



**2017 Asia-Pacific Regional ECD Conference
1-3 March 2017 in Siem Reap (Angkor Wat), Cambodia**

***'The transformative power of Early Childhood Development
(ECD): The importance of holistic interventions'***

PRACTICAL INFORMATION (ADMIN NOTE)

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1. PARTICIPATION AND REGISTRATION

A. For Individual / Group registration

Individual and Group registration must be done online via the Conference registration site: <https://au.eventscloud.com/ehome/100170021>. Early Bird rate is **S\$500 Singapore dollars**. Regular registration rate is **S\$600 Singapore dollars**. Group discounts are available for groups of over 10 participants.

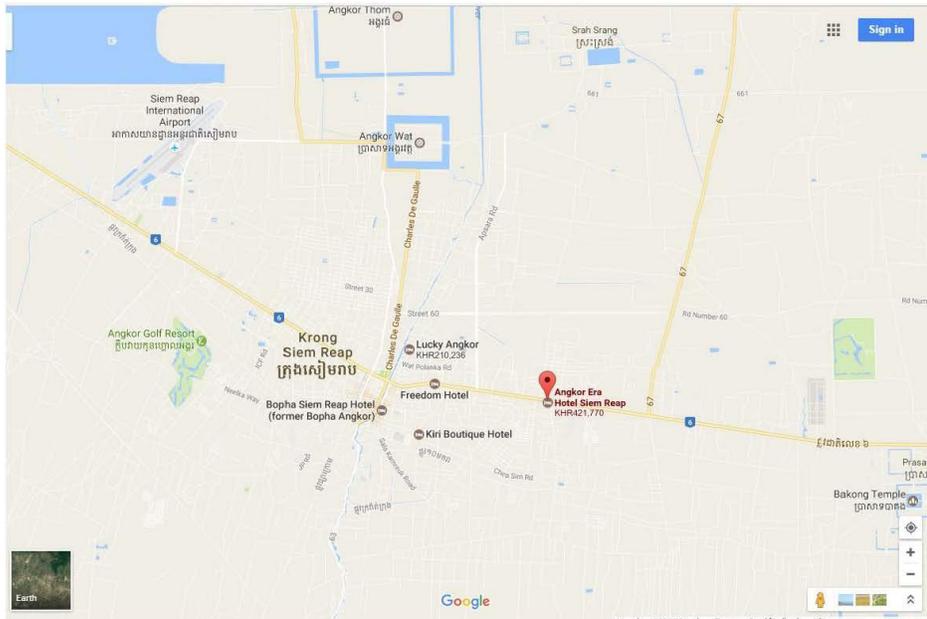
B. For Government delegations

Government delegations from the Asia-Pacific region have been invited to the Conference. Upon receiving an invitation letter from the Secretariat, countries are requested to confirm their participation and delegation via e-mail to admin@arnec.net by completing a registration form containing full names, titles and e-mail addresses of all delegation members (limited to a maximum of three persons per delegation). All Government delegates (Ministers and officials) are requested to provide their full flight details, passport number and accommodation information to secretariat@arnec.net

2. CONFERENCE VENUE

The Conference will take place at the Angkor Era Hotel (5 star) in Siem Reap, Cambodia <http://angkorera.com/>. The Angkor Era Hotel is located about 8 Kilometers from Siem Reap International Airport. Further information about the venue is available at www.angkorera.com





3. ON-SITE REGISTRATION

All participants will need to register at the designated Registration Desk in the lobby area of the Angkor Era Hotel prior to the Conference to collect their identification tags and documents for the Conference. The Registration Desk will be open on **27 and 28 February 2017** from **9 am to 8 pm** and on **1 March 2017** from **8 am to 11 am**.

For security reasons, participants will be requested to show their passports or identification cards at the Registration Desk to receive their tags. Please note that you must wear your tags at all times during the Conference in order to access the venue and meeting rooms, as well as to facilitate identification, security and communication with other participants and members of the Secretariat.

4. WORKING LANGUAGES

The working language of the Conference will be in English. However, for the Opening and Closing Ceremonies some speeches will be delivered in Khmer, the national language of Cambodia. Simultaneous interpretation will be made available in English and Khmer in plenary, as may be necessary. Working documents will be made available in English and Khmer.

5. ACCOMMODATION

A. Individual participants

All delegates and participants are requested to make their own hotel reservations directly with the hotels. Participants are also expected to settle their bills directly with the hotel upon check-out. Reservations can be made online directly with the Angkor Era Hotel www.angkorera.com. A special Conference rate of \$75 US dollars per room per night applies. The Angkor Era Hotel offers complimentary pick-up service from the airport to the hotel for their guests.

Other alternative accommodation options are available nearby. Please see below or via: <https://au.eventscloud.com/ehome/arnec2017/admin-note/>

B. Government delegation

All delegates supported by the Ministry of Education, Youth and Sports of Cambodia are required to stay at Angkor Era Hotel. All Government delegates (Ministers and officials) are requested to provide their full flight details, passport number and accommodation information to secretariat@arnec.net

A. Angkor Era Hotel (5 star)

	Reservation Contact & Hotel Information	
	Website	www.angkorera.com
	Phone	+ (855) 63 968 999
	Fax	+ (855) 63 968 968
	Email	reservation@angkorera.com info@angkorera.com
	Address	National Road 6, Phum Khnar, Khum Chreav, Siem Reap City, Kingdom of Cambodia
	From Siem Reap Int'l Airport	15-20 min (9 km) Free pick-up service from the airport to the hotel is provided for guests staying at the Angkor Era Hotel.
	Special Room Rates	Deluxe Room: \$75 USD per room per night Suite Room: available upon request

B. Lucky Angkor Hotel & Spa (4 Star)

	Reservation Contact & Hotel Information	
	Website	www.luckyangkor.com
	Phone	+ (855) 63 767 666
	Fax	+ (855) 63 963 131
	Email	reservation@luckyangkor.com info@luckyangkor.com
	From Siem Reap Int'l Airport	15-20 min (9 km) Free pick-up service from the airport to the hotel is provided for guests staying at the Lucky Angkor Hotel. There will also be a free shuttle service to the Conference venue in the morning leaving at 8.00am on Day 1 and 8.30am on Day 2 and Day 3.
	Special Room rate	Single/double twin: US\$40 per room per night Deluxe: US\$45 per room per night

C. Smiling Hotel and Spa (4 Star)

	Reservation Contact & Hotel Information	
	Website	www.smiling-hotel.com
	Phone	855 63 72 24 14
	Email	info@smiling-hotel.com
	Fax	855 63 76 68 68
	From Siem Reap Int'l Airport	15-20 min (8 km) Free pick-up service from the airport to the hotel is provided for guests staying at the Smiling Hotel.
	Special Room Rate	Superior room: US\$36 per room per night Deluxe room: US\$45 per room per night Executive Suite: US\$200 per room per night

6. FUNDING SUPPORT

A. Individual participants

All participants are expected to make their own travel and accommodation arrangements and cover all related costs. For all registered participants, lunch and coffee/tea breaks during the Conference days (1-3 March 2017) as well as a welcome dinner will be provided.

For ARNEC-supported participants (Board of Directors and Steering Committee members), please coordinate your travel arrangements directly with the ARNEC Secretariat secretariat@arnec.net.

B. Government delegation

For the Ministers or Head of Government Delegations from countries in the Asia-Pacific Region, the Government of Cambodia will cover their hotel accommodation costs during the Conference. All other costs will need to be borne by the participating country/government. Other members of Government delegations are expected to make their own hotel bookings, preferably at the Conference venue, Angkor Era Hotel.

7. VISA REQUIREMENTS/ VISA ON ARRIVAL INTO SIEM REAP (FREE ENTRY)

Participants must complete all formalities to visit Cambodia and all foreign citizens should hold a valid passport (at least 6 months validity period). Please note that Cambodia issues visas upon arrival at the airport for most countries. The requirements for visa on arrival are:

- * A completed visa application form
- * A Passport with at least 6 months validity
- * One recent photograph (2 inches x 2 inches)

See: <http://www.embassyofcambodia.org/faq.html>

We are pleased to inform you that the Royal Government of Cambodia through its Ministry of Education, Youth and Sport has coordinated with the Ministry of Foreign Affairs and International Cooperation and the Immigration to facilitate a visa on arrival for all conference participants free of charge. This visa free of charge will be extended to those participants who would be able to send their personal passport information and flight details to the ARNEC Secretariat at secretariat@arnec.net on or before 15 February 2017.

Please be assured that these information and documents will only be used for immigration purposes to facilitate your visa issuance.

All personal particulars need to be submitted:

- scan of passport
- full name
- position, affiliation
- Country of nationality
- passport number
- arrival and departures dates
- flight numbers

Alternatively, e-visa (fee USD \$37) can also be obtained in advanced online at: <https://www.evisa.gov.kh/> which also provides information on eligibility etc. Participants are advised to check.

Information regarding Cambodia entry visas can be obtained from your nearest Cambodia Embassy or Consulate. Visa application procedures are available at: <http://www.tourismcambodia.com/tripplanner/essential-information/visa-passport.htm>

Countries **not** supported for e-visa in Cambodia:

Countries not supported	Afghanistan, Algeria, Arab Saudi, Bangladesh, Iran, Iraq, Pakistan, Sri Lanka, Sudan, Nigeria (Please apply your Visa from your nearest embassy or on-arrival at all major checkpoints).
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8. ARRIVALS

A. Individual participants

All International participants are expected to arrive at the Siem Reap International Airport, Siem Reap, Cambodia. Participants will be provided with a complimentary shuttle service between the airport and the hotel for guests staying at Angkor Era Hotel, Lucky Angkor Hotel and Smiling Hotel.

At the airport, in the arrivals area, there will be a welcome desk for the participants after the immigration check and the baggage claim. The staff from the Secretariat at the welcome desk (with visible sign: “Asia-Pacific Regional ECD Conference”) will guide you to the pick-up service to the hotels. All participants are encouraged to take advantage of this exclusive service for their convenience and security. If you have difficulty finding the welcome desk, please contact:

- 1) Mr. Sen Sony: + 855 (0)12 567119
- 2) Mr. Chiv Ratha: +855 (0)12 375 992

B. Government delegation

All Ministers and official delegates will be met by Government officers and Liaison offers at the gates of the arrival hall. All arrangements at the airport will be taken care of by the protocol and liaison officers stationed at the airport. Free transportation will be arranged for Ministers and officials to Angkor Era Hotel, on the condition that the country delegates have communicated their flight details in advance to secretariat@arnec.net by **15 February 2017**.

9. DEPARTURES

A. Individual participants

Guests will need to make their own arrangements for departure to the airport. Taxis are also available for 10-15USD.

B. Government delegations

Like arrivals, free transportation will be arranged for Ministers and officials for their journeys from Angkor Era Hotel to the Siem Reap International Airport. Protocol and liaison officers will accompany Ministers and Senior officials for all necessary arrangements at the airport. For schedule of transports from Angkor Era Hotel to the airport, please contact the Secretariat Office.

10. EXHIBITION

An exhibition will take place during the Asia-Pacific Regional ECD Conference at the Angkor Era Hotel. If you are interested in renting space for an exhibition booth, please contact secretariat@arnec.net.

11. PRE-CONFERENCE STUDY VISITS

Pre-Conference study visits have been arranged for the **28 February 2017**.

Registration for the pre-Conference study visits can be made via the Conference registration site <https://au.eventscloud.com/ehome/100170021>. The fee is S\$60 Singapore dollars per person to cover all costs. The buses for these visits will depart from Angkor Era Hotel early morning of the 28 February 2017 (*exact departure timing to be confirmed*).

GROUP A

● LEANGDAI COMMUNITY PRE-SCHOOL

● TAPROK COMMUNITY PRE-SCHOOL

Name of site	Leangdai Community Pre-school
Location	Overview Leangdai Village is one of the eight villages in Leangdai commune, Angkor Thom district. It is located approximately 20 km away from Siem Reap province (30 minutes by car). Most of the people living in this area are farmers and the main household's incomes are rice crop and domestic animal feeding. The access to electricity is limited to the main road (Korea Road) thus most families need to use batteries for lighting.

Name of site	Taprok Community Pre-school
Location	<p>Overview</p> <p>Taprok village is one of the eight villages in Leang Dai commune, Angkor Thom district. It is located approximately 28 km away from Siem Reap province (35 minutes by car). Most of the people living in this area are farmers and some produce souvenirs to be sold to tourists. The access to electricity is limited to the main road (Korea Road) thus most families need to use batteries for lighting.</p>

GROUP B

● ANGKOR FORMAL PRE-SCHOOL

Name of site	Angkor Formal Pre-school
Location	<p>Wat Bo Village, Sala Kamroek Commune, Krong Siem Reap, Siem Reap province (Siem Reap city)</p> <p><i>(Five minutes by car from conference site)</i></p>

GROUP C

● SOTR NIKUM FORMAL PRE-SCHOOL

● BENG COMMUNITY PRE-SCHOOL

Name of site	Sotr Nikum Formal Pre-school
Location	<p>Kok Moun Village, Dam Dek Commune, Sotr Nikum District, Siem Reap Province</p> <p><i>(40-45 minutes by car)</i></p>

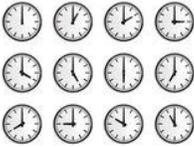
Name of site	Beng Community Pre-school
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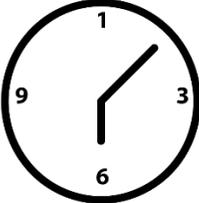
Location	<p>Beng village, Dan Roun commune, Sotr Nikum district, Siem Reap province.</p> <p>It is about 30 km from the provincial town and eight km from the administrative district of Sotr Nikum. It will takes about 40-45 minutes by car along the national road No. 6 from the Siem Reap town to this Community pre-school.</p>
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12. VISITING ANGKOR WAT

We would encourage all Conference participants to stay on for a day or two in Siem Reap after the Conference to visit the UNESCO World Heritage Site of Angkor Wat <http://whc.unesco.org/en/list/668> . The Angkor Era Hotel and most hotels in the area will offer tour packages for the Angkor Wat site and other activities. The Special Conference hotel rate at the Angkor Era Hotel still applies for a few nights stay-on after the Conference.

13. HELPFUL INFORMATION ABOUT CAMBODIA

	<p>Climate in Siem Reap province in February and March is warm between 24 C to 34 C. Please bring mosquito repellents with you.</p>
	<p>Time Zone in Cambodia UTC +7 hours all of the period</p>
	<p>Electricity Supply 220 Volt Electricity in Seam Reap is 220V.</p>
	<p>Currency and Payment Cambodia currency is Riel but USD is the defacto currency and is accepted everywhere - ATM's dispense USD. If you buy something that requires 'cents' in terms of change this will be converted and paid in Riel - US coins are not used.</p>
	<p>Tipping When traveling, tipping etiquette can be a real mystery, but stress not. In Cambodia, there is no fixed amount; tipping is all up to the individual. No one will frown even if you don't leave anything on the tray. However, although it is not necessary to tip, a dollar or two is the norm and this applies to any form of service rendered across the board.</p>

	<p>Internet</p> <p>Every hotel has WIFI available.</p>
	<p>Goods and Services Tax (GST)</p> <p>10 % Government Tax and 10 % Service Charge</p>
	<p>Working Hours</p> <p>Banks Weekdays: 9 am to 3 pm Weekends and National Holidays: closed</p> <p>Government Offices and Organizations Weekdays: 7:30 am to 11:30 and 1:30pm to 5:30 pm Weekends and National Holidays: closed</p> <p>Foreign Diplomatic Missions Weekdays: Hours vary, please browse the following link for more information at the Ministry of Foreign Affairs: http://www.mfaic.gov.kh</p> <p>Department Stores Most department stores are open by 10 am and closed by 10 p.m.</p>
	<p>Emergency & Useful Phone Numbers</p> <p>Local calls For local calls within the same area or city, just dial the telephone number. For another area or city, please dial the 'area code' before the telephone number. However, the area code should always be dialed when using a mobile phone. (Country Code +?, Siem Reap area code: 063)</p> <p>International Calls For international calls, first dial the international access code (001, 002 or 008), the country code, area code and the recipient's number.</p> <p>Emergency</p> <p>A medical team will be Siem Reap Provincial Hospital: Tel: 063-764091 Tourist Police: Tel: 012-402424, 012-969991, 012-838768 Fire: Tel: 012-784464</p>

Interesting places	Angkor Archaeological Park Angkor National Museum Angkor Silk Farm (Artisans Angkor) Angkor Handicraft Association, McDermott Gallery Senteurs d'Angkor Workshop Night Markets Tonle Sap Lake T Galleria Angkor Duty Free Angkor Duty Free Store Siem Reap Zipline "Flight of the Gibbon"
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14. CONTACT INFORMATION OF THE SECRETARIAT

Issue	Name	Language	Phone	E-mail
General coordination (for Angkor Era Hotel)	Mr. So Visal	Khmer & English	+855 (0)16 710 988	sales@angkorera.com
Hotel booking (for Angkor Era Hotel)	Ms. Keo Kimlot	Khmer & English	+855 (0)16 710 960	reservation@angkorera.com
Transport (from Airport to Angkor Era Hotel)	Mr. Chun Sopheak	Khmer & English	+855 (0)16 710 602	rdm@angkorera.com
Communication (press, media etc.) ARNEC Secretariat	Ms. Silke Friesendorf	English	+65 66590227	silke.f@arnec.net
General coordination	Mr. Prak Kosal	Secretariat		aprecd@moeys.gov.kh
Logistics, travels, payment	Mr. Chiv Ratha			
Exhibition stands	Mr. Dy Rinkanika			
Issues in Cambodia	Chiv Ratha Seng Janine			Chivratha2016@gmail.com Janine_seng@yahoo.com