The travel expenses of international and local participants such as return airfare ticket, hotel, taxi, should be supported by the participant’s institution.

**ADMINISTRATIVE NOTE**

1. **HOST AND FUNDING SUPPORT**
   - **Host Organization**: Duy Tan University, Vietnam.
   - **Co-organisation**: SEAMEO Secretariat
   
   The Host Organisation will support the airport transfers, meals on 17 October, meeting venue, and meeting kits.

   The travel expenses of international and local participants such as return airfare ticket, hotel, taxi, should be supported by the participant’s institution.

2. **MEETING DATE AND VENUE**
   - Meeting Venue: The meeting will be organised at the Magnolia Hotel (Sakura Camilia Conference Room, 2nd Floor)

   **Meeting Schedule**: **17-18 October 2019**
   - 16 Oct 2019 • Arrival of participants and check-in at hotel
   - 17 Oct 2019 • Onsite Registration: 08.00-09.00 hrs
     Meeting: 09.00-17.00 hrs
     Gala Dinner at Hoi An Ancient Town: 17.00-21.00 hrs
   - 18 Oct 2019 • Closing Session at DTU: 09.00-12.00 hrs
     Free Lunch at the Tourist Spot
     Departure of participants: 15.00 hrs onwards
   - 19 Oct 2019 • Departure of participants
OFFICIAL HOTEL AND MEETING VENUE

MAGNOLIA HOTEL
Address: 06 Le Loi, Hai Chau District, Da Nang City, Vietnam
10 minutes from the airport
Website: https://magnoliahoteldn.com/

Room Rates:
Booking with e-ticket:
• Single and Twin = 30 USD/room/night

How to Reserve: Only participants who provide e-ticket by 27 Sept, the room will be 100% reserved by the Committee of Duy Tan University.

Optional Hotels (Please see the list of hotels in page 5):
If the Magnolia Hotel is fully booked, the participants will be booked at the Danang Petro Hotel (01 km to meeting venue - Shuttle bus will be provided)

AIRPORT PICK-UP
The airport pick up will be provided to the participants who will arrive on 16 October.

The earliest flight to pick-up: 7.20 hrs on 16 Oct
The last flight to pick-up: 21.20 hrs on 16 Oct

For participants who arrive on 15 Oct or very early on 16 Oct during 00.00 – 07.20 hrs, participants may need to arrange the transportation by using the taxi service at the Danang Airport. It is very convenient to find a taxi at the airport. (It costs 81,000 - 89,000 VNDong or 3 - 5 USD.)

Key Person at the Airport: MR. NOO
Mobile: +84 93 529 2284

Pick-up Signage
ON-SITE REGISTRATION

On 17 Oct, the registration will be scheduled at 08.00-09.00 hrs on 17 Oct.

Since the Duy Tan University will support the meals and local transportation for a maximum of 2 participants from each institution, the 3rd participants onwards of the institution shall proceed the payment of registration fee of 70 USD at the on-site registration.

The registration fee of additional participants can be paid in USD (70.00) or in 1,645,000 VND.

DRESS CODE: SIMPLE NATIONAL COSTUME/TRADITIONAL FABRIC

This meeting will give opportunity for institutions to have bilateral discussion with the potential partners, we would like to encourage the participants to wear a simple national costume or cloth made by traditional fabric which represents their country such as batik (Indonesians), silk (Thais) during the entire meeting on 17 and 18 Oct and welcome dinner.

THINGS TO PREPARE FOR BILATERAL AGREEMENTS

Since the meeting will provide opportunity for institutions to develop partnership and bilateral agreements with the potential partners, we would like to recommend the participants to bring along the followings:

- Business card
- Brief brochure information of your institution
- Draft agreement/MOU of your institution in soft copy and printed copy.
- Computer notebook for preparing agreement with your potential partners
- Universal power adapter

*Please note that we will provide printers at the meeting room.*
WHATSAPP GROUP FOR COMMUNICATION
Please scan the following QR Code to join the group communication:

Group Name: 6th SEAMEO TVET Meeting

ELECTRICITY
Please make sure that you bring universal power adapter.

VIETNAM PLUG ADAPTERS AND OUTLETS SHAPES
Outlets in Vietnam generally accept 3 types of plug:

- Flat blade plug
- Two round pins
- Two parallel flat pins with ground pin

EXCHANGE RATE: VIETNAMESE DONG
There are banks and currency exchange kiosks located at the Da Nang International Airport and near the hotel. The middle rate market as of 4 Oct are as follows:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Rate (VND)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 USD</td>
<td>23,213 VND</td>
</tr>
<tr>
<td>10 Thai Baht</td>
<td>7,629 VND</td>
</tr>
<tr>
<td>500 IDR</td>
<td>820 VND</td>
</tr>
<tr>
<td>2 Peso</td>
<td>898 VND</td>
</tr>
<tr>
<td>1 MYR</td>
<td>5,547 VND</td>
</tr>
</tbody>
</table>

(Middle rate market by xe converter as of 4 Oct 2019)
11. WEATHER (17-18 OCT 2019, DA NANG, VIETNAM)

Please bring umbrella and light jacket.

<p>| | | | | | | |</p>
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<td>19</td>
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<td>☁/23</td>
<td>☁/23</td>
<td>☀/23</td>
</tr>
</tbody>
</table>

Source: https://www.accuweather.com

12. DA NANG CITY AND HOI AN ANCIENT TOWN

Da Nang city lies in the Midlands of Viet Nam, from which Ha Noi capitol in the north and Ho Chi Minh city in the south are almost equally spaced. Da Nang is also the central point connecting three UNESCO World Heritage sites: Hue Citadel, Hoi An ancient town and My Son Sanctuary.

Hội An, formerly known as Fai-Fo or Faifoo, is a city with a population of approximately 120,000 in Vietnam's Quảng Nam Province and noted since 1999 as a UNESCO World Heritage Site.

Old Town Hội An, the city’s historic district, is recognized as an exceptionally well-preserved example of a Southeast Asian trading port dating from the 15th to the 19th century, its buildings and street plan reflecting a blend of indigenous and foreign influences. Prominent in the city’s old town, is its covered “Japanese Bridge”, dating to the 16th-17th century.
LIST OF SUGGESTED HOTELS

DANANG PETRO HOTEL (★★★) 2nd OFFICIAL HOTEL
No. 07 Quang Trung Street, Da Nang City, Viet Nam
Tel: +84 236 3834 834
Email: info@danangpetrohotel.vn – res@danangpetrohotel.vn

Note: Shuttle bus will be provided by DTU to the meeting venue (Magnolia Hotel).

How to Reserve: Only participants who provide e-ticket during 27 Sept to 5 Oct, the room will be reserved by the Committee of Duy Tan University. Providing e-ticket after 5 Oct, participants need to reserve the room by own arrangement through booing.com or other hotel mobile application.

ACCOMMODATION RATE ON BOOKING.COM

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>RATE (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Double or Twin Room</td>
<td>37.00</td>
</tr>
<tr>
<td>Deluxe Double or Twin Room</td>
<td>47.00</td>
</tr>
<tr>
<td>Suite</td>
<td>73.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Inclusive</td>
</tr>
</tbody>
</table>

TIEN SA HOTEL
No. 21 Ly Thuong Kiet Street, Da Nang City, Viet Nam
Tel: +84 236 6256 699
Email: info@tiensabeach.vn – sales@tiensabeach.vn

Note: Within walking distance to the meeting venue (Magnolia Hotel) at No. 06 Le Loi Street.

How to reserve: Please proceeding booking by own arrangement through booking.com or other hotel application or email to the hotel directly.
ZEN DIAMOND SUITES HOTEL (★★★★★)
No. 16 Ly Thuong Kiet
Da Nang City, Viet Nam
Tel: +84 236 3929 555
Email: info@zendiamondsuites.com

Note: Within walking distance to the meeting venue at No. 06 Le Loi Street.

How to reserve: Please proceed booking by own arrangement through booking.com or other hotel application or email to the hotel directly.

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>RATE (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deluxe Room</td>
<td>23.00</td>
</tr>
<tr>
<td>Deluxe Double Room</td>
<td>25.00</td>
</tr>
<tr>
<td>Deluxe Twin Room</td>
<td>25.00</td>
</tr>
<tr>
<td>Deluxe Triple Room</td>
<td>23.00</td>
</tr>
<tr>
<td>Suite with Balcony</td>
<td>36.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Inclusive</td>
</tr>
</tbody>
</table>

ACCOMMODATION RATE ON BOOKING.COM

<table>
<thead>
<tr>
<th>ROOM TYPE</th>
<th>RATE (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deluxe Twin Room</td>
<td>73.00</td>
</tr>
<tr>
<td>Deluxe King Room</td>
<td>73.00</td>
</tr>
<tr>
<td>Deluxe One-Bedroom Suite</td>
<td>81.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>Inclusive</td>
</tr>
</tbody>
</table>
14. COORDINATORS

Duy Tan University

MR. TUAN LE

General Coordination and Programme
Mobile: +84 90 5469 433 I Email: letuan15@dtu.edu.vn

MR. NOO NGUYEN

Registration, Transportation, Meeting Venue/IT/Documentation
Mobile: +84 93 5292 284 I Email: phuocdtu@gmail.com

MS. ANH NGUYEN

Hotel Reservation
Mobile: +84 85 6538 874 I Email: nguyenthilananh@duytan.edu.vn

SEAMEO Secretariat

Ms Piyapa Su-angavatin

(Overall programme coordination)
Project Officer/SEA-TVET Programme Coordinator
Email: piyapa@seameo.org; tvetmeeting@seameo.org
Mobile/Whatsapp: +669 5165 5002
Office: +66 2 391 0144

Ms Kansiripak Muangnoycharoen

(International participants, directory, hotel booking, flight details by coordinating with the DTU team)
Secretary for Administration and Communication
Email: tvetmeeting@seameo.org