

ADMINISTRATIVE DETAILS



The 2018 Northeast Asia Environmental Security Forum (RESF) will be held in Ulaanbaatar, Mongolia from 18-21 September. Below is basic information to help you prepare for your trip.

1. ONLINE REGISTRATION

Online registration for the RESF is available at <http://pesforum.org>. Click the **Register Here** link in either the *News* or *RESF 2018* sections of the home page. The link will pass you to the registration portal. Complete the form, and submit your information. You will receive an automated e-mail with a RESF ticket and registration confirmation.

2. CONFERENCE FEE:

There is no conference fee associated with the event.

3. RESF VENUE:

The 2018 RESF will be held at the Mongolia National Defense University (NDU). Please reference the map for NDU's location. NDU contact information is as follows:

Mongolia National Defense University
Ulaankhуaran-22, 16th khoroo,
Bayanzurkh district
Ulaanbaatar, Mongolia
+976 11 458673, 453164 /121/
<http://www.mndu.gov.mn>
Email: info@mndu@gov.mn



4. LODGING/HOTEL:

Participants can stay at any hotel in Ulaanbaatar. However, it is recommended that participants stay within walking distance of the Shangri-La Hotel in order to gain access to U.S. Indo-Pacific Command arranged ground transportation that will travel daily to/from the National Defense University. Recommended hotels within walking distance of Shangri-La Hotel include:

- Best Western Premier Hotel - <http://bestwesternmongolia.mn/>
- Shangri-La Hotel - <http://www.shangri-la.com/ulaanbaatar/shangrila/>
- Blue Sky Hotel - <http://www.blueskytower.mn/>
- Ulaanbaatar Hotel - <https://www.ubhotel.mn/>

5. TRANSPORTATION TO/FROM THE RESF VENUE:

U.S. Indo-Pacific Command will have a large bus available at 0800 daily to transport participants to/from Shangri-La Hotel to the National Defense University. The bus pick-up /drop-off location will be the Shangri-La Hotel lobby.

6. DRESS CODE:

The dress code for military personnel will be dress uniform. The dress code for civilian attendees will be business attire for the opening and closing ceremony, and business casual the rest of the week.

There will be an icebreaker session on the evening of 18 September. The dress code for the icebreaker is business casual for all attendees.

On the afternoon of 19 September, an outdoor site visit is planned. It is recommended that all participants be prepared to be outside, with moderate walking. Temperatures could be chilly, and the chance of rain is possible. Please be prepared for the elements and dress accordingly to stay warm and dry. Participants will depart from the National Defense University to the site visit location, so appropriate dress should either be worn or packed from the hotel on 19 September. Military personnel are permitted to wear civilian clothing to the site visit.

7. ULAANBAATAR MAP:

Please find a map of downtown Ulaanbaatar below. You can also download a high-resolution version of the map at:

<https://www.amicusmongolia.com/images/maps/Ulaanbaatar%20city%20Map.jpg>



8. CLIMATE:

By September, Ulaanbaatar is transitioning from summer into autumn. Temperatures can vary significantly from warm to cold, so be prepared for anything. The average high temperature will likely be near 13° C (55 ° F), and the low temperature may reach 0° C (32 ° F).

Mongolia has low relative humidity. For those traveling from more humid locations, eye drops, lip balm, and moisturizer are recommended.

The average daylight in mid-September is approximately 12 hours.

9. EVENT BOOKLET: The RESF is proud to be a primarily paper-free event. As such, all participants are highly encouraged to download a copy of the latest event booklet, agenda, and support documentation from <http://pesforum.org> prior to arrival at the venue. These documents will be available for download in late August / early September, and are regularly updated. Therefore, it is highly recommended that participants download the latest version before they depart their home duty station.

10. AIRPORT PROCEDURES:

a) Arrival

You will clear customs and immigration at Chinggis Khaan International Airport in Ulaanbaatar.



Step 1: Disembark the aircraft and follow signs leading to Passport Control and the Baggage Hall.

Step 2: Present your passport and arrival card at the immigration counter.

Step 3: Proceed to the Baggage Hall downstairs to collect your belongings.

Step 4: After you have your baggage, proceed through the Customs inspection. If you have nothing to declare, use the exit stating “**Nothing to Declare.**”

Step 5: Exit the baggage hall where you can obtain a taxi to transport you to your hotel. Most taxis are unmetered, so you will need to negotiate the price. The average taxi fare ranges between \$20 – \$30 USD or 50,000 – 70,000 MNT.

b) Departure

At the conclusion of the RESF, all participants will take a taxi to the Chinggis Khaan International Airport. The return trip to the airport will take approximately 30-60 minutes, depending on traffic and time of day. It is recommended that all passengers arrive at the airport between 2-3 hours before their scheduled departure time.

Upon arrival at the airport, passengers will check luggage and receive a boarding pass, undergo security inspection, go through passport control, proceed to your gate, and wait to board.



11. REGISTRATION TABLE: On the morning of 18 September, participants should confirm their registration by visiting the RESF registration table located outside the main conference hall. Participants will be issued an ID and information packet. The ID’s are to be worn while in attendance at all RESF activities. The ID also includes a numbered sticker, which will indicate a work group assignment for various activities.

12. SETTLING ACCOUNTS: All bills, including in-room telephone calls, mini-bar, laundry and room service, are the participant’s responsibility and must be settled prior to departure. The hotel accepts all major credit cards.

13. ELECTRICAL CONNECTIONS: Mongolia electricity is 230 volts. The most common outlet in Ulaanbaatar is Type C or Type E.



Plug Type C



Plug Type E



Outlet Type C



Outlet Type E

14. DIET: When registering to attend the RESF, please denote any dietary requirements you may have. Vegetarian meals will be available at the RESF.

15. SITE VISIT: On Day 2 of the RESF, a site visit will be offered. There will be a bus ride to the site. Please advise if there are any physical disabilities which will prevent you from participating. Please dress for the weather.

16. SPECIAL NEEDS: Please advise the organizing staff of any special needs or disabilities. Smoking is allowed in designated areas.

17. MEDICAL SUPPORT: The Mongolia Armed Forces will have medical staff present at the RESF. If you are in need of medical assistance, please go to the registration desk so that organizers can put you in touch with the Mongolian Armed Forces medical staff.

18. BANKING: The currency of Mongolia is the Tugrik (MNT). Please check an online currency converter to get the most current rate (<http://www.xe.com/currencyconverter>). Major credit cards --Visa, MasterCard and American Express -- are accepted at most hotels. Restaurants, department stores and other shops typically operate via cash exchange. Therefore, it is highly encouraged to obtain local currency from an ATM upon arrival in Ulaanbaatar. An ATM can be accessed in the lobby of most hotels in Ulaanbaatar, or at banks throughout the city.

19. SECURITY: For security and safety purposes, only those persons registered with the RESF planning team will be allowed entry into the Main Room and Breakout Rooms.