



7th Annual VEF Fellows and Scholars Conference **Rensselaer Polytechnic Institute, Troy, New York**

Public Announcement

Sunday, January 3, through Tuesday, January 5, 2010

Arrival on Saturday, January 2.

Departure on Wednesday, January 6

The Vietnam Education Foundation (VEF) is pleased to provide information about the 7th Annual VEF Fellows and Scholars Conference, to be held at Rensselaer Polytechnic Institute (RPI) in Troy, New York, from January 3 – 5, 2010. VEF invites anyone, who is interested in the VEF mission and in its Fellows, Visiting Scholars, and U.S. Faculty Scholars, to attend the VEF Annual Conference. The tentative Conference Agenda is attached.

1. REGISTRATION

Please complete the **REGISTRATION FORM** at the end of this announcement and return to VEF **no later than December 9, 2009**. The registration fee is \$175, which covers conference materials and group meals provided by VEF, except for the closing Gala Dinner, which is optional at an additional cost of \$50. Payment in advance for both the registration and the Gala Dinner must accompany your registration. VEF cannot accept registrations on-site as preparations must be made in advance with regard to the number of attendees. You may make payment in either of the following ways:

1. Check or money order. Make out to the Vietnam Education Foundation in U.S. dollars and send to Suzanne Michaels.
2. Cash. This means of payment is only available for those in Vietnam. Please send cash payment to the VEF Hanoi Field Office.

Addresses for both types of payments are listed on the accompanying Registration Form at the end of this document.

2. CONFERENCE HOTEL

The Desmond
600 Albany-Shaker Road
Albany, New York 12211
Phone: 518-869-8100/1-800-448-3500
www.desmondhotelsalbany.com

The Conference hotel is The Desmond, which has rooms available to conference participants at \$129 per night, plus taxes. If you are a U.S. government employee, The Desmond can provide a government rate. Please state this when you make your reservations and you will need to provide a government identification upon arrival. If you wish to stay at The Desmond, please contact the following representative of The Desmond, to make your reservations:

Ms. Sandy Makis
Email: smakis@desmondhotels.com
Phone: 518-869-8100; or 518-640-6185
(U.S. country code "1" is needed if dialing from outside of the United States)

It is recommended that you make your reservations as soon as possible to secure a room.

Please note that buses for the Conference venue sites depart from, and return to, The Desmond. Thus, if you are not staying at the Conference Hotel, you will need to make arrangements for your own transportation.

PLEASE CONFIRM on the Registration Form if you plan to stay at The Desmond or if you will make arrangements to stay at another hotel.

Ground Transportation upon Arrival

A shuttle bus operates 24 hours each day from Albany International Airport to The Desmond Hotel. After you get your baggage, you can call the hotel on the courtesy phone in the baggage claim area and ask for a shuttle to pick you up.

Conference Registration Room

Please go to the Conference Registration Room at The Desmond on Saturday, January 2, between 2:00 p.m. – 9:00 p.m. to pick up required Conference materials and your name tag. Please inquire about the VEF Conference Registration Room number at the reception desk of The Desmond Hotel.

If you are unable to pick up Conference materials at the Conference Registration Room at The Desmond at this time, your Conference materials will be available at the Conference table at Rennselaer Polytechnic Institute on January 3 through 5.

3. CONFERENCE VENUE

Rensselaer Polytechnic Institute (RPI)
110 8th Street
Troy, New York 12180-3590
<http://www.rpi.edu>

Sessions, as well as breakfast and lunch on January 3 through 5, will be held at Rensselaer Polytechnic Institute (RPI). Specific locations for each event will be provided in the final Conference Agenda, which will be included in your Conference materials.

Transportation from the Conference hotel (The Desmond) to Rensselaer Polytechnic Institute (RPI) and return will be provided for VEF Fellows and Visiting Scholars as well as other participants invited by VEF or registered for the Conference. Identification badges---nametags handed out in the Conference materials---must be worn to get on the bus. Buses will depart from the hotel only once in the morning and return to the hotel after the last session/event. Bus departure times will be listed in the Conference Agenda.

Evening sessions as well as the final Gala Dinner will be held at The Desmond Hotel.

Note: Please note that wireless internet connection is available at The Desmond Hotel at no cost for hotel guests. However, there is no wireless internet available at RPI for non-RPI students and employees. Thus, please plan accordingly.

4. GALA DINNER

The Gala Dinner is a celebration planned by the VEF Fellows and is always a festive and joyous event. The Gala Dinner will be held on Tuesday evening, January 5. If you register to attend the Gala Dinner, you will receive your Gala Dinner ticket in your Conference materials when you pick them up. You must have a ticket to enter the Gala Dinner.

If you wish to purchase a ticket for a spouse, dependent child, travelling companion, friend or relative, you must purchase the tickets in advance for \$50.00 each. Please indicate this on your Conference Registration form and include the payment with your Conference Registration fee along with your own payment for the Gala Dinner.

5. TRAVEL ARRANGEMENTS

The airport located in the Albany, New York, area, is Albany International Airport (ALB). This is the closest airport to Rensselaer Polytechnic Institute (RPI).

If you wish, you may make travel reservations through one of the following travel agencies that VEF uses frequently:

Omega World Travel

1700 Market Street
Philadelphia, Pennsylvania (USA) 19103
Tel: 1-215-864-1694
VEF travel webpage: <http://www.owt.net/clientsites/vef/>

Eviva Tour Vietnam

2nd floor, 83A Tran Quoc Toan Street
Hanoi, Vietnam
Tel: 04 3942 6585 / Ext: 29 Fax: 04-3822 8008
Ms. Xuan Tran, Tour Operator
Cell phone: 0 983 810 530; Email: tranxuan@evivatour.com.vn

New Global Tours Company

207/2 Nguyen Van Thu street, District 1,
Hochiminh City, Vietnam
Tel: 08 3825 8090 Fax: 08 3827 7330
Mr. Nguyen Giang, Managing Director
Cell phone: 0935442999; Email: giang.nguyen@newglobal.vn

6. ACCOMPANYING FAMILY MEMBERS OR FRIENDS

TRAVEL. If you have family members or friends joining you, Omega World Travel can make travel arrangements for them as well. You will need to complete a separate travel ***Reservation Request*** for each one and indicate to Omega their relationship to you. You will be responsible for payment for any travel arrangements made for your family members or friends.

CONFERENCE REGISTRATION. If accompanying family members or friends plan to attend the Conference sessions or meals, they will need to pay the Conference Registration fee of \$175 each plus the optional fee for the Gala Dinner of \$50. Please arrange for their registration in advance by completing a separate Registration Form for each person accompanying you, who will attend the Conference sessions and meals.

CHILDREN. Please note that no children are allowed at RPI.

**The Vietnam Education Foundation looks forward to seeing you
at the 7th Annual VEF Fellows and Scholars Conference!**

Thank you for your interest in VEF!

CONFERENCE REGISTRATION FORM - Public
7th Annual VEF Fellows and Scholars Conference
Rensselaer Polytechnic Institute, Troy, New York – Jan. 3-5, 2010

LAST (Family) NAME: _____

FIRST (Given) NAME: _____ Prefix (Dr., Prof., etc.) _____

TITLE/AFFILIATION: _____

(The information above will be included on your nametag.)

Address: _____

City, State, Country, Zip code: _____

Email address: _____

Phone: Cell: _____ Office: _____

(Please include the area code and country code, if applicable.)

PLEASE COMPLETE, CHECKING ALL THAT ARE APPLICABLE:

I will attend all three days of the Conference, January 3 - 5, arriving January 2 and departing January 6. (\$175)

I will attend ONLY the following days/dates (\$175):

Yes, I will join the Gala Dinner on Tuesday, Jan. 5, 7 p.m. – Midnight, The Desmond Hotel (\$50).

Yes, I will have my friend(s)/family member(s) join me at the Gala Dinner (\$50 each). Please provide their names (add lines as needed):

(1)

I will be staying at The Desmond. I am making my own reservations.

Arrival date: _____ Departure date: _____

I will be staying at the following hotel and will make my own reservations:

_____ Phone: _____

COMMENTS:

By DECEMBER 9,

please send the completed CONFERENCE REGISTRATION FORM and accompanying PAYMENT (U.S.\$175 for Conference Registration and U.S.\$50 for each Gala Dinner) as follows:

1. *If paying by check or money order, made out to the Vietnam Education Foundation: Send to Suzanne Michaels, Administrative Assistant, VEF, 2111 Wilson Blvd., Suite 700, Arlington, VA. 22201, Phone 703-351-5053, Fax: 703-351-1423, Email: suzannemichaels@vef.gov*

2. *If paying by cash (only available for those in Vietnam): Send to Huyen Le, Deputy Director of Finance, Accounting, and Administration, Vietnam Education Foundation, Hanoi Towers, Suite 502, 49 Hai Ba Trung St., Hanoi, Vietnam, Phone 84-4-3936-3670, Email: huyenle@vef.gov*

THANK YOU!