



THE 11TH CHINA-ASEAN PROSECUTORS-GENERAL CONFERENCE
"Enhancing Capabilities and Cooperation in Addressing Cybercrime"

14th – 15th AUGUST, 2018
THE RIZQUN INTERNATIONAL HOTEL, BANDAR SERI BEGAWAN

ADMINISTRATIVE ARRANGEMENTS

1. DATE OF THE CONFERENCE

The **11th China-ASEAN Prosecutors-General Conference (11th CAPGC)** will be held in Bandar Seri Begawan, Brunei Darussalam from 14th to 15th August 2018.

2. VENUE OF THE CONFERENCE

The 11th CAPGC will be held at:

SONGKET HALL

The Rizqun International Hotel
Abdul Razak Complex
Gadong BE3519
Bandar Seri Begawan, Brunei
Tel: (+ 673) 2423000
Website: <http://www.rizquninternational.com/>

3. REGISTRATION

All delegates are requested to complete the pre-registration form attached (**ANNEX A**). Kindly submitted the completed forms by **Friday, 6th July 2018** to: christopher.ng@agc.gov.bn and copied to zunaidah.ramli@agc.gov.bn.

On-site registration will be made available during the Welcoming Reception on Monday, 13th August 2018 and before the Opening Ceremony, from 7:30 to 8.15am at the Registration Desk on Level 4 of The Rizqun International Hotel on 14th August 2018.

Delegates who have not submitted their pre-registration forms before the deadline of **Friday, 6th July 2018**, will need to be accompanied by any of the pre-registered members from their delegation for verification purposes.

Delegate Access & Identification Passes

Access to meeting venues will be limited to delegates with identification passes. All delegates are required to wear their identification passes at all times in the conference venue and dining area.

Any lost access passes must be immediately reported to the Secretariat located at the Secretariat Room, Level 4 of The Rizqun International Hotel.

4. ACCOMMODATION

The organisers will be providing accommodation for the **Heads of Delegation plus two delegates from each country**.

All other delegates are responsible for making their own accommodation arrangements. All rooms are subject to availability. Delegates are advised to secure their own preferred accommodation as soon as possible.

All delegates are advised to stay at the Rizqun International Hotel.

All delegates will bear all costs of their accommodation including cancellation charges, telecommunications charges, incidentals and other services provided by the Rizqun International Hotel. Delegates are to settle all charges directly with the hotel.

5. TRANSPORTATION

All delegations will be provided transportation during the conference period. Delegates will be provided with return transportation from the airport to the hotel and during the sightseeing programme.

6. ARRIVAL AND DEPARTURE ARRANGEMENTS

Representatives from the Attorney General's Chambers, Brunei Darussalam will be at the airport upon arrival and departure to greet and assist the delegates.

Customs and Immigration Clearance

Assistance will be provided to delegates during customs and immigration clearance upon arrival. Each country delegation is advised to appoint one or more officers to assist with the following procedures:

- i. Passport
- ii. Baggage Handling

7. DRESS CODE

The recommended dress code for the duration of the 11th CAPGC will be business attire.

The Gala Night on Tuesday, 14th August 2018, will be in the theme of "Red and/or Gold". Delegates are encouraged to dress in the spirit of the theme.

8. SECURITY ARRANGEMENTS

Delegations arriving in Brunei Darussalam with Personal Protection Officers carrying firearms will need to contact the Secretariat by **Friday, 13th July 2018** for assistance with authorisation and clearance requirements.

9. CONFERENCE VENUE FACILITIES

Meeting

All meetings will be conducted in English and the organisers will not be providing interpreter services. Should there be a need for interpretation, each delegation may bring their own interpreters and inform the secretariat in advance.

Lunch

Buffet lunch will be provided for all delegates from 14th to 15th August 2018. Further information and directions will be available upon the arrival of delegates. All delegates will need to display their identification passes in order to attend.

Prayer Rooms

Separate prayer rooms for men and women are available at the Hotel.

Wi-Fi

Free Wi-Fi service will be available at the Conference venue during 11th CAPGC. More information will be provided upon registration.

10. SECRETARIAT

The Secretariat Room will be located on Level 4 of The Rizqun International Hotel from 13th to 16th August 2018.

Please contact the following persons for any inquiries or arrangements relating to the Conference:

Arrangement	Contact Person 1	Contact Person 2
All Matters	Mr. Zaki Rahman Counsel Phone: (+6732231200 Ext. 218) Mobile: (+6738777447) Fax: (+6732231221) Email: zaki.rahman@agc.gov.bn	Mr. Sheirol Heldy Special Duties Officer Grade I Phone: (+6732231200 Ext. 301) Mobile: (+6738805860) Fax: (+6732231233) Email: sheirol.heldy@agc.gov.bn

11. OTHER GENERAL INFORMATION**VISA Requirements**

Delegates advised to check with their respective embassies if they require valid visas to enter Brunei Darussalam. Delegates who are not exempted from visa are strongly advised to apply early from the Embassies, Consulates, or other visa-issuing authorities in their countries.

Currency

The official currency of Brunei is the Brunei Dollar (BND). However, retailers in Brunei do accept the Singapore Dollar for cash payments. Please ensure that Singapore Dollar notes are untorn and undamaged. Delegates may wish to change their currencies at the airport or any other money changers near the Hotel

Time Difference

Brunei Standard Time (BST) is 8 hours ahead of G.M.T.

Temperature and Weather

The temperature in Brunei during the meeting period is expected to be between 30 – 33°C. Delegates can expect rain during the meeting period.

Electricity and Power Supply

The standard voltage in Brunei is 220V/240V, 50 Hz. If you have equipment that runs on a higher voltage, you should use an appropriate transformer (voltage adapter). Power outlets are mainly made for the British BS1363 three-pronged square pin type socket. Delegates are encouraged to bring the correct adapter.

Places of Interest

For further information, please visit Brunei’s official tourism website: www.bruneitourism.travel

12. MEDICAL FACILITIES

Medical facilities are available within 2 Kilometres (km) from the venue area. Medical charges shall be paid directly by the delegate to the service provider.

	Address	Telephone	Operating Hours
Pharmacy			
Guardian	G.26A, Ground Floor, The Mall Gadong, Abdul Razak Complex, Gadong, Gadong A, Brunei-Muara, BE3519	(+673) 2425178	Mon-Sun: 10.00am – 10.00pm
Guardian	Ground Floor, The Centerpoint Abdul Razak Complex, Simpang 37, Jalan Gadong, Gadong A, Brunei-Muara, BE3519	(+673) 2452863	Mon-Sun: 10.00am – 10.00pm
Clinics			
Lee Clinic & Dispensary	Unit 10, Ground Floor, Kiulap, Gadong B, Brunei-Muara	(+673) 2428428/ 2438438	Mon – Fri: 8.00am -12.00pm 1.30pm - 4.30pm 6.30pm - 9.00pm Saturday: 8.00am - 12.00pm 1.30pm - 4.30pm Sunday: 0830am -1130am
Ammaan Medical Clinic	Unit 8, Simpang 137, Ground floor Yong Siong Hai Building, Gadong BE3180	(+673) 2431889	Mon – Sat: 8.30am - 11.30am 2.00pm - 4.00pm 07.00pm – 0830pm

	Address	Telephone	Operating Hours
			Friday: Closed Sunday: 0.900am - 11.00am
D. Lim Medical Clinic	Block D, Unit 1, 1st Floor Abd Razak Complex, Gadong	(+673) 2422788	Mon – Thur: 8.00am – 12.00pm 01.30pm - 04.00pm 07.00pm - 08.30pm Friday: 8.00am - 11.45am 2.00pm – 4.30pm 7.00pm - 8.30pm Saturday: 8.00am – 12.00pm 01.30pm - 04.00pm Sunday: 8.30am -11.30am
C.Y.Lim Clinic	Unit 16, Block J, Ground Floor Abd Razak Complex, Gadong	(+673) 2449488	Mon-Fri: 8.30am – 12.30pm 1.30pm – 4.30pm 7.00pm - 9.00pm Saturday 8.30am – 12.30pm 1.30pm – 4.30pm Sunday: Closed
Hospital			
Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital For Accident and Emergency (A&E)	Jalan Putera Al-Muhtadee Billah, Bandar Seri Begawan BA1712	(+673) 2242424 Emergency: 991/ (+673) 2380402	24 hours

13. EMERGENCY TELEPHONE NUMBERS

Police (Hotline) : 993
 Ambulance : 991
 Fire : 995
 Search & Rescue : 998