



Socialist Republic of Viet Nam



UNITED NATIONS

LOGISTICS NOTE/GUIDE TO PARTICIPATION

INTERNATIONAL CONFERENCE ON WOMEN, PEACE AND SECURITY

Strengthening Women's Role in Building and Sustaining Peace:

from Commitments to Results

Ha Noi, Viet Nam, 7-9 December, 2020

1. INTRODUCTION

This Guide to Participation provides preliminary information on the meetings as well as details on administrative procedures, meeting logistics and general requirements for participants.

2. DATE, TIME AND VENUE

Date & Time:

7-9 December 2020, Ha Noi time (GMT+7)

Pre-conference	6 December	Arrival of delegations and registration
Conference Day 1	7 December	17:30 – 22:30
Conference Day 2	8 December	16:15 – 22:30
Conference Day 3	9 December	17:00 – 20:00

Venue:

JW Marriott Hotel Ha Noi, No 8 Do Duc Duc Road, Me Tri, Tu Liem, Ha Noi

<https://www.marriott.com/hotels/travel/hanjw-jw-marriott-hotel-hanoi>

Hotel front desk: + 84 (0) 24 3833 5588

3. REGISTRATION

Please complete your registration by **4 December 2020** by using the following link:

<https://forms.gle/MhgnZHr58ymm37sT6>

4. GUIDE TO PARTICIPATION

Participation in this Conference is by invitation only. The event will be organized in a hybrid form combining virtual and in-person participation.

- Virtual participation will be conducted through Cisco WebEx. ID and password will be provided upon registration. For further information regarding technical arrangements, please refer to the General Instructions for Panelists/Attendees, Technical Guidance for Panel Discussions.
- All plenary sessions will be livestreamed on “UN in Viet Nam” [Facebook](#) and [YouTube](#).
- Viet Nam-based participants from the Government agencies, diplomatic missions, United Nations, international organizations, NGOs and other international participants, who are able to travel to Viet Nam are encouraged to participate in-person at the event venue.
- For Member States whose Ministers opt to deliver their statements by video, please refer to the Guidelines for submitting Pre-recorded Statements.

5. VISA AND HEALTH REQUIREMENTS**5.1. Visa**

Delegates from certain countries that require visas to enter Viet Nam are responsible for arranging their own visa. All delegates are required to possess valid passports or other applicable travel documents with validity of at least six months at the time of travel.

All delegates are requested to register online for the meetings before sending visa request. To facilitate the visa application procedure, registered delegates are requested to follow this procedure:

- Complete an online visa application form at: https://visa.mofa.gov.vn/_layouts/registration/ApplicationForm.aspx. (For visa upon arrival, choose Upon arrival for the Place of collect visa)
- Result of the application will be sent to the applicant within 4-5 business days.
- Submit the application result with the passport to the Viet Nam Embassy or Consulate General as designated on the visa application form to collect the visa. For visa upon arrival, submit the result to Immigration Desk at the airport in Viet Nam to collect visa.

For further information on visa applications, please visit the following link:

<https://visa.mofa.gov.vn/NewsDetail.aspx?type=Info&id=28#sec1>

5.2. Health requirements (for in-person participation only)

Due to the impacts of the COVID-19 pandemic, international delegates who plan to travel to Viet Nam are required to:

- Have health insurance which covers health costs abroad, or be able to provide a guarantee from their organization that ensures to cover any coronavirus-related costs.
- Have negative SARS-CoV-2 test results that had been taken within 05 days by competent authorities before arrival in Viet Nam;
- Fill out the Health Declaration Form upon arrival by using the following link: <https://tokhaiyte.vn/?lang=en>.

Health Instructions for WPS Event which contains detailed information regarding health requirements will be provided by contacting the organizing committee at: wpsglobal2020@gmail.com

6. INFORMATION ABOUT THE EVENT

For more information about the event, please visit event website at the following link:

<https://vietnam.un.org/en/97883-high-level-global-event-strengthening-womens-role-building-and-sustaining-peace-commitments>

7. MEETING ACCESS *(for in-person participation only)*

Delegates may pick up Meeting badges (ID badges) at the Registration Point by presenting their passport or other applicable travel document. *Only registered participants holding a meeting badge will be able to enter the conference room.*

8. WEATHER IN HANOI

December is one of the coolest months in Ha Noi. The average temperature is about 18-19°C with low humidity.

9. ACCOMMODATION

Upon receiving confirmation, in-person participants are expected to arrange accommodation on their own. Please contact logistics focal points below if you wish to have any assistance.

10. MAIN CONTACT POINTS

For general inquiries: wpsglobal2020@gmail.com

Logistics & Registration Focal Person:

- **Mr. Nguyen Duy Thanh** Department of International Organizations, Ministry of Foreign Affairs of Viet Nam Email: duy.thanh.tcqt@gmail.com; Tel: +84-24-3799-5677.