

# **18<sup>th</sup> World Electronics Forum (WEF)**

**13-16 May, 2013 Hanoi – Vietnam**

## **GENERAL INFORMATION**

The 17<sup>th</sup> WEF Meeting held in Cebu, Philippines in April 2012 decided that **the 18<sup>th</sup> World Electronics Forum meeting will be take place in Hanoi, Vietnam from 13<sup>th</sup> to 16<sup>th</sup> of May, 2013.**

The World Electronics Forum (WEF) is a voluntary gathering of CEO's and top officials of the Electronic Industries Associations worldwide to meet and to discuss major topics of common interests to the various associations, exchange information on services & data and strengthen relations between associations, for the benefit and services of the industries..

### **1. Organization**

- The Vietnam Electronic Industries Association (VEIA), in coordination with Hanoi People Committee (Local Government) are responsible for all administrative arrangements of the 18<sup>th</sup> World Electronics Forum.
- The official WEF meeting will start with a Welcome Dinner on May 13<sup>th</sup> and end with a Farewell Dinner on the evening of May 15<sup>th</sup>.
- As host of the event, Vietnam Electronic Industries Association (VEIA) will offer complimentary tour to all delegates, spouses and families on May 16<sup>th</sup> to Ha Long Bay, the famous World Heritage in Vietnam. In addition, a special program will be prepared for the spouses and family members.

### **2. Venue and Hotel**

- The 18<sup>th</sup> WEF Meetings will take place at the **Hanoi Daewoo Hotel**

Address : 360 Kim Ma Street, Ba Dinh District, Hanoi – Vietnam

Phone : (84-4) 3831.5000

Email: reservation@daewoohotel.com.vn

Website : www.hanoi-daewoohotel.com

Daewoo Hotel is one of biggest hotels in Vietnam. Located in the rapidly developing commercial and diplomatic, Ba Dinh district of Hanoi, Daewoo Hotel features the largest room inventory in the city. Since its opening in 1996, Hanoi Daewoo Hotel has created its own unique history by welcoming lots of V.I.P. such as H.E Bill Clinton, H.E. V. Putin, H.E. Hu Jin Tao... and as official APEC 2006 hosted hotel, Hanoi Daewoo Hotel has always played the perfect host; delighting every guest of all events with an unparalleled.

### Accommodation

Room Type	Room rate per room / per night	Check in	Check out	Number of room
Deluxe room	US\$ 115++	TBA	TBA	Approx. 80 rooms

#### Note:

- Twin sharing will be charged additional of US\$ 20.00++

Besides the special rates, your guests are entitled to the following “Value-Added Benefits”:

- Buffet breakfast,
- Free daily English newspapers,
- Daily mineral water, tea & coffee facilities complimentary,
- Free use of 80-meter swimming pool and Daewoo’s superior gymnasium.
- Guest’ name list will be provided 01 month before the function to confirm quantity of the room . Above prices are subject to 5% service charge, 10 % VAT.
- In Hanoi you can find some hotels from the chains of Hilton, Sheraton, Accord, Continental... but if you choose one of those you will have to consider taxi transport to and from the meetings and events.

### 3. Registration

- All delegates are requested to complete the **Registration Form** and send the completed form via fax or email to the Vietnam Electronic Industries Association **no later than April 30, 2013** to confirm their attendance at the Forum Proper.
- Delegates will also be required to register on the day of the Forum Proper.

**4. Program**

- At the interim meeting, held during 2013 CES, the program of the meeting was approved and will consist of ... main parts:
  1. *Major topics* : .....
  2. *Information to enable associations to widen services to their members.*
  3. *Presentations of interested associations.*
- Tentative Program will be send to each delegates in the end of April, 2013.

**5. Logistics**

- As in all previous WEF meetings the official language will conduct be in English.
- Delegates will bear all their costs for air travel arrangements to Hanoi, hotel accommodation, transfer (airport/hotel) and personal costs, while the host (VEIA) will bear all ground costs (meetings, venues, lunches and dinners, organized tours etc) for all the delegates, spouses and family members.
- VEIA will help delegates in hotel booking and reservation. Delegates should indicate the name of their preferred hotel, room category, check in and check-out date in the Registration Form.
- Delegate may book their own hotel accommodation in Hanoi. In this case please just indicate hotel booking, include hotel name, check in and check-out date in Registration Form.

**6. Visa Requirements**

- Please check as early as possible if you need a VISA to enter Vietnam and VEIA will assist you if necessary.
- Nationals from from ASEAN countries are allowed to enter Vietnam without a visa for a stay not exceeding thirty (30) days, provided they hold valid ticket for their return journey to their port of origin or next port of destination.
- Immigration regulations require that passports be valid for at least six (6) months at time of entry.

**7. Documentation**

- Forum delegates shall be provided with copies of the Forum materials free of charge.