



Information Note for Participants

UN-REDD PROGRAMME SIXTH POLICY BOARD MEETING

21 – 23 March 2011

Da Lat, Viet Nam



In accordance with the decision of the Policy Board this document is printed in limited numbers to minimize the environmental impact of the UN-REDD Programme processes and contribute to climate neutrality. Participants are kindly requested to bring their copies to meetings. Most of the UN-REDD Programmes meeting documents are available on the internet at: www.unredd.net.

VISA

The Government of Viet Nam has made arrangements to obtain visas upon arrival at the first port of entry for the official delegates of the sixth meeting of the UN-REDD Programme Policy Board, in line with the Rules of Procedure of the Programme. The Government of Viet Nam has also provided a blanket visa support letter for those official delegates that have indicated they will either need a visa prior to departure or have provided the necessary documentation for application of a visa upon arrival, but require the letter to board their flight. For participants obtaining a visa upon arrival please ensure to bring **two passport sized photos** for processing on site. Participants should be certain to check that they have all necessary documents before departure.

ARRIVAL IN DA LAT - INFORMATION AT THE DA LAT / LIEN KHUONG AIRPORT

The meeting will take place in Da Lat City – the capital of Lam Dong Province in the Central Highlands of Viet Nam. It is located approximately 308km northeast of Ho Chi Minh City and is 1,500 km from the capital city of Hanoi. Participants may choose to enter Vietnam either at Noi Bai/Hanoi International Airport or Tan Son Nhat/Ho Chi Minh International Airport. Flying time from Hanoi to Da Lat is 1h30 and from Ho Chi Minh about 20 minutes with Airbus 320 and 321 aircraft.

The Government of Viet Nam has arranged a welcome desk at the airport for any questions or queries participants may have.

AIRPORT TRANSFERS

Lien Khuong Airport is about 30 km far from the Da Lat City Centre. The Government of Vietnam will arrange transportation from Lien Khuong Airport to the Saigon Dalat Hotel and Ngoc Lan Hotel for delegations arriving on the 20th and 23rd of March, and who leave on 23rd, 24th, and 26th of March.

Travel time from the airport to the city center takes approximately 30-40 minutes (about 30 km). Taxi's are available at the airport; The Thang Loi taxi company's rate is USD\$ 10 per way for a four-seat car and their contact number is +84 633 83 55 83. Transportation to and from the airport can also be arranged through many of the hotels in Da Lat, but prices are higher, and it is advisable to travel in larger groups as most cars available suit groups of four or more, and up to 30.

ACCOMMODATION - GROUP BLOCK BOOKING

Saigon Da Lat Hotel, No. 2 Hoang Van Thu, Da Lat, +84 63 355 6789, www.saigondalathotel.com

The UN-REDD Programme has block booked a limited number of rooms at the Saigon Dalat Hotel at a discounted rate of USD\$ 50 per night for a single occupancy room, inclusive of taxes, service charges and breakfast, and has also booked rooms at the Saigon Da Lat Hotel for all **sponsored participants**. Rooms will be allocated on a first come first serve basis. If you wish to make a booking under this block, reservations can be made online by **filling the hotel reservation form (attached)** and sending your duly filled out form and request to: hotel@saigondalat.com, with a **copy** to: sales@saigondalat.com, and should also reference the **booking code: UN-REDD**.

Ngoc Lan Hotel, 42 Nguyen Chi Thanh, Da Lat, +84 63 3511 348, www.ngoclanhotel.vn

The UN-REDD Programme has also block booked a limited number of rooms at the Ngoc Lan Hotel (10 minute walk to Saigon Da Lat Hotel) at a discounted rate of USD\$ 52 per night for a single occupancy room, inclusive of taxes, service charges and breakfast. Rooms will be allocated on a first come first serve basis. If you wish to make a booking under this block, reservations can be made by either calling **Ms. Chau, Front Office Manager** at +84 63 3838 838 ext. 8333 or 8999 or online by sending a request to: sales@ngoclanhotel.vn and should also reference the **booking code: UN-REDD.**

The hotel management has requests the following information is provided at the time of booking:

- 1) First & last name of guest
- 2) Arrival & departure date
- 3) No. of nights
- 4) Single or double occupancy
- 5) If airport transfer is required
- 6) Method of payment

OTHER HOTEL OPTIONS:

- 1) **Hoang Anh Dat Xanh Da Lat Resort**, 03 Nguyen Du Str, Da Lat City, Lam Dong Province, Vietnam
www.hoanganhdattxanhresort.com.vn
- 2) **Sammy Hotel**, 01 Le Hong Phong Str., ward 4, Da Lat City, Vietnam, www.sammyhotel.com.vn
- 3) **Da Lat Palace**, 12 Tran Phu Street, Da Lat City, Vietnam, www.dalatpalace.vn

MEETING VENUE: 21-22 MARCH

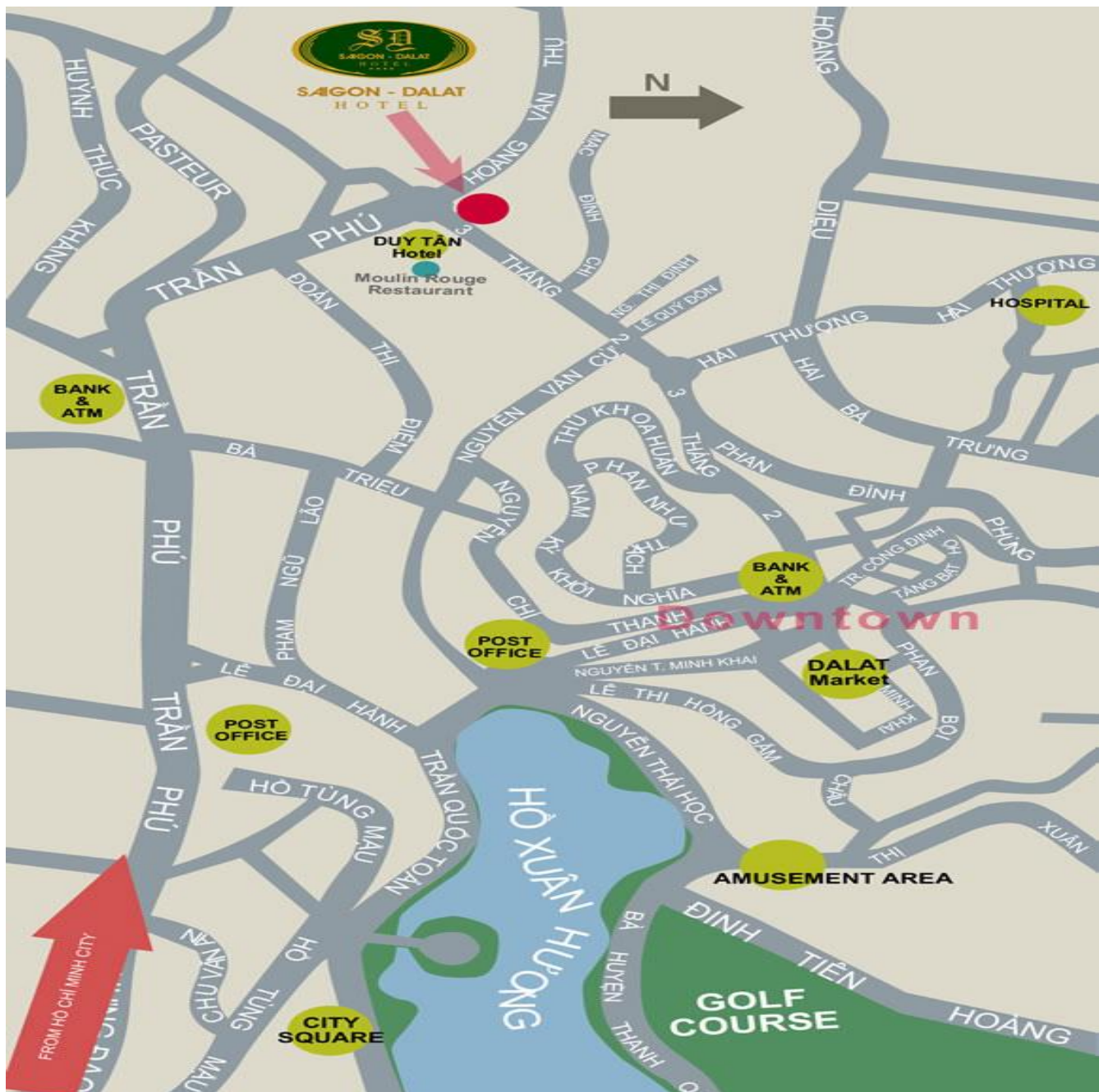
Saigon Da Lat Hotel, Grand Ballroom, 2 Hoang Van Thu, Da Lat, Viet Nam, www.saigondalathotel.com

UN-REDD PROGRAMME RECEPTION: 21 MARCH

The UN-REDD Programme would like to welcome all participations to a reception on the evening of the 21 March at 20:00. The reception will be held in the Saigon Da Lat Hotel adjacent to the swimming pool area.

FIELD VISIT: 23 MARCH

The Government of Viet Nam is hosting a field visit to REDD+ pilot district, Bao Thuan Commune, of Di Linh District, on Wednesday, 23 March. Buses will be departing from Saigon Da Lat Hotel at 7:00 and returning at 22:00. The journey from Da Lat to Bao Thuan will take about 1 hour and 45 minutes. Please note that it is the dry season in Da Lat, the weather is about 18-20 degree Celsius in Da Lat but a bit hotter in Bao Thuan; hiking/walking shoes, sun protection, and insect repellent is recommended. Post field visit the Government of Viet Nam will also hosted a cultural show and dinner. Following the dinner buses will depart back for Da Lat at approximately 19:30. More information about the field visit will be provided prior to departure.



WEATHER CONDITIONS AND TIME ZONE

www.guidevietnam.com/travel/weather.html

Time zone: GMT/UTC + 7 hours

MONEY

The official currency is Dong. The Dong is non-convertible and at the time of writing trades at approximately 20,890 to US\$1. Please note that the Vietnamese Dong is non-convertible outside Vietnam.

OFFICIAL LANGUAGE

The official language in Vietnam is Vietnamese. However, English is spoken and understood in most hotels and some restaurants.

ELECTRICITY

The voltage and frequency in Vietnam is 220 Volts, 50 Hertz.

Outlets in Vietnam generally accept 3 types of plug: flat blade plug, two round pins and two parallel flat pins with ground pin. However, two round pins type C and F are very common.



DAILY SUBSISTENCE ALLOWANCE (DSA)

DSA will be paid to sponsored participants during lunch time on the 21 March outside the Grand ballroom meeting room at the Saigon Da Lat Hotel. To collect DSA please bring **your original boarding pass**, a copy of your flight ticket, and your passport.

CONTACT NUMBERS

Reem Ismail

Mobile: +41 79 843 96 14

E-mail: reem.ismail@un-redd.org

Onye Ikwu

Mobile: +41 79 554 11 90

E-mail: onyemowo.ikwu@un-redd.org

HOTEL RESERVATION FORM

For UN-REDD Programme meeting in Dalat

Please complete and return this form by email or fax to:

Saigon Dalat Hotel

Tel: 84- 63- 3556789 Fax: 84- 63- 3551155 or Email hotel@saigondalat.com cc sales@saigondalat.com

Full Name:

Name of Organization:.....

Office Address:

Tel: **Fax:** **Email:**

(Please include your country and area code)

Check-in Date:.....**Check-out Date:**.....**Arrival time:**.....

Pick up Y ☐ N ☐ **Drop off:** Y ☐ N ☐

(If "Yes" please indicate time and venue)

Room to be reserved (Please fill in the table below):

Room category	Area (m2)	Room Rate (US\$)	Number of room		
			SGL	DBL	TWIN
Superior	34	50			
Deluxe	38	50			
Junior Suite	49				
Executive suite	72				

Note: Check in time: 14h00/ check out time: 12h00

Terms and conditions:

- Room rate shall be: Inclusive of Buffet Breakfast, admission to Swimming Pool, Gymnasium.
- No-show and cancellation received 5 days prior to arrival date will automatically incur a charge equivalent to total of first night charge at quoted rate.
- Early check-in and late check-out applicable at 50% charge.

Payment Method: ☐ By Credit Card: Amex ☐ Visa ☐ Mastercard ☐ JCB ☐

☐ By cash ☐ Other:.....

Full name and signature

Confirmed by the Hotel

Date: _____
