



## 31<sup>st</sup> Executive Board Meeting 25-29 June 2018, Luang Prabang, Lao PDR

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### **ADMINISTRATIVE ARRANGEMENTS**

#### 1. **Purpose**

This document provides information on the administrative arrangements of the 31st Executive Board Meeting which will be held in Luang Prabang Province, Lao PDR on **25-29 June 2018**.

#### 2. **Venue**

The Meeting will be convened at **Santi Resort & Spa**. Please contact the Hotel directly for reservation. The address of the Hotel is below.

**Address:** Nadeung Road, Ban Nadeuy

**Phone:** +85671 253470-9

**Fax:** +85671 253471

**Email:** [info@villasantihotel.com](mailto:info@villasantihotel.com)

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

#### 3. **Hospitality**

The host will cover the cost of meals and two rooms for HODs and two accompanying staff from 25 (Check-in) to 29 (Check-out) June 2018 at **Santi Resort & Spa**. The host will also bear the cost of the meeting facilities, meeting lunch as scheduled in the programme and transportation from and to Luang Prabang International Airport. Other costs such as meals and accommodation for additional delegates, air tickets and mini bar in the hotel shall be borne by the participants.

#### 4. **Attire**

The attire for the meeting is smart casual, jacket without tie. The dress code for Reception is smart casual.

#### 5. **Registration**

The delegates are requested to kindly return the completed Registration Forms to the 1<sup>st</sup> WCM Secretariat by **11 June 2018**.

#### 6. **Travel**

Flights are operated daily from Vientiane to Luang Prabang Province by **Lao Airlines** while **Lao Skyway** flies 6 days per week except Saturdays. For more information please visit the websites.

7. **Medical Facilities**

Medical facilities will be provided during the meeting.

8. **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 8,000 Lao Kip.

9. **Electricity**

Electricity plugs in Lao PDR may be different from some other countries. The electricity current is 220 V. The plug type often used in Lao P.D.R is shown below.



10. **Weather Conditions**

The weather in **Luang Prabang** in June is roughly between 22-32 Degrees Celsius.

11. **Local Time**

Local time in the Lao PDR is GMT+7.

12. **Point of Contact**

Should there be any queries, please contact 31<sup>st</sup> Executive Board Meeting Point of Contact as follows:

1. **Capt Oud Sipasirth**

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

**Office:**

**Tel: + 856 21 911727**

**Fax: + 856 21 911728**

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

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