



WORLD INFORMATION TECHNOLOGY FORUM  
ICT for sustainable development



# GENERAL INFORMATION

(As of 2<sup>nd</sup> April 2009)

**26 - 28 August**  
**Ha Noi, Viet Nam**





WORLD INFORMATION TECHNOLOGY FORUM  
ICT for sustainable development



**DATE** : WITFOR 2009 will be held on **26 – 28 August 2009 in Ha Noi, Viet Nam.**

**VENUE: National Convention Centre**

Add.: Me Tri – Tu Liem – Ha Noi

Tel.: +84 80 41183/80 41193

Fax.: + 84 80 41531

The National Convention Centre (NCC), a unique state-of-the-art complex, is situated on an area of 64 hectares to the South West of the capital Ha Noi, an ideal venue for political, economic, cultural and social events for both international and local organizations and agencies.



*The National Convention Centre*

**WORKING LANGUAGE**

Working language for **WITFOR 2009** and related meetings is English.

**LOCAL TIME**

Viet Nam's standard time zone is GMT +7 hours.

**VISA REQUIREMENTS**

**Visa exemption:**

- Visas are exempted for the citizens of the countries which have signed a bilateral visa exemption agreement with Viet Nam. See the list in the annex.
- Visa with 30-day validity is exempted for citizens of ASEAN member countries holding different types of passports.
- Citizens of Sweden, Norway, Denmark, Finland, Japan and South Korea holding different types of passports are exempted from visa requirements and allowed to stay for not more than 15 days.



WORLD INFORMATION TECHNOLOGY FORUM  
ICT for sustainable development



### **Visa application:**

All other citizens are required to get an entry visa at the Viet Nam's Diplomatic Mission in their countries before departure or a pre-approved entry visa (visa is issued on arrival at Viet Nam's International Airports for delegates from countries with no Viet Nam Diplomatic Missions) supplied before arrival in Viet Nam.

In order to get an entry visa, participants are required to complete "The necessary information for Visa Application", then kindly place The Viet Nam's Diplomatic Mission where you plan to get visa. For more information about the Viet Nam's Diplomatic Missions, please access the following address:

[\*LIST OF COUNTRIES HAVING VIET NAM'S DIPLOMATIC MISSIONS.doc\*](#)

**The registration form includes a section that indicates the necessary information for Visa Application. See for details the registration form.**

### **TRANSPORTATION ARRANGEMENTS**

- The WITFOR 2009 Secretariat will provide scheduled shuttle buses from/to airport to all delegates. To assist the arrangements, delegates are requested to inform the Meeting Secretariat on their flight itineraries as indicated in the Registration Form.
- For those who wish to self-arrange their own transportation, the taxi service is available from Noi Bai International Airport to the Hotel. The fare is from VND 170,000 to VND 250,000 (equivalent to \$10 - \$15).
- Liaison Officers will be responsible for the special transportation of Ministers.
- The Secretariat will provide daily pick-up service from/to the designated hotels to meeting venue.

### **CURRENCY EXCHANGE**

The legal tender of Viet Nam is Dong (VND). For money changing, banks and money changers are conveniently located over the city and at the airport, as well as at the hotels. One US\$ is approximately equal to Dong 18,000 (as of 3 Apr. 2009). Major banks are open from 9 a.m. to 3.30 p.m., Monday to Friday. All main credit cards are welcome, such as VISA, MASTER, AMEX....



WORLD INFORMATION TECHNOLOGY FORUM  
ICT for sustainable development



## MEDICAL SERVICE

Medical doctors will stand by throughout the meeting. Please contact Information Desk/hotel or the Secretariat if any health problem occurs. Necessary immediate transportation (ambulance) is available upon request. All delegates are advised to obtain travel insurance for your mission to Viet Nam.

**Emergency Call: 115**

## WEATHER AND TOURIST INFORMATION

In Ha Noi there are four distinct seasons: Spring, Summer, Autumn, Winter. But a year can also be divided into two main periods: the rainy season from May to September when it is hot with heavy rains, and the dry season from October to April when it is cold with little rainfall. **Ha Noi's average daily temperature in August range from 25°C to 35°C (~77°F to 95°F).**

Information on tourism and other information can be found on the following websites:

<http://www.vn-tourism.com>

<http://www.Viet Namtourism.com>

<http://www.Viet Namtourism-info.com/english/>

## POWER SUPPLY

The standard electricity supply in Viet Nam is 220 Volts, 50 Hz, AC. Most plugs are two-pin with rounded pins, except in international standard hotels.

## PHONE AND INTERNET SERVICES

Both GSM and CDMA mobile phone systems are in operation although the former is more popular. SIM cards are readily available for GSM mobile phones and can be bought in any convenience stores, post offices or hotels.

**IDD: + country code + area code + phone number**

Broadband and wireless internet services are available in all major hotels and at the meeting venues.



WORLD INFORMATION TECHNOLOGY FORUM  
ICT for sustainable development



## DRESS CODE

For all WITFOR 2009 meetings, business attire is recommended.  
Dress code for dinners is recommended smart casual.

## REGISTRATION

Be encouraged online registration: <http://www.witfor.org/registration>

Delegates also can register via email, fax, or regular mail:

### **WITFOR 2009 VIET NAM SECRETARIAT**

Ministry of Information and Communications

18, Nguyen Du Street

Ha Noi, Viet Nam

**Mr. Dao Ngoc Tuyen**

Email : [dntuyen@mic.gov.vn](mailto:dntuyen@mic.gov.vn), [witforvn@mic.gov.vn](mailto:witforvn@mic.gov.vn)

Tel No : (+844) 38226622

Fax No : (+844) 38226590

## ACCOMMODATION AND HOTEL INFORMATION

Delegates are recommended to stay at the designated hotels. See detailed list of hotels on the website.





Annex

**LIST OF VISA EXEMPTION AGREEMENTS BETWEEN VIETNAM AND FOREIGN COUNTRIES**

Order	Country	Date of entry into force	Categories of passports covered
1	Argentina	13/11/1999	Diplomatic Passports, Official passports
2	Albania	1/10/1956	Diplomatic Passports, Official passports, Group Passports for official mission
3	Algeria	02/01/1995	Diplomatic Passports, Official passports
4	Afghanistan	26/2/1988	Diplomatic Passports, Official passports
5	Bangladesh	10/7/1999	Diplomatic Passports, Official passports for Vietnamese citizens Diplomatic Passports, International Passports with "official" seal for Bangladesh citizens
6	Belarus	24/11/1993	Diplomatic Passports, Official passports
7	Brazil	12/2/2005	Diplomatic passports
8	Brunei	1/11/1997	Diplomatic Passports, Official passports
9	Bulgaria	1/6/1966	Diplomatic Passports, Official passports; Group Passports or Ordinary Passports for official mission
10	Cambodia	30/11/1979	Diplomatic and Official passports; Diplomatic and Official Laissez-passezs
11	Chile	25/6/2005	Diplomatic Passports, Official passports
12	China	15/3/1992	Diplomatic Passports, Official passports, Ordinary Passports for official mission
13	Cuba	Currently in force	Diplomatic Passports, Official passports, Ordinary Passports for official mission, Seaman's Passports for Vietnamese citizens Diplomatic Passports, Official passports, Service Passports or Maritime Passports for Cuban citizens





WORLD INFORMATION TECHNOLOGY FORUM  
ICT for sustainable development



14	Czech	13/2/2000	Diplomatic passports, Official passports
15	France	1/7/2005	Diplomatic passports
16	Hungary	1/8/1993	Diplomatic Passports, Official passports
17	India	23/3/1995	Diplomatic Passports, Official passports
18	Indonesia	19/9/1998 4/12/2003	Diplomatic Passports, Official passports Ordinary Passports with valid periods of at least 6 months
19	Iran	1/6/1994	Diplomatic passports
20	Iraq	1/12/2001	Diplomatic Passports, Official passports
21	Japan	1/5/2005	Diplomatic passports, Official passports
22	Kyrgyzstan	Currently in force	Diplomatic passports, Official passports, Ordinary Passports for official mission
23	Laos	17/7/1977 05/3/2004	Diplomatic Passports, Official passports, Ordinary Passports for official mission, Ordinary Passports with valid periods of at least 6 months
24	Malaysia	25/11/2001	Diplomatic passports, Official passports, Ordinary Passports
25	Mexico	4/2/2002	Diplomatic passports, Official passports
26	Moldova	23/5/2003	Diplomatic passports, Official passports
27	Mongolia	6/2/2000	Diplomatic passports, Official passports
28	Montenegro	1/9/2000	Diplomatic passports, Official passports, Special passports
29	Morocco	19/12/2004	Diplomatic passports, Official passports, Special passports
30	Myanmar	11/8/1998	Diplomatic passports, Official passports
31	Nicaragua	Currently in force	Diplomatic passports, Official or Service passports
32	Panama	4/11/2002	Diplomatic passports, Official passports for Vietnamese citizens Diplomatic passports, Official passports, Special Passports, Consular passports

WITFOR 2009  
HANOI-VIETNAM



WORLD INFORMATION TECHNOLOGY FORUM  
ICT for sustainable development



33	Democratic People's Republic of Korea	01/10/1956 01/4/1966	Diplomatic Passports, Official passports; Group Passports for official mission Ordinary Passports for official mission
34	Peru	2/6/2006	Diplomatic passports, Official passports for Vietnamese citizens Diplomatic passports, Special passports for Peruvian citizens
35	Philippine	19/02/1997 16/2/1999 1/4/2000	Diplomatic passports Official Passports, Holders of Ordinary Passports having an invitation to join ASEAN activities organized by ASEAN Secretariat or Governmental agencies Ordinary Passports with valid periods of at least 6 months, together with return air tickets or air tickets for leaving the country
36	Rumania	1/12/1956	Diplomatic Passports, Official passports; Group Passports or Ordinary Passports for official mission
37	Russia	20/2/1994	Diplomatic passports, Official passports
38	Serbia	1/9/2000	Diplomatic passports, Official passports
39	Singapore	10/5/1997 01/12/2003	Diplomatic Passports, Official passports Ordinary Passports with valid periods of at least 6 months, together with return air tickets or air tickets for leaving the country
40	Slovakia	10/8/1992	Diplomatic Passports, Official passports
41	Republic of Korea	13/1/1999	Diplomatic Passports, Official passports
42	Sri Lanka	19/9/2003	Diplomatic passports, Official passports
43	Thailand	10/5/1997 9/7/2000	Diplomatic Passports, Official passports Ordinary Passports
44	Turkey	1/10/1998	Diplomatic Passports
45	Ukraine	6/12/1993	Diplomatic Passports, Official passports
46	Venezuela	17/11/2006	Diplomatic Passports, Official passports

WITFOR 2009  
HANOI - VIETNAM