

# 2017 APEC Business Ethics for SMEs Forum

Hà Nội, Việt Nam | September 7–8, 2017

## LOGISTICS NOTE

### VENUE & BADGE COLLECTION



The 2017 APEC Business Ethics for SMEs Forum will take place at the **Sheraton Hanoi** (K5 Nghi Tam, 11 Xuan Dieu Road, Tay Ho District, Hanoi) located adjacent to West Lake and less than ten minutes by car from downtown Hanoi.

Badge collection will be offered to all participants on **Wednesday, 6 September (14:00-16:00)** in the Sheraton Hanoi Business Center. Those who arrive into Hanoi by this time are strongly encouraged to collect your badge at this time. Participants may also collect their badge outside the meeting room on **Thursday, 7 September** or **Friday, 8 September** before the program begins.

### HOTEL GUEST ROOM ACCOMMODATIONS

Participants are responsible for their own guest room accommodation. We strongly encourage participants to make reservations with the **Sheraton Hanoi**. Should you need to contact the Sheraton Hanoi, please dial 84-4-3719-9000. Should guest rooms no longer available, participants are encouraged to book at the Intercontinental Westlake Hotel, which is within close walking distance to the Sheraton Hanoi.

### AIRPORT TRANSFERS

Hanoi's Noi Bai International Airport (HAN) is located 24 kilometers from the venue with an average travel time of 30-45 minutes. It is highly recommended that you organize a private car service through your hotel **BEFORE** your departure to Hanoi. If arranged through the Sheraton Hanoi, a private car service will cost \$60 (USD) each way or \$110 (USD) round trip transfer.

### MEALS

Participants who reserve their guest room accommodation through the Sheraton Hanoi may have complimentary breakfast buffet included as part of their reservation. Please confirm this arrangement directly with the hotel. There are designated breaks for lunch on 7 and 8 September and participants will be provided a lunch voucher each day to enjoy at the Sheraton. Dinner costs will be covered by participants.

### VISAS

Ordinary passport holders (Non-Diplomatic/Official) from the following APEC economies are not required to obtain visas prior to entry into Viet Nam for stays of less than 14 or 30 days: Brunei Darussalam; Indonesia; Japan; Korea; Malaysia; Philippines; Russia; Singapore; and Thailand.

Participants from Australia; Canada; Chile; China; Hong Kong, China; Mexico; New Zealand; Papua New Guinea; Peru; Chinese Taipei; and the United States are required to secure their visa prior to entry into the Viet Nam. Please submit your visa application through your local Viet Nam consular office. Please allow enough time for visa processing. If you require further support materials (in addition to the original invitation letter) to process your application at the local Viet Nam consular office, please email [apecethics@crowell.com](mailto:apecethics@crowell.com) for assistance. Please provide your valid passport picture page, confirmed flight itinerary and hotel reservation.



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## **SECURITY**

All participants must wear their registration badge during the event. The badge should be worn at all times. Participants should collect their badge on Wednesday, 6 September (14:00-16:00) in the Sheraton Hanoi Business Center or before the program begins on Thursday, 7 September or Friday, 8 September.

## **LANGUAGE**

The event will be conducted in English as the official language of APEC. Simultaneous interpretation services will also be offered between English and Vietnamese during most of the sessions on 7 and 8 September.

## **DRESS ATTIRE**

Attire for the workshops and plenary session is business dress. Please be advised that due to warm weather conditions in Hanoi, extended outdoor walks in business attire is not recommended.

## **WEATHER**

September is the transforming time between summer and autumn in Hanoi, so the weather is slightly cooler than the very hot temperatures between June and August. Expect warm temperatures, averaging 26-31 Celsius (79 to 88 Fahrenheit). There is a 50% chance of rain in Hanoi for September. Humidity is typically high.

## **EVENT CONTACT INFORMATION**

All General Inquiries

Telephone: +1-202-624-2837

Email: [apecethics@crowell.com](mailto:apecethics@crowell.com)

## **TOURISM IN VIET NAM**

Participants with interest to extend their stay in Viet Nam are encouraged to visit <http://www.vietnamtourism.com/> for further information on Hanoi and other sites around the economy.