



BUSINESS ETHICS FOR APEC SMES WORKSHOP TO DRAFT VOLUNTARY CODES OF BUSINESS ETHICS FOR THE MEDICAL DEVICE SECTOR

-- LOGISTICS NOTE --

Brunei Darussalam
April 22-24, 2012

Hotel Venue: Empire Hotel & Country Club

The Empire Hotel is located north of Bandar Seri Begawan along the coast in Jerudong, roughly 20-25 minutes away from Brunei International Airport by motor coach or taxi. Participants are urged to stay at the Empire Hotel during their participation in the workshop. Rooms have been placed on reserve for participants from Sunday, April 22 to Wednesday, April 25 at a special APEC nightly rate of B\$180 (USD\$145). Participants with an extended stay may also apply this special rate to additional nights. Participants are urged to secure their room reservations as soon as possible by filling out the hotel reservation form (included within this logistics note) and sending it via fax to the number listed below. We recommend participants confirm their arrangements with the Empire Hotel by phone once the reservation form has been submitted. Should the Empire Hotel require a contact name to access our reserved room block, please state "Andrew Blasi."

The Empire Hotel & Country Club
Jerudong BG3122,
Negara Brunei Darussalam,
Tel: +673 241 7926 or +673 241 8888
Fax: +673 241 8999 or +673 241 8989
Contact Representative: Hazrin Hassan (hazrinhassan@theempirehotel.com)

Further questions may also be directed to ewg@crowell.com and assistance will be provided.

Airport Transfer Service

Participants staying at the Empire Hotel may secure roundtrip airport transfer services through Guest Services upon securing their room reservation for a charge of BND\$70-110 (US\$56-88), depending on the vehicle selected. Participants selecting this option should provide their flight number and estimated date/time of arrival on the included hotel reservation form. It is recommended that you confirm your airport transfer service with the Empire Hotel in advance of your departure to Brunei.

Participants may also select a taxi service to and from the airport at roughly the same roundtrip cost. Taxis are readily available at the airport and those serving designated queues are considered safe and reliable. Any questions may also be directed to ewg@crowell.com and assistance will be provided.

Travel Visas

Ordinary passport holders (Non-Diplomatic/Official) from the following APEC member economies are not required to obtain visas prior to entry into Brunei Darussalam: Canada, Hong Kong, Indonesia, Japan, Korea, Malaysia, New Zealand, Peru, Philippines, Singapore, Thailand, United States, and Vietnam.

Citizens from Australia and Chinese Taipei are required to secure a "Visa on Arrival". While we have been advised these may be secured upon your arrival into Brunei International Airport, we strongly recommend participants from Australia and Chinese Taipei secure their visa in advance through a local Brunei Darussalam consular office. If required, we may send a letter of invitation to assist you in securing the necessary visa. Please contact ewg@crowell.com if you require such a letter.

Citizens from Chile, China, Mexico, Papua New Guinea, and Russia are required to secure their visa prior to entry into Brunei Darussalam. The Government of Brunei Darussalam has offered workshop participants from these economies the opportunity to submit an advance copy of their passport photo page and confirmed travel itinerary instead of submitting a local visa application.



**Asia-Pacific
Economic Cooperation**



Please send these materials to ewg@crowell.com by **April 1**. Note that participants seeking APEC travel funding must have their airfare itinerary approved before purchase.

Participants from Chile, China, Mexico, Papua New Guinea, and Russia may also submit a visa application through a local Brunei Darussalam consular office. If this option is selected, please make sure to allow enough time for visa processing. If required, we may send a letter of invitation to assist you in securing the necessary visa. Please contact ewg@crowell.com if you require such a letter.

Diplomatic/Official Passport holders from the United States are required to obtain a visa prior to entry.

If you require a visa and there is no local Brunei Darussalam consular office in your home economy, participants should submit a copy of their passport and confirmed travel itinerary to ewg@crowell.com so a "Visa on Arrival" may be requested.

APEC Funding Eligibility and Information

APEC funding is available to cover economy airfare & per diem expenses for a limited number of participants from the following economies: Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Philippines, Peru, Russia, Thailand, and Vietnam.

Funding procedures will be sent to eligible participants following their acceptance of the workshop invitation. All economy airfare quotes must be approved by the APEC Secretariat prior to purchase and visa application. Once approved, participants will be connected directly with the APEC Secretariat to arrange for reimbursement of airfare as well as per diem expenses. The total per diem provided for approved participants will be indicated in your travel undertaking following airfare quote approval. Per Diem is made available to cover hotel accommodation, ground transportation, meals, and visa-related expenses. Questions on APEC funding may be directed to mrr@apec.org or ewg@crowell.com.

Attire

Suggested dress attire throughout the Workshop is business casual.

Meeting Registration

Welcome packets will be provided upon check-in for all workshop participants staying at the Empire Resort and Country Club. Packets will also be available during the Welcome Reception planned for the evening of Sunday, April 22 from 7:00-8:30pm. Participants arriving on the evening of Sunday, April 22 or morning of Monday, April 23 may also pickup welcome packets at the beginning of the first workshop session. Any questions on registration may also be directed to ewg@crowell.com.

Workshop Venue: Empire Country Club

While the April 22 Welcome Reception, participant accommodations, and most meals will take place within the Empire Hotel's Main Building, the Workshop will take place in the Empire Country Club's Members Lounge. While participants may access the Country Club from the Main Building via a short walk, hotel-operated buggies will be available. A map of the Empire Hotel facility is included with this document. Please consult your current workshop program for the latest venue information.

Weather

Brunei Darussalam enjoys a tropical/equatorial climate with high rainfall and warm temperatures throughout the year. While there is no dry season, late April and early May fall within an inter-monsoon period that is slightly drier than the rest of the year. The average probability of rainfall in April ranges from 65-72%. The maximum mean temperature in April is about 32.8 C (91 F) while the minimum is about 25 C (77 F). Humidity is high throughout the year.

Empire Hotel & Country Club Restaurants

- **Atrium Café (Buffet with International/Local Fare):** Main Building, Level 3 (6:30am to Midnight)
- **Li Gong (Cantonese):** Lagoon Pavilion (11:00am-3:00pm (Mon-Sat) / 10:30am-2:30pm (Sun) / 6:30-10:30pm (Tues-Sun))
- **Pantai (Seafood):** Oceanside (11:30am-5:00pm / 6:30-10:30pm / Closed Sundays)
- **Bunker Bistro (International/Regional Fare):** Hole 1 of Golf Course (6:30am-10:00pm)
- **Contemporary Mediterranean:** Main Building, Level 6 (6:30-10:30pm / Closed Tuesdays)