



# **BIDDING PROPOSAL FIG WORKING WEEK 2017**

**Submit By:**  
**Vietnam Association of Geodesy,  
Cartography and Remote Sensing (VGCR)**

**Hanoi - Vietnam, 20 November 2013**

# Expression of Interest Letter

*by the President of Vietnam Association of Geodesy, Cartography and Remote Sensing (VGCR)*

**Dear FIG Council,**

Firstly, I would like to thank the FIG's Leaders for your kind invitation to the bidding to host the FIG Working Week 2017 & FIG Congress 2018.

Secondly, please allow me to introduce briefly - the Vietnam Association of Geodesy, Cartography and Remote Sensing as a member association of FIG. We used to organize successfully "The 7<sup>th</sup> FIG regional Conference 19-22 October 2009 on Spatial data Serving people". Moreover, VGCR has collaborated with Asian Remote Sensing Association to organize two conferences on "Asian Remote Sensing" in 2005 and 2010.

In addition, as a member of FIG, we attended many FIG conferences, especially the Working Week and Congress and has learned from them many experiences for FIG's event organization.

It is also our honor & prestige if we are selected to host the FIG Working Week 2017 in Hanoi, on the special occasion of 30<sup>th</sup> anniversary of our association.

More than important, becoming the host country for FIG Working Week is a great opportunity for Vietnam to propagate our achievements & our progress in the field of surveying & data management. Especially, it would be considered as an important chance for us: the circle of Vietnamese professionals, experts, and surveyors to approach to the world's scholars as well as the occasion that the world experts can help Vietnam to realize all our concerns & issues as the fact that Vietnam is one of the most five countries in the world being suffering consequences from climate changes, especially the threat of sea level rise. Besides that, Vietnam still faces many challenges of industrialization, urbanization, and poverty reduction.

Last but not least, Hanoi - Vietnam is well- known for a city of peace recognized by UNESCO since 1999, and it is also considered as an elegant city of safety, beautiful landscapes, delicious cuisine, and charming people. Not only attractive by natural attractions, your journey to Hanoi is also interesting with fair prices, and welcome atmosphere as you are at home. With our full package registration, all delegates & accompanying persons would have no time of being alone: let us receive you from your first arrival at airport until the end with an amazing farewell party, technical post -tour program. We will surely make all participants happy with memorable & unforgettable moments in Vietnam.

**Sincerely Yours,**

**President**

**The Vietnam Association of Geodesy, Cartography and Remote Sensing**



HANOI  
**WORKING  
WEEK** 2017

*For Spatial Enablement  
Of Each Citizen*

*19 - 26 May  
National Convention Center*

## **TABLE OF CONTENTS**

### **Part 1: GENERAL BACKGROUND**

**1.1 Introduction about Hanoi, Vietnam. Why Hanoi City will be more competitive to attract the participants by 2017?**

**1.2 Hanoi City's Competitiveness to host FIG Working Week 2017:**

- The National Convention Center and the convenience of transportation
- International Noi Bai Airport
- Hanoi's Attractions, Culture and Cuisine
- The Living Cost
- Accommodations & Hospitality Industry

**1.3 International events organize in Hanoi**

**1.4 The major events in Hanoi City in 2017**

**1.5 About Local Organizers**

**1.6 Government Funding & Supports for FIG Event**

### **Part 2: PROPOSE THEME EVENT, VENUE & TIME TABLE FOR FIG WORKING WEEK 2017**

**2.1 Venue Suggestion**

**2.2 Time Suggestion**

**2.3 Event Theme, Objectives, Target & Expected Outcome for FIG Working Week Hanoi 2017**

**2.4 Initiatives**

## **Part 3: BEFORE FIG WORKING WEEK 2017**

### **3.1 Marketing & Promotion for FIG Working Week 2017:**

- Promotion at previous year's FIG Working Week
- Invitation Letters, Printed Materials, Key Visual for POSM
- Official Website of Event
- Social Marketing & Publicity Campaign

### **3.2 Letter of Invitation, Visa Application, Government Approval for International Delegates**

### **3.3 Preparation for Technical Program**

- Call for papers
- Preparatory Meetings: Site Check & Venue Floor Plan, Other Logistics

### **3.4 Logistics Preparation**

- ❖ Hotline
- ❖ Help Desk & Shuttle Bus on the International Airport

## **Part 4: DURING FIG WORKING WEEK 2017**

### **4.1 The Tentative Program:**

- The Program in General
- Social Programs: Welcome Gala, Vietnamese Cultural Night, Music Concert and Farewell Party
- Pre Tour to Ha Long Bay
- Daily Tour during Working Week
- Post Tour: Excursion Tours combined with Technical Tours

### **4.2 Management of Transportation & Accommodations**

### **4.3 Management of Conference Delegates**

### **4.4 Venue Floor Plan: Conference & Exhibition**

### **4.5 Mortem Report**

## **Part 5: FINANCIAL PLAN**

### **5.1 Registration Fee**

### **5.2 The Official Hotel Partners, Transporters, Sponsors & Exhibitors**

### **5.3 Complimentary Registrations, Accommodations and Complimentary Entry to Social Events**

### **5.4 Budget Planning**

## PART 1: GENERAL BACKGROUND

### 1.1 Introduction about Vietnam and Hanoi City

Located on the gateway to Indochina peninsula of the South East Asia, Vietnam is a country of rich culture, traditions by the history of more than four thousand years. Shaped like an elongated "S", Vietnam is lying next to China on the north, Laos and Cambodia on the west, and the East Sea on the east of country.

Today, Vietnam is known as one of the most dynamic countries in ASEAN with the rapid economic growth rate over many decades. Its population is approx. 90 million people from 54 ethnics group (more than 80% of people are Viet People), which made Vietnam become most crowded country in the region.

Moreover, the natural beauty of soaring mountains, fertile deltas, primeval forests inhabited by exotic fauna, sinuous rivers, mysterious caves, other worldly rock formations, heavenly waterfalls and beaches will surprise every visitors.

Among many attractions of Vietnam, Hanoi - the capital of Vietnam is the most elegant city that offers the great introduction of Vietnam with the richness of history, culture, great cuisine and particularly many tourist destinations to visit: The tranquil "Hoan Kiem" Lake in the heart of City, surrounding by the bustling streets of the Old Quarter, each street named after the trade used to take place there; Co Loa Citadel (built in 257 BCE), One Pillar Pagoda (built in 1049), the Temple of Literature (built in 1070), Hanoi Citadel, Hanoi Opera House (built in 1911), President Ho Chi Minh's Mausoleum, the peaceful West Lake is considered as the lung of city with fresh air & beautiful place for sightseeing, and enjoying the city view; and many many traditional villages to visit as Van Phuc Silk Village, Bat Trang Ceramic Village, Ngu Xa Bronze villages, etc.



Temple of Literature



One Pillar Pagoda



Tran Quoc Pagoda



St., Joseph Cathedral



President Ho Chi Minh's Mausoleum



Hanoi Opera House



Hoan Kiem Lake



Sunset at the West Lake



Bat Trang Ceramic Village

Hanoi has been selected as one of the top 10 cities for food in the world by Shermans Travel. According to TripIndex by TripAdvisor in 2012, Hanoi will be the cheapest city in the world for two of a one-night stay in a four-star accommodation, food & beverages, and taxi transport.



La Vong Grilled Fish

*MSNBC news agency ranked La Vong fried fish ball restaurant at 5th position out of 10 places you should know before you die*



Legendary "Pho" Noodle

...always be the first in the wish list that you should never miss to visit Hanoi!



Xeo Sticky Rice

All time being the favorite of local people when visit Hoan Kiem Lake



Hanoi Special Egg Milk Coffee

Hanoi means "the hinterland between the rivers", previously named "Thang Long" or "Rising Dragon City", it recently celebrated the 1000 years anniversary by 2010. The Hanoi Ceramic Mosaic Mural is a 4 km ceramic mosaic mural created to mark the occasion.



A part of Hanoi Ceramic Mosaic Mural

## **TOURISM**

Imbued with advantages in geographic, climate and natural conditions, Viet Nam possesses numerous potentials for tourism diversity. Viet Nam has almost 3,000 national heritages and 7 world heritages recognized by UNESCO.

There are also 30 national parks, 8 UNESCO-recognized world biosphere reserves, and 400 hot-water springs throughout the country.

With a coastal length of over 3,000km, Viet Nam ranks 27<sup>th</sup> among 156 coastal countries. Viet Nam has a total of 125 beaches and ranks among 12 nations that possess most beautiful bays (Ha Long, Nha Trang, Lang Co, etc).

Total international foreign visits to Vietnam in 2012 reached 6,847,678, representing a 13.86% growth over the same period of 2011. China, U.S, South Korea, Taiwan, Japan and Australia are the biggest markets for Viet Nam's tourism industry.

### **World Heritages in Viet Nam**

- **World's Natural Heritages:** Ha Long Bay, Phong Nha-Ke Bang National Forest.
- **World's Cultural Heritages:** Ancient Capital of Hue, Hoi An Old Town, My Son Sanctuary.
- **World's Intangible Cultural Heritages:** Hue Royal Refined Music, Central Highlands Gong Space, Ca tru singing, Quan ho singing.
- **World's Documentary Heritages:** Nguyen Dynasty Woodblock; Van Mieu Doctorate Steles.

### **LANGUAGES**

Although 54 ethnic groups in Viet Nam have different languages, the national language in Vietnam is Vietnamese. Besides that, other common foreign languages in Vietnam are English, French, Chinese and Russian.

### **INTERNATIONAL RELATIONS**

At present, Viet Nam has established diplomatic relations with 178 countries and economic, trade and investment ties with 224 countries and territories.

Viet Nam is a member of the UN, ASEAN, ASEM, APEC, the WTO, the Francophone, the Non-Allied Movement and other regional and international organizations.

## **Why Hanoi City - Vietnam will be more competitive to attract the participants by 2017?**

By hosting the hi-class international governmental event – 25<sup>th</sup> APEC Summit, Hanoi will be the host city for all main conferences & meetings on the side line, therefore, the city infrastructure and hospitality's facilities & services will newly upgraded by 2017.

Vietnam also has many advantages and competitiveness to host FIG Working Week 2017:

- Peaceful, Safe Country with friendly people.
- Opened Foreign Policy by Vietnamese Government.
- Nice weather & Beautiful landscape with many World Heritages recognized by UNESCO.
- Well-equipped National Convention Center, 4-5 Hotels, International Airport, Transportation Infrastructure.
- Great culture & Delicious cuisine.
- Very reasonable prices with high standards.

## 1.2 Hanoi City's Competitiveness to host FIG Working Week 2017

### THE NATIONAL CONVENTION CENTER



Vietnam National Convention Center is currently one of the three biggest Convention Centers in Southeast Asia. Being the first and only one in Vietnam was built basing on the most advanced and modern technologies, Vietnam National Convention Center is the national priority construction with wonderful and harmonious architectures, synchronous and modern infrastructures; which carry Vietnamese nationalism and is the symbol of Vietnamese architectures in the new century.

It was the main venue of FIG Regional Conference in Hanoi 2009. Today, there are many 5 star hotels surrounding NCC, including: JW Marriott Hanoi, Crowne Plaza, Grand Plaza, and Intercontinental Landmark 72.

VNCC is now an independent organization with account, private seal and under the control of the Governmental Office. It is also the place to hold almost important assembly meetings and conferences of the Communist Party of Vietnam, Government, other political, economic organizations; other meetings and conferences on politic, economy, culture and society which have both national and international meaning are taken place here, too. As it has advantages about the hall, the meeting room, the lobby, precinct, transportation, security and the staff, etc, VNCC is always the place that organizers want to hold national and international events.

#### **Services**

With advantage of having system of rooms and large halls with the total area over 60.000m<sup>2</sup>, modern and highly automatically equipments; VNCC is the only address in Vietnam that could meet the demand of holding internal as well as external high-grade services including many types of conferences, seminars, exhibitions, performances, parties...with over 15.000 attendants and with highest requirements.

## Conference – Seminar



VNCC has a large hall (MMH), nearly 30 other halls and meeting rooms with area from 40m<sup>2</sup> to over 4.000m<sup>2</sup>, which can hold from 120 to more than 3.500 people. Meeting rooms can be separated from others by soundproof walls, forming 73 smaller ones. With the large number of rooms, modern equipments, VNCC can satisfy the requirement of holding different types of conferences and seminars at the same time.



NNC used to organize many large scale international-level events as 5th Asia – Europe Meeting 2004, 9<sup>th</sup> ASEM's Foreign Minister Meeting 2009, APEC 2006, ICOLD Hanoi 78<sup>th</sup>, Asian Pacific Congress of Cardiovascular Intervention Radiology.

## Exhibition, products presentation

Having multiple room systems; especially, the lobby systems inside and outside the building with area over 12.000m<sup>2</sup>, VNCC can also meet the demand of holding big exhibition and products displaying with additional services:

- Designing, staging.
- Leasing site-land and equipments, additional services.
- Advertising and propaganda.

## Art performance

VNCC has a large hall (MMH) designed with multi-functional stage system using Canada lifting technology, modern and multiple system of lighting and sound equipments using digital technology with highly safety technical feature suit to all art types performing.

Besides, VNCC also has an outdoor stage system which is suitable for the night music concert to be taken place; this system can satisfy high demand and ensure about the security in the VNCC campus.

### **Party - Reception**

With multiple and luxurious banquet hall system, modern system of kitchen, professional and whole-hearted staff; VNCC can not only provide the party with rich and various menu but also ensure the most stringent requirements on safety with many types of Asia-Europe party :

- Buffet dinner
- Sit-down banquet
- Merry-making party
- Outdoor party
- Cocktail party
- Theme-based party

### **HANOI'S PUBLIC TRANSPORT INFRASTRUCTURE**

#### **Noi Bai International Airport**



Noi Bai International Airport



## T2 Terminal by 2014

Nội Bài International Airport is the largest airport in the north of Vietnam. It is 28 miles (45 km) from the city centre. The travel time from the city centre is 30–45 minutes.

At 650 ha, Noi Bai is the second-largest airport in Vietnam, behind the 800 ha Tan Son Nhat International Airport. A larger international terminal (T2, with a capacity of 16 million passengers per annum) is under construction as of September 2013, with completion expected by late 2014.

The airport has a new 3,800-meter paved runway (CAT II - 11R/29L - opened in August 2006) and an older 3,200-meter paved runway (CAT I - 11L/29R)

The distance between the two runways is only 250 meters, so the airport has a maximum capacity of 10 million passengers a year in accordance with International Civil Aviation Organization's safety regulations.

A number of Vietnamese and international airlines operate from Hanoi Noi Bai Airport, including Vietnam Airlines, Pacific Airlines, Air Asia, Cathay Pacific, Hong Kong Airlines, Thai Airways, Lao Airlines, Nok Air and Tiger Airways, etc.

The airport terminal provides various services, shopping, currency exchange, ATMs and transportation options.

### **Bac Thang Long Highway**

The road connecting Noi Bai Airport and Nhat Tan Bridge via Dong Anh and Soc Son districts of Hanoi is 12.1km long and 80-100m wide with six lanes allowing vehicular speed of 80km per hour.

### **Thang Long Highway**



The country longest & most modern highway, which the National Convention Center is located on, is running from the Pham Hung-Khuat Duy Tien- Tran Duy Hung roundabout through the Tu Liem, Hoai Duc, Quoc Oai and Thach That districts to National Highway 21A (km 31+ 64, the starting point of the Ho Chi Minh road).

Road users can enjoy the green trees planted in the reserved area along the middle of the highway as well as the comprehensive, modern lighting system.

Thang Long highway is 28km long, 140m wide with 3 lanes in one way.

## **HANOI LOCAL TRANSPORTATION**

The main means of transport within Hanoi city are motorbikes, buses, taxis/cars, and bicycles.

### **Taxis in Hanoi**

Taxis are very inexpensive and normally go by the meter without a problem. Big taxis operated by 'Hanoi Taxi Group' would be a safer bet compared to the more gung-ho smaller taxis that have a reputation of meters being 'fixed'.

Taxi Sample Rate (Hanoi Group): VND 12,000/km

### **Public Buses**

Public buses run on many routes and fare can be purchased on the bus, with very cheap prices (20 cents for a journey where a taxi might cost \$10.)

### **Motorbikes**

Motorbike is the major mean of transportation in Vietnam. Motorbikes can also be rented from agents within the Old Quarter of Hanoi.

## **HANOI LIVING COST**

The living and other personal expenses of travelers to in Hanoi varies from pocket change to the platinum card, depending on taste and comfort. Ascetics could just about get by on US\$30 a day, while a conventional budget traveler can live it up from US\$70 to US\$100. Mid-range travelers can have a ball from US\$100 to US\$200 a day, staying comfortably, eating well and traveling comfortably. At the top end, spending US\$350 or more a day, anything is possible.

The official currency is Vietnam Dong (VND), but the US dollar is pretty widely accepted. In tourist centers, most hotels will accept either, while other businesses may prefer VND.

Rooms start from as little as US\$40 to US\$70 in busy tourist centers. Spending US\$40 to US\$70 will boost the comforts quickly, and rooms will generally include air-con, satellite TV, fridge and hot water. Make the step up to US\$80 and three-star frills are available. At US\$350 and above, it's five-star territory.

Dining out is where Vietnam comes into its own. Surfing the street stalls and markets, meals can be found for between US\$3 and US\$5. Local restaurants are more comfortable and you can eat well for between US\$10 and US\$50. Then there are the Vietnamese gourmet restaurants, where you can still only spend around US\$20 with drinks; with the right wines you could easily spend US\$50.

Domestic flights are relatively expensive compared with some countries in the region. A one-way ticket from Hanoi to Ho Chi Minh City (Saigon) is around US\$150. Trains are great value and overnight sleepers are a good way to cover long distances like Hanoi to Hue or Saigon to Nha trang

Bus travel is a bargain by Western standards. Public buses between major destinations have fixed fares, but when traveling by bus in remote areas, overcharging is the rule. For maximum flexibility, many travelers prefer to rent a car or 4WD and go exploring provinces with a guide. Costs run from about US\$50 around town to as much as US\$150 a day upcountry (including the driver's food and lodging). A guide costs from US\$30 to US\$50, depending on the destination in the city or mountainous areas.

## **ACCOMODATION & HOSPITALITY INDUSTRY**

Hanoi has many good options for accommodations (3-4 star ranking) which the price ranges from \$40 to \$60. Besides that, there are many 5 star hotels that is very convenient to travel to the National Convention Center:

### **HOTEL NEARBY THE NATIONAL CONVENTION CENTER**

**(About 05 - 10 minutes to travel to the National Convention Center by Taxis)**

#### **JW Marriott Hanoi**

*No 8 Do Duc Duc Road, Me Tri, Tu Liem District · Hanoi, Vietnam*



*JW Marriott Hanoi*

JW Marriott Hanoi locates nearby The National Convention Center, and Keangnam Landmark 72 – the tallest building of Vietnam, is less than a quick 10-minute drive away. Guests have an array of unique dining, shopping and entertainment options at their fingertips.

JW Marriott Hanoi affords 394 graciously appointed, 48-square-meter guest rooms and 56 suites, including a Presidential and Chairman’s Suite. The luxury hotel's six savory food and beverage outlets offer a contemporary, international dining experience; the meeting areas include 2,400 square meters of sophisticated space including two elegant ballrooms.

**Grand Plaza**

*No. 117 Tran Duy Hung, Cau Giay District, Trung Hoa-Nhan Chinh, Hanoi, Vietnam*



Grand Plaza Hanoi

Towering over Millennium City, 5-star Grand Plaza Hanoi is a 5-minute walk from the National Convention Centre. It features elegant rooms with flat-screen TVs, an indoor pool and fitness facilities.

Elegant rooms at Grand Plaza Hanoi Hotel feature classic wood furnishings and views from floor-to-ceiling windows. Offering spacious layouts, they come with a safe, seating area and glass-walled bathroom.

Leisure options at Hanoi Grand Plaza include an indoor golf course and sauna facilities. Guests can get a good work out at the gym or relax with a soothing massage at the spa.

Grand Plaza has an elegant lobby lounge featuring afternoon tea and live entertainment at night. Other dining highlights include Asian restaurant and Le Jardin, which offers all-day dining and international buffet spreads.

Grand Plaza Hanoi Hotel is a 35-minute drive from Noi Bai International Airport. It is easily accessible from Vietnam National Convention Center, just about 10 minutes by car.

Hotel Rooms: 618

### **Crowne Plaza Hotels & Resorts**

*No. 36 Le Duc Tho Street, My Dinh Commune, Tu Liem District, Hanoi, Vietnam*



Crowne Plaza Hanoi

Crowne Plaza is a dynamic hotel brand currently located in nearly 60 countries around the world. Truly international, Crowne Plaza offers premium accommodation, designed for the discerning business and leisure traveler who appreciates simplified elegance combined with the practicality of the latest features, as well as value for money.

Vietnam's first Crowne Plaza is situated in Hanoi's newest business district. Crowne Plaza West Hanoi is the lynchpin of a commercial and residential complex, only minutes

away from the National Convention Centre and National Stadium and is only 30 minutes drive to Noi Bai International Airport.

The Hotel has 393 guestrooms including 40 luxurious suites offering modern tailored business solutions for the discerning traveler with a selection of accommodation. Guests also can choose to experience our Club Floor service.

## **HOTEL IN WESTLAKE AREA**

**(About 25 minutes to travel to the National Convention Center by Taxis)**

### **Intercontinental Hanoi Westlake**

*1a Nghi Tam, Tay Ho, Hanoi (00 84 4 270 8888)*

A very stylish hotel overlooking the 800-year-old Golden Lotus Pagoda in Hanoi's largest lake, the InterContinental Hanoi Westlake has 359 good-sized and beautifully decorated rooms with LCD TVs and deep baths. The Milan restaurant serves Italian food, while Saigon specializes in the Vietnamese and Chinese cuisines, and Café du Lac is an excellent French brasserie.

### **Sofitel Plaza Hanoi**

*No. 1 Thanh Nien Road - Ba Dinh District – HANOI - VIET NAM*

Sofitel Plaza Hanoi enjoys a spectacular location rising up between the watery expanses of Truc Bach Lake, West Lake and the Red River with inspiring, uninterrupted panoramas.

Gaze out upon magnificent vistas from the frameless panoramic windows of each luxury hotel room and suite. Within their elegant interiors, enjoy a clean, contemporary aesthetic blended with beautiful Vietnamese touches in lamps and stately furnishings.

273 rooms including 23 suites.

### **Hanoi Daewoo Hotel**

*360 Kim Ma Str – Ba Dinh Dist – Hanoi – Vietnam*

Strategically located in the business, government and diplomatic centers, Hanoi Daewoo Hotel is a luxury five star hotel in Hanoi with charming interiors and breath-taking views of the city. Since it opened in 1996, it has been a first-rate choice for both leisure and business travelers.

The hotel in Hanoi features the largest room inventory in the city with 411 tastefully decorated rooms and 33 suites.

## **HOTEL IN OLD QUARTER OF HANOI**

**(About 30 minutes to National Convention Centre by car/taxi)**

**Hilton Hanoi Opera**

*1 Le Thanh Tong, Hoan Kiem District, Hanoi(00 84 4 933 0530)*

This luxurious property adjacent to the Opera House is a good-value option for those seeking five-star accommodations. Features 269 rooms with high-speed internet access, and satellite TV, while in-house services include a business centre, two executive floors, fitness centre and outdoor swimming pool. The Lobby Lounge bar has become a popular nightspot for delicious cocktails and visiting flamenco bands.

**Melia Hanoi**

*44B Ly Thuong Kiet Street, Hoan Kiem District, Hanoi (0800 032 4254)*

Melia Hanoi is a member of the Great Hotels of the World and occupies a central location right in the heart of Hanoi's business, government and diplomatic district. Heads of states such as Spain's Queen Sofia, HR Princess Anne of the UK and members of the Brunei Royal family have stayed here. The hotel has a heliport on its roof, so guests can arrive in style. All rooms have luxurious bathrooms, minibar and satellite TV. The hotel also has the largest ballroom in Vietnam, with an impressive capacity for up to 1,200 guests. There are two restaurants including El Patio that serves international cuisine during the day and the Asian-inspired El Oriental restaurant. The hotel is within walking distance of Hanoi landmarks such as the Grand Cathedral, the Grand Opera House, Hoan Kiem Lake and the Temple of Literature.

**Nikko Hanoi**

*84 Tran Tong, Hanoi (00 84 4 822 3535)*

A luxurious hotel with well-appointed rooms with standard five-star facilities, the Nikko Hanoi is Japanese-owned and retains a distinctly Japanese - rather minimalist - feel. The sushi bar Benkay is excellent. Other facilities include a business centre, health club and outdoor swimming pool.

**Sofitel Metropole**

*15 Ngo Quyen, Hanoi (00 84 4 826 6919)*

Despite fierce competition from new luxury rivals, the Metropole remains the most prestigious address in Hanoi. Opened in 1901, past guests include Charlie Chaplin, Jane Fonda and Jacques Chirac. Though rooms in the new award-winning Opera Wing exude international-class luxury, they lack the old-world charm of the original building, with its wooden floorboards, period furniture and bamboo wall coverings. There are 363 rooms and suites, and in-house facilities include a business centre, hair salon, small outdoor swimming pool, and a fitness centre. A spa will open soon. Spices Garden serves up market Vietnamese fare, while Le Beaulieu is one of the finest French brasseries in town. The hotel is a seriously luxurious experience. Price rating: 3/5

**Hotel de l'Opera**

*29 Trang Tien Street, Hoan Kiem District (00 84 4 6282 5555)*

Part of Accor's M Gallery, a collection of hotels with personality, this one is modern and bold, especially in its high ceilings, picture windows and splashes of bright colour. The ground-floor Bentley boutique announces that this is the heart of uptown, on what is the Fifth Avenue of Hanoi - but it's also a short walk from the central lake and the Old Quarter. The 107 rooms have lots of colors and texture - mosaic tiles in bathrooms, red-velvet headboards, purple throws on the fabulously big beds - and attract businessmen and younger creatives alike.

### 1.3 The international events organize in Hanoi

Vietnam is a peaceful and convenient place for many international events such as: 22<sup>nd</sup> SEA Games (South East Asian Games 2003), 18<sup>th</sup> APEC Summit (Asia Pacific Economic Cooperation Summit 2006), 78<sup>th</sup> ICOLD (International Commission on Large Dams 2010).

By 2014, Hanoi - Vietnam will host the UN Day of Vesak.

By 2017, Hanoi - Vietnam will host the 25<sup>th</sup> APEC Summit.

By 2019, Hanoi - Vietnam will host the ASIAD 2019 (Asian Games 2019).

### 1.4 The major events in Hanoi City in 2017

- Annual Traditional & Holiday in Hanoi City:
  - **January:** New Year Day Celebration on the 1<sup>st</sup> January
  - **February:** Traditional Tet Celebration marks the beginning of the new lunar year, Co Loa Festival & Trieu Khuc Festival
  - **March:** Dong Nhan Festival & Dong Festival
  - **April:** Independent Day 30 April
  - **May:** Labor Day 1<sup>st</sup> May  
Birthday Anniversary of the former President Ho Chi Minh 19<sup>th</sup> May
  - **June:** International Children Day, Chem Temple Festival
  - **July:** Vietnam Veteran Day 27<sup>th</sup> July
  - **August:** N/A
  - **September:** Vietnam National Day 2<sup>nd</sup> Sep, Mid Autumn Festival
  - **October:** Hanoi Liberation Day 10<sup>th</sup> Oct, Vietnamese Women Day 20<sup>th</sup> Oct, Vong Thi Festival
  - **November:** Ung Thien Communal House Festival
  - **December:** Christmas Festival and Festival Arômes by the Sofitel Metropole Hanoi hotel: the event is the setting for this food-based event which sees top chefs from around the world assembles to give talks and presentations.
- International Events:
  - APEC Summit 2017 including:

The Event Calendar of APEC Summit 2017 is not yet officially published. However, the first time Hanoi hosted the APEC Summit 2006, the calendar was as following:
  - **February**  
(20<sup>th</sup> Feb – 2<sup>nd</sup> Mar): APEC SOM I & Related Meetings
  - **May**  
(22<sup>nd</sup> – 25<sup>th</sup>): 27<sup>th</sup> Meeting of TPTWG
  - **July:**  
(19<sup>th</sup> – 21<sup>st</sup>): APEC Symposium on Open Source and Open Course for E-Learning  
(26<sup>th</sup> – 28<sup>th</sup>): APEC Trade Capacity Building for the Application of Sanitary and Phytosanitary Measures

- **August:**
  - (2<sup>nd</sup> – 4<sup>th</sup>): APEC Youth Forum for Sustainable Development
  - (28<sup>th</sup> – 31<sup>st</sup>): 11th Meeting of Woman Leaders Network
- **September:**
  - (1<sup>st</sup> Sep): Savings Policy Workshop: A Dialogue on Savings and Capital Market Development
  - (4<sup>th</sup> – 8<sup>th</sup>): 13th APEC Finance Ministers' Meeting and Related Meetings
  - (18<sup>th</sup> – 20<sup>th</sup>): Strategies for Workforce Development: Keys to Success in the 21st Century
  - (22<sup>nd</sup> – 23<sup>rd</sup>): APEC/SME Seminar on Support for Local and Cottage Industries: APEC 'One Village One Products
  - (25<sup>th</sup> – 29<sup>th</sup>): 13th APEC SME Ministerial Meeting and Related Meetings
- **November:**
  - (12<sup>th</sup> – 13<sup>th</sup>): APEC Concluding Senior Officials Meeting
  - (14<sup>th</sup> – 16<sup>th</sup>): 4th Meeting of ABAC
  - (15<sup>th</sup> – 16<sup>th</sup>): 18th APEC Joint Ministerial Meeting
  - (17<sup>th</sup> – 19<sup>th</sup>): APEC CEO Summit
  - (18<sup>th</sup> – 19<sup>th</sup>): 14th APEC Economic Leaders' Meeting

From the above reference, the September & November is usually 02 peak months of APEC Summit; especially for the most important event - APEC Economic Leaders' Meeting frequently organized in October or November. Therefore, we suggest FIG Working Week Hanoi should organize before September.

## 1.5 About Local Organizers



### **THE VIETNAM ASSOCIATION OF GEODESY CARTOGRAPHY AND REMOTE SENSING**

**Address:** (Department of Survey and Mapping), No.2, Dang Thuy Tram Street, Cau Giay District , Hanoi, Vietnam.

**Tel:** (+84) 04. 6293.6975

**Email:** [vgcr.association@gmail.com](mailto:vgcr.association@gmail.com)

### **A SOCIAL PROFESSIONAL ORGANISATION**

Under VUSTA (Vietnam Union of Science and Technology Associations)

Established on 20<sup>th</sup> December 1989

According to the decision No 369 – TC by the Chairman of Ministerial Council (Currently Prime Minister of Republic socialist of Vietnam)

### **A NON – GOVERNMENTAL PROFESSIONAL ORGANISATION**

Of Scientists and Technicians specialized in Geodesy, Cartography and Remote Sensing working for Research, Education and Production

### **FULL MEMBER OF:**

- The Vietnam Union of Scientific Technical Associations (VUSTA)
- The International Federation of Surveyors (FIG)
- The International Cartographic Association (ICA)
- International Society of Photogrammetry & Remote Sensing (ISPRS)
- The ASEAN Federation of Land Administration and Geomatic (ASEAN FLAG)

### **THE OVERALL VISION OF THE ASSOCIATION**

- is to propagate professional knowledge and expertise
- to upgrade competence of its members
- and to awake people on the role and contribution of the profession
- to the socio-economic development

- and to the guard of the politico-social safety.

**THE ASSOCIATION ACTIVITIES INCLUDE:**

- To organize professional conference and seminar.
- To promote consultancy and service in surveying, mapping and geomatic
- To inspect, supervise and opponent the surveying, mapping and geomatic content in governmental programme and project.
- To participate to international and regional activities in surveying, mapping and geomatic.

**EVENT ORGANISATION's EXPERIENCE INCLUDES:**

- The 25<sup>th</sup> Asian Conference on Remote Sensing in 2005.
- The 6<sup>th</sup> Commission of ISM (International Society for Mine Surveying) Conference on Surveying & Mapping for Sustainable Development in March 2007.
- The 7<sup>th</sup> FIG regional Conference 19-22 October 2009, Hanoi on Spatial data Serving people”.
- The 31<sup>st</sup> Asian Conference on Remote Sensing 1-5 November 2010

## **1.6 Government Funding & Supports for FIG Event**

### **- Government Funding:**

Vietnamese Government will not provide funding directly to FIG Working Week; however, they provide funding through assistances to use the most beautiful public venues with great discount cost for rent:

- The Vietnam National Convention Center (main venue is proposed for FIG Working Week Hanoi 2017)
- Hanoi Opera House (to organize the social program)

### **- Government Support:**

Vietnamese Government support to organize FIG Working Week Hanoi 2017 as following:

- Transportation Clearance for Conference VIP, Delegates by Police Motorbikes (if needed).
- Visa Procedure: support quickly for Conference Delegates & Accompanying Persons.
- Security check & Public Orders during the FIG Working Week Hanoi 2017.

**- Besides that, the Ministry of Natural Resources & Environment will consider to support to The Working Week 2017 if the event will be awarded to organize in Hanoi.**

## **PART II: EVENT THEME, VENUE & TIME TABLE FOR FIG WORKING WEEK 2017**

### **2.1 Venue Suggestion:**

The National Convention Center, Hanoi City

- Venue's Capacity is great for thousands of people, with standard professional audio-visual equipment for conference, with private secretary room, VIP Lounge.
- Foyer is very spacious for exhibition
- Good F&B Service
- Nearby three 5star Hotels: Grand Plaza, Crowne Plaza and JW Marriott Hanoi
- Transportation: very convenient, 20 minutes to downtown area. No congestion, large parking area for shuttle bus.

### **2.2 Time Suggestion:**

- **Option 1:** 19 – 26 May 2017
- **Option 2:** 14 – 21 April 2017
- **Option 3:** 02 – 09 June 2017

Option 1 is highly recommended as the time is not in a peak season of tourism, so the price for accommodation would be cheaper than usual. While the Option 3 is the beginning of summer vacation, the hotel operators would not offer the price as good as the Option 1.

For the Option 2, it can be a good choice if Option 1 is not available. The disadvantage of Option 2 is the time before the independent day & labor day, Vietnamese people usually plan for holiday on these days, thus increasing the demand of accommodation .

### **2.3 Proposed Theme for FIG WORKING WEEK 2017:**

#### **“FOR SPATIAL ENABLEMENT OF EACH CITIZEN”**

On 28 October 2011, the first high level forum on global spatial data management held in Seoul (from 24 to 26 October, 2011) reached an agreement on Seoul Declaration on global geospatial data management which is regarded as a document supporting implementation of initiatives of the United Nations to enhance global cooperation in the field of geospatial data management in order to help overcome global challenges.

In the next important event - the International Symposium on Spatially Enabled Government and Society jointly organized by GGIM, PCGIAP, GDSI, FIG in Kuala Lumpur, 15 - 16 February 2012. In this Symposium, an UN Declaration from Kuala Lumpur was adopted, in which the term 'Spatial Enablement of Governments and Societies' to become an universal slogan for development of National Spatial Data Infrastructure (NSDI).

In Vietnam, VGCR has proposed an own concept to the Development Strategy of NSDI for Vietnam that to have 'Spatial Enablement of Governments and Societies' we need to do 'Spatial Enablement of Each Citizen'. It is the idea to form the Theme of Working Week 2017 in Vietnam as '**FOR SPATIAL ENABLEMENT OF EACH CITIZEN**'.

### **OUR OBJECTIVES**

- To propagate the Important Role & Significant means of Spatial Data Management to e-Government for all countries, especially for Vietnam.
- To implement the conclusion of UN-GGIM (United Nations Initiative on Global Geospatial Information Management) issued by UN Committee of Experts on Global Geospatial Information Management, February 2013 in Qatar.
- To create the opened forum to exchange and share the experiences from the world's professionals, surveyors & experts in the field to the theme of Spatial Enablement of Governments & Societies, and Issues of Spatial Data Infrastructure.
- Lesson – Learning from the global community to organize and manage Spatial Data in order to address these issues: land governance, management of natural resources, protection of environment, coping with climate changes, and implementation of millennium development goals.

### **TARGET OUTCOME**

- 800 Delegates including 600 International Delegates + 200 Local Delegates
- 100 Students & 100 Accompanying Person

### **EXPECTED OUTCOME**

- 1000 - 1100 Delegates including 800 International Delegates + 200 - 300 Local Delegates
- 100 Students & 100 Accompanying Person

#### **2.4 Our Initiatives:**

- More Interesting with the combination of Excursion Tour with Technical Tour in our program
- Propose to sign a multilateral memorandum among FIG's members to exchange the education program, student, and researcher for studying, researching & teaching.

## PART III: BEFORE FIG WORKING WEEK 2017

### 3.1 Marketing & Promotion for FIG Working Week 2017:

- **Promotion at previous year's FIG Working Week:**
  - Displaying Booth to introduce FIG Working Week Hanoi 2017: Vietnam & Hanoi City, Social Events, and Post Tour Excursion, Tentative Program & Early Registration Fee
  - Activities including: Souvenir gifts, Vietnamese Finger Food, Quiz Test about Vietnam, Art Performance
  - Time: Working Week Sofia 2015, Working Week Christchurch 2016





# HANOI

Working Week  
2017



**HANOI**  
Working Week  
2017

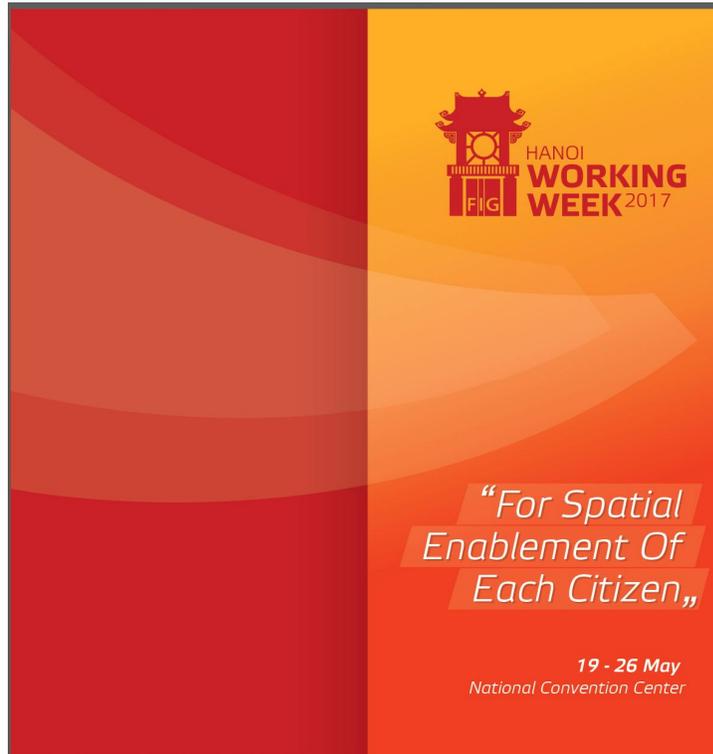
26-05  
Vietnam Convention



**HANOI**  
Working Week  
2017

26-05  
Vietnam  
Convention





Leaflet (Coverpage)

**ABOUT VIETNAM**

*Located on the gateway to Indochina peninsula of the South East Asia, Vietnam has a long coastal border on the east, shaped like an elongated "S". A country of rich culture and traditions by more than 4000 years old history, Viet Nam has 07 world cultural & intangible cultural heritages recognized by UNESCO, including: Ancient Capital of Hue, Hoi An Old Town, My Son Sanctuary, Hue Royal Refined Music, Central Highlands Gong Space, Ca tru singing, Quan ho singing.*

*Besides that, Vietnam has almost 3000 national heritages and 02 World Natural Heritages recognized by UNESCO: Ha Long Bay, Phong Nha Ke Bang National Forest.*

Today, Vietnam is known as one of the most dynamic countries in ASEAN with the rapid economic growth rate over many decades. Its population is approx. 85 million people from 54 ethnics group (more than 80% of people are Vietnamese), which made Vietnam become most crowded country in the region.

Moreover, the natural beauty of soaring mountains, fertile deltas, primeval forests inhabited by exotic fauna, sinuous rivers, mysterious caves, other worldly rock formations, heavenly waterfalls and beaches will surprise every visitors.



**FIG WORKING WEEK HANOI 2017**

**Venue:** National Convention Center  
**Address:** Me Tri - Tu Liem - Hanoi City - Vietnam  
**Date:** 19 - 26 May 2017  
**Website:** <http://www.fig.net/fig2017>

Early Full Package Registration with only **€595/pax**, Accompanying Person (\*): **€280/pax**

(\* Accompanying Person: who is not attend in the Plenary Session & Technical Program but fully participate into other activities (04 events: Welcome Gala Dinner, Opening Ceremony, Traditional Music Concert at Opera House, Farewell Party and 01 half-day Tour)

**Full Package including**

- Free Shuttle Bus transportation everyday from Hotel to FIG Working Week Hanoi 2017 & all Social Programs
- Welcome & Shuttle Bus Pick-up at Noi Bai Airport - Hanoi City
- Entry to 3 days of Plenary Sessions and Technical Programs
- 01 Welcome Gala Dinner
- 01 Traditional Music Concert in Hanoi Opera House
- 01 Farewell Party - the Legend of Dragon & Fairy
- Free Entry to Exhibition, and Daily Tea/Coffee breaks, Luncheon during Working Week

**WELCOME TO  
FIG WORKING WEEK HANOI 2017!**

Leaflet (Inside)

- **Official Website of Event**

- Website content & sitemap will prepare and finish the key content before introducing at Working Week Sofia 2015.
- Website will embed the functional code for online registration payment, which the security of online transaction is the subject of agreement by FIG
- Website is also designed for online submit of technical abstract, which can create username & password for interested professionals and experts to submit their abstracts directly to FIG Council.
- Frequent Updates on Conference's Theme and Introduction of Vietnam Culture & Landscapes to draw more attentions from online visitors.



- ✓ Online Call for Paper & Summit
- ✓ Online Registration & Payment



- ✓ Professional Software to manage Delegate's Database

- **Social Marketing & Publicity Campaign**
- **Email Marketing:**



Monthly E-Newsletter will send out to introduce the Working Week Hanoi 2017 one year before event date.

- Expected 12 – 15 Newsletters to introduce, update, new stories & remind the event

- **Facebook/Twitter Fanpage:**



Official Facebook Fanpage of FIG Working Week Hanoi 2017 will gather professionals from around the world to discuss, update about upcoming event in Vietnam.

- Expected 3,000 followers on Facebook/Twitter Fanpage

- **Publicity Campaign:**



Before Working Week 2017: Seeding Printed/Online News to top leading media by the organizers to let more audiences know about the Upcoming Event: FIG Working Week Hanoi 2017

Press Conferences will be organized at least 02 times: before the FIG Working Week's opening, and after the completion of Working Week to give the conclusion & announcement of the success of event.

➔ Expected 60 – 80 Online/Printed/TV News Coverage Reports on FIG Working Week Hanoi.

### 3.2 Letter of Invitation, Visa Application, Government Approval for International Delegates

Only citizens of certain countries can visit Vietnam without Vietnam entry visa. Those countries include:

- **No Vietnam entry visa required for travel less than 30 days:** Citizens of Thailand, Philippines, Malaysia, Singapore, Indonesia, Myanmar, Cambodia, Brunei and Laos.
- **No Vietnam entry visa required for travel less than 15 days:** Citizens of Japan, South Korea, Sweden, Norway, Denmark and Finland.
- **No visa required for travel less than 90 days or several visits within 6 months:** Citizens of France holding valid diplomatic or official passports.
- **No Vietnam entry visa required for travel less than 60 days:** Citizens of Chile holding valid diplomatic or official passports.
- **No Vietnam entry visa required for travel less than 60 days:** APEC Business Travel Card (ABTC) Holders from Asia-Pacific Economic Cooperation (APEC) member economies
- **No Vietnam entry visa for traveling to Phu Quoc Island (Vietnam):** Foreigners and Vietnamese bearing foreign passports who enter Vietnam through an international border gate and then travel to Phu Quoc Island and stay in Phu Quoc less than 15 days will also be exempt from Vietnam visa application. Passports must be valid for at least 45 days. After arriving in Phu Quoc Island, if visitors want to travel other localities or stay in the island for more than 15 days, the immigration department will be responsible for issuing visas right on the spot.
- **No visa required for overseas Vietnamese less than 90days** staying if holding Vietnam visa exemption certificate.

That's some information on Vietnam exemption we would inform you know. All other citizens are required to get Vietnam entry visa before departure (Vietnam visa issued prior to departure by Vietnamese consulates or embassies) or a pre-approved Vietnam entry visa (visa is issued on arrival at Vietnam's International Airports) supplied before arrival in Vietnam.

#### **THE MOST POPULAR WAYS TO GET VIETNAM VISA:**

##### **- APPLYING FOR A VISA AT AN EMBASSY BY YOURSELF REQUIREMENTS and PROCEDURE**

- Passport with a validity of at least 6 months
- Visa application form.
- 2 photos of passport regulation size .
- Visa fee: range of US\$50 - 85 if application is sent directly to the Vietnam

Embassy or US\$25-55 if your visa has been pre-approved. This fee depends on

The Embassy and Type of visa required.

The visa application form may vary from Embassy to Embassy, so you need to take the form from the specific Embassy where you will obtain your visa. Submit this form filled with your original passport, 2 or 3 photos, accompanied by the visa fee. If you apply directly to The Embassy, your information will then be sent to Hanoi for approval.

Therefore, it will take between 4 to 10 days depending on your country of origin. In case the Visa has already been approved at the Hanoi Immigration Office, this will then take only one day. The tourist visa is for a single entry only and a one-month stay, but it can be extended after you enter Vietnam. Diplomatic, official visas, business and other types of visas should be handled through the official agencies or government or business sponsor of the traveler.

- **GETTING VISA AT THE AIRPORT:  
REQUIREMENTS and PROCEDURE**

- Apply visa online with a travel agent.
- Meet & give them your passport(s) & photos when you arrive at the airport in Hanoi, Ho Chi Minh City and Danang City
- Waiting in 5 to 10 minutes at the lounge of the airport
- Getting back your passport(s) with visa stamped on already

Obviously you can apply by yourself for getting the approval letter or getting Vietnam visa at Vietnam Embassy. But for those have no time and no Vietnam Embassy available, you can apply the pre-approved letter for vietnam visa through a travel agent in Vietnam.

One of businesses of travel agents is arranging visa for their clients, they will know the way to arrange Vietnam visa with best service and competitive price. Normally, after 2 days you will get the approval letter for Vietnam visa as you requested. After receiving your online visa request, agent will contact with the Vietnam Immigration Department for arranging visa base on your request.

**Notes :**

- Service fee will be paid for travel agent in advance and stamp fee will be paid at the
- airport.
- Travel agent will arrange visa upon arrival automatically if no special request.
- Please in inform travel agent if you need visa stamped at embassy/consulate or enter Vietnam by sea port or by road.

### 3.3 Preparation for Technical Program

#### - Call for papers:

The overall theme of the Working Week 2017 is "FOR SPATIAL ENABLEMENT OF EACH CITIZEN", which is motivated by the International Symposium 2012 on Spatially Enabled Government and Society, a UN Declaration from Kuala Lumpur was adopted, in which the term 'Spatial Enablement of Governments and Societies' to become an universal slogan for development of National Spatial Data Infrastructure (NSDI).

Before that 2011, the first high level forum on global spatial data management held in Seoul 2011 reached an agreement on Seoul Declaration the global geospatial data management which is regarded as a document supporting implementation of initiatives of the United Nations to enhance global cooperation in the field of geospatial data management in order to help overcome global challenges.

With our vision to overcome global challenges, towards a world that all we want or a better environment that all citizens can benefit from, the proposals are requested into specific topics as following:

- Professional Ethics
- Geospatial Data Standards
- Public Awareness and Education on Spatial Enablement for Each Citizen
- Spatial Data Infrastructure Serving for e-Government
- 3D Cadastre
- Integrated Coastal Zone Management
- Reservoir Management for Flood Control
- GNSS Developments and Modernization
- Remote Sensing for Disaster Monitoring
- Development of Geoid-based Vertical Reference System
- Subsidence Monitoring
- Underground Survey
- Development of Land Governance
- Multi-purpose Cadastre
- Spatial Planning to response climate changes
- Planning with Participation of People and Social Organizations
- Land Valuation and Compensation to affected people by State's Acquisition of Land
- Transparency in Real Estate Management
- GIS for Urban Management
- Using Spatial Data in Construction Industry

Papers are also invited on the areas of three FIG Task Forces: Surveyors and Climate Change; Property and Housing; and the FIG Africa Task Force. In addition papers on the History of Surveying and Measurement (Permanent Institution of FIG) are welcome.

- **Surveyors & Climate Change:**
  - Please refer to the session “Spatial Planning to response climate changes”
- **Property & Housing:**
  - Housing Development for low-income people
  - Property Market Management in Urbanization Process
- **History of Surveying and Measurement**
- **FIG Africa:**
  - Sustainable Development for Africa

The technical program will include a broad professional and scientific program: during 3 consecutive days, offering up to 10 parallel sessions and workshops. This will allow more than 300 presentations in the entire broadness of the surveying profession. The carefully prepared Technical Program will offer both specially invited high profile presentations and papers that are selected through the open call for papers procedure.

FIG Working Week Hanoi 2017 is the main event for all 10 FIG technical commissions.

FIG is responsible of the technical programme (planning, collection and editing of the abstracts and full papers and the design of the program)

- **Preparatory Meetings: Site Check & Venue Floor Plan, Other Logistics**

- **End of 2014:** A site and inspection visit will be expected either jointly or individually by the FIG President and the FIG Manager. All local cost incurred for the visit lasting 2-3 days is to be covered by the host member – the local organizer, including: travels (round air ticket to/from Vietnam, Visa Arrangement, Local Transportation) and Accommodations
- **Beginning of 2016,** at least 1-2 sites and coordination visits by the FIG Manager and FIG Coordinator will be expected. This is a 3 -4 days working visit will be covered by the host member – the local organizer including: travels (round air ticket to/from Vietnam, Visa Arrangement, Local Transportation) and Accommodations
- After the last site check, Venue Floor Plan for Technical Program, Social Program & Exhibition will be finalized between FIG with local host organizer **before June 2016** for officially publishing on website & sponsorship/advertising sales
- Other logistics concerning to FIG Administrative Meetings, ACCO Meetings, Council Meetings, and General Assembly Meetings will be addressed **before 2017**

### 3.4 Logistics Preparation

#### ❖ Hotline Operator



Hotline Telephone Number will be set up for consulting/giving advices to all future participants in such matters as registration fee, city & post-tours, party entry fee, accommodations booking, air ticket, visa application, invitation and conference's program.

Hotline is served by the secretary team of the host organizer, including 3 – 5 persons, and being opened from the beginning of 2017 till the end of Working Week.

#### ❖ Help Desk & Shuttle Bus on the International Airport



Help Desk of Working Week Hanoi 2017 will activate in Noi Bai International Airport from the April 2017 (tentatively for Working Week from 19 – 26 May 2017)

Helpdesk will open 24/7 to welcome the participants of FIG Working Week Hanoi 2017 and help to transfer All guests to Official Hotel Partners, and provide them the pocket Guidebook as well as the Program Book for reference.

Shuttle Bus will be arranged to pick up delegates one week before & during the time of Working Week.

## PART IV: DURING FIG WORKING WEEK 2017

### 4.1 The Tentative Program:

#### THE PROGRAM IN GENERAL

Friday #1	Saturday #2	Sunday #3	Monday #4	Tuesday #5	Wednesday #6	Thursday #7	Friday #8
Council Meeting	ACCO Meeting/ Adminstrative Meeting	General Assembly Meeting	Opening Plenary Session:  Opening Performance  Key note Presentations from Vietnam (*), World's Scholar	Plenary Session:  Keynote Presentation from Chairman of FIG Commissions	Plenary Session:  General Report & Closing Speech	President's Meeting	Council Meeting
			Exhibition	Exhibition	Exhibition		
			Technical Programs  8-10 Parallel Sessions	Technical Programs  8-10 Parallel Sessions	Technical Programs  8-10 Parallel Sessions	General Assembly	
			Afternoon: City Tour	Afternoon: City Tour	Afternoon: City Tour		
Council Dinner	ACCO Dinner	Welcome Reception Dinner	FIG Foundation Dinner (€ 120)	Traditional Music Concert	Farewell Party		

#### (\* ) Key Note Speakers in Vietnam:

- Chief Representative of World Bank or UNDP Vietnam (Representative of big International Development Organizations in Vietnam)
- The Ambassador from one of developed countries in Vietnam
- Professor Dang Hung Vo - Former Deputy Minister of Natural Resource and Environment, Former President Vietnam Association of Geodesy Cartography and. Remote Sensing
- Chief Representative from Oxfam in Vietnam (Representative of big International NGOs in Vietnam)

❖ **Opening Performance in Plenary Session of First Day Program:**



Group of dancers will perform in 54 ethnic customs & traditional music band playing back to welcome all delegates to Vietnam, with major focus on dancing of Thai, Muong, Champa, and Kinh People.

Key Message to send out: Welcome to Working Week Hanoi 2017: “For Spatial Enablement of Each citizen”

**VIP Attendance:** officials from Central Government at high-level (at least Vice Minister), VUSTA Leader, Hanoi Authority’s Leader, Chief Representative of World Bank Vietnam, UNDP Vietnam.

❖ **Social Program:**

**a. Welcome Reception Dinner: (package included):**



The Party is buffet styled Dinner with authentic Vietnamese food, a recall of traditional culinary culture with the theme of “Village market”

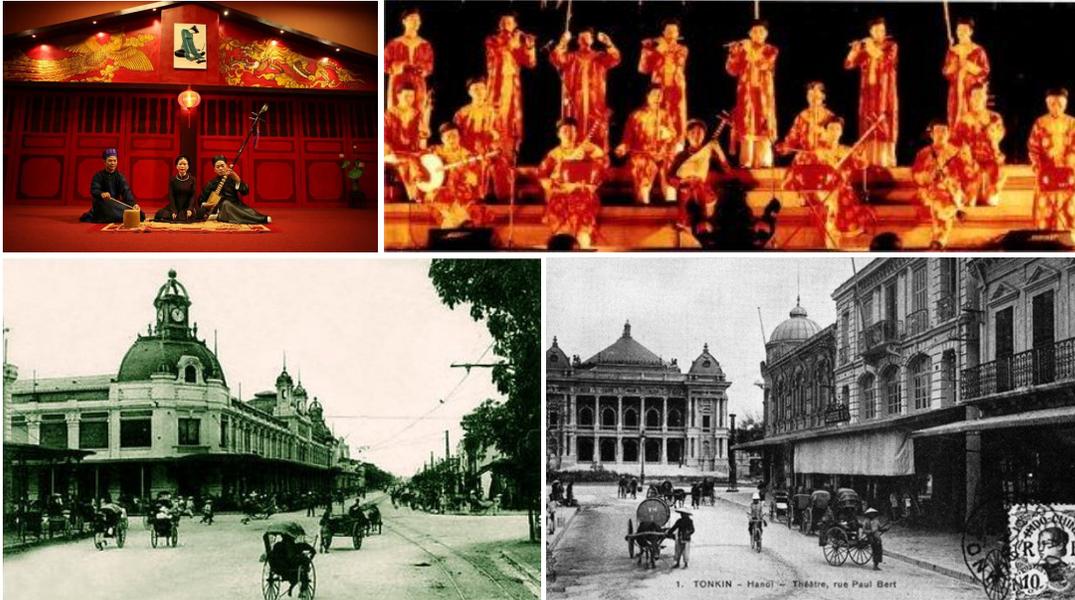
“Village market “introduces the culinary art of the 3 regions of Vietnam with their traditional art activities of the peasants such as Quan Ho Bac Ninh (from the Northern

Vietnam) – Hue Folk Songs (Hue – Central Vietnam) - Southern folk dancing (from the Southern Vietnam)

Audience will enjoy our traditional specialties and cuisines such as Chả cá Lã Vọng, Phở, bún ốc, bún thang, bánh cuốn, Cốm (Northern specialties), Bánh căn, Mỳ Quảng, Nem lụi, Bánh xèo Cao Lầu, Tré (Central specialties), các món nướng Nam Bộ, Tôm bạc nướng đất, Bò tùng xèo (Southern specialties)....

Venue: Outdoor (TBC)

**b. FIG Foundation Dinner (Fee: €120):**



Foundation Dinner set into special atmosphere of Hanoi 1930s, recalling the previous time of Indochina culture. Dinner is especially decorated with the image of Hanoi Old Quarter in a century ago.

Art Performances will introduce the intangible cultural heritages of Vietnam: Ca Tru Singing (Hanoi) – Royal Chamber Music & Dance (Vietnamese Court Music)

Venue: 5 star Hotel (Tentatively JW Marriott Hanoi)

**c. Vietnamese Traditional Music Concert:**

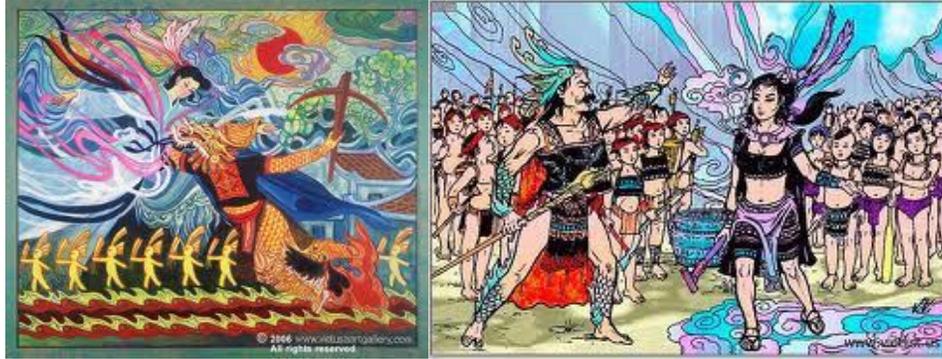


The Vietnamese folk songs and contemporary international chamber music will be presented in the most unique way on the Vietnamese endemic musical instruments.

This concert has always received great applause from foreign visitors.

Venue: The Hanoi Opera House

d. Farewell Party (packaged included):



Party organized with the theme from a story of The Legend of Dragon and Fairy – the story about the origin of Vietnamese people.

Audiences will be continuously amazed with Vietnam's culture, presented by Viet people's costumes throughout feudal dynasties (since "Hùng" King till Nguyễn Dynasty)

Taken turns by the improvised contemporary music performance, representing East and West dialogue in making the remark of Vietnam's integration.

Venue: National Convention Center

**e. Pre – Tour (not included in packaged registration cost):**

**Ha Long Bay Tour (2 Days 1 Night)**

Halong Bay is a spectacular natural wonder recognized by UNESCO as the world's heritage, and recently voted one of new 7 wonders of the world.

The dramatic scenery dotted with islets makes this an excellent semi-sheltered, open water location for kayaking. Paloma combines oriental style with contemporary luxury. Together they are the perfect recipe for an enchanting and relaxing holiday. This two night cruise is ideal for the keen novice or experienced kayaker alike.

The Tour is designed for Participants who arrive in Vietnam sooner than the Opening Date of Working Week.

**f. Daily City Tour (not included in packaged registration cost):**

**• Bat Trang Ceramic Village & Co Loa Old Citadel Tour**

Co Loa Citadel: Dating from the 3rd century BC, Co Loa Citadel (Co loa Thanh) was the first fortified citadel in Vietnamese history and became the national capital during the reign of Ngo Quyen (AD 939-4-1). This old fortress attracts many tourists for its historical and cultural value. The site consists of two outer sets of ramparts and a citadel on the inside, of rectangular shape. Especially, the citadel is a spiral-shaped complex which will take you to the mysterious ancient Vietnam thousands of years ago. Archaeologists have estimated that over two million cubic meters of material were moved in order to construct the entire fortress. The site has been the source of various relics of the Dong Son culture of the Bronze Age. It would be interesting for tourist to find that this Citadel is attractive not only in its cultural and historical value, but also in the most famous legend of Viet Nam about Princess My Chau and An Duong Vuong, a King who loved his daughter with all his heart but, lacking vigilance, left Co Loa and lost both his family and his country.

Bat Trang Village: It's a small village in the north of Vietnam, is about 13 kilometers south east of Hanoi center, on the other side of Chuong Duong bridge. Why is its name popular to most tourists to northern Vietnam? The answer is its ever famous ceramic and pottery products of high quality. If you have known about Vietnam, you may not be surprised that Bat Trang's vases, bowls, dishes, and many other kinds of ceramic products have been exported worldwide. Should you would like to contemplate workers making ceramic products by hand, just come here! What's more, you can also try it yourself!

**• Van Phuc Silk Village & Tay Phuong Pagoda:**

Van Phuc Silk Village: Just 15km to the west of Ha Noi is a place renowned over centuries for its silk-making and silk products – Van Phuc village in Ha Dong of Ha Tay Province.

In recent years, the village has enjoyed the revival of its craft due to a surging demand for silk in both the domestic and foreign markets.

It has long been a universal byword of luxury, often worn by the world's richest, most powerful citizens, nowadays, the fine and lustrous cloth that originally comes from the cocoon of the silkworm is much more affordable for "ordinary" folk.

Silk is currently enjoying a fashion renaissance, particularly as its many varieties can be made into a wide range of designs suitable for all facets of modern life.

Tay Phuong Pagoda: Tay Phuong pagoda was built in the 8th century and has been restored several times since. In 1632, the pagoda was rebuilt according to the Sino-Vietnamese character Tam (three), featuring three sections: the upper sanctuary, back palace, and lobby rooms.

After climbing 239 stone steps bearing the signs of the passage of time and sheltered by the shade of age-old trees one reaches a gate. The gate carries the name of the structure: Tay Phuong Co Tu (Ancient Pagoda of the West). According to the inscription on a 17th century stone stele it also has two other names: Sung Phuc Tu and Hoang Son Thieu Lam Tu.

- **Hanoi Cultural & Cooking Class Tour:**

The Hanoi traditional gourmet cooking tour is customized for those who wish to have real experience on how to prepare a "Vietnamese meal". Your cooking tour begins with a walk to the local market to buy necessary foods and vegetables. It's then onto the outdoor Restaurant at the garden of Vietnam Fine Art Museum for your cooking lesson instructed by our professional Chef. You will be fascinated to cook Vietnamese dish as well as to enjoy what you have tried by yourself. After our cooking class tour, surely you will have more Vietnamese dishes to cook for your family.

- **Hanoi Old Quarter Cyclo Ride & Shopping Tour, Water Puppet Show**

Enjoy a city tour around Hanoi - the capital with a thousand years of culture of Vietnam by Cyclo Ride: Firstly, spend time to explore Hanoi Old Quarter with hundreds of specialty shops and old French Style Buildings. You are offered a walk along Hoan Kiem Lake for fresh air and daily locals' life before coming to Ho Chi Minh Complex, include Ho Chi Minh Mausoleum, his House on Stilts and the One Pillar Pagoda to explore the life of a great Man of Vietnam. Your trip will also cover the Ethnology Museum and the Temple of Literature - the first University of Vietnam for explore the rich history of Vietnam.

Beside you could attend a traditional Water Puppet performance - a unique Vietnamese art done by peasants.

- ❖ **Post- Tours Program: a combination of Excursion Tours with Technical Tours (not included in packaged cost)**

- a. **The World Heritage Phong Nha Ke Bang National Park – Paradise Cave the longest cave of Asia & Visit the tomb of legendary General Vo Nguyen Giap (2 days 1 night)**

Technical:

- Introduction of 3D Laser Scanner applying for Cave, Historic Relics, etc.
- Satellite Image Ground Station

Phong Nha-Ke Bang National Park is located in western Bo Trach district, close to the international border with Laos. The national park is situated in one of the largest areas of contiguous limestone karst in Indochina, which also includes Hin Namno National Protected Area in Laos. The limestone massif is located in a transitional zone between the northern and central Annamite mountains.

The topography of the national park is characterised by precipitous karst ridges, which rise to elevations of around 400 m. Scattered among these ridges are narrow valleys and pockets of igneous rock formations. Because of the limestone topography, drainage is complex and there are few permanent water courses. There are, however, the Chay, Son and Trooc rivers, all of which are fed by underground streams, which emerge from the En, Vom, Toi and Phong Nha cave systems. All three rivers flow into the Gianh river, which empties into the East Sea.

Paradise Cave (Thien Duong cave), the largest and most beautiful cave among many was discovered in 2005. With natural primitive features the cave looks like a landscape painting, making it very attractive to visitors. It is located within the Phong Nha - Ke Bang park's conservation area. The cave, 191m above sea level, has the most beautiful and spectacular stalactites. Despite the robust geological tectonic process, the whole of the cave's structure has been preserved intact. While discovering the cave following the longest wooden bridge, visitors will be surprised with a series of white crystal stalactites resembling glass pillars and many other spectacular formations. Some of the cave's rock formations resemble familiar images of daily life, such as a flower trellis or vegetable gardens. According to Dr. Howard Limbert, this is the longest dry cave in the world.

Tomb of Legendary General Vo Nguyen Giap (1911 – 2013): General Vo Nguyen Giap was the most prominent military commander, beside President Ho Chi Minh, during the Vietnam War, and was responsible for major operations and leadership until the war ended. He is considered one of the 20th century's most important military commanders.

#### **b. Cat Ba Island & Cam Pha Mines Tour ( 3 days 2 night)**

Technical: Mining Survey, calculating the mineral resources base on the volume of waste output.

Cam Pha Mines: "Cầm Phá" was the site of one of the biggest coal mines in south of Asia which has been exploited for almost a century.[2] The coal mine featured on a special commemorative Vietnam stamp in March 1959.[3] Coal still forms the basis of Cầm Phá's local economy, with other industries including quarrying, lime production, port, agriculture, forestry and fisheries.

Coal mining in Cam Pha started over 100 years ago. Mining area discharges to the sea about 9 millions m<sup>3</sup> waste water and 8 million m<sup>3</sup> domestic waste water. Another issue

is deforestation, for example, from 1969 to 1974, about 42% of area of forest land was reduced.

Cat Ba Island is the largest island in the Bay and approximately half of its area is covered by a National Park, which is home to the highly endangered Cat Ba Langur. The island has a wide variety of natural ecosystems, both marine and terrestrial, leading to incredibly high rates of biodiversity. Types of natural habitats found on Cat Ba Archipelago include limestone karsts, tropical limestone forests, coral reefs, mangrove and sea grass beds, lagoons, beaches, caves, and willow swamp forests. Cat Ba Island is one of the only populated islands in Ha Long Bay, with roughly 13,000 inhabitants living in six different communes, and 4,000 more inhabitants living on floating fishing villages off the coast. The large majority of the population can be found in Cat Ba town, which is located at the southern tip of the Island (15 km south of the national park) and is the commercial center on the Island. Since 1997, Cat Ba town has grown rapidly and has become a tourist hub for both the Island and greater Ha Long Bay. Especially, almost all surface of this island is deployed free wifi access points as well as 3.75 generation mobile networks, which can make visitors can easily work when traveling.

### **c. Xuan Thuy National Park (2 days 1 night)**

Technical: threat of sea level rise, climate change.

Xuan Thuy National Park, which plays a major role in preserving the ecological system and developing eco-tourism in the Red River Delta, was declared Vietnam's first Ramsar site in 1989.

The recognition prompts tourists to visit the park to come close and explore the wild world and not many leave disappointed.

Located in Giao Thuy District, Nam Dinh Province, the park is over 7,100 hectares, of which 3,100 hectares is mangrove land and 4,000 hectares of mangrove forest.

The site is famous for diverse fauna species. To date, more than 200 bird species have been recorded at Xuan Thuy and it is the most important staging and wintering area for migratory water-birds in the coastal zone of the Red River Delta. It regularly supports large numbers of commoner migratory water-bird species, including black-tailed godwit, spotted-redshank, heron, egret and pelican.

It is also home to 110 aquatic plant species, 500 species of benthos and zooplankton with some aquatic species of high economic value, like shrimps, fish, crabs and oysters, are also found in the area. Fish, shrimps and crabs provide the main income of the local community.

As the park has a rich and biodiversity coastal wetland environment, tourists will have many choices to explore. First, watching birds is an ideal option, especially from August onwards. At sunset, when returning home, you can see them hovering in the sky and twittering like an orchestra performing a sonata. It is better if you ask for assistance

from park staff, who know the site well and are able to guide you where to find a particular bird species, or a guide from the park.

Tourists can take the hiking routes or boating routes to sites of interest.

**d. Moc Chau Highland Tour ( 2 days 1 night)**

Technical: Soil Cracking & Collapse

Moc Chau is all about its surroundings – a mountainous area, famous for its tea hills, limestone karsts, endless plum orchards, corn fields and dairy products... But hold on a minute, we've found some even better reasons to take you there: a range of traditional and deep-rooted ethnic cultures, hidden misty valleys surrounded by crenellated karsts and dense forests, small remote villages that appear mysteriously from the fog, stunning panoramic views, ideal trekking and biking routes, and as is so often the case in Vietnam, warm and heartfelt local hospitality.

**e. Vietnam World Heritages Road Tour: Hue – Hoi An – My Son Sanctuary Site ( 6 days 5 nights)**

Technical: GNSS/CORS Stations in Danang City, Quang Nam Province.

Central Heritage Road tour will connect tourists to Heritage and Intangible which was recognized by UNESCO: Hue Imperial City & Royal Music, Quang Nam Province with two heritage sites of Hoi An Ancient Town and My Son Sanctuary Site.

On your route you will have chance to discover many other attractions such as Ba Na Hill, Cham island, Tam Giang Lagoon as well as beautiful beaches of Cua Dai, My Khe, Lang Co, Thuan An and Nhat Le...and the typical gastronomy of central Vietnam.

Hue-Imperial city ranks highly on the “must see” list of most visitors to Vietnam. Recognized by UNESCO with two World Cultural Heritage destinations, namely the Hue Cultural Heritage Monuments and Hue Court Music. Hue's main attractions are the ImperialPalace, ancient tombs of Vietnam's last great dynasty, and Buddhist pagodas. In addition, visitors to Hue can enjoy another form of authentic cultural experience through community based rural excursions

Hoi An Ancient Town is an exceptionally well-preserved example of a South-East Asian trading port dating from the 15th to the 19th century. Its buildings and its street plan reflect the influences, both indigenous and foreign, that have combined to produce this unique heritage site.

Hoi An has a distinct Chinese atmosphere with low, tile-roofed houses and narrow streets; the original structure of some of these streets still remains almost intact. All the houses were made of rare wood, decorated with lacquered boards and panels engraved with Chinese characters. Pillars were also carved with ornamental designs.

Tourists can visit the relics of the Sa Huynh and Cham cultures. They can also enjoy the beautiful scenery of the romantic Hoi An River, Cua Dai Beach, and Cham Island.

My Son Sanctuary Site located 69 km southwest of Danang City, was an imperial city during the Cham dynasty, between the 4th and 12th centuries. My Son Sanctuary is a large complex of religious relics that comprises more than 70 architectural works. They include temples and towers that connect to each other with complicated red brick designs. The main component of the Cham architectural design is the tower, built to reflect the divinity of the king

According to records on the stone stele, the prime foundation of the ancient My Son architectural complex was a wooden temple to worship the Siva Bhadresvera genie. In the late 16th century, a big fire destroyed the temple. Step by step, historical mysteries were unveiled by scientists. Through stone stele and royal dynasties, they proved My Son to be the most important Holy Land of the Cham people from the late 4th to the 15th centuries. For many centuries, the Cham built Lip, a mutually linked architectural complex, with baked bricks and sandstone. The main temple worships the Linga-Yoni, who represents the capability of invention. Beside the main tower (Kalan) are several sub-towers worshipping Genies or deceased kings. Although time and the wars have destroyed some towers, the remaining sculptural and architectural remnants still reflect the style and history of the art of the Cham people. Their masterpieces mark a glorious time for the architecture and culture of the Cham, as well as of Southeast Asia.

## 4.2 Management of Transportation & Accommodations



*Shuttle Buses*

Shuttle Buses & Taxis of the Official Transporters will be the key mean of transportation to transfer the delegates from Hotel Partners to the venue of Working Week.

There are a unique team of coordinators to arrange the buses or taxis to pick up delegate to /from the venue of event

We also have a program support officer and interpreters available to support a national team of minimum 10 persons.

## 4.3 Management of Conference Delegates

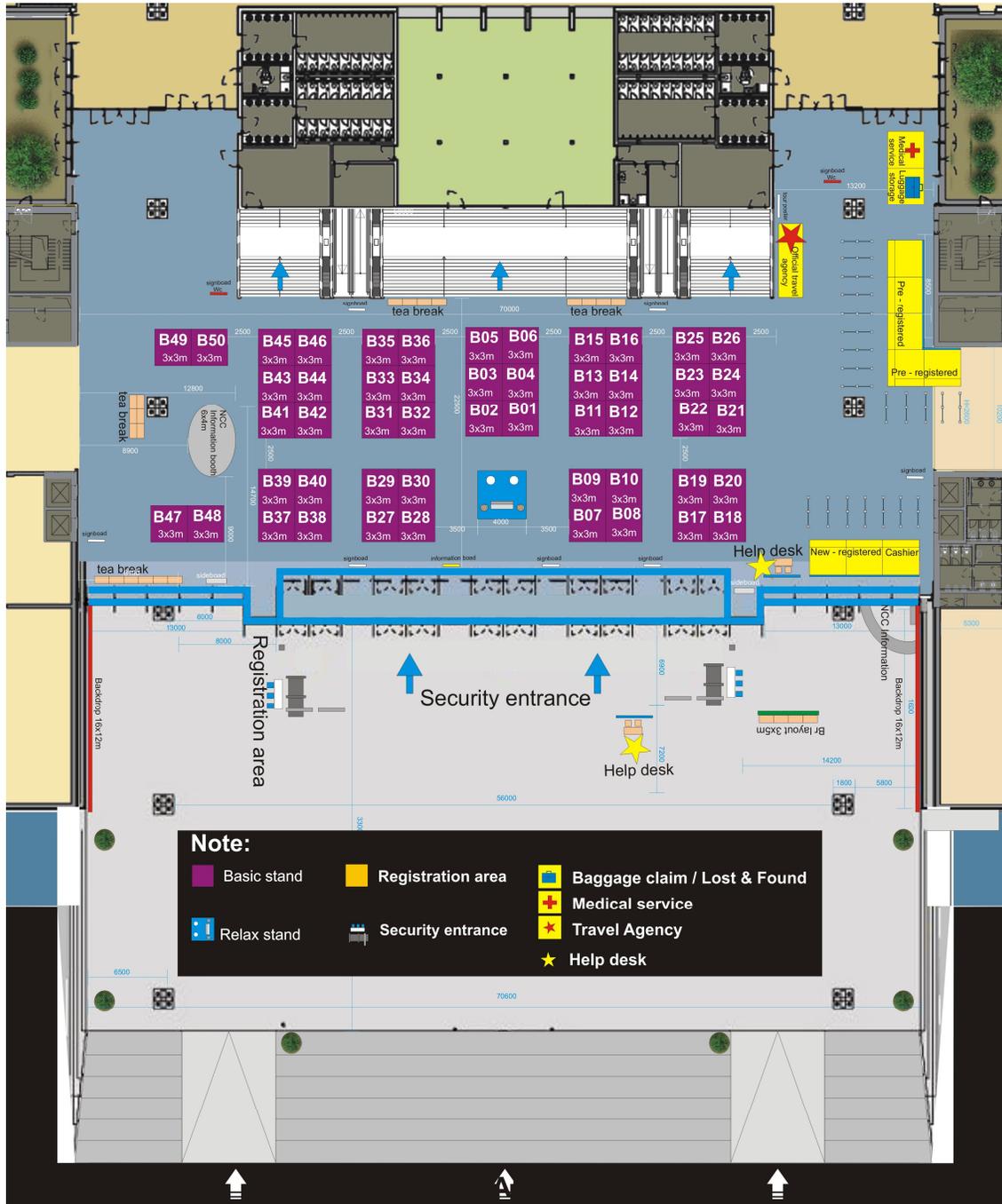


All package-registered Delegates will be provided a magnetic card with their specific name & identified photo to be able to access into the plenary & technical sessions they have registered and coffee/tea breaks as well as exhibition area.

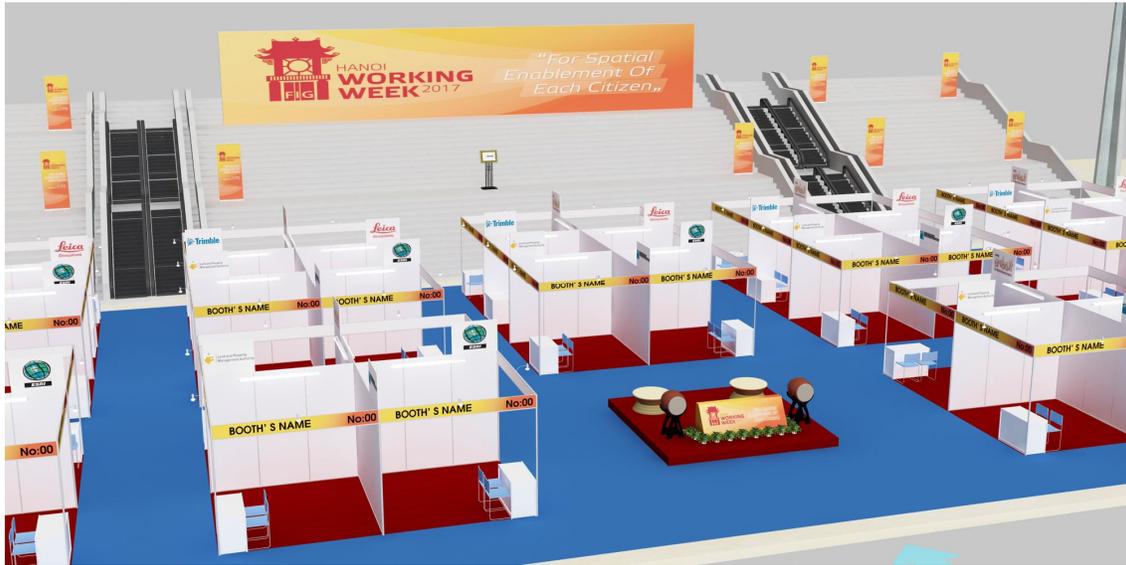
The one day entry participant will receive the other type of passing card to access to the conference & tea break in that day.

Accompanying person will be provided a magnetic card to access the exhibition area with tea break served and social program only.

## 4.4 Venue Floor Plan: Conference & Exhibition (Tentatively)



Floor Plan



*Exhibition (Perspective View)*



*Exhibition (Perspective View from the Top)*



*Banners*



*Conference Meeting (Perspective View)*

#### **4.4 Mortem Report**

Mortem Report including:

- Photo Event Report
- Financial Report
- CD Papers Proceeding
- Sponsorship Report
- Overall Report by request

Mortem Report will be done after 30 days of completing all post tours program.

## PART V: FINANCIAL PLAN

### 5.1 Registration Fee:

	International Delegates	Accompanying Person	Student	Local Delegates
Meeting Package for Early Registration	€ 400	N/A	€ 100	N/A
Meeting Package for Normal Registration	€ 500	N/A	N/A	N/A
Meeting Package for Onsite Registration	€ 595	N/A	€ 150	N/A
Full Package Cost for Early Registration	€ 595	€280	N/A	€ 295
Full Package Cost for Normal Registration	€ 695	N/A	N/A	€ 295
Full Package for Late Registration	€ 795	€380	N/A	N/A
Daily Entry	€ 270	€ 270	€ 270	

- **Meeting Package** is including the entry to 3 days of Conference & Exhibition with Opening Ceremony, daily lunch, and 02 teabreaks/day, free shuttle bus transportation from hotel partners to the venue.

- **Full Package** is including the entry to 3 days of Conference & Exhibition with Opening Ceremony, lunch, and 02 teabreaks/day, free shuttle bus transportation from hotel partners to the venue, entry to 3 social programs: Welcome gala dinner, Music Concert, and Farewell Party.

-**Accompanying Package** is including the entry to attend Opening Ceremony in the first day of Conference, free shuttle bus transportation from hotel partners to venue, entry to 3 social program: Welcome gala dinner, Music Concert, and Farewell Party, and 01 half-day tour.

-**Student Package** is to attend the 03 day Conference only with lunch, and 02 teabreaks/day.

## **5.2 The Official Hotel Partners, Transporters, Sponsors & Exhibitors**

### **The Official Hotel Partners:**

Hotels Partners of FIG Working Week Hanoi 2017 will include 5 star Hotels – 4 star Hotels.

### **Eligibility:**

- Special Discount Rate for conference's participants
- Reserve fixed number of Room for our conference's participants
- Meet the standards: from 4 star ranking , and being convenient for transportation to the National Convention Center
- Complimentary Room for Organizers

### **Tentative Hotel Partners:**

- Grand Plaza – 5 star
- Crowne Plaza – 5 star
- JW Marriott Hanoi – 5 star
- Deawoo Hotel – 5 star
- Bao Son Hotel – 4 star
- Riverside Hanoi Hotel – 4 star

### **The Official Transporter:**

Official Transporter of FIG Working Week Hanoi 2017 will include Taxi group, and Air Carrier

### **Tentative Official Transporter:**

- Vietnam Airlines (Air Carrier)
- Mai Linh Taxi Group
- Hanoi Taxi Group

### **Eligibility:**

- Complimentary Air-Ticket for Organizers
- Discount Rate for Conference's Participant

### Sponsors & Exhibitors:

Sponsor Level	Price (Euro)	Quantity
Platinum Sponsor	€ 30,000	1
Gold Sponsor	€ 20,000	1
Silver Sponsor	€ 10,000	1
Co-Sponsor	€ 5,000	2
Gift & Bags Sponsor	€ 5,000	1
Writing Pad & Pen Sponsor	€ 5,000	1
Exhibition Booth	€ 2,500 - € 3,500	50
Ads Sponsor (Program Book)	€ 1000 – € 1,800	13

### 5.3 Complimentary Registrations, Accommodations and Complimentary Entry to Social Events

No.	Description	Quantity of Complimentary	
		By Required	Bonus by Vietnam
1	Registration Fee	70 Delegate Packages	5 Delegate Packages (for former FIG President & Vice Presidents)
2	Accommodation for FIG President(Executive Room)	01 Executive Room  08 nights	01 Deluxe Room 08 nights  (For Former President)
3	Accommodations for FIG Vice President (Deluxe Room)	4 rooms x 08 nights	
4	Accommodations for FIG Administrative Staff (Standard Room)	5 rooms x 08 nights	
5	Complimentary to FIG Foundation	53	05 Complimentary Entry for FIG Former President & 4 Vice Presidents

### 5.4 Budget Planning

Please refer to the Annex: Financial Budget

**THANK YOU!**