



Mekong River Commission

P.O. Box 6101 • Unit 18 Ban Sithane Neua, Sikhottabong Distic, Vientiane 01000. Lao PDR.
Telephone: (855-21) 263 263 • Facsimile: (855-21) 263 264

Mekong Environment and Climate Symposium 2010 Attendance Important Information for Participants

The following information checklist is important for you to consider on your attendance at the Mekong Environment and Climate Symposium 2010.

The organizers of the First Mekong Environment and Climate Symposium 2010 are pleased to welcome you to Ho Chi Minh City, Viet Nam.

We kindly ask all participants to arrange their own travel to Ho Chi Minh and to book accommodation. A list of hotels near the Symposium venue can be found at the MRC Symposium website.

For all participants

One reception dinner (on 26 April) and one day site visit (on 25 April) will be organized. Any participants who would like to join the trip, which is free of charge, please kindly confirm your participation with the attached form which also provided at the website of the Symposium

Prior to the arrival to the Mekong Environment and Climate Symposium 2010, should you have any questions please contact organizing staff at this email address: Sukthawee@mrcmekong.org. Once you arrive in Ho Chi Minh City please contact the symposium's registration desk at the Intercontinental Asiana Saigon Hotel.

Please note that bus transfer between accommodation and Intercontinental Asiana Saigon Hotel, the venue for the Symposium will not be provided.

For MRC Funded Participants:

In order to make the administration of your stay and participation in the events easy, we would ask that you retain and provide to the organizers on arrival in Ho Chi Minh the following information / document:

- Airline E-Ticket or paper based original
- Original receipt of Invoice amount paid to travel agent (if applicable)
- Taxi Fare receipt from home / business to embarkation airport to Saigon

Speakers or delegates of the Mekong Environment and Climate Symposium financially supported by MRCS will receive a Daily Subsistence Allowance (DSA) which includes meals and accommodation. Other related travel expenses such as taxi fares home-airport-home and also between the accommodation and meeting venue will be reimbursed base on MRC policy and receipts. You will be provided a full DSA minus deductions of some meals provided during the Symposium. The calculation is based on the number of days you stay for the event (s).

With the DSA provided, you are expected to pay your own hotel bill and other ancillary cost.

Please kindly take the taxi at the Saigon airport to your accommodation.

Contact information

Mekong Environment and Climate Symposium 2010

Mekong River Commission Secretariat (MRCS)

E-mail: sukthawee@mrcmekong.org

Fax: (856-21) 263 264

Website: http://www.mrcmekong.org/MRC_news/Mekong-Env-Climate-symposium2010.htm