



Working Committee Meeting

3rd - 6th July 2019

Siem Reap, Kingdom of Cambodia

ADMINISTRATIVE ARRANGEMENT

1. Purpose

This document provides information on the administrative arrangement of Working Committee Meeting (WCM) which will be held on 3rd to 6th July 2019 in Siem Reap, Kingdom of Cambodia.

2. Venue

The meeting will be convened at SOKHA SIEM REAP RESORT & CONVENTION CENTRE. The address of the Hotel is below:

SOKHA SIEM REAP RESORT & CONVENTION CENTRE

Address: Road 60, Angkor Cultural & Tourism Complex Junction, Phum Trang,
Sangkat Slorkram, Siem Reap, Kingdom of Cambodia

Phone: (+855) 63 961 999

Website: <https://www.sokhahotels.com/> <https://www.Sokhasiemreapresort.com>

Note: Participants are advised to stay in SOKHA SIEM REAP RESORT & CONVENTION CENTRE where the meeting takes place. Please advise to WCM Secretarial for attendance in order to get special concession on the accommodation.

3. Hospitality

The host will cover the cost of meals, transportation and 1 room for the two members of VECONAC working group from 3rd (Check In) to 6th (Check Out) July 2019 at SOKHA SIEM REAP RESORT & CONVENTION CENTRE. The host will also bear the cost of meeting facilities, meeting lunch as scheduled in the program and transportation from Siem Reap International Airport.

Note: Other costs such as meals and accommodation for additional accompanies, air tickets, hotel's mini bar, room services and phone calls shall be borne by the participants.

4. Attire

1. Opening and closing ceremony: Smart casual or business suit with no tie.
2. Meeting: Smart casual.
3. Welcome and Farewell Dinner: Smart casual.

5. Registration

The delegates are requested to kindly register the online registration before or by 15th-June-2019.

6. Medical Facilities

Medical service will be provided during the meeting.

7. Currency

Most internationally recognised currencies can be exchanged at Siem Reap International Airport and commercial banks. Credit cards are also accepted in most local hotels, restaurants and shops. The exchange rate of US\$1 is approximately equivalent to 4,000 Khmer Riel.

8. Electricity

Electricity plugs in Cambodia may be different from some other countries. The electricity current is 220 V. The plug type often used in Cambodia is shown below.



9. Weather Conditions

The weather in Siem Reap in July is roughly between 24-32° Degrees Celsius Or 75.2-89.6° Degrees Fahrenheit.

10. Local Time

Local time in Cambodia is GMT+7.

11. Point of Contact

Should there be any queries, please contact Working Committee Meeting Point of Contact as follows:

1. Col. PREAP Kimchhun
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Email: veconac.info@cva.org.kh
2. Col. TAING Samnang
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3. Lt Col. HY Sothea
Tel: (+855) 12 493 141
Email: sotheapop@gmail.com

