

**Greater Mekong Subregion
Tenth Ministerial Conference on Subregional Economic Cooperation
Yangon, Union of Myanmar
27-29 November 2001**

INFORMATION NOTE

This Information Note describes the arrangements made for Meeting participants. Information on costs to be met by ADB applies only to those who have been previously advised. If you have any questions on matters not mentioned in this Note, please contact the **Meeting Secretariat at telephone numbers: (63 2) 632-4742/ 632-5711; fax numbers: (63 2) 636 2231/2230.**

Duration and Venue of the Meeting

The Conference will be held from Tuesday to Thursday, 27 – 29 November 2001 at the:

Grand Ballroom
Sedona Hotel Yangon
No. 1, Kaba Aye Pagoda Road
Yankin Township
Yangon, Myanmar
Tel: (951) 666 900
Fax: (951) 666 911/666 567/666 356
E-mail: sedona@kepland.com.sg

The hotel is located along the famous Kaba Aye Pagoda Road and facing the serene Inya Lake, 20 minutes drive from the international airport.

Hotel Accommodation

Accommodations have been arranged for participants at **Sedona Hotel Yangon** with the courtesy rates of \$45/net for Deluxe Room (Single and Double Occupancy), inclusive of American breakfast.

These rates are only available through the Meeting Secretariat and not directly from the Hotel. Kindly note that hotel bill will be settled individually except for ADB-financed delegates. For ADB-financed delegates, ADB will only pay for the room charges. Any incidental charges (i.e. laundry, mini bar, telephone, etc.) will be charged to the personal account of the guest/occupant. Please be informed that Sedona Hotel does not accept Master Card, only Visa Cards.

Visa

Participants who wish to request for visa assistance to Yangon, Myanmar are requested to accomplish the attached form, and submit this together with full passport details by fax to ADB Meeting Coordinators on or before 15 November 2001. Passport details of participants will be submitted in advance to the GMS National Coordinators in Yangon to facilitate entry.

Transportation

The Sedona Hotel will provide transfers from airport to hotel and hotel to airport on complimentary basis. Please provide us your travel itinerary.

Airport Fee

Airport Fee for International Travel is US\$10.

Subsistence Allowance and Reimbursement of Expenses

Daily subsistence allowances and allowance for miscellaneous travel expenses, will be given by the ADB Meeting Secretariat on your arrival at the meeting site. Delegates who purchased their own air tickets will be reimbursed upon presentation of the official receipt and copy of the air ticket.

ADB shall provide flat per diem for necessary overnight stay (stop over) prior to, and/ or following the meeting dates, upon presentation of a photocopy of the air ticket indicating the flight schedules.

Registration

For security reasons, a **PHOTO-ID** will be required to register. **A No-ID-No Entry will be strictly enforced** inside the conference room.

- All participants, including the press, are required to present two (2) Passport size ID photos upon registration.
- Ministers, Deputy Ministers or equivalent, Ambassadors, and the Vice President and Directors of ADB, will be issued special badges and need not present their photos.

Registration for the Senior Officials Meeting and Ministerial Meetings is open on following schedule:

For participants attending both the Senior Officials Meeting and the Ministerial Conference		
Time	Date	Venue
Upon Arrival at the hotel	26 November	A registration desk will be open at the Foyer (2 nd Floor) upon check in.
2:00 – 7:00 p.m.	26 November	Foyer area (2 nd Floor)
8:00 – 9:00 a.m.	27 November	Foyer area (1 st Floor)
For Participants attending only the Ministerial Meeting		
2:00 – 7:00 p.m.	28 November, Wednesday	Foyer area (1 st Floor)
Note: There will be no registration on 29 November 2001		

Reconfirmation of Air Tickets

Flight schedule reconfirmation or change in booking services will be provided by the hotel staff on complimentary basis. **Kindly proceed to the accredited travel agent located at the lobby of Sedona Hotel.**

Meeting Coordinators:

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Programs Department (West)

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