



## The 8<sup>th</sup> Regional Stakeholder Forum

5-6 November 2019, Vientiane, Lao PDR

### ADMINISTRATIVE NOTE

The Forum will be held at the **LAO PLAZA HOTEL**, 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 28 October 2019**.

**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](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](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 to 7-9\$). 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.



## SOME HOTEL OPTIONS IN VIENTIANE

### 1. Lao Plaza Hotel

- Superior Single: 930,000 LAK net
- Superior Twin/DBL: 1,130,000 LAK net
- Studio Suite room: 2,500,000 LAK net
- Plaza floor SGL: 1,200,000 LAK net
- Plaza floor TWN/DBL: 1,400,000 LAK net
- Plaza Suite rooms: 3,000,000 LAK net
- Executive suite room: 3,500,000 LAK net
- Presidential suite room: 4,500,000 LAK net

(Free access to pool & Gym (not include Sauna & Jacuzzi)

There are complimentary for round trip airport transfer from and to International flight by hotel shuttle bus.

Email: [reservation@laoplazahotel.com](mailto:reservation@laoplazahotel.com)

### 2. Landmark Mekong Riverside hotel

Single room: US\$ 100      Double room: US\$ 100

P: +856 21 266 888

[www.landmarkmekongriversidehotel.com](http://www.landmarkmekongriversidehotel.com)

### 3. Rashmi's The Plaza Vientiane

Single room: US\$ 70      Double room:US\$80  
Phone: +856 21 315088, +856 21 315089      E:info@rashmishotel.com  
[www.rashmishotel.com](http://www.rashmishotel.com)

### 4. ibis Vientiane Nam Phu

Single room: US\$ 80      Double room:US\$87  
Phone: +856 21 262 050      [www.ibis.con/8074](http://www.ibis.con/8074)

### 5. City Inn

Single room: US\$ 60      Double room:US\$60  
E: [info@cityinnvientiane.com](mailto:info@cityinnvientiane.com)      phone:+856 21 218333      [www.cityinnvientiane.com](http://www.cityinnvientiane.com)

### 6. Riverside palace hotel

Single room: US\$30      Double room:US\$30  
P: +856 21 244390      E: [rsphotelstaff@gmail.com](mailto:rsphotelstaff@gmail.com)

### 7. Crowne Plaza [www.crowneplaza.com](http://www.crowneplaza.com)

Single room: US\$110      Twin room: US\$123  
Tel: (+856-21) 908888

### 8. Khampiane Boutique Hotel [www.khampianeboutiquehotel.com](http://www.khampianeboutiquehotel.com)

Single room: US\$32      Twin room: US\$35  
Tel: (+856-21) 241 616

### 9. New Rose Boutique Hotel [www.newroseboutiquehotel.com](http://www.newroseboutiquehotel.com)

US\$45/night  
[Tel:\(+856-21\)215038](tel:+856-21215038)

### 10. V-Hotel

Single room: US\$23      Twin room: US\$25  
Tel: (+856-21) 255 999  
Email: [vhotel@live.com](mailto:vhotel@live.com)

### 11. Best Western Vientiane Hotel

- Single/Double Standard Room: US\$80.00 (include breakfast; Airport pick up and transfer for an International Flights between 09:00 am-21:00)
  - Single/Double/Twin Deluxe Room: US\$85.00 (include breakfast; Airport pick up and transfer for an International Flights between 09:00 am-21:00)
- Email: [bestwesternvientiane@gmail.com](mailto:bestwesternvientiane@gmail.com)

### 12. Souphaphone Guesthouse

- Double/Twin room: US\$22 (no breakfast)
  - Double/Twin room: US\$27 (include breakfast)
- Email: [khattiyavong.sp@gmail.com](mailto:khattiyavong.sp@gmail.com)