

An Early Welcome to Delegates

On behalf of the Organizing Committee of the 7th ASAE Conference, we look forward to welcoming you at the conference. We hope that you enjoy your time in Hanoi, and the activities planned for you. This document is designed to provide some preliminary information about the conference prior to your arrival. You will be provided with a detailed conference program and information at registration.

Conference Venue

Centre for Women and Development (CWD)

20 Thuy Khue Street, Hanoi, Vietnam.

Tel: (+84) 04.37 280 280

Fax: (+84) 04.37 281 035

There will be signboards guiding you to the Conference Hall from the gate of CWD.

We have shuttle buses to pick-up participants from the hotels (in our recommend list) to the Conference Venue during the Conference time. The particular pick-up times for each hotel would be informed to you by our accommodation agency and the hotels.

Program Start Time

The official start of the conference program is from 9.00 am. For the first day of the Conference, for registration, you are required to be presence at the Conference venue one hour earlier, at 8.00 am on Thursday 13th October.

Registration Desk

On-site registration for the conference will open on Wednesday 12 October from 2pm to 7pm, and Thursday 13 October from 8.00 am -9.00 am in the Main Hall of Women Development Centre (CWD).

You will collect your name badge, and Conference Program which will contain additional information.

If you have already paid the registration fee, **please bring the invoice/receipt with you.** If not, please pay only by cash only at the registration desk.

Help during the Conference

Assisting staffs will be available at the registration desk during the conference for any assistance in relation with the conference. For urgent cases, please call our mobile phones:

Ms. Pham Thi Ngoc Linh – Tel: (+84) 942912666

Ms. Le Ngoc Minh – Tel: (+84) 912425828

Ms. Phuong Quynh Nga – Tel: (+84) 982280887

Guideline for speakers

Your Biographical Details

In order to the session chairman make introduce you appropriately, please prepare a short biography with background information about you such as the name, the institute you are working for, the main task, the research you want to present (50 words) and hand it to the chairman prior to the commencement of your session.

Time for each presentation

Your presentation has been allocated 15 minutes, which consists of 10 minutes for your presentation and 05 minutes for questions. Between each presentation 1-2 minutes is allowed for moving between rooms. Be sure to structure your presentation so that it fits into this timeframe, as times will be strictly enforced by the chair of each session.

Please submit your presentation by PPT to linh.pham@cap.gov.vn or 7thasae@cap.gov.vn no later than 10th October or bring it to the computer in the conference room before 8.00 am on your presentation day. The information of parallel sessions would be sent to you later.

Last Minute Changes

The Organizing Committee would like to ensure that the Conference runs as smoothly as possible. To assist us with this objective, please notify the registration desk if circumstances prevent you from presenting your paper at your allotted time.

Flight to Vietnam

Please inform us the time and the arrival and departure flight number in writing no later than two days before the conference begins, to Ms. NTLinh at 7thasae@cap.gov.vn

Accommodation Booking

If you require assistance in regards to your accommodation booking, please contact Ms. Mai at thienhatravel@fpt.vn or call her mobile phone on (+84) 0912872838 or Ms. NTLinh 7thasae@cap.gov.vn

In case you do not stay at the hotels in our recommended list, please inform us the hotel you already booked or would like to stay (hotel name, address, and telephone number) during the conference in advance.

What to Wear

For the month of October, Hanoi's average maximum temperature is 28°C; the average minimum is 22°C. The temperature at night time may be averagely 2-3°C lower than day time.

Smart casual dress is suggested for the Conference sessions and other Conference activities.

Name Badge

Please wear your name badge for your entry into sessions and all other conference activities.

The colour of the badge worn by the person indicates their category of participation.

Blue	Contributed paper speaker & Delegate
Orange	Invited Speaker
Red	Organizing Committee

If you have any special requirement of how you want to write your name and organization you are working for on the name badge, please send enquiry to Ms. NTLinh at 7thasae@cap.gov.vn before 7th October 2011.

Otherwise, the Organization Committee will print your full name as your registration.

Conference Content

You will collect the conference schedule, name badge and document at the registration desk in the first day of the conference or the afternoon of 12th October.

Tickets

You will be provided with lunch tickets for 3 days of the Conference and an Invitation to the Welcome Dinner at registration. If you have not received these tickets, please contact the registration desk staffs.

If you are not able to attend the Welcome Dinner you previously booked in your registration form, please advice us as early as you can.

Please bring your lunch ticket and dinner invitation with you to the restaurant.

Breakfast

Breakfast is normally served by the hotel where you stay and it is included in your accommodation bill.

Banking Facilities

ATM's for the major banks, closest to the conference venue and suggested hotels vicinity, can be found at the following addresses:

HSBC

The Sun Red River Building - 23 Phan Chu Trinh Street - Hoan Kiem District, Hanoi

Phone: (+84) (4) 933 3189

Fax: (+84) (4) 933 3198

ACB - 115 Thuy Khue street, Tay Ho district, Hanoi

ANZ

151 Thuy Khue street, Tay Ho district, Hanoi
 162A Hoàng Hoa Tham street, Hanoi
 Ground floor, Golden Westlake Apartment Block, Tay Ho/West Lake.
 14 Lê Thái Tổ Strt, Hanoi – T: +84 4 38258 190 / F: +84 4 38258 188

Asia – Pacific Commercial Bank

344 Ba Trieu, Hai Ba Trung district
 T: (84-4) 821 6889 / 826 9317
 F: (84-4) 821 6766

Bangkok Bank

41B Ly Thai To, Hoan Kiem district
 T: (84-4) 826 0886 / 824 0307
 F: (84-4) 826 7397

American Express Bank

Floor 6, 43E Ngo Quyen, Hoan Kiem district
 T: (84-4) 824 3214 / F: (84-4) 824 3962

Barclays Bank

33A Pham Ngu Lao, Hoan Kiem district
 T: (84-4) 826 5510 / 825 0907
 F: (84-4) 825 0789

VIB Bank

20 Thuy Khue Street, Tay Ho District, Hanoi
 T: (84-4) 37 281 191
 F: (84-4) 37 281 192

Local transportation

The Conference venue is about 4 kilometres from the city center and in walking distance to most beautiful lakes in Hanoi such as Hoan Kiem Lake, West Lake and Truc Bach Lake. There are some other travel options other than taxi such as taking a pedicap (Xích lô) or motorbike taxi (Xe ôm). Taking motorbike taxi can save you money if know how to bargain as the price may vary.

Noibai airport is around 30km from the Conference venue. There are two taxi agencies providing good service at the airport that you can take straight away from outside of your checkout gate: **Airport taxi and Noi Bai taxi**. The taxi cost from Noibai airport to the Conference venue and suggested hotels is of approximately VND 315.000 – 450.000 (equivalent to US\$15.00 - US\$20) in about 30-40 minute drive.

Information about Hanoi

Hanoi lies on the banks of the Red River, some 100 kilometres from its mouth.

Hanoi is the cultural capital of Vietnam with a population of six millions.

Hanoi is a charming city with many beautiful lakes and French-inspired architecture of ancient houses in the old quarter built during the French occupation.

It is also a busy city like any other Asian city. Streets are always busy during both day time and night time and a great place to explore on foot, especially in the old quarter where locates various shops for traditional products and a range of nice restaurants and coffee shops for food and drink. This is also where tourists can find a different and lively life of Hanoian.

The best time to visit Hanoi is during the three months from October to December, when you will find warm, sunny days (23–28°C) and levels of humidity below the norm of 80%, though it can be a bit cold at night.

For information of attractions in Hanoi, visit the website:

<http://vietnamcity.net/category/ha-noi/>

Conference Dinner

Delegates are cordially invited to attend a Welcome Dinner in honor of Institute of Policy and Strategy for Agriculture and Rural Development (IPSARD), and Ministry of Agriculture and Rural Development (MARD) on the occasion of Celebrating 7th Asian Society of Agricultural Economists (ASAE) International Conference

Time: Thursday Evening, October 13th, 2011 at 18:30 p.m

Restaurant: Centre for Woman and Development

Address: 20 Thuy Khue Str., Tay Ho Dist, Hanoi, Vietnam

If you have any special dietary requirements for the welcome dinner, send your enquiry directly to Ms. NTLinh at 7thasae@cap.gov.vn before 12:00pm 11st October 2011.

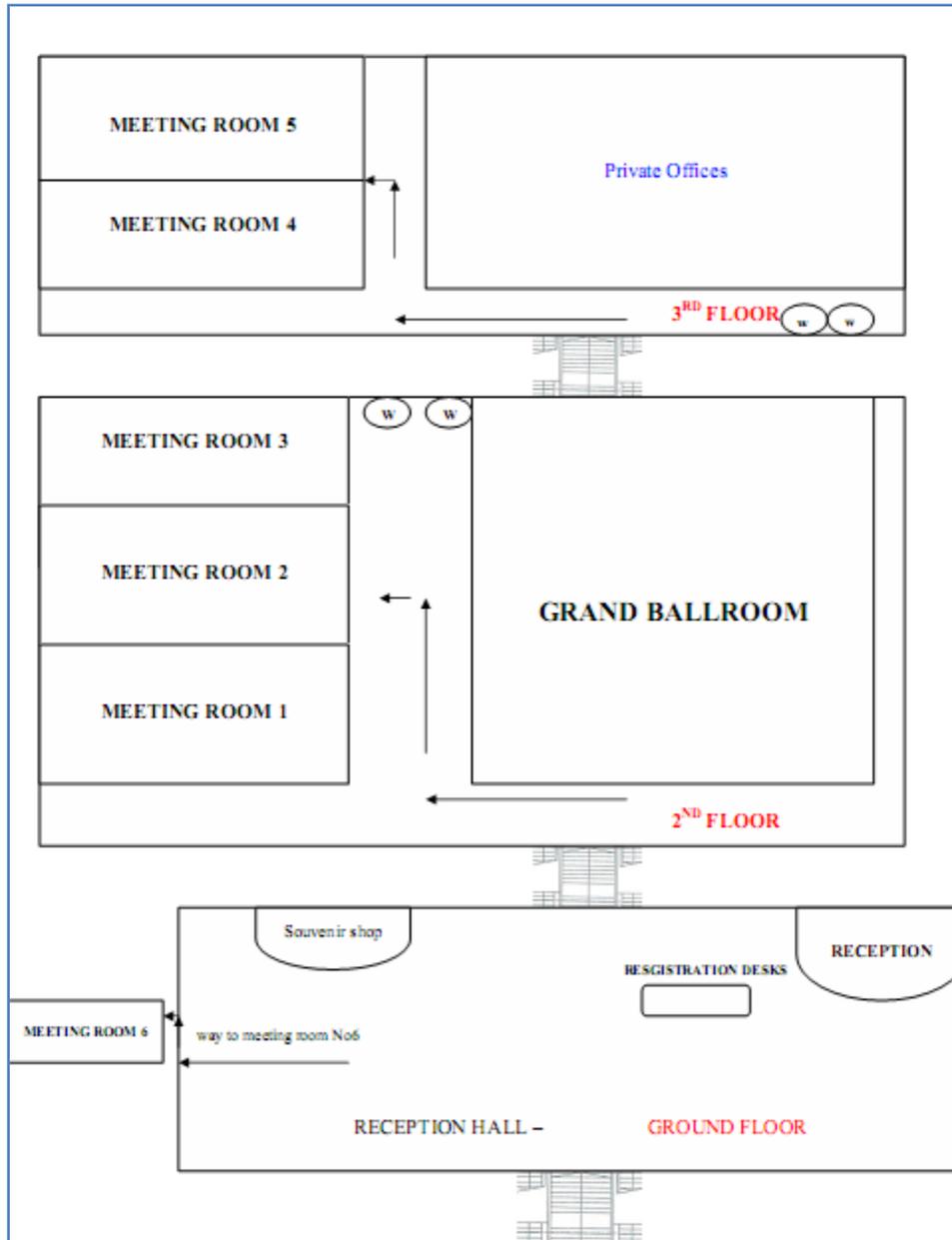
Voltage and Electricity

Electricity is supplied in all parts of Vietnam at 220 volts only. Also, please note that we use US or European plugs/ adapters. Other countries, for example, Australia, use different kind of adapters, remember to recharge fully your electric equipment at home. In case you want to recharge them during your stay in Vietnam, make sure that you bring along with multifunction adapters or contact the staff at the conference reception desk for assistance.

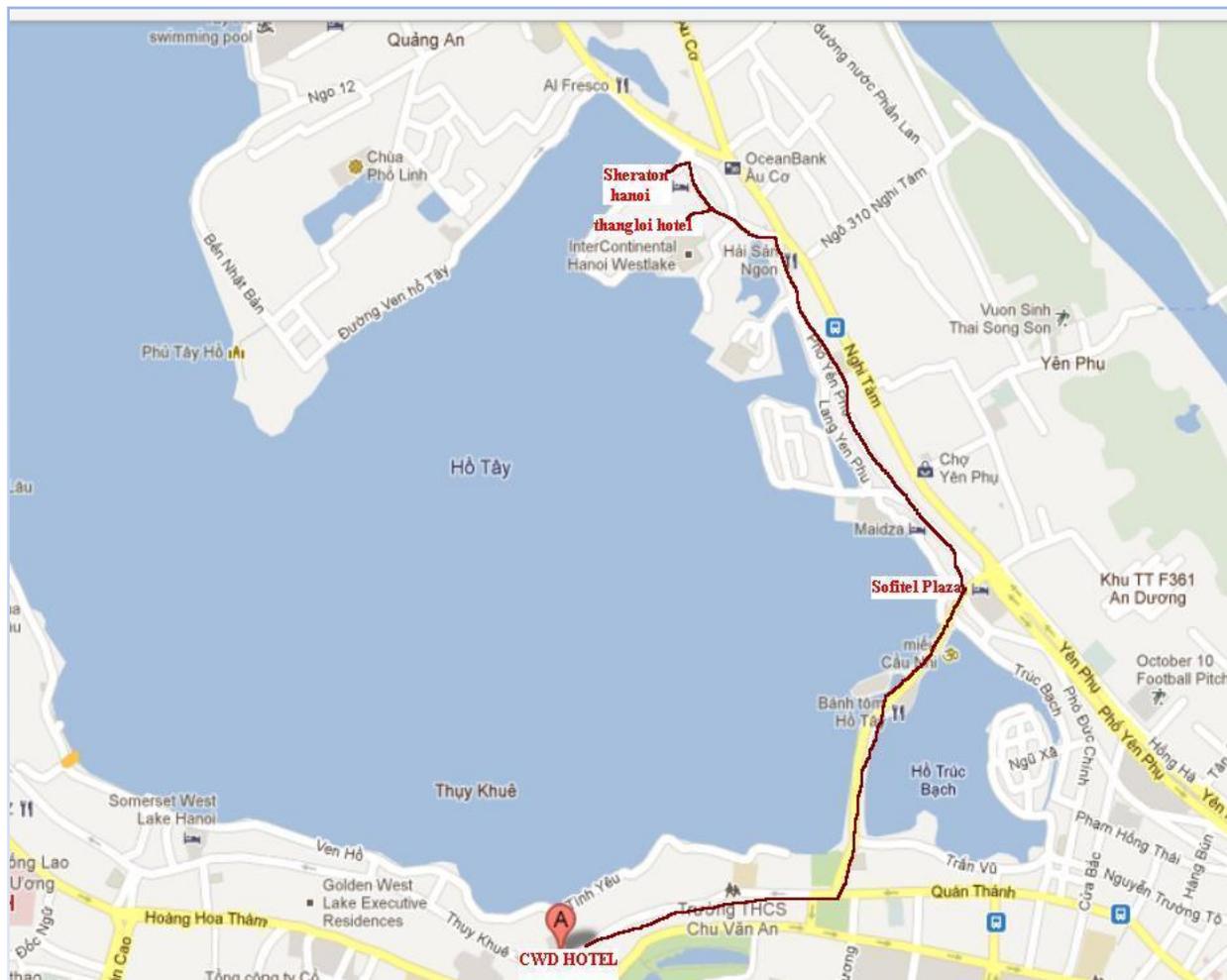
Optional Tour

Besides the conference programs, there are some optional tours that can be arranged by Thien Ha Company. If you want to join, you will be provided with detailed optional tours and information at Thien Ha Travel Agency registration table during the conference.

Conference Area Map



Accommodation Location Map



For further information contact us or visit us at the registration desk at the Conference.

**7th ASAE Conference Secretariat
IPSARD**

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Tel: +84 4 37282629

Fax: +84 4 37280489

Email : 7thasae@cap.gov.vn

Website: <http://7thasae.ipsard.gov.vn>