



## 18<sup>th</sup> General Assembly Meeting 10-14 December 2018, Vientiane, Lao PDR

### ADMINISTRATIVE ARRANGEMENTS

#### 1. Purpose

This document provides information on the administrative arrangements of the 18<sup>th</sup> General Assembly Meeting which will be held in Vientiane, Lao PDR on **10-14 December 2018**.

#### 2. Venue

The Meeting will be convened at **Don Chan Palace Hotel**. The address of the Hotel is below.

##### **Don Chan Palace Hotel**

**Address:** Unit 6 Piawat Village, Sisattanak District, Vientiane, Laos

**Phone:** +856 21 226666

**Website:** <https://www.donchanpalacelaopdr.com>

Participants are advised to stay at the Don Chan Palace Hotel where the meeting takes place. Alternatively, participants can stay at the hotels nearby as recommended below.

##### 1) **New USouk Boutique Hotel, Vientiane**

**Address:** Unit 8 Pangkham Road, Xiengnyuen Village, Chantabuly District Vientiane Capital, Lao PDR.

**Tel:** +856 21 254 001, +856 21 254 002

**Fax:** +856 21 254 000

**Email:** [frontoffice@usoukhotel.com](mailto:frontoffice@usoukhotel.com)

**Website:** <http://www.usoukhotel.com/contact.php>

**Additional Service:** Airport and meeting venue transfer

*(The Hotel provides transportation as follows airport-hotel-meeting venue-hotel-airport)*

##### 2) **Best Western Hotel, Vientiane**

**Address:** 2-12 Francois Nginn Street, Vientiane 4148

**Phone:** +856 21 216 906

**Website:** <https://www.bestwestern.com>

Please contact the Hotels directly for reservation. Participants who are staying at Don Chan Palace Hotel should advise the Hotel of your attendance in order to get special concession on the accommodation.

#### 3. Hospitality

The host will cover the costs of meals and three rooms, one Single Deluxe Suite for Heads of Delegations and two Deluxe Twin-Bedrooms for four accompanying delegates from 10 (Check-in) to 14 (Check-out) December 2018 at Don Chan Palace Hotel. The host will also bear the cost of the meeting

facilities, meeting lunch as scheduled in the programme and transportation from and to Wattay International Airport. Other costs such as minibar, room services, phone calls shall be borne by the participants.

#### 4. **Attire**

- 1) Opening and Closing ceremony: Business suite/ Association Uniform + Medals
- 2) Meeting: Smart casual, jacket without tie
- 3) Dinner/ Receptions: Smart casual/ traditional dress

#### 5. **Registration**

The delegates are requested to kindly return the completed Registration Forms to the 18<sup>th</sup> GA Secretariat by **23 November 2018**.

#### 6. **Medical Facilities**

Medical service will be provided during the meeting.

#### 7. **Currency**

Most internationally recognised currencies and travelers' checks can be exchanged at Wattay International Airport and commercial banks. Credit cards are also accepted in some local hotels, restaurants and shops. The exchange rate of US\$1 is approximately equivalent to 8,500 Lao Kip.

#### 8. **Electricity**

The electricity current is 220 V. The plug type often used in Lao P.D.R is shown below.



#### 9. **Weather Conditions**

The weather in **Vientiane** in December is quite cool, approximately between 16-27 Degrees Celsius **or** 60-80° Degrees Fahrenheit.

#### 10. **Local Time**

Local time in the Lao PDR is GMT+7.

#### 11. **Point of Contact**

Should there be any queries, please contact 18<sup>th</sup> General Assembly Meeting Point of Contact as follows:

##### 1. **Capt Oud Sipasirth**

Email: [sipasirth.oud@gmail.com](mailto:sipasirth.oud@gmail.com)

Mob: (+856) (20) 29806236

**Office:**

**Tel:** + 856 21 911727      **Fax:** + 856 21 911728

##### 2. **Saengdara Phanthavong (Mr),**

Email: [saengdaralnvf@gmail.com](mailto:saengdaralnvf@gmail.com)

Mob :(+856) 20 29218899

**Office:**

**Tel:** + 856 21 845946      **Fax:** + 856 21845959