

MEETING VENUE

SOFITEL PLAZA HANOI HOTEL
PLAZA I & II CONFERENCE ROOMS (2ND FLOOR)
1 THANH NIEN ROAD, BA DINH DISTRICT
HANOI, VIET NAM

DATE AND TIME OF OPENING : Tuesday, 4 May 2010, at 8:00 a.m.

REGISTRATION

Please register your participation at the 18th Stop TB Partnership Coordinating Board meeting by completing the registration form received with your letter of invitation and returning it to Winnie de Guzman (deguzmanw@who.int).

Please ensure that the Stop TB Partnership Secretariat is aware of your arrival and departure details (please see below - **Travel to and from the Airport** for more details), as well as your hotel accommodation arrangements (please see below - **Hotel Accommodation**) and your ability to participate in proposed site visits organized by the Government of Viet Nam on 6 May.

Please notify Winnie de Guzman (deguzmanw@who.int) of any changes to your details as soon as they are known.

VISA REQUIREMENTS

All foreign visitors should be in possession of a passport that is valid for at least 6 months past the date of entry into the country. Most passport holders will require a visa to travel to Viet Nam and you should obtain one prior to travelling from your nearest Vietnamese embassy.

To facilitate visa issuance, invitation letters from the Ministry will be obtained for invited participants. Please allow sufficient time for processing of visas prior to your departure.

If you encounter any difficulties in obtaining your visa, please contact the Secretariat (deguzmanw@who.int) as soon as possible.

Hotel Accommodations:

Please note that a block reservation for participants of the 18th Stop TB Partnership Coordinating Board meeting have been made at the:

Sofitel Plaza Hanoi Hotel
1 Thanh Nien road, Ba Dinh District, Hanoi, Vietnam,
tel: 84-4 3823 8888, fax: 84-4 3829 4283

Rate: US\$110.00/net/room/night (single occupancy)
US\$120.00/net/room/night (twin occupancy)

To take advantage of these rates, please make your booking directly with the hotel before **30 March 2010**. Sofitel Plaza's registration form will be included with your invitation letter. It would be greatly appreciated if participants could inform the Secretariat (deguzmanw@who.int) as soon as confirmed booking is made.

SITE VISITS

Site visits will be organized and offered by the Government of Viet Nam on the day following the Coordinating Board meeting (6 May). Please refer to document 1.10-0.5 for the itinerary.

FINANCIAL MATTERS

The Vietnamese currency is the Dong (VND). At the time of preparation of this information in January 2010, 1 USD was equal to 18,471.5 VND; 1 EURO was equal to 26,000.11.

Credit cards are accepted in many parts of Hanoi and most banks offer ATMs, however please note that some foreign cards may not be accepted.

COMMUNICATION/POWER

The telephone country code for Hanoi, Viet Nam is +84 4. Viet Nam uses 220V. Outlet plugs can vary, but in general are two pronged flat or round pin attachments (A - North American or B - European). For more information, please visit <http://www.kropla.com/electric2.htm> Board members are encouraged to bring a suitable adaptor if needed for personal use.

CLIMATE/ATTIRE

Average weather conditions in Hanoi in May can range between 23-32°C. In May, relative humidity can be high and the average precipitation is 196 mm.

It is recommended that you wear business attire during meetings. National dress is welcome.

MEETING ORGANIZATION

You will receive a background dossier on the morning of 4 May when you register at the Sofitel Plaza. Electronic copies of documents will be posted on the Stop TB Partnership web site in advance of the meeting on 4-5 May (<http://www.stoptb.org/cb/meetings/>).

For further information, please feel free to get in touch with the organizers. The team will happily assist you with your requests, wishes and needs.

For any assistance with the meeting arrangements, please do not hesitate to contact the meeting organizers/secretariat:

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|-------------------------|-----------------------------------|--|
| Alan Esser | +4122 7959 88 777 (mobile) | email: essera@who.int |
| Winnie de Guzman | +41 22 791 4937 (office) | email: deguzmanw@who.int |
| Corazon Dolores | +41 7946 71 136 (mobile) | email: doloresc@who.int |



**18th Stop TB Coordinating Board Meeting
4-5 May 2010**

**Doc. 1.10-0.3
Practical Information**

NOTE:

- 1) WHILE IN THE MEETING ROOMS, PARTICIPANTS SHOULD SWITCH OFF THEIR CELLULAR PHONES AS THEY CAUSE INTERFERENCE WITH THE SOUND SYSTEM.
- 2) PARTICIPANTS SHOULD TAKE THE UTMOST PRECAUTIONS WITH ALL THEIR PERSONAL PROPERTY. THE SECRETARIAT WILL NOT BE RESPONSIBLE FOR THE LOSS OF PERSONAL OBJECTS LEFT UNATTENDED AT MEETINGS.

We wish you a productive & happy stay in Hanoi!