



40TH ANNUAL GATHERING / 13TH AIBD
GENERAL CONFERENCE & ASSOCIATED MEETINGS
13 – 15 August 2014 – PHNOM PENH, CAMBODIA



CONFERENCE ADVISORY

1. **GENERAL**

The 40th Annual Gathering / 13th AIBD General Conference & Associated Meetings to be held from 13 to 15 August 2014 in Phnom Penh, Kingdom of Cambodia.

2. **VENUE**

The Conference will be held at:

InterContinental Hotel

P.O. Box 2288, Regency Square, 296, Mao Tse Toung Blvd,
Phnom Penh, Kingdom of Cambodia

Tel: (+855) 23 424 888 E-mail: barbie.takahashi@ihg.com
Fax: (+855) 23 424 885 Website: www.intercontinental.com

3. **CONFERENCE REGISTRATION**

Registration for delegates will be open from **Monday, 12 August 2014 at 09:00** onwards. You are kindly requested to collect your conference bags/documents from the AIBD and the Organising Committee Secretariat from **12 August 2014** onwards.

4. **HOTEL ACCOMMODATION & CANCELLATION CHARGES**

CHECK- IN TIME : 15:00 HRS
CHECK – OUT TIME : 12:00 NOON

A. AMENDMENT OF ROOM RESERVATION

Amendment of room reservation must be received by the hotel at least 5 days prior to guest's arrival, and must include arrival time and meal requirements (if any). The hotel reserves the right to release all rooms if this requirement is not met within the time stated.

B. PAYMENT

All charges on guest's personal account should be settled upon departure in cash or VISA or Master card without surcharge. Hotel may request a deposit from guests on arrival to cover the approximate stay expense.

Should your company wish to settle guest stay bill, **a written authorization to hotel** is requested.

C. CANCELLATION & NO SHOW POLICY

In case of amendment or cancel of any confirmed booking, modifications **must be made 72 hours prior to arrival date**, otherwise hotel will collect one night charge as late amendment or cancellation fees as per hotel policy. In case of no show, hotel will charge one night charge as per hotel policy.

5. IMMIGRATION REQUIREMENTS

All delegates must hold passports that are valid for at least six months beyond the time of their arrival in Phnom Penh. Visa exemption is granted to all nationals from ASEAN Member States during their stay in Cambodia less than 30 days. Other delegates can have visa on arrival. It is also advisable that delegates could obtain appropriate entry visas to Cambodia from Cambodia's diplomatic or consular mission at their point of origin.

VISA ON ARRIVAL

Types of Visa	Fees	Duration
Tourist Visa	US\$ 20	30 Days
Business Visa	US\$ 25	30 Days

To grant or not to grant visa is the right of Cambodian Government:

All powers to grant or not to grant visa to any foreigner shall be vested in the Royal Government of Cambodia.

6. CUSTOM REGULATIONS

Narcotic drugs as well as arms and ammunition may not be brought into Cambodia; they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

7. HEALTH

Basic medical services are available at the hotel. Immunization certificates are not normally required for entry into Cambodia. In the event of a medical emergency during the GC, please contact the AIBD or Host Secretariat who will facilitate transport to the nearest hospital. Delegates are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by the delegates.

8. FOREIGN EXCHANGE AND CURRENCY

The exchange rate is approximately 1USD = (+) 4000 Riels (Cambodian currency). Foreign currencies are exchangeable at the commercial banks, airport, and money changers or at the Hotel. Bank notes are available in denominations of most commonly used 100, 500, 1000, 2000, 5000, 10000, 20000, 50,000 and 100,000 Riel.

9. AIRLINE AND FLIGHT INFORMATION

Many international airlines operate regularly and directly services to and from Phnom Penh. Delegates are advised to secure their return bookings prior to their departure from Phnom Penh. If this is not possible, they should make firm return bookings immediately upon arrival in Phnom Penh. Delegates can liaise directly with the Hotel's Business Centre or the host's liaison officers. Please check with nearby travel agency for the schedule of flights.

10. AIRPORT TRANSFER

The Host will provide local return airport-hotel transfers to all delegates during their arrival and departure.

11. WEATHER

In Phnom Penh, August is monsoon month with temperatures averaging approximately 32 degree Celsius. Temperature will be maintained in the conference room where the meetings are to be held.

12. INTERNATIONAL DIRECT DIALLING

Phnom Penh is linked via satellite to all major countries of the world. International call can be made from any private cellular phone companies or hotel phone. Delegates may find the local sim cards with the present of passport.

Country code-Cambodia: +855

13. IMPORTANT TELEPHONE NUMBER

Delegates who wish to have enquiries on any emergency purpose, can contact with our secretariat number (855) 12 614 130, 12 972 337, 12 283 777.

14. ELECTRICITY

Most hotels use 220 volts 50 cycles with multi-pronged plug.

15. TIME

The time in Cambodia is +7:00 hours ahead of the Greenwich Mean Time (GMT).

16. WORKING LANGUAGE OF THE MEETING

Meeting will be held in English.

17. CONTACT

For any further information you may require or if you need a personal invitation letter or official document for your visa application, please contact:

Asia-Pacific Institute for Broadcasting Development (AIBD)	Ministry of Information Kingdom of Cambodia
<p>Mr Yang Binyuan (Director) P O Box 12066, 50766 Kuala Lumpur, MALAYSIA Tel: (603) - 2282-3719, 2282-4618 Fax: (603) - 2282-2761 Email: admin@aibd.org.my</p>	<p>Mr. Has Sam Ath (Deputy Director-General) Ministry of Information Fax: (855) 23 430 200 E-mail: hassamath@gmail.com/ hassamath@yahoo.com</p> <p>Mr. Has Sophak (Deputy Director-General) Ministry of Information Tel: (855) 12 614 130 Fax: (855) 23 430 200 Email: has.sophak@yahoo.com</p> <p>Mr. Nong Sina (Deputy Director) Ministry of Information Tel: (855) 12 972337 Fax: (855) 23 430 200 E-mail: cocicambodia@yahoo.com</p>

**WE LOOK FORWARD TO WELCOMING YOU
AT THE GENERAL CONFERENCE
IN PHNOM PENH, CAMBODIA**