on Monday, 23 August 2010**. Representatives from ADPC, WHO Viet Nam, Ministry of Health, Hanoi School of Public Health and the Royal Government of Norway and some invited guests will welcome the course



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participants. A group photo will be taken after the ceremony. If you wish, you can wear your national dress or formal attire (suit) for this purpose. However, this is optional but all participants, facilitators and guests are requested to dress appropriately for this event.

### **FORMAL CLOSING CEREMONY**

The **Formal Closing Ceremony will take place on Friday, 03 September at 4:30 pm.** Invited guests will come to grace this event. An individual and group photo will be taken during the graduation ceremony. If you wish, you can wear your national dress or formal attire (suit) for this purpose. However, this is optional but we would like to request all participants, facilitators and guests to dress appropriately for this event.

### **WELCOME DINNER**

All participants and invited guests are invited to a **WELCOME DINNER, Monday, 23 August 2010.** Venue and time will be announced later. Attire is casual.

### **DEPARTURE DAY**

Participants should plan their departures as of **Friday night (03 September) after 7:00 pm** or **Saturday, 04 September 2010** (all rooms must be vacated no later than 12:00 noon).

At the end of the course, if participants are unable to depart by **Saturday, 04 September 2010**, the Course Organizers recommend that you check with the hotel management if you wish to extend your stay at your own cost.

### **INSTRUCTION DAYS/SCHEDULE**

**Week 1: Monday, 23 August – Saturday, 28 August (6 days training)**

**Sunday, 29 August: Free Day/Day Off**

**Week 2: Monday, 30 August – Friday, 3 September (Continuation of Training 5 days)**

Classes will begin at approximately 8:15am and conclude at 5:15pm each day. **All participants are requested to be on time. All mobile phones will be switched “off” during classroom sessions.**

### **PRE AND POST TESTS**

Please be informed that on **Monday, 23 August 2010**, the Course Organizers will be handing out the **pre-test** questionnaires to all the participants. A **post-test** will be given at the end of the course on **Friday, 3 September 2010 in the afternoon.** You will be given **30 minutes** to complete each test. The purpose of the pre and post-tests is to give the Course Organizers and the Facilitators an indication of the participants' acquired level of knowledge before and after the course. *The results are strictly confidential and for the Course Organizer's use only. Participants will be able to compare the progress that they have made during the course as well.*

### **COURSE CERTIFICATE AND ATTENDANCE POLICY**

At the end of the course, a certificate will be awarded to the participants who were present for the **entire** duration of the course. Please speak to the Course Organizers in case of an emergency that requires your missing any part of the course.



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## MEALS

Daily breakfast, lunch and refreshments are provided. Snacks, drinks and meals taken outside the course will be at the participants' personal expense.

Please note that the prices of the items in the mini-snack bars in your hotel rooms are very high. Therefore, participants are encouraged to purchase small food items at the convenient stores located outside the hotel.

## DRESS CODE

Participants should dress casually. There will be no formal dress occasions during the Course proper. Meeting rooms are occasionally over-cooled, so you may want to bring a sweater or long-sleeved shirt in this event.

You are encouraged to bring something special to wear for either the Group Photo Day, or the Welcome and Closing Ceremonies – either your national dress, business attire, etc.

## CLIMATE

Viet Nam is a warm and rather humid tropical country with monsoonal climate. Temperatures are highest in June and July with average temperature of 26 degree Celsius to 36 degrees Celsius and humidity averaging between 81.3% to 71%.

**Seasons:** Dry: February to April, **Rainy: May to October**, Cool: November to January.

## CURRENCY/EXCHANGE RATES

Foreign currencies are **not** accepted in most shops so it is best for you to change your foreign currency to the local currency, which is **Vietnam Dong (VND)**. The current foreign exchange rate is approximately **USD \$1.00 = 18,500 VND**. Money may be exchanged upon arrival at the international airport or at the hotel or leading banks. These rates are subject to market fluctuations so please check them again closer to your departure date.

## CREDIT CARDS

Credit cards (VISA, MasterCard and American Express) are widely accepted at the hotel, major department stores and shopping centers in Vietnam for personal charges. There are Automatic Teller Machines (Global ATM/cash machines) in Hanoi where you can draw money in local currency.

## PERSONAL FUNDS

Participant will receive full room and board; therefore, little cash is needed during the Course.

For participants interested in taking drinks or meals on their own, shopping, gift purchasing, or outside entertainment, a very general sum of \$300 - \$400 USD is suggested.

## COMPUTERS/INTERNET/FAX

The hotel has a business center where the participants can call or send documents by fax with fees. Please check on rates with the front desk staff.



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The Course Organizers will provide Internet facilities (*limited access only*) where participants can check emails during the coffee and lunch break periods only. Nearby internet facilities are available at a very reasonable price.

### **TELEPHONE**

Telephones will be available in each room for local or international calls. Local calls can be made directly from the rooms. International telephone services can be routed through the telephone operators. Surcharge rates are normally high when placing a call from your room. To avoid unnecessary problems and expenses, please check on the rates with the front desk hotel staff before making any calls.

You can also purchase an international pre-paid telephone cards which are available in any convenient stores outside the hotel.

All expenses incurred for these communication services are the responsibility of the participant.

### **LAUNDRY**

Laundry service is available through the hotel. Prices are available through the Front Office and are the personal cost of each individual.

### **COMPLIMENTARY ITEMS**

All rooms are equipped with hair driers, towels and toiletries. Other complimentary items include daily English newspapers, free use of gym, swimming pool, coffee/tea making facilities and drinking water glass bottles daily - two (2) bottles per room. Please note that the mineral water in plastic bottles are for sale.

### **MAIL/POST SERVICE**

Participants can post their mails at the Business Center of the hotel.

### **INSURANCE**

Course participants are responsible for their own insurance coverage during the course (e.g. medical/health, emergency/accident, travel, life insurance). **Please** make sure you have a clear understanding of your own insurance policies prior to departing from your home country.

### **VALUABLES**

All valuables brought to the course are the responsibility of the participants. A suitcase that can be locked is recommended for cameras, laptop computers or other valuable items you may wish to bring. Participants may also deposit valuable items in their safe deposit box, which is available the hotel rooms or with the Front Office Manager of the hotel for safekeeping.



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## ADPC COURSE MANAGEMENT CONTACT INFORMATION

**Dr MARILYN GO**, Team Leader, ADPC-PHE Team

Email: [mvgomd@yahoo.com](mailto:mvgomd@yahoo.com)

**MS JANETTE LAUZA-UGSANG**, PHE Project Manager

Email: [janette@adpc.net](mailto:janette@adpc.net) Tel. 662- 298 0681 extension number 404

**MR SANJEEB SHAKYA**, PHE Project Coordinator

Email: [sanjeeb@adpc.net](mailto:sanjeeb@adpc.net) Tel. 662- 298 0681 extension number 401

**MR WICHAI DORNNAM**, PHE Project Associate

Email: [wichai@adpc.net](mailto:wichai@adpc.net) Tel. 662- 298 0681 extension number 407

### Office Contact Details:

#### Asian Disaster Preparedness Center (ADPC)

979/66-70, 24th Floor, SM Tower, Paholyothin Road  
Samsen Nai, Phayathai, Bangkok 10400 THAILAND  
+66 (0) 2 298 0681 to 92 Fax: +66 (0) 2 298 0012 to 13  
Email: [adpc@adpc.net](mailto:adpc@adpc.net) Website: <http://www.adpc.net>

## HANOI SCHOOL OF PUBLIC HEALTH (HSPH) CONTACT INFORMATION

**Dr HA VAN NHU**

Email: [hvn@hsph.edu.vn](mailto:hvn@hsph.edu.vn) Tel. 084-4-62.663.480

**Dr NGUYEN LUONG HIEN**

Email : [nlh@hsph.edu.vn](mailto:nlh@hsph.edu.vn) Tel. 084-4-62.662.384

**Mr CONG NGOC LONG**

Email: [cnl@hsph.edu.vn](mailto:cnl@hsph.edu.vn) Tel. 084-4-62.663.480

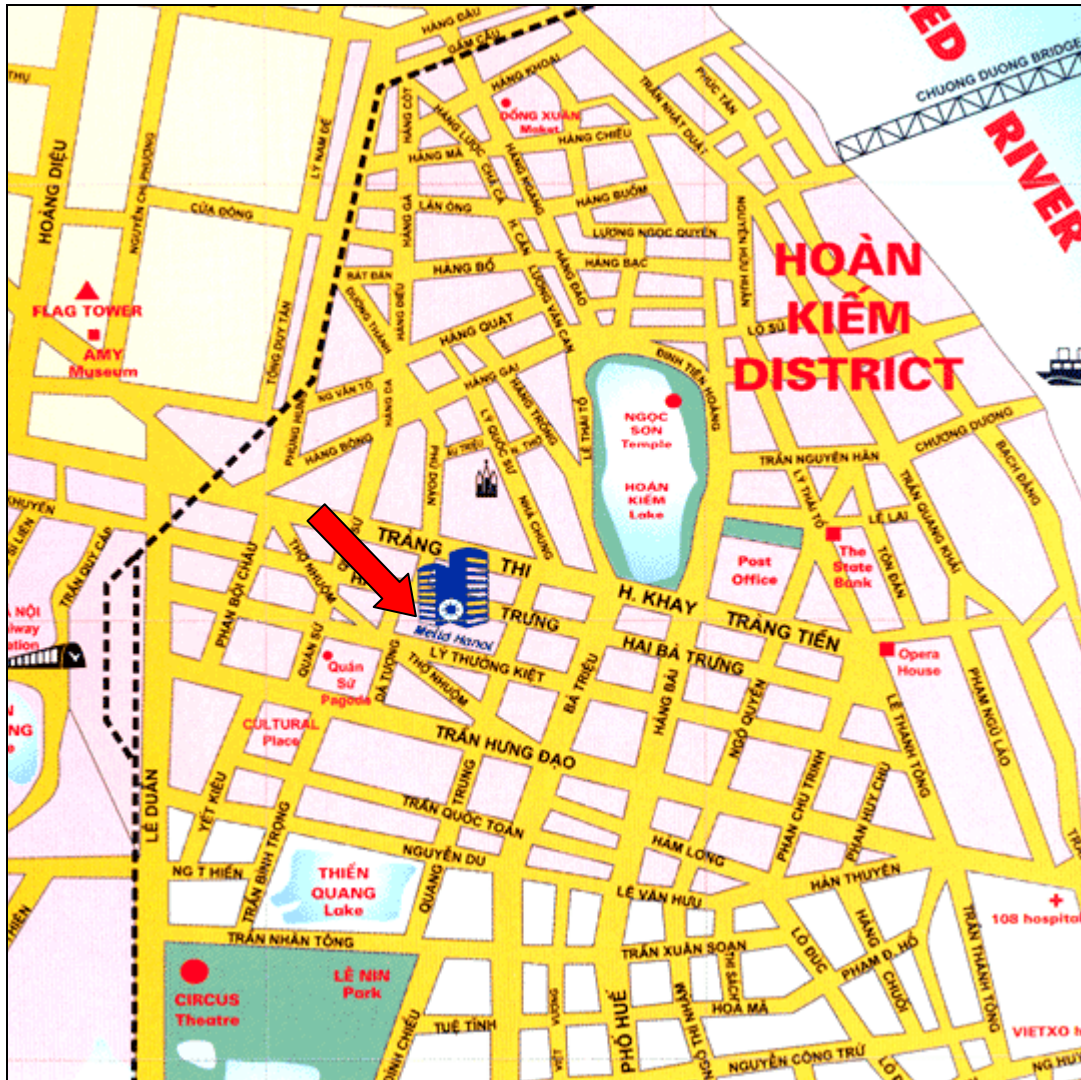
### Office Contact Details:

Hanoi School of Public Health  
138 Giang Vo street, Ba Dinh, Hanoi, Vietnam  
Tel: 084-4-62.663.480  
Fax: 084-4-62.662.385  
Website: <http://www.hsph.edu.vn>



**COURSE VENUE (MELIÀ HANOI HOTEL) AND HANOI MAP**

<https://www.meliahanoi.com.vn/10/0/news.aspx>



**Direction**

Leave Hanoi International Airport, turn right and go straight to Bac Thang Long - Noi Bai highway, Xuan Thuy Road, Kim Ma Road, Nguyen Thai Hoc Street, Phan Boi Chau Street, Hai Ba Trung Street, Tho Nhuom Street, Ly Thuong Kiet Street, Melià Hanoi Hotel.