



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 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.



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

SOME HOTEL OPTIONS IN VIENTIANE

1. Crowne Plaza www.crowneplaza.com
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 www.vansanahote-group.com
US\$ 60/night
Tel:+(856 21)252090
Email: vansanahotel@live.com
4. Seasons Riverside Hotel www.seasonsriveraside.com
US\$ 50/night
Tel:+(856 21) 216246, 216059
Email: seasonsriverasidehotel@gmail.com/Seasons_hotel@yahoo.com
5. Khampiane Boutique Hotel www.khampianeboutiguehotel.com
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](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