



Logistics Packet

We are pleased to provide you with the following information regarding the logistical and practical arrangements for the Clean Cooking Forum 2013. While participation in the Forum is free of charge, participants are responsible for their own travel costs and other expenses, including lodging, non-Forum meals, and incidentals. Transportation support is available for a limited number of participants, who can apply by completing the transportation scholarship application component of the Forum registration form available at www.cleancooking2013.org.

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Arrival and On-Site Check-in

The official start to the 2013 Forum is Tuesday, March 19th at 9:00am. Registration will be open from 8:00am-9:00am on Tuesday. Registration tables will also be open on Monday afternoon, March 18th. A variety of pre-Forum sessions will also take place on Monday. More information on those sessions, as well as plans for an opening night reception will be made available in the coming weeks.

Language

Please note Forum presentations will be in English. We are currently considering translation of select sessions into other languages. Participants will have an opportunity to indicate whether they require translation on the Forum registration form available at www.cleancooking2013.org.

Forum Venue

Phnom Penh Hotel

Address: No. 53, Monivong Boulevard, Sangkat Srah Chok, Phnom Penh, Cambodia

Telephone: +855(0)-23-991-868

Fax: +855(0)-23-991-818

E-mail: info@phnompenhhotel.com

More information on the Phnom Penh Hotel is available at:

<http://www.phnompenhhotel.com/>

Hotel Information

Phnom Penh Hotel: Please note that prices below are for Forum participants. Prices below are per night, and include taxes:

Superior single occupancy: USD \$70

Superior double occupancy: USD \$80 (\$40 per person)

Deluxe single occupancy: USD \$80

Deluxe double occupancy: USD \$90 (\$45 per person)

Club Excellence single occupancy: USD \$100

Club Excellence double occupancy: USD \$110 (\$55 per person)

All rooms at Phnom Penh Hotel include complimentary breakfast and internet. Club Excellence rooms also include express check-in/check-out, complimentary snacks and beverages, and complimentary late check-out, among other benefits.

Check-in time: 2:00pm

Check-out time: 12:00pm

A government-issued photo identification and a credit card or cash deposit are required at check-in for incidental charges. Any new taxes or fees imposed by the Government of Cambodia may be added on to the above rates.

Participants wishing to stay somewhere other than Phnom Penh Hotel should make their reservations on their own. For suggestions of other nearby hotels, please visit the Hotel Information page at www.cleancooking2013.org.

Hotel Reservations

The Forum will be held at the Phnom Penh Hotel. While the Alliance has blocked rooms for Forum participants, we anticipate a high turnout and encourage you to confirm your travel plans as soon as possible to ensure accommodation at the conference. **Please note all Forum participants are responsible for covering the cost of their hotel accommodations, non-Forum meals, and incidentals.**

Make a reservation now directly with the hotel if you are:

- **Paying by credit card;** and
- **Prefer a single occupancy room or have already confirmed a roommate.**

If you would like to make a reservation for a single occupancy room, or you have already made arrangements with another Forum attendee as a roommate, and are paying by credit card, please make a reservation directly with the Phnom Penh Hotel by emailing reservation@phnompenhhotel.com (be sure to mention “Global Alliance Clean Cooking Forum 2013” in your correspondence to receive the above rates for Forum attendees). You may make a reservation anytime between now and February 10th, however we anticipate a high turnout and encourage you to make a reservation as soon as possible to ensure accommodation at the venue hotel. After February 10th, the block of rooms reserved for the Forum will be released for non-Forum guests and you may need to make arrangements elsewhere. Please note that if you have agreed to share a room with another participant who will arrive a day later or leave a day earlier than yourself, you will need to pay the full lodging costs for the night(s) of single occupancy.

Make a reservation through the Alliance in early January if you:

- **Do not have a credit card;** or
- **Prefer shared lodging and have not confirmed a roommate.**

If you prefer shared lodging and would like the Alliance to pair you with a roommate, or you do not have a credit card, the Alliance will post a lodging reservation form on Hotel Information page at www.cleancooking2013.org in early January for you to reserve your room at that time. For shared lodging options, participants will be randomly assigned same-gender roommates, unless the name of another participant with whom you have agreed to share a room is provided on the forthcoming form. Please note that if you have agreed to share a room with another participant who will arrive a day later or leave a day earlier than yourself, you will need to pay the full lodging costs for the night(s) of single occupancy. For participants who are paired up by the Alliance, we will make every effort to match you with a roommate with the same check-in/check-out dates. However, there may be cases where this is not possible and

participants should be prepared to pay at least one night at a single occupancy rate. **The Alliance will only be able to make reservations for randomly assigned shared rooms and/or those participants who do not have credit cards. All others should make their reservation directly with the Hotel.**

Transportation to/from the Forum Venue

All participants are responsible for their own transportation to/from the Phnom Penh Hotel. The drive from the airport to the Forum venue should take approximately 30-40 minutes. Participants are advised to take the official airport taxi service, which is a fixed rate of \$9 USD one-way. You will need to buy a ticket at the taxi booth before leaving the airport. **Participants will be individually responsible for this cost; the Alliance will not be able to reimburse taxi fares.**

Meals

Breakfast is included in the cost of the hotel for those staying at the Phnom Penh Hotel. The Global Alliance will provide coffee breaks and lunch for the days of the Forum and the field trip (March 19-22). Dinner will be provided for participants on Tuesday, March 19th and Wednesday, March 20th. Participants will be responsible for their own dinner on Thursday, March 21st and Friday, March 22nd. The Phnom Penh Hotel offers 4 restaurants on-site. If you plan to go outside the Phnom Penh Hotel for dinner, the average price should be around \$7 USD.

Local transportation

To/From airport and hotel

Phnom Penh International Airport is located approximately 14 kilometers from Phnom Penh Hotel and is the most accessible airport for travelers within and into Cambodia. Direct flights from Phnom Penh International Airport fly to and from many regional Asian airports. Those participants traveling from North America, South America, Africa and Europe will likely need to connect through other Asian cities.

In general, when traveling around in Cambodia, take a secure taxi. These are more expensive than the taxis that you find on the street, but they bring more security. The secure taxis have a fixed price and you have to request them by calling ahead to their central number or making arrangements at the hotel (recommended).

Taxi contact info:

- **Global Taxi: (+855) (0) 11-311888**
- **Choice Taxi: (+855) (0) 10-888010**
- **Cambodia Driver: (+855) (0) 16-639852**

You can also take tuk-tuks, which are relatively safe and used by locals on a regular basis. Tuk-tuks gather in popular areas such as the riverfront and hotels. Tuk-tuk prices are around \$2 for short day trips, \$3 for short night trips and \$10-\$15 for the whole day. Prices vary depending on the number of passengers and where you pick up the tuk-tuk.

Site Visits – Thursday, March 21, 2013

Participants will be able to select one of multiple site visit options to see Cambodian clean cookstoves, fuels, and related projects on Thursday, March 21st. Participants will receive more information on the site visit options in the coming weeks and will have an opportunity to indicate their preferences among the various options at that time.

Visa Requirements

All visitors, except citizens from **Indonesia, Malaysia, Singapore, Philippines, Laos, Thailand and Vietnam** must have a visa to enter Cambodia.

The Cambodian Ministry of Foreign Affairs and International Cooperation has launched e-visa, which enables you to apply for a Cambodia tourist visa online. After completing the online application and paying by credit card, you will receive your visa by email, which must be printed and brought to Cambodia. You can access e-visa at <http://www.mfaic.gov.kh/evisa/>.

In addition, visas can be obtained at Cambodia Embassies or consulates and are also available “on arrival” at both international airports. However, it is advised that you obtain your visa prior to arriving in Cambodia to ensure your entry into the country. Tourist visas are valid for one stay up to 30 days. The official price for a tourist visa is \$25 USD (be prepared to pay in U.S. Dollars). If you plan to obtain a visa on arrival at Phnom Penh airport, head to the **Visa on Arrival desk** and join the line to the left, where your application form is reviewed (you will be given the form on the plane). Then move to the right and wait for your name to be called. You will then pay and receive your passport with the visa.

The following countries are exempt from using the e-visa or visa on arrival services and are required to obtain a visa from the nearest Cambodian Embassy: **Afghanistan, Algeria, Saudi Arabia, Bangladesh, Iran, Iraq, Pakistan, Sri Lanka, Sudan, and Nigeria.**

If you plan to travel through the United States or Europe on your way to Phnom Penh, you will be required to obtain a transit visa. These visas may be difficult to obtain and we encourage you to fly through other countries if possible.

Common requirements for Visas (but you should contact the Cambodian consulate in your home country for specific requirements)

- A passport valid for 6 months after arrival and has at least one blank Visa page remaining.
- Two passport sized photos
- Your personalized letter of invitation
- Your personal/background information for the visa form as well as:

1. The location where you are staying:

Phnom Penh Hotel

Address: No. 53, Monivong Boulevard, Sangkat Srah Chok, Phnom Penh

Telephone: +855(0)-23-991-868

Fax: +855(0)-23-991-818

2. A contact person in country:

GERES Primary Contact:

Mr. MAO Rotha: +855 (0)12 951 129

Other Local Information

Time Zone:

UTC/GMT +7 hours. Cambodia is 11 hours ahead of the United States Eastern Standard Time (EST).

Weather:

The month of March in Phnom Penh can be quite hot with daily high temperatures around 93°F (34°C). Daily low temperatures are around 78°F (26°C). In March, the most common form of precipitation is light rain. Please note that during the month of March the sun can be very powerful. It is advised that participants bring adequate protection.

Currency:

The U.S. dollar is widely used in Cambodia and most businesses including taxis, tuk-tuks and restaurants accept U.S. dollars. Change of less than one dollar is given in the official currency – the Cambodian Riel. You may want to carry some small riel for minor purchases.

The current exchange rate is approximately

EUR – Riel = 5,118

USD – Riel = 3,956

EUR – USD = 1.29

Banking:

Phnom Penh Hotel offers money exchange to all guests but it is advised that you travel with USD. Most banks in Phnom Penh are open from roughly 08.30am to 4:00pm weekdays, plus Saturday mornings.

Phnom Penh now has many ATMs located all across town. Easily spotted, the distinctive blue **ANZ Royal Bank** ATMs accept Cirrus, Plus, Maestro, Visa, MasterCard and ANZ Cards. Other reliable options include **Canadia Bank, Foreign Trade Bank** and **SBC Bank**. All ATMs dispense US dollars.

Internet:

Internet is included in rooms for Forum guests at the Phnom Penh Hotel free of charge.

Travel Health:

Please refer to the Center for Disease Control and Prevention's (CDC) website (<http://wwwn.cdc.gov/travel>) to get the latest information on required vaccinations and other health related travel trips. The CDC recommends that you see your doctor at least 4-6 weeks before the trip for vaccination purposes.

Although yellow fever is not a disease risk in Cambodia, the government requires some travelers arriving from or transiting through [countries with risk of yellow fever virus transmission](#) to present proof of yellow fever vaccination. If you will be traveling to Cambodia from any country other than the United

States or transiting through another country on your way from the United States, this requirement may affect you.

If you will be visiting an area of Cambodia with malaria, you will need to discuss with your doctor or travel physician the best ways for you to avoid getting sick with malaria and should take one of the prescribed antimalarial drugs. Malaria is present throughout the country, except the temple complex at Angkor Wat, Phnom Penh, and around Lake Tonle Sap. ([more information](#))

It is not advisable to drink tap water although safe in many areas. It is therefore recommended to use only bottled water. The Alliance will provide bottled water during the Forum sessions. Also, in general you should avoid eating foods from street vendors, since this may cause stomach problems for some people.

If, during your stay in Cambodia, you require medical assistance, keep in mind that private clinics offer better medical services. In all clinics you will have to pay at the time you receive services. The Global Alliance does not provide travel medical insurance, so we recommend that each traveler set this up on their own in case of emergencies while traveling abroad.

Recommended Clinic:

Calmette Hospital
No. 3, Preah Monivong (St. 93)
023-426-948

Safety:

By comparison to other major destinations around the world, Phnom Penh is currently a fairly safe destination. The only notable security concerns include traffic/transportation safety and petty and sometimes violent street crime.

Traffic accidents are not uncommon in the chaotic traffic of Phnom Penh. The most common and convenient form of public transportation are the tuk-tuks by day and car taxis at night. Car taxis is the safest way to move around the city. Motorcycle taxis should be avoided, as helmets are not provided to the passenger.

Street robberies of visitors in Phnom Penh, are reported with some regularity. They occur when walking in the street, riding a motorbike and even on tuk-tuks. Always carry the minimum necessities with you and avoid traveling on motorcycles. When walking in the street, keep your camera/bag on your inside shoulder. When riding a tuk-tuk, make sure your bag is kept close to you with no strap hanging out of the tuk-tuk. Also, try to keep your valuables (camera, cell phone, etc.) out of sight of potential robbers as you travel around the city.

The best thing to do is to follow the recommendations below.

- Carry a card with the important numbers all the time:
 - Police 117,
 - Fire 118,
 - Ambulance 119,
 - GERES Office: **Mr. MAO Rotha** +855 (0)12 951 129
- Write down the name and address of your hotel (see above for those staying at Phnom Penh Hotel).
- In general, don't openly show any objects of value (cameras, camcorders, jewelry, etc.).

- Take only secure, recommended taxis (see above).
- Carry only small amounts of money on you.

Electrical Appliances:

Electricity in Cambodia is 230 Volts, alternating at 50 cycles per second. If you travel with a device that does not accept 230 Volts at 50 Hertz, you will need a voltage converter. Visitors are advised to carry plug adapters to accommodate varying socket sizes.

Tipping:

Tipping by locals in Cambodia is fairly common.

For More Information:

For any additional Forum-related questions, please contact forum@cleancookstoves.org.