

Regional Stakeholder Forum on the Council Study, Review and Update of Design Guidance and Sustainable Hydropower Development Strategy

14-15 December 2017, Vientiane, Lao PDR

ADMINISTRATIVE NOTE

The Forum will be held at the **Crowne Plaza**: 20 Sithoong Street, Nongduang nua, Chanthabuly District, Vientiane, Lao PDR

REGISTRATION

Participation is open and free of charge but registration is required. To register for the forum, please fill in the online form and submit by 3 December 2017.

GO GREEN! Towards a paperless meeting.

To help preserve our environment, we hope to reduce the amount of paper we print for this meeting. May we advise participants to refer to the e-documents or please bring your own printouts to the meeting.

TRAVEL DOCUMENTS

Participants should make your own arrangements in order to obtain passports, visa and other travel documents as well as any required inoculation or vaccination certificates. The MRC do not reimburse the cost of obtaining the passports, visas, vaccinations, airport taxes, excess baggage and airport transfer.

Please note that the passport expire date must be at least 6 months from the date of arrival to Lao PDR.

No Visa is required to visit Lao PDR by nationals from the following: **ASEAN member countries**, **Japan**, **The Republic of Korea**, **Russia**, **Luxembourg**, and **Switzerland**; visit here for detail lists: http://www.mofa.gov.la/images/consular/con-english1.pdf

For other nationals, visas can be obtained from Lao Embassies and Consulates that has jurisdiction over their place of residence. In addition, visas can also be obtained on arrival at the international checkpoint. More information visit here: http://www.tourismlaos.org/show.php?Cont_ID=35

TRANSPORT FROM AIRPORT TO CITY CENTRE

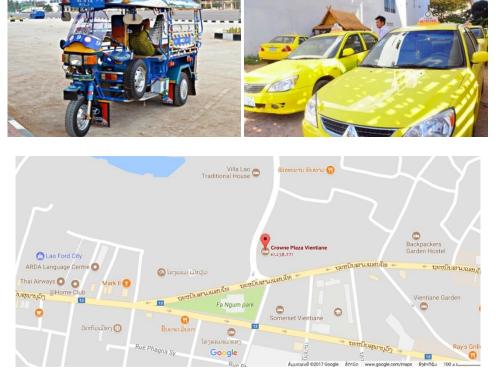
Wattay International Airport is about 6km away from Lao Plaza. Public taxi and minibus services are available at the domestic and international terminals. At both terminals the taxi

counter is located near the arrivals exit. Taxi rate to the center of Vientiane is between 60,000kips – 70,000kips (equivalent to7-9\$). Buy a taxi coupon from the Airport Taxi counter before leaving the airport.



TRANSPORTATION IN THE CITY

Vientiane centre is small with availability of local public transport (tuk tuk, taxi). Participants can walk to the meeting venue or order tuk tuk/taxi services with the hotel. Tuk tuk drivers are available almost everywhere in Vientiane. For those who want to use taxi, there is Taxi Vientiane Group Company, at +856-21 4541 68 or +856-20 5820 071.



There are several hotels in walking distance from Crowne Plaza Hotel, recommended hotels are below

SOME HOTEL OPTIONS IN VIENTIANE

1. Crowne Plaza <u>www.crowneplaza.com</u>

Single room: US\$110 Twin room: US\$123

Tel: (+856-21) 908888

2. Mercure Hotel

Single room: US\$92 Twin room: US\$101

Tel:+(856 21) 213 570-1

Email: resvn@mercurevte.com

3. Vansana hotel <u>www.vansanahote-group.com</u>

US\$ 60/night

Tel:+(856 21)252090

Email: vansanahotel@live.com

4. Seasons Riverside Hotel <u>www.seasonsriverside.com</u>

US\$ 50/night

Tel:+(856 21) 216246, 216059

Email: seasonsriversidehotel@gmail.com/Seasons hotel@yahoo.com

5. Khampiane Boutique Hotel <u>www.khampianeboutiguehotel.com</u>

Single room: US\$32 Twin room: US\$35

Tel: (+856-21) 241 616

6. New Rose Boutique Hotel www.newroseboutiquehotel.com

US\$45/night

Tel:(+856-21)215038

7. V-Hotel

Single room: US\$23 Twin room: US\$25

Tel: (+856-21) 255 999 Email: vhotel@live.com

8. Mixay Paradise hotel

Single room: US\$23 Twin room: US\$25

Tel: (+856-21) 254 223-4

Email: laomixayparadise@yahoo.com