



10th Annual VEF Fellows and Scholars Conference
Florida State University, Tallahassee, Florida (FL)
Public Announcement

Thursday, January 3, through Saturday, January 5, 2013
Arrival on Wednesday, January 2
Departure on Sunday, January 6

The Vietnam Education Foundation (VEF) is pleased to provide information about the 10th Annual VEF Fellows and Scholars Conference to be held at Florida State University, Tallahassee, FL, from January 3-5, 2013. VEF invites anyone 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

The **CONFERENCE REGISTRATION FORM** at the end of this announcement should be filled out and returned to VEF **no later than December 9, 2012**. The registration fee is \$150, which covers Conference materials and group meals provided by VEF. The Gala Dinner is optional and costs \$50 to attend, which is in addition to the \$150 conference registration fee. Payment in advance for both the registration fee and the Gala Dinner must accompany the registration. VEF cannot accept registrations on-site since preparations, which are dependent upon the number of attendees, must be made in advance. Payment may be provided as follows:

1. Check or money order. A check or money order paid out to the Vietnam Education Foundation in U.S. dollars must be sent to Ms. Lana Walbert.
2. Cash (only for those in Vietnam). Cash payment may be provided to Ms. Hanh Nguyen at the VEF Hanoi Field Office.

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

2. CONFERENCE HOTEL

DoubleTree by Hilton Hotel Tallahassee

101 South Adams Street

Tallahassee, FL 32301

Phone: (850) 224-5000

Website: <http://doubletree3.hilton.com/en/hotels/florida/doubletree-by-hilton-hotel-tallahassee-THLAPDT/about/amenities.html>

The conference hotel is the DoubleTree by Hilton Hotel Tallahassee, which has rooms available to non-VEF-sponsored conference participants. If guests indicate that they attend the Vietnam Education Foundation Annual Conference, the hotel will do its best to accommodate the guest at a reduced price. The DoubleTree by Hilton Hotel Tallahassee can provide a government rate to U.S. government employees, who make this declaration when registering and who provide government identification upon arrival.

We recommend making reservations as soon as possible to secure a room.

Buses for the conference venue sites depart only from, and return only to, the DoubleTree Hotel. Anyone not staying at the conference hotel (DoubleTree) will need to make their own personal arrangements for transportation to and from the conference site at the University.

Conference attendees should confirm their choice of hotel on the Conference Registration Form.

3. CONFERENCE VENUE

HOST INSTITUTION:

Florida State University (FSU)

600 W. College Avenue, Tallahassee, FL 32306

<http://www.fsu.edu/>

All conference sessions, as well as lunch on January 3 through 5, will be held at Florida State University. Specific locations for each event will be provided in the final Conference agenda, which will be included in the conference materials that will be distributed on Wednesday evening, January 2, at the conference hotel.

Transportation from the conference hotel (DoubleTree Hotel) to Louisiana State University and back to the hotel will be provided for all VEF Fellows and Scholars, guests that are sponsored by VEF, and any other registered participants. **Identification badges/name tags handed out in the conference materials must be worn to board the bus.** Buses will depart from the hotel only once in the morning and return to the hotel after the last session or event at specific times only. Bus departure times will be listed in the Conference Agenda.

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

Conference Registration Room

*Conference registration materials and name tags will be available at the Conference Registration Room at the DoubleTree Hotel prior to the start of the conference. **The conference registration desk will be open on Thursday, January 2, between 4-9 p.m.** Please inquire about the VEF Conference Registration Room number at the reception desk of the DoubleTree Hotel.*

If you are unable to pick up conference materials at the conference registration room at the hotel during the time indicated above, you may pick up the conference materials at the VEF information desk outside the primary conference sessions located at the Turnbull Conference Center (208 Auditorium) at Florida State University on January 3 through 5.

4. GALA DINNER

The Gala Dinner is the final celebration event planned by the VEF Fellows and Scholars with help from the VEF staff and is always a festive and joyous event. The Gala Dinner will be held on Saturday evening, January 5, 2013. The Gala Dinner is optional and is not included in the price of the conference registration; the cost for the Gala Dinner is \$50.00. Those, who have pre-registered and pre-paid to attend the Gala Dinner, will receive their Gala Dinner ticket with their conference materials upon check-in. Everyone must have a ticket to attend the Gala Dinner.

Those, who wish to purchase a ticket for a spouse, dependent child, travelling companion, friend or relative, must purchase the tickets in advance for \$50.00 each. Registrants should make this notation on the Conference Registration Form and include the extra payment for the Gala Dinner for themselves and their accompanying family/friend(s) along with their own conference registration fee.

5. TRAVEL ARRANGEMENTS

The closest airport to Florida State University and the DoubleTree Hotel is the Tallahassee Regional Airport (Airport Code TLH).

Travel reservations may be made through one of the following travel agencies that VEF uses:

IN THE UNITED STATES:

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

IN VIETNAM:

New Global Tours Company (Vietnam)
M Floor, "G" House
25/7 Nguyen Binh Khiem Street, District 1
Ho Chi Minh City, Vietnam
Tel: 84 8 3825 8090
Fax: 84 8 3827 7330
Mr. Nguyen Giang, Managing Director
Cell phone: 84-935 442 999; Email: giang.nguyen@newglobal.vn

Ground Transportation upon Arrival and on Departure

A free shuttle service will be available at specific times throughout the day from the Tallahassee Regional Airport to the DoubleTree Hotel on the day of arrival (January 2). A free shuttle service will also be provided at specific times throughout the day on the day of departure (January 6) from the hotel to the airport. The shuttle bus will have the VEF name and logo on a sign.

Those, who are staying at the DoubleTree Hotel and who arrive or depart on a date other than January 2 and January 6 respectively, must call the DoubleTree Hotel in advance to arrange

for the free shuttle service. Those, who are staying at another hotel, will need to pay for a taxi or other transportation to their hotel and then to the airport on their departure.

Driving directions are available at the DoubleTree Hotel website.

6. FAMILY MEMBERS OR FRIENDS ACCOMPANYING A REGISTRANT

TRAVEL. The travel agencies listed above can also make travel arrangements for family members or friends. Registrants who book the tickets via Omega World Travel will need to complete a separate travel *Reservation Request* at <http://www.owt.net/clientsites/vef/> for each individual and indicate to Omega their relationship to the registrant. The registrant will be responsible for payment of any travel agent fees and travel arrangements made for family members or friends.

CONFERENCE REGISTRATION. Any accompanying family members or friends, who plan to attend the conference sessions or meals, will need to pay the conference registration fee of \$150, which does not include the optional \$50 fee for the Gala Dinner. A separate Conference Registration Form must be completed in advance for each person attending the conference sessions and participating in the Gala Dinner.

CHILDREN. No children under the age of 12 are allowed to attend the conference sessions.

**The Vietnam Education Foundation looks forward to seeing you
at the 10th Annual VEF Fellows and Scholars Conference!**

Thank you for your interest in VEF!

PLEASE COMPLETE THE CONFERENCE REGISTRATION FORM BELOW.

CONFERENCE REGISTRATION FORM – For the Public

10th Annual VEF Fellows and Scholars Conference: Florida State University– Jan. 3-5, 2013

LAST (Family) NAME: _____

MIDDLE 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: _____

Cell phone: _____ Office phone: _____

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

PLEASE COMPLETE, CHECKING ALL APPLICABLE:

I will attend all three days of the Conference, January 3-5, arriving January 2 and departing January 6 (\$150 registration fee).

I will attend ONLY the following days/dates (\$150 registration fee for one or more days):

I will attend Thursday, January 3.

I will attend Friday, January 4.

I will attend Saturday, January 5.

Yes, I will join the Gala Dinner on Saturday, January 5, 7 p.m.–midnight at the DoubleTree Hotel (\$50).

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

(1)

(2)

I will be staying at the DoubleTree Hotel and 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, 2012

Please send the completed CONFERENCE REGISTRATION FORM and accompanying PAYMENT (U.S. \$150 for each Conference Registration and U.S. \$50 for each Gala Dinner ticket) as follows:

1. *If paying by check or money order, make payable to the Vietnam Education Foundation: Send to Ms. Lana Walbert, Director of Finance, Accounting, and Administration, Vietnam Education Foundation, 2111 Wilson Blvd., Suite 700, Arlington, VA. 22201, Phone 703-351-5053, Fax: 703-351-1423, Email: lanawalbert@vef.gov*
2. *If paying by cash (only available for those in Vietnam): Send to Ms. Hanh Nguyen, Executive Assistant for Finance and Administration, Vietnam Education Foundation, Hanoi Towers, Suite 502, 49 Hai Ba Trung St., Hanoi, Vietnam, Office phone 84-4-3936-3670 (Ext. 21)/Cell phone: 84 936382995, Email: hanhnguyen@vef.gov.*

THANK YOU!