

The 2nd Asia Economic Forum
April 24-26, 2006
Phnom Penh, Cambodia

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Administrative Arrangements

1. **Venue and Dates**

*The 2nd Asia Economic Forum will be held on April 24-26, 2006 at:
Raffles Hotel Le Royal
Phnom Penh, Cambodia,
Tel: (855) 23 981 888
Fax: (855) 23 981 168
E-mail: leroyal@raffles.com*

2. **Tentative Program of Activities and Provisional Agenda**

The Tentative Program and Provisional Agenda are attached or can be downloaded from the website of the Asia Economic Forum at www.aef.org.kh.

3. **Accommodation**

The AEF Secretariat has booked the rooms for all international participants at Hotel Le Royal. As the organizer of this 2nd AEF, the AEF Secretariat will take care of the hotel accommodation for all invited international participants.

4. **Registration**

*International participants are requested to complete the AEF Confirmation Slip and send to the AEF Secretariat by E-mail: secgen@aef.org.kh, bandollim@uc.edu.kh or by Fax: (855-23) 99 49 40 / (855-23) 99 32 84 by **April 19, 2006**, at the latest.*

5. **Documentation**

The AEF welcomes any paper document from speakers and participants of this conference.

6. **Dress Code**

Lounge Suit is recommended by AEF Secretariat for all the functions of the 2nd AEF.

7. **The AEF Secretariat**

***The Office of the AEF Secretariat** is to be located near the Ballroom of Hotel Le Royal, which will open from April 23^d onward and will close on April 27^h.
On April 24^h, there will be a **Welcome Dinner** at Hotel Le Royal, hosted by Dr. Haruhisa Handa, Founding Chairman of the Asia Economic Forum, in honor of all participants, starting at 7:00 p.m.*

Registration opens on April 24th from 2:00 p.m. to 8:00 p.m. and on April 25th, from 7:30 a.m. to 8:30 a.m.

8. **Transportation**

Staff from the AEF Secretariat will pick up and send off all international participants at the Phnom Penh International Airport. Please kindly inform the AEF Secretariat, especially Mr. Bandol Lim, of your flight schedule so that the AEF Secretariat can arrange pick-up and send-off for all international participants.

9. **Airport Charges**

The AEF will provide reimbursement for airport charges. Please receipts.

10. **Air Tickets**

Please kindly inform the AEF Secretariat in advance if you would like to buy your own air ticket, which will be reimbursed by the AEF Secretariat in Phnom Penh or you need the AEF Secretariat to send you a PTA air ticket. Please inform Mr. Bandol Lim, bandollim@uc.edu.kh or Ms. Chan Srey Roth, sreyroth@uc.edu.kh.

10. **Opening Session of the 2nd AEF**

Please kindly arrive at the Ballroom of Hotel Le Royal by 8:10 a.m. to ensure that the Opening Session of the 2nd AEF is ready and on time, as Samdech Hun Sen, Prime Minister of the Royal Government of Cambodia, is expected to arrive on time, at 8:30 a.m., to deliver the Opening Keynote Address of the 2nd AEF.
