



Asia Economic Forum

**“Maximizing Asia’s Strategic Roles in the World:
Opportunities, Challenges, and Future Prospects”**

Administrative Arrangements

1. Venue and Dates

The 6th Asia Economic Forum will be held on January 19-21, 2010 at:
Raffles Hotel Le Royal Tel: (855) 23 981 888
Phnom Penh, Cambodia Fax: (855) 23 981 168
E-mail: leroyal@raffles.com

Arrival date is January 19. The meeting dates are set for January 20-21. The departure date is January 22.

2. Provisional Program

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

3. Accommodation

The AEF Secretariat will arrange hotel accommodation for all invited international participants at Raffles Hotel.

4. Registration

International participants are requested to complete the attached AEF Conference Registration Form and return it to the AEF Secretariat by email at 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 **January 15, 2010** at the latest.

5. Documentation

Speakers: 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. In addition, it would be great if you could provide us with a paper up to 7 pages long on your session topic. All papers will be included in the conference proceedings for educational purposes.

6. Dress Code

Lounge Suit is recommended for all functions.

7. The AEF Secretariat

AEF Secretariat Office is to be located near the Ballroom of Raffles Hotel, which will open from January 19th onward and will close on January 22nd.

8. Transportation

All international participants will be received and send off by the AEF committee members at Phnom Penh International Airport. Please kindly inform the AEF Secretariat, Mr. Bandol Lim, of your travel plans so that your needs are being met.

9. Reimbursements

Participants please kindly inform the AEF Secretariat in advance the cost of your airline ticket to help us plan our budget. Participants must provide original airline ticket and departure tax receipts for prompt reimbursement by the AEF Treasurer in Phnom Penh.

***Participants arriving before or wishing to prolong their stay after the conference will need to cover their own personal expenses.

***AEF does not cover participant's accompanying family member, friend, or guest.

11. Welcome Dinner

On January 19th, there will be a **Welcome Dinner** at the Place Restaurant, hosted by **Dr. Haruhisa Handa**, *Advisor to the Prime Minister of the Kingdom of Cambodia; Founding Chairman of the Asia Economic Forum; Chancellor of The University of Cambodia*, in honor of all participants, starting at 7:30 pm. The University of Cambodia will provide shuttle services to and from the hotel. 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 6th AEF

Please kindly arrive at the Ballroom by 8:00 a.m. to ensure that the Opening Session of the 6th 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**.

13. Emergency***

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