



**32ND EXECUTIVE BOARD MEETING
AND 19TH GENERAL ASSEMBLY
8th – 12th December 2019
Phnom Penh, Kingdom of Cambodia**

ADMINISTRATIVE ARRANGEMENT

1. Purpose

This document provides information on the administrative arrangement of 32nd Executive Board Meeting (32nd EBM) and 19th General Assembly (19th GA) which will be held on 8th to 12th December 2019 in Phnom Penh City, Kingdom of Cambodia.

2. Venue

The meeting will be convened at SOKHA PHNOM PENH HOTEL. The address of the Hotel is below:

SOKHA PHNOM PENH HOTEL

Address: Sokha Phnom Penh Hotel & Residence Street Keo Chanda, Phum 1, Chroy Changvar Phnom Penh, 12110

Phone: (+855) 23 685 8888

Website: <http://www.sokhahotels.com.kh>

Note: Participants are advised to stay in SOKHA PHNOM PENH HOTEL where the meeting takes place. Please do advise to VECONAC Secretarial for attendance in order to get special concession on the accommodation.

3. Hospitality

The host will cover the cost of meals, transportation and 3 rooms for 5 delegates: 1 Single room for Head of Delegate and 2 twin rooms for delegates and observers from 8th (Check In) to 12th (Check Out) December 2019 at SOKHA PHNOM PENH HOTEL. The host will also bear the cost of meeting facilities, meeting lunch as scheduled in the program and transportation from Phnom Penh International Airport.

Note: Other costs such as meals and accommodation for additional accompanies, air tickets, hotel's mini bar, room services and phone calls shall be borne by the participants.

4. Attire

1. Opening meeting and closing ceremony:
 - HOD: Uniform with medals.
 - Spouses and Observers: Business Attire.
2. Welcome and Farewell Dinner: Traditional or smart casual

5. Registration

The delegates are requested to kindly register the online registration before or by 20th October 2019.

6. Medical Facilities

Medical service will be provided during the meeting.

7. Currency

Most internationally currencies can be exchanged at Phnom Penh International Airport and commercial banks. Credit cards are also accepted in most local hotels, restaurants and shops. The exchange rate of US\$1 is approximately equivalent to 4,100 Khmer Riel.

8. Electricity

Electricity plugs in Cambodia may be different from some other countries. The electricity current is 220 V. The plug type often used in Cambodia is shown below.



9. Weather Conditions

The weather in Phnom Penh City in December is roughly between 22°-30° Degrees Celsius or 72°-86° Degrees Fahrenheit.

10. Local Time

Local time in Cambodia is GMT+7.

11. Point of Contact

Should there be any queries, please contact VECONAC Secretariat Point of Contact as follows:

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