



Asia Economic Forum

**“The Asian Century in the Making:
Achievements, Challenges, and Future Trends”**

ADMINISTRATIVE ARRANGEMENTS

1. Venue and Dates

The 7th Asia Economic Forum will be held on July 29-31, 2011, at:
Raffles Hotel Le Royal Tel: (855) 23 981 888
Phnom Penh, Cambodia Fax: (855) 23 981 168
Website: www.affles.com/en_ra/property/rlr E-mail: leroyal@affles.com

The arrival date is Friday, July 29. The meeting dates are set for Saturday and Sunday, July 30-31. The departure date is Monday, August 1.

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

Participants are requested to complete the attached AEF Conference Registration Form and return it by Friday, July 22, 2011, at the latest.

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5. Documentation

Speakers: We value your perspective on the subject matter and it would be ideal if you could assemble a PowerPoint presentation to engage the audience. In addition, you have the option of writing a concise paper up to 6 pages in length on your session topic. All papers will be included in the conference proceedings for educational and research purposes.

Please email your PowerPoint presentation and optional paper to the AEF Coordinators and AEF Secretary-General by July 27 to the contact information above.

6. Dress Code

Lounge Suit is recommended for functions.

7. The AEF Secretariat

The **AEF Secretariat Office** will be located near the Ballroom of Raffles Hotel, which will open from July 29 onward and will close on August 1.

8. Transportation

All international participants will be received and sent off by the AEF committee members at Phnom Penh International Airport. Please kindly inform the AEF Coordinators and AEF Secretary-General of your travel plans through the Conference Registration Form so that your needs are met.

9. Reimbursements

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 receipts and departure tax receipts for prompt reimbursement by the AEF Treasurer in Phnom Penh. Please provide an original receipt that matches the purchased airline ticket.

***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 July 29, there will be a **Welcome Dinner** at Raffles Hotel Le Royal, hosted by **Dr. Haruhisa Handa**, *Advisor to the Prime Minister of the Kingdom of Cambodia; Founding Chairman of the Asia Economic Forum; and Chancellor of The University of Cambodia*, in honor of all invited participants and speakers, starting at 7:30 pm. Business casual attire is advised.

12. Opening Session of the 7th AEF

Please kindly arrive at the Ballroom by 8:00 a.m. to ensure that the Opening Session of the 7th 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***

For any emergencies, please contact any of the following individuals:

Mrs. Por Malis at (855-12) 483-508

Mrs. Seng Dao Keo at (855-97) 722-0213

Mr. Peter Tan Keo at (855-97) 722-0215
