

**East Asian Regional Branch of the International Council on Archives
Seminar 2012
(July 17-20, 2012)
Ulaanbaatar, Mongolia**

Information Sheet

Date: July 17 Tuesday – July 20 Friday, 2012

Venue: All workshops of the EASTICA Seminar 2012 will be held at:
Conference Hall at Kempinski Hotel Khan Palace
East Cross Road, Peace Avenue
Bayanzurkh District
Ulaanbaatar, Mongolia
Tel +976 11 463 463
Fax +976 11 463 464

Organized by: General Archival Authority of Mongolia
East Asian Regional Branch of the International Council on Archives
Website: www.archives.gov.mn

Theme: “Archives Administration - ICA Standards”

Draft Program

Dates	Morning		Afternoon		Evening
	09:30-12:30		break	14:00-18:00	19:00-21:00
July 16 (Mon)	Arrival of EASTICA Executive Board Members Registration				
July 17 (Tue)	Arrival of other Delegates & Registration		Lunch	EASTICA Executive Board Meeting	Welcome Reception
July 18 (Wed)	Opening Ceremony	Keynote Speech	Lunch	Seminar Session 1,2	Dinner hosted by GAAM
July 19 (Thu)	Seminar Session 3,4		Lunch	Panel Discussion	Dinner hosted by EASTICA
July 20 (Fri)	City Tour: The Zanabazar Museum of Fine Art		Lunch	City Tour: -Bogdha Khaan Winter Palace Museum -Visit to the new archival building construction of GAAM	
July 21 (Sat)	Departure of Participants				

Registration Information

Registration procedure

- ▶ Please fill out the attached **SEMINAR REGISTRATION FORM** and send it back to the General Archival Authority of Mongolia (Mrs Uyanga Bold) by e-mail or fax no later than Friday, June 10.
- ▶ Upon receipt of your completed form, the GAAM will send you a registration confirmation by e-mail or fax. Please bring this confirmation with you to the Registration desk of the Seminar site to receive Seminar materials.

Registration Fee

- ▶ Registration fee for EASTICA seminar participants
 - EASTICA members: US\$ 130 (per person)
 - Non-EASTICA members: US\$ 150 (per person)

- ▶ The registration fee above includes the admission to all seminar programs, seminar materials, lunch and dinner from July 17 to 20, the city tour and the visit to the new archival building construction of GAAM on July 20.

▶ **Payment Methods**

- ▶ Credit Card – Please refer to the Seminar Registration Form for acceptable credit cards.
The form should be sent by fax for security reason.
- ▶ Bank Transfer – Please remit your payment to:

◆ **Visa**

A visa is required for citizens of countries that don't have visa exemption agreements with Mongolia. Please contact your nearest Mongolian Embassy or Consulate to confirm your requirements. Participants from China, Macao, Hong Kong need to get visa to Mongolia. Please send to GAAM your passport copy, position, home and work address to the GAAM (Mrs. Uyanga Bold) by e-mail address archive@mongol.net or by fax 976-51-262351. We will send it to Ministry of Foreign Affairs of Mongolia. The Ministry of Foreign Affairs will give visa permission to the Embassy of Mongolia in Beijing.

◆ **Accommodation**

- ▶ Rooms at Kempinski Hotel Khaan Palace and Chinggis Khaan hotel have been booked as accommodation for the participants. These 2 hotels are by bus 10 minutes each other. If you would like to stay at one of these hotels, please fill out the attached HOTEL RESERVATION FORM and send it back to the General archival Authority of Mongolia (Mrs Uyanga Bold) by e-mail or fax no later than Friday, June 10.
- ▶ Reservations will be processed in order of receipt of the completed form and the GAAM will contact you to confirm the hotel reservations. Please be reminded that there is a limit to the number of rooms.
- ▶ Shuttle Bus will be serviced between listed hotels.

1. Kempinski Hotel Khan Palace

Hotel Information

Located in the city center Khan Palace, a modern elegant hotel, offers the best of both worlds: a subtle blend of Western and Oriental tradition encompassing the contemporary with classic standards of service and excellence. It is located 19 kilometers from Chinggis Khaan International Airport, 6 kilometers from the Main Railway station and 2 kilometers from Sukhbaatar Square.

Website: www.kempinski.com/en/ulaanbaatar/Pages/Welcome.aspx

	Room type	Price
1.	Superior (single)	\$210
2.	Superior (twin for 2 persons)	\$240

- All rates are includes Breakfast and 10% VAT.
- Check in time 13.00pm and check out time is 12.00am

2. Chinggis Khaan Hotel

Hotel Information

Chinggis Khan hotel located downtown, within easy reach of the main tourist attractions and the business center of the city. 30-minute drive to the International airport and 15-minute drive to the railway station.

Website: www.chinggis-hotel.com

	Room type	Price
1.	Standard (single occupancy)	\$150
2.	Standard (double occupancy)	\$175

- The room rate includes buffet breakfast, fitness center, internet 24 hours and 10% VAT.
- Our check-in time is 01:00 pm and check-out time is 12:00 pm.
- We accept MASTER, VISA, AMERICAN EXPRESS and JCB cards and imprint of a credit card will be obtained during the checking-in. Both the credit card and cash payment will be accepted.

◆ **Airport Transportation**

Seminar attendees will be met at the airport by the organizing staff. Transportation between the airport and Kempinski Hotel Khan Palace and Chinggis Khan hotel will be arranged by the GAAM.

◆ **City Tour**

➤ **Bogdha Khaan Winter Palace Museum**

Built between 1893 and 1903. It was the residence and monastery of Mongolia's last Bogd Khaan (religious and governmental leader), Javzan Damba Hutgat VIII. Bogd Khaan lived in this palace for 20 years and when he died (in 1924) the communist government prohibited any ongoing reincarnations. Contains religious and cultural items from the 17th century to the beginning of 20th century.

Location: Chinggis Avenue, South of Peace bridge

➤ **The Zanabazar Museum of Fine Art** - exhibits a great collection of paintings and sculptures, among which are some rare religious items such as tangkas and Buddhist statues. Modern paintings and other art for sale.

Location: East side of Barilgachid square, 5 min walk from Sukhbaatar square.

◆ **Local Weather**

In July, the weather in Ulaanbaatar is generally hot. Days about 25±30 C⁰, at night 10±15 C⁰.

◆ **Useful Website**

For more information, about Mongolia and international flights and train schedules etc, please visit the website at: www.discovermongolia.mn

**Final announcement with more information will be distributed in late April, 2012

◆ **Inquiries**

If you have any inquiries regarding the program of the EASTICA Seminar 2012, please contact:

General Archival Authority of Mongolia

Foreign relation officers Mrs Daria.J and Uyanga.B

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