

## General Logistics Information

### **Program for Hydro-Meteorological Disaster Mitigation in Secondary Cities in Asia - (PROMISE)**

#### **Working Group Meeting (WGM)**

**Da Nang, Vietnam, 15 July – 17 July 2008**

**Meeting Venue:**       **Green Plaza Hotel**  
                                  **238 Bach Dang,**  
                                  **Da Nang City, Vietnam**  
                                  Tel: (0084) (0) 511 322 33 99  
                                  Fax: (0084) (0) 511 322 22 99  
                                  Email: [info@greenplazahotel.vn](mailto:info@greenplazahotel.vn)  
                                  Web: <http://www.greenplazahotel.vn/>

1. **Vietnam Entry Requirements:** You should obtain a valid visa from the nearest Vietnamese Embassy or consulate in your country to cover the whole period of your stay in Vietnam. It is mandatory to obtain the Visa Code from the Foreign Ministry of Vietnam prior to submit your passport and visa application, to enter Vietnam. ADPC will obtain the Visa code from the Foreign Ministry of Vietnam if you have submitted your passport details to ADPC. You will be notified as soon as we receive your visa code. If you are from an ASEAN member country, entry visa is not required.
2. **Arrival and Departure:** You are required to arrive in Da Nang on 14 July 2008. All participants are expected to stay till the end of the meeting and leave on 18 July 2008.
3. **Registration and opening ceremony:** The registration will start on 15 July 2008 between 8.00 a.m. - 8.30 a.m. followed by the official opening ceremony at 8.45 a.m. Therefore, participants are requested to be seated by 8.30 a.m. to start the program on time.
4. **Transport from/to the airport:** You will be guided by the organizers to hire a taxi to/from the hotel. Please inform the taxi “Green Plaza Hotel” as the destination. The taxi fare would be about VND 60,000.
5. **Accommodation:** All sponsored participants are booked in a single room accommodation at the Green Plaza hotel. An information package may be collected upon check-in. Please see website for more hotel information. <http://www.greenplazahotel.vn/>.

ADPC will sponsor the lodging costs for the sponsored participants from 14 – 18 July 2008. You should check out before noon on 18 July. If you wish to stay longer, please inform us so that we can inform the hotel. Please note that the cost of extra stay, accompanied guests, and all personal expenses (such as phone calls, mini bar, laundry, etc.) shall be borne by the individual.

6. **Meal Allowance:** Your meal allowance will be provided to you during registration.

7. **Reimbursement for ADPC full-funded participants only:** Please bring **all original receipts** of your **air ticket, visa fee, and other travel expenses**. The forms will be included in the information package.

Following our donor's policy requirement, ADPC will be able to reimburse air tickets purchased on economy class via the shortest route. However, kindly communicate with Ms Watsala and Ms Suree ([watsala@adpc.net](mailto:watsala@adpc.net) and [suree@adpc.net](mailto:suree@adpc.net)) about your flight schedules and the cost of your ticket for approval and budget purposes **before** purchasing the ticket.

**Please note that ADPC will not honor e-ticket receipts or costs printed on ticket, therefore, kindly request your travel agent to issue the proper receipt.**

**Exchange rate:** 1 USD is approximately equivalent to Vietnamese Dong 16,620.00

**Weather:** Temperature varies from 28 – 32 °C with occasional rain showers. For further information you may refer the website (<http://www.vietnam.com/>).

**ADPC Contact Persons and Thai Mobile numbers:**

Mr. NMSI Arambepola, Director, UDRM	+66 81 8403144 (has global roaming)
Ms. Padma Karunaratne	+66 84 5240827
Mr. Amit Kumar	+66 85 3601992
Ms. Suree Sungcharoen	+66 89 8975931
Ms. Watsala Jayamanna	+66 83 8276935

*Thank you very much, and welcome to the Working Group Meeting!*

13<sup>th</sup> June 2008

**Subject: Program for Hydro-Meteorological Disaster Mitigation in Secondary Cities in Asia (PROMISE) of Urban Disaster Risk Management (UDRM)**

**Green Plaza Hotel, Da Nang City, Vietnam  
Work Group Meeting (WGM)  
15 July - 17 July 2008**

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**Dear Participant,**

Welcome to the 2008 PROMISE Working Group Meeting, Da Nang, Vietnam.

We extend warm greetings to you and look forward for a fruitful outcome at the Meeting.

The project Hydro-Meteorological Disaster Mitigation in Secondary Cities in Asia (PROMISE) is a three-year program funded by the Office of Foreign Disaster Assistance of US Agency for International Development (USAID/OFDA) and implemented by Asian Disaster Preparedness Center (ADPC).

This year, WGM is organized in collaboration with Natural Disaster Mitigations Partnership (NDM-P) and Central Committee for Flood and Storm Control (CCFSC) of Vietnam. The objectives of this meeting are to share and exchange experiences of partner countries, i.e. Bangladesh, Indonesia, Pakistan, Philippines, Sri Lanka, and Vietnam and to seek benchmarking options.

Given below are few logistical arrangements for the participants and the presenters of the WGM.

1. **Registration:** Registration will be held on Wednesday, 15 July 2008 between 8.00 - 8.30 a.m. prior to the commencement of the meeting in front of the meeting room assigned by Green Plaza. Your name tag and a program folder will be provided on your seats on the first day.
2. **Opening ceremony and Welcome dinner:** The opening ceremony will start at 8.45 a.m. on 15 July. However, we kindly request the participants to be seated by 8.30 a.m.

A **Welcome Get-together Dinner** is also arranged for all participants and guests at 7.00 p.m. on the same day. The venue will be informed in due course.

3. **Meeting room arrangements:** Presentations and discussions will be held in the meeting room. We request all the participants to comply with the meeting schedule strictly and attend all the sessions. Please be punctual and respect the others' punctuality. All mobile phones should be switched off or in silent mode when you are inside the meeting room.

4. **Attendance Certificate:** At the end of the meeting an Attendance Certificate will be awarded to the participants who were present for the entire duration of the meeting. Please speak to any organizer in case of an emergency which may require your absence in any part of the program.
5. **Site visit, Dinner and Community performance:** All participants and guests are welcome to join the site visit and dinner followed by the community performance on 16 July. The time and venue of this gathering will be announced later. Attire is casual.
6. **Meals:** Daily breakfast and buffet lunch will be served at the restaurant of the Green Plaza Hotel while refreshments during the training will be served outside the meeting room. Snacks, drinks and meals consumed outside the meeting will be from the participants' personal expense.
7. **Ticket reconfirmation:** Please contact the hotel reception directly for assistance.
8. **Valuables:** All valuables brought to the WGM are the responsibility of the participants. A suitcase with safety lock is recommended for cameras, laptop computers or other valuable items you may bring. For safekeeping, all the participants staying in Green Plaza may use the safety deposit box provided in each hotel room, free of charge.
9. **Lost or damaged items:** Program participants will be responsible for any lost or damaged items either personal or owned by the hotel. Please exercise due diligence and care with all the items.
10. **For fully-funded participants ONLY:**

For your convenience, following forms are attached herewith:

- a. Reimbursement of travel expenses form; and
- b. ADPC transportation Voucher.

Please fill them up and submit these together with your passport, boarding pass, and travel related expenses receipts (air ticket, visa fee, air port tax, etc.) to ADPC staff (Khun Suree) during the registration or morning coffee breaks on the first day of the meeting in order to expedite the reimbursement process.

Please be advised that ADPC will not honor e-ticket receipts and airfare cost printed on ticket.

11. **Other Payments:** You will be responsible to pay for all your expenses for laundry, telephone, fax, room service, mini bar items inside room (drinks and snacks), extra copy expenses, internet or email and other expenses either used at the hotel or outside. You are requested to kindly ensure that you clear your bills before checking out from the hotel.

12. **Hotel facilities:** All the resident-participants can enjoy the facilities provided by the hotel and these include the use of swimming pool, sauna and the gym.

We wish you a happy and comfortable stay during the WGM. We expect your full support for the success of the event. If you need our assistance, please feel free to contact us.

Yours sincerely,

**UDRM - PROMISE team**