ADMINISTRATIVE NOTE

2nd Regional Stakeholder Forum on Pak Beng Hydropower Project
5th May 2017, Vientiane, Lao PDR

VENUE

The Forum will be held at the Lao Plaza Hotel:
63 Samsenethai road, PO Box 6708, Vientiane, Lao PDR
Tel: (856 21) 218800-1, Fax : +(856 21) 218808 – 9
https://goo.gl/maps/XiAP8KLdbD22

REGISTRATION

Participation is open and free of charge but registration is required. To register for the forum, please fill in the attached form (Download register form) and send it back by 24 April 2017.

At the Forum, registration tables will open at 7.30am on Friday, 5 May 2017 at Lao Plaza Hotel. There will be 4 registration tables in support for large number of participants, namely:

1. MRC Member Countries & Dialogue Partners
2. MRC Development partners & NGOs
3. Research Institutes, University Academy & Media
4. Private Sectors, Developers & Others

Welcome package will be handed to registered participants. Information package will contain agenda, summary documents and important leaflets. For full reports and thick documents, we would suggest using electronic documents or participants please carry their own printout.

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), therefore no shuttle services will be arranged for participants. 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.
There are many hotels in walking distance from Lao Plaza Hotel, recommended hotels are below

**HOTEL RECOMMENDATION IN VIENTIANE**

1. **Lao-Plaza hotel (meeting venue)**

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Single</td>
<td>Kip 930,000 net/night.</td>
</tr>
<tr>
<td>Superior Twin /DBL</td>
<td>Kip 1,130 00,000 net/night</td>
</tr>
<tr>
<td>Studio Suite room</td>
<td>Kip 2,500,000 net/night</td>
</tr>
<tr>
<td>Plaza floor SGL</td>
<td>Kip 1,200,000 net/night</td>
</tr>
<tr>
<td>Plaza floor TWN/DBL</td>
<td>Kip 1,400,000 net/night</td>
</tr>
<tr>
<td>Plaza Suite rooms</td>
<td>Kip 3,000,000 net/night</td>
</tr>
<tr>
<td>Executive suite room</td>
<td>Kip 3,500,000 net/night</td>
</tr>
<tr>
<td>Presidential suite room</td>
<td>Kip 4,500,000 net/night</td>
</tr>
</tbody>
</table>

Samsenthai Road P.O. Box 6708, Vientiane Capital, Lao PDR
Tel: (856-21) 218800-01;
Fax: (856-21) 218808-09
Website: [www.laoplazahotel.com](http://www.laoplazahotel.com), E-mail: bqt@laoplazahotel.com

2. **The New Rose hotel**
   - Single room: **50$**
   - Twin room: **50$**

339 Pangkham Road, Sisakhet Village, Chantabuly District, Vientiane, Lao PDR
Tel : (+856-21) 216 661
Fax : (+856-21) 215 039
Email: info@newroseboutiquehotel.com  
Website: www.newroseboutiquehotel.com

3. Khampiane Hotel  
Single room: 28$  
Twin room: 32$  

No. 059, Unit 15, Ban Haysok, Heng Boun Road, Chanthabouly District, Vientiane  
Tel: (+856-21) 223 762  
Fax: (+856-21) 223 761  
Email: info@khampianehotel.com  
Website: www.Khampianehotel.com

4. V-Hotel  
Single room: 28$  
Twin room: 31$  

Norkeokumman Rd, Maixay Village, Chanthabouly District, Vientiane, Lao PDR  
Tel: (+856-21) 255 999  
Fax: (+856-21) 254 999  
Email: vhotel@live.com

5. Mixay Paradise  
Single room: 21$  
Twin room: 21$  

No.2 Unit 01 Frangcois Ngin Road, Maixay Village, Chanthabouly District, Vientiane Capital, Lao PDR  
Tel: (+856-21) 254 223-4  
Fax: (+856-21) 254510  
Email: laomixayparadise@yahoo.com

CONTACT PERSON

For registration and travel sponsorship  
Ms. Duong Hai Nhu  
Stakeholder Engagement Specialist, Office of the Secretariat in Vientiane  
Tel: (856-21) 263263 | Email: nhu@mrcmekong.org

For travel arrangement and accommodation  
Ms. Varaphone Silaphet  
Secretary of Planning Division, Office of the Secretariat in Vientiane  
Tel: (856-21) 263263 | Email: varaphone@mrcmekong.org

For exhibition, communication and media issues  
Ms. Le Thi Huong Lien  
Communication Officer, Office of the Secretariat in Vientiane  
Tel: (856-21) 263263 | Email: huonglien@mrcmekong.org