



The 5th Regional Stakeholder Forum 20-21 September 2018, Vientiane, Lao PDR

ADMINISTRATIVE NOTE

The Forum will be held at the [Landmark Mekong Riverside Hotel](#), Donchan Road, Thatkao Village, Sisattanak 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 10 September 2018**.

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.



SOME HOTEL OPTIONS IN VIENTIANE

1. Landmark Mekong Riverside hotel

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

P: +856 21 266 888

www.landmarkmekongriversidehotel.com

2. 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

3. ibis Vientiane Nam Phu

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

4. City Inn

Single room: US\$ 60 Double room:US\$60
E: info@cityinnvientiane.com phone:+856 21 218333 www.cityinnvientiane.com

5. Riverside palace hotel

Single room: US\$30 Double room:US\$30
P: +856 21 244390 E: rsphotelstaff@gmail.com

6. Crowne Plaza www.crowneplaza.com

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

7. Mercure Hotel

Single room: US\$92 Twin room: US\$101
Tel:+(856 21) 213 570-1 Email: resvn@mercurevte.com

8. Khampiane Boutique Hotel www.khampianeboutiquehotel.com

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

9. New Rose Boutique Hotel www.newroseboutiquehotel.com

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

10. V-Hotel

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