



ASEM13 - PHNOM PENH, 2020

ASEM SOM “Retreat” (SOM-R)

5 – 6 March 2020

Borei Angkor Resort & Spa

Siem Reap | Cambodia

ADMINISTRATIVE ARRANGEMENTS

(as of 03 February 2020)

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1. Dates and Venue

The ASEM Senior Officials' Meeting (SOM) Retreat will be held on **05-06 March 2020** at **Borei Angkor Resort & Spa** in Siem Reap, the Kingdom of Cambodia, with the following contact details.

Address : National Road 6, Banteay Chas, Siem Reap, Cambodia
Tel : +855 63 969 300
E-mail : info@boreiangkor.com
Website : <https://www.boreiangkor.com/>



2. Registration and Accreditation

All delegations can register online via asem13.mfaic.gov.kh for the period of **05-24 February 2020**. Username and Password for the registration will be sent to all ASEM Contact Points. Each delegate must complete the Registration Form and attach a digital photograph.

The photograph (image in colour) must meet the following requirements:

- Be no more than 6 months old (by the time of registration)
- Show clear and full facial features
- Be taken against a plain white background
- Minimum 150 dpi; Pixel dimension: 640 x 480
- Minimum size of 300KB; Maximum size of 2MB
- JPEG, JPG and PNG format.

Note: If the registration cannot be done before the aforementioned due dates, ASEM delegations are recommended to do the on-site registration with the Cambodian ASEM Secretariat by providing some necessary documents, as follows:

- Note verbal/ letter of endorsement
- Completed registration form
- Two recent colour photos (50mm x 50mm)
- Other necessary documents (i.e. copies of passports).

3. Arrival and Departure Arrangements

All delegations should arrive at **Siem Reap International Airport**, whose VIP facilities will be extended to all ASEM SOM Leaders and their delegation attending the ASEM SOM Retreat.

All ASEM delegations are cordially requested to inform the Cambodian ASEM Secretariat of their flight itinerary by **28 February 2020** for necessary arrangements.

The distance from Siem Reap International Airport to the meeting venue is 9.5 km (approximately 20 minutes by car).

4. Transportation

The Host will provide each delegation with a minivan for the whole meeting.

5. Liaison Officers (LO)

A liaison officer will be assigned to assist each delegation for the duration of the stay. Liaison officers are available to answer questions regarding the Retreat programme and logistic issues that may arise. A list of liaison officers will be sent in due course.

6. Visa Information

For visa information, please contact directly the Royal Embassy of Cambodia in your respective country of residence.

The delegates can also apply for on-arrival visa at Siem Reap International Airport. The Host will facilitate the issuance process of the on-arrival visa **without any charges**.

Note: In order to accommodate the quick visa process, ASEM delegations requiring the on-arrival visa shall submit the following documents to Cambodia's ASEM Secretariat by **21 February 2020**:

- a copy of a valid passport (at least 6 months prior to its expiration date)
- flight number
- a recent (50mm x 50mm) photo

The delegates can also apply for an E-Visa by going to <https://www.evisa.gov.kh/> which subject to cost/fee of around 148,000 riel, which is equivalent to USD36.

Nationalities of ASEAN member states does not require a visa for entering Cambodian territory. Please view the attached list of visa exemption.

7. Accommodation

The Host highly recommends that all ASEM delegates reserve their rooms at the meeting venue at their earliest convenience. In the case that the meeting venue is fully booked, the following hotels are also the best options:

1. Lotus Blanc Resort

Address : National Road 6, Krous Village, Siem Reap, Cambodia
Tel : +855 63 969 300 / +855 15 430 222
E-mail : info@lotusblancresort.com
Website : <https://www.lotusblancresort.com/>

2. Courtyard by Marriot

Address : No 0609 Road 6A, Phum Chongkoesou, Khum Slor Kram, Siem Reap 17251, Cambodia
Tel : +855 63 968 888
E-mail : cy.repcy.sales@marriotthotels.com
Website : <https://www.marriott.com/hotels/travel/repcy-courtyard-siem-reap-resort/>

If the delegations wish to stay at any hotel other than those recommended above, please inform the Cambodian ASEM Secretariat team in advance.

8. Internet/mobile Service

The free Wi-Fi and password will be provided at the venue. Live streaming outside of the official meeting room will be restricted.

Once arriving at the airport, delegates may purchase local sim cards with one of these network operators: **Smart**, **Cellcard**, **Seatel** and **Metfone**. Roaming service is also possible with these network operators.

9. Delegate Lounge

During the meeting, one lounge equipped with some laptops/PCs, printers, photocopiers and Wi-Fi will be functional in the hotel.

10. ASEM SOM Format

The format of ASEM SOM is 1+2, i.e. 1 SOM Leader and 2 members of the official delegation.

11. Dress Code

Business attire or national costumes are required.

12. Working Language

The official working language of the whole ASEM SOM Retreat is English. No interpretation will be provided. If you wish for a whispering interpreter, please kindly attach him/her into the accompanying delegation.

13. Dietary Requirements

Participating delegates are requested to fill out their dietary requirements on their registration forms.

14. Prayer Rooms

Two prayer rooms will be available at the meeting venue.

15. Bilateral Meetings

Rooms for bilateral meetings have been allocated at the meeting venue on a first-come-first-served basis.

To ensure the smooth organizing of bilateral meetings, please inform the Secretariat team.

16. Inquiry

For further inquiries, kindly contact ASEM13 Secretariat at asem13.sec@mfaic.gov.kh

17. General Information

About Siem Reap

Siem Reap province, located in northwest Cambodia, is a major tourist hub of Cambodia as it is only minutes away from the world's famous temple of Angkor, the most popular tourist attraction in Cambodia.

In the center of the city, there are museums, traditional Apsara dance performances, a Cambodian cultural village, souvenir and handicraft shops, silk farms, rice-paddies in the countryside, fishing villages and a bird sanctuary near the Tonle Sap Lake and a vibrant, cosmopolitan drinking and dining scene. For further information, please go to <http://www.visitcambodia.org/>.

Climate

Cambodia has two distinct seasons – the rainy and dry season. In the rainy season (from May to October), temperature could drop to 22 °C (72 °F), and the weather is generally accompanied by high humidity. In the dry season (from November to April), the temperatures can rise to 40 °C (104 °F), which can occur in April. September and October are the wettest months of the year; heavy rains and showers can occur at any time. The average temperature in March is approximately 33°C/25°C.

Telephone Calls

The country dial-in code for Cambodia is +855 followed by the area code. Please note that calls made from outside Cambodia must omit the prefix 0.

Emergency Service

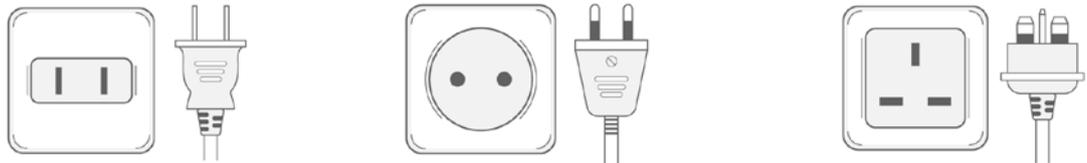
The Tourist Police: (+855) 12 402 424

Currency Rate

The currency unit is Riel (KHR). The exchange rate is subject to fluctuations, but 1 US dollar is roughly equivalent to KHR 4,050. Most five-stars hotels in Siem Reap also accept Visa Card and Master Card.

Electricity

The power plugs and sockets are type A, C and G. The standard voltage is 220 V and the standard frequency is 50 Hz.



All ASEM delegations are encouraged to carry their respective adapters.