



International
Labour
Organization

Workshop on Integrating Social Policies and the Delivery of Social Protection Floors

29-31 May 2013

Siem Reap, Cambodia

Administrative Note

1. Programme

The programme consists of three days round table discussions with presentations. The final version of agenda and other information will be provided to each participant upon arrival in Siem Reap. Presentations and discussions during the seminar will be conducted in English. Translation from English to Khmer and vice versa will be provided. Updated information on the programme can also be found at www.socialsecurityextension.org.

2. Travel

For non-resident participants, the ILO will cover the air ticket costs for ILO-funded participants, in accordance with the relevant ILO rules. Travel arrangements are made to ensure that the participants arrived in Siem Reap on Tuesday 28 May 2013. Relevant ILO Country Offices will be requested to assist with the issuance of air tickets to the participants from their respective countries. Those from countries without ILO Country Offices will purchase the ticket in advance and be reimbursed in Siem Reap upon presentation of original receipt and boarding pass, as agreed with the ILO.

Participants who wish to travel on alternative dates must inform the ILO by 15 May 2013. The cost incurred from flight change shall be on the participants' own account. The ILO will not be in the position to accommodate any changes requested after this date.

3. Travel Documents

International participants should make their own arrangements in order to obtain passports, visas and other travel documents as well as any required inoculation or vaccination certificates. The ILO does not reimburse the cost of obtaining passports, visas, vaccinations, airport taxes, excess baggage. Please ensure that your passport is valid for at least six months on the travel dates.

You can find information on Cambodian visa at http://www.cambodiaairports.com/index.php?option=com_content&view=article&id=2&Itemid=20&lang=en
E-visa is also applicable online at <http://www.mfaic.gov.kh/evisa/>.

4. Sickness or Accidents Insurance

Before proceeding to attend the Event, participants are advised to obtain insurance coverage, either at their own expense or at the expense of their nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Event, and the journey to and from the host country. The ILO cannot accept responsibility or

liability for such contingencies. In case of accident or sickness during the Event, the participant should notify the organizer immediately.

5. Arrival at Siem Reap International Airport & Getting to Somadevi Angkor Hotel.

Upon arrival at Siem Reap International Airport, participants will be picked up by Somadevi Angkor Hotel. The same arrangement will be provided on the departure date. Please confirm your flight schedule with the ILO prior to the travel dates.

6. Meeting Venue and Accommodation

The meeting venue and accommodation is at **Somadevi Angkor Hotel**

Address: Sivatha (St.), Mondul 2 Village, Sangkat Svay Dangcum, Siem Reap City, Siem Reap province

Telephone: 855-63 967 666/855-63 766 000

Fax: 855-063 967 660

Website: www.somadeviangkor.com

E-mail: reservations@somadeviangkor.com

Single room accommodation (breakfast included) from the night of arrival (28 May 2013) to the day of departure (31 May or 1 June 2013) is reserved for each international/ Phnom Penh participant and will be paid directly by the ILO. Room reservation is made according to their flight itineraries agreed with the ILO.

The hotel bill for **room only** will be settled by the ILO. All other personal expenditures incurred at the hotel (including room upgrading, late check-out mini-bar and room services, are at the participants' own account). The hotel check-in time is 14:00 and the check-out time is 12:00. You may notify to the hotel receptionist if you arrive earlier, they will provide you the appropriate arrangement as necessary.

7. Daily Subsistence Allowance (DSA)

Participants shall receive DSA at reduced rate where lunch or dinner is provided. Coffee breaks will be provided during the seminar days. DSA will be paid to cover other meals and incidental for the duration of the Event, in accordance with the relevant ILO rules, and will be made in local currency equivalent to UN exchange rate during time of payment. Please note the following:

8. Currency Exchange

The local currency for Cambodia is "Riel" Currency exchange can be done upon arrival at Siem Reap city. The prevailing UN exchange rate for April 2013 is US\$1/3,965Riel. However, US Dollar is commonly used everywhere in Cambodia, only a small amount of money is recommended to exchange to Riel.

9. Weather

The average temperature in Siem Reap is between 30°C and 35°C. The Event venue is air-conditioned.

11. Emergency Contact

In case of emergency please contact:

Ms. Malika Ok

National Programme Officer, ILO Phnom Penh

Email: malika@ilo.org

Tel: 855-23 220 817

Mobile: 855-16 872 703