



## Accommodation and visa information

Ho Chi Minh City, Viet Nam  
5-10 May 2025

## ACCOMMODATION DURING THE FOREST FORUM

The PEFC Forest Forum is being held at the Equatorial Hotel Saigon; guestrooms are available at negotiated rate of VND 2,550,000 (approximately \$97 USD) for those attending the event. The negotiated group rate is available on a first-come, first-served basis. It is expected that guestrooms will sell out before the booking deadline, and you are encouraged to reserve your room as soon as possible.

### BOOK YOUR HOTEL ROOM HERE

**Important note:** You may use this booking link to book rooms with a check-in date of 1 May 2025 or later, and a check-out date of 10 May 2025, or earlier.

If you would like to extend your stay before or after the PEFC Forest Forum 2025, please contact the organiser for this meeting ([melissa@saysomething.ca](mailto:melissa@saysomething.ca)) and indicate the dates that you prefer. Melissa will do her best to obtain favourable rates; unfortunately, our conference rate cannot be guaranteed outside of these dates.

If you are attending the field trip, accommodation for the Friday night (9 May) is included within the field trip ticket and you therefore do not need to book a room at the venue hotel for that night. At the end of the field trip, you will have the option of being dropped off at the airport or at the Equatorial Hotel Saigon. If you are flying home directly after the field trip, we suggest you book your flight at 9 pm or later on Saturday, 10 May 2025. If you are staying in Ho Chi Minh City after the field trip, you are responsible for booking accommodations for 10 May 2025; you may use the link above to book a hotel room at the conference hotel on 10 May 2025. Please note that if you need a hotel room on 10 May 2025, you will need to make two separate reservations – one for the Forest Forum, and a second for the evening of 10 May 2025.

## VISA INFORMATION

Please note that PEFC will not be issuing letters of invitation for this event, as most visitors to Viet Nam require an electronic visa that does not require an official invitation.

You're encouraged to apply for your visa in advance, so you can be certain that the visa is issued prior to the meetings. To learn more about the process and to apply for your visa, please click the link below:

<https://evisa.gov.vn/>

Before you apply for your visa, you will need the following:

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1. Passport photo in electronic format: 4 cm x 6 cm, less than 2 MB, no smiling, no glasses, with a white background.
2. Photo of the data page of your passport with your picture.
3. Passport Information (number, place, and date of issuance)
4. Personal Information, including date and place of birth, employer, etc.
5. Trip Information - date of entry and departure from Viet Nam, address where you will be staying\*, port of entry and exit.

*\*For this reason, we strongly recommend that you make your hotel reservation as soon as possible and then apply for your visa.*

### **If you require a local contract for your visa, application, you may use the following information.**

Vietnamese Academy of Forest Science (VAFS)  
Address: Duc Thang, Bac Tu Liem, Hanoi, Viet Nam  
Telephone: 84.24.3838.9031; 84.24.3836.3610  
Fax: 84.24.3838.9722  
Email: [vkhl@vafs.gov.vn](mailto:vkhl@vafs.gov.vn)  
Website: [www.vafs.gov.vn](http://www.vafs.gov.vn)

Dr Vu Tan Phuong  
Director  
Vietnam Forest Certification Office (VFCO)  
Office phone: +84 24 66857688  
Email: [phuong.vt@vfco.vn](mailto:phuong.vt@vfco.vn)

