



The 5th Asia Economic Forum

**“Asia’s Challenges and Opportunities
During the Time of Global Economic and Financial Crises”**

Administrative Arrangements

1. Venue and Dates

The 5th Asia Economic Forum will be held on April 5-8, 2009 at:

Raffles Hotel Le Royal

Phnom Penh, Cambodia

Tel: (855) 23 981 888

Fax: (855) 23 981 168

E-mail: leroyal@raffles.com

The arrival date is April 5th. The meeting dates are set for April 6th-7th. The departure date is April 8th.

All international participants will be received by the AEF committee members at the Phnom Penh International Airport upon arrival.

2. Provisional Program

Attached is the AEF’s Provisional Program or it can be downloaded from the website of the Asia Economic Forum at www.aef.org.kh.

3. Accommodation

The AEF Secretariat will book the rooms for all international participants at Raffles Hotel Le Royal. As the organizer of this 5th 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 Conference Registration Form online and sending the attached form to the AEF Secretariat by E-mail:

coordinator@aef.org.kh, bandollim@uc.edu.kh, secgen@aef.org.kh or by fax: (855-23) 99 49 40 / (855-23) 99 32 84 by **March 27, 2009** at the latest.

5. Documentation

We value your perspective on the subject matter and it would be ideal if you could put together a PowerPoint presentation to engage the audience. Regardless of whether you choose to make a PowerPoint presentation, we request the following from Chairs and Speakers:

Chairs: It would be great if you could put together a short abstract of 200 words or less on your session topic.

Speakers: It would be great if you could provide us with a paper up to 7 pages long on your session topic.

All abstracts and papers will be included in the conference proceedings for educational purposes.

6. Dress Code

Lounge Suit is recommended by AEF Secretariat for all the functions of the 5th AEF.

7. The AEF Secretariat

The Office of the AEF Secretariat is to be located near the Ballroom of Raffles Hotel Le Royal, which will open from April 5th onward and will close on April 8th.

8. Transportation

AEF Staff will pick up and send off all international participants at the Phnom Penh International Airport. Please kindly inform the AEF Secretariat, Mr. Bandol Lim, of your flight schedule so that your needs are being met.

9. Airport Charges

The AEF will reimbursement for airport departure taxes. Please keep and provide all original receipts for reimbursement.

10. Air Tickets

Please kindly inform the AEF Secretariat in advance the cost of your air ticket. Participants must provide the original air ticket receipt for reimbursement by the AEF Secretariat in Phnom Penh. Please inform Ms. Chan Srey Roth, sreyroth@uc.edu.kh and Mr. Bandol Lim, bandollim@uc.edu.kh; coordinator@aef.org.com.

11. Welcome Dinner

On April 5th, there will be a **Welcome Dinner** at *The Place Restaurant*, hosted by **Dr. Haruhisa Handa**, *Founding Chairman of the Asia Economic Forum and Chancellor of The University of Cambodia*, in honor of all participants, starting at 7:30 pm. The University will provide shuttle services to and from Hotel Le Royal. Participants are expected to gather in the hotel lobby at 7:00 pm. The shuttle bus will escort participants to the restaurant at 7:10 pm. Business casual attire is advised.

12. Opening Session of the 5th AEF

Please kindly arrive at the Ballroom of Hotel Le Royal by 8:00 a.m. to ensure that the Opening Session of the 5th AEF is ready and on time, as **Samdech Akka Moha Sena Padei Techo 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 5th AEF.

13. Emergency***

Contact Mr. Bandol Lim (855-89) 810-288 or Ms. Por Malis (855-12) 483-508
