



**Hanoi Conference on
Illegal Wildlife Trade**
17 - 18 November 2016 | Viet Nam

INFORMATION NOTES

HANOI CONFERENCE ON ILLEGAL WILDLIFE

| 17 – 18 November 2016 |



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I. Registration

1. Registration for delegates

Delegates are defined as invited government dignitaries, members of government delegations and representatives from signatory organizations of the previous High-level Illegal Wildlife Trade (IWT) Conferences. Delegations are limited to a maximum of three (03) delegates for attendance at the High-level Conference on 17th November.

Online registration for delegates can be found at <http://iwthanoi.vn/registration-for-delegates/>.

The registration form is also available for download. Please email the completed form together with a passport size photo and a copy of your passport to info@iwthanoi.vn.

Deadline for registration is 14th October 2016.

2. Registration for participants

Participants are defined as representatives from inter-governmental organizations, non-governmental organizations, research institutions, the private sector, and government representatives not part of a delegation.

Online registration for participants can be found at <http://iwthanoi.vn/registration-for-participants/>.

The deadline for registration is 14th October 2016.

Conference space is limited and priority must be granted to delegates. A limitation of three (03) representatives from each organization may be applied. The Secretariat will contact you to confirm your registration.

Participants are welcome to attend the Hanoi Conference on IWT on 18th November and all Side events. The High-level Conference on 17th November is strictly limited to invited delegates.

3. Credentials

Participants must submit credentials issued by a proper authority in charge of country wildlife trade or from a proper authority from the organization they will represent at the conference. The name and title of the signatory must be clearly indicated in the Credential.

Credentials can be submitted through the online registration page:

<http://iwthanoi.vn/registration-for-participants/> or directly to info@iwthanoi.vn no later than 14th October 2016.



4. Conference check-in

The conference registration area will be open from 8:00 AM on 17th November 2016 and is located on the 6th floor of the Lotte Hanoi Hotel.

Security badges will be issued to all delegates and participants. Attendees are requested to wear security badges all the times to enable security checks.

Attendees are highly recommended to arrive at 8:00 AM on the first day (17th November 2016), in order to allow sufficient time for registration, issuance of security badges and security check. Upon arrival at the 6th floor of the Lotte Hanoi Hotel, each attendee is requested to identify himself/herself with his/her national passport or a valid official identification document at the registration desk.

II. Side events and Exhibition

1. Side events

Delegates and participants who would like to host a side event should complete an online registration form at <http://iwthanoi.vn/registration-for-a-side-event/>, or contact the Secretariat to obtain a registration form. The deadline for registering for a side event is 14th October 2016.

Side event hosts will be responsible for all associated fees including room rental, equipment, provision of food and beverages. The event service provider will be responsible for the provision of side event facilities and associated costs.

Enquiries about Side events should be addressed to:

Ms. Ha Dang | Email: info@iwthanoi.vn | Office no: +84 4 38438813 (Office hours from 08.00 – 17.00 GMT+7, Monday – Friday).

2. Exhibition registration

An exhibition hall will be available to all attendees on a first come first served basis. Delegates and participants wishing to reserve exhibition space should complete an online registration form at <http://iwthanoi.vn/registration-for-an-exhibition/> or contact the Secretariat to obtain a registration form. The deadline for registering for an exhibit space is 14th October 2016.

Exhibit space, including a desk and chairs will be provided at no charge. Exhibitors are responsible for any extra expenses, such as standee banners and promotional materials.



III. Useful information

1. Date and venue

The Hanoi Conference on Illegal Wildlife Trade (*Hanoi Conference on IWT*) will be held at the **Lotte Hotel Hanoi**.

Date: 16th November Preparatory meeting: Senior Officials Group meeting
17th November Day 1: High-level conference
18th November Day 2: Stakeholder Roundtable on the Implementation of the Hanoi Outcome Document on Illegal Wildlife Trade

Venue: Lotte Hotel Hanoi
No. 54, Lieu Giai Street
Cong Vi Ward, Ba Dinh District
Hanoi
Vietnam
Tel: (84) 4 33331000
Fax: (84) 4 33331100
Email: hotelhanoi@lotte.net

Please visit the Lotte Hotel Hanoi for more information on the conference venue:
<http://www.lottehotel.com/hanoi/en/>.

2. Visa Information

Exemptions to a required entry visa into Vietnam include:

- ✓ A list of country exemptions for Vietnam entry visas can be found [here](#).
- ✓ APEC Business Travel Card (ABTC) holders are exempted for Vietnam entry visas for a visit of less than 60 days.

Conference attendees who require for an entry visa to Vietnam:

- ✓ To obtain an entry visa prior to arrival to Vietnam (highly recommended): attendees are strongly advised to obtain an entry visa to Vietnam prior to arrival and are encouraged to contact the nearest Vietnamese embassy in a timely manner. To facilitate the issuance



of a visa, the Invitation issued by the Secretariat of the Hanoi Conference on Illegal Wildlife Trade will serve as the invitation letter, to be attached to the visa application. Please contact the Conference Secretariat if you need a separate invitation letter. A list of the Vietnamese diplomatic country representation can be found [here](#).

Obtaining a visa on arrival: Attendees can choose to obtain an entry visa on arrival at the Noi Bai International Airport (HAN). A stand-by officer in charge will wait at the Immigration zone to support attendees in getting visa stamps on the spot. Please note that you might need to allow for time to queue at the visa desk in the airport. You will need to present the invitation letter, your passport, and pay a visa fee of approximately USD 35 (for a single entry visa).

Please email a copy of your passport to info@iwthanoi.vn no later than 14th October 2016 to register for obtaining visa on arrival with the support from the Secretariat.

- ✓ Domestic flight transfer: Attendees whose initial entry into Vietnam at the Tan Son Nhat International Airport (SGN) in Ho Chi Minh City, must obtain their visa on arrival at SGN or prior to arrival at their nearest Vietnam Embassy.

3. Travelling

Airport arrival

The Noi Bai International Airport (HAN) is the largest international airport in the North of Vietnam, serving the capital city of Hanoi. The airport is located 35 kilometers from the Hanoi city center. There are direct connections to Hanoi City by taxis or airport minibuses.

- ✓ **Taxi** : Taxis are available in the front of the arrival terminal. The trip from the airport to the center of Hanoi takes approximately 40 mins. Fare is approx. VND 350,000 – 400,000 (approx. USD 15 - 18).
- ✓ **Airport minibus**: The Airport minibuses depart from the arrival terminal to the Vietnam Airlines Office in Quang Trung street at Hanoi city center. A one way trip costs VND 40,000 (approx. US\$2).



Travel in Hanoi

Taxis are the easiest and safest way to travel within Hanoi. Taxis are inexpensive and range from VND 12,0000 –14,000/km, with the fare shown on the meter. Recommendations for taxis include:

Taxi group: +84 4 38535353 / +84 4 38262626

Mai Linh Taxi: +84 4 38333333 / +84 4 38222666.

4. Hotel information

It is recommended that attendees make their own hotel reservations prior to arrival.

Information on hotel options and bookings is available on the Conference website:

<http://iwthanoi.vn/hotel-reservations/>

5. Food and beverage

Lunch will be provided to delegates and participantson 16th, 17th and 18th November.

The Vietnamese Government will host a Gala dinner on 17th November for invited delegates.

6. Working languages of the conference

The Conference documents will be in available in Vietnamese,English and French.

Conference interpretation will be in 04 languages: Vietnamese, English, French, and Spanish.

7. Dress code

Working sessions: Business attire.

Gala dinner: Traditional clothes or formal attire.



8. Time zone and weather

Vietnam time zone is +7 GMT.

Average temperature in November is 19 – 24°C (66 – 75 °F).

Weather and time zone information is available at:

<http://www.timeanddate.com/worldclock/vietnam/hanoi>

9. Currency

The currency in Vietnam is Vietnamese Dong (VND).

USD 1 = VND 22,330

EUR 1 = VND 24,843

(Exchange rate on 8th August 2016)

Information on updated exchange rate is at:

<http://www.vietcombank.com.vn/ExchangeRates/?lang=en>

10. Electrical information

Voltage: 220 V. Frequency: 50 Hz

Power sockets: type A / C / G

Electrical plug/outlet and voltage information for Vietnam is available at:

<http://www.power-plugs-sockets.com/vietnam/>

11. Disclaimer

The Hanoi Conference on IWT Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure international medical, accident and travel insurances for the period of participation prior to departure.