

GENERAL INFORMATION

1. Meeting venue

The 17th Annual Meeting of the Asia-Pacific Parliamentary Forum (APPF) will be hosted by the National Assembly of Lao PDR at Don Chan Palace Hotel, Vientiane Capital from 11-15 January 2009.

All meetings of the APPF-17 will take place at Don Chan Palace, Vientiane Capital, Lao PDR.

Don Chan Palace

Address: Unit 6 Piawat Village, Sisattanak District, Vientiane, Lao PDR
Tel: (856-21) 244 288
Fax: (856-21) 244 111-2
Website: <http://www.donchanpalacelaopdr.com>

2. Registration and information service

Delegates are kindly requested to register for the meeting ***no later than 30 November 2008***. Registration forms can be sent to the following address:

The Lao National APPF-17 Secretariat
Office of the National Assembly of Lao PDR / Foreign Affairs Department
P.O. Box 662, Vientiane, Lao PDR
Tel/Fax: (856-21) 413515
Email: appf@na.gov.la
Website: <http://www.na.gov.la/appf17>

All delegates and accompanying persons are kindly requested to register as soon as possible upon arrival.

A Registration Information Desk will be set up in Don Chan Palace from 14.00-18.00 on Saturday 10th January 2009 and from 08.00-18.00 on 11th -15th January 2009. Program and all relevant conference materials will be distributed for delegates at the desk.

All theme papers, draft resolutions and written comments from member countries should be forwarded by participating delegations to the 17th Annual Meeting Secretariat **no later than 30 November 2008**

REGISTRATION FORM ([Download](#)) [Doc. format]
HOTEL RESERVATION FORM ([Download](#)) [Doc. format]

3. Identity badges

For security purposes, delegates, accompanying persons, and members of the Secretariat Organizing Committee are requested to wear their

identity badges visibly at all times, both during the meeting and at all official receptions.

Various identity badges are referred to the following:

Identities	Color
Delegate	Blue
Accompanying Person	Pink
Secretary/Advisor	Green
Diplomatic Corps	Purple
APPF Secretariat	Orange
Security	Red
Press	Grey
Guest	Yellow

4. Accommodation and hotel reservation

Expenses related to the meeting, official reception and meals specified in the programme of activities will be covered by the host country.

Costs such as meals outside the meeting framework, accommodation and other services (mini-bar, laundry, international phone calls, telex, fax, etc...) will be borne by participating delegates.

The following selected hotels' information are available for delegates' preference in a respective way

Name of Hotel	Room Category	Occupancy	Rate US \$
DON CHAN PALACE Tel: (856 21) 244 288 Fax: (856 21) 244 111-2 Web: www.donchanpalacelaopdr.com	Classic (City View)	Single	75
		Double	85
	Superior (River View)	Single	85
		Double	95
	Deluxe Suite	Single / Double	200
	Executive Suite	Single / Double	300
President Suite		2000	
NOVOTEL VIENTIANE Tel: 85621213570 Fax: 85621213572 Web: www.visit-laos.com	Standard Room	Single	80
		Double	86
	Superior Room	Single	86
		Double	93
	Executive Room	Single	146
		Double	158
		Suite Single	169
		Suite Double	182

Preliminary block bookings have been made for the meeting at the hotels

listed above respectively. Please send the enclosed hotel reservation form to the Meeting Secretariat at the National Assembly in Lao PDR (see contact details above). We urge you to make your reservations as early as possible by following the “first come first serve” principle, but no later than 30 November 2008.

In the event of cancellation please notify the Meeting Secretariat in Lao PDR. Note that cancellation at short notice may result in a charge according to the hotel’s cancellation policy.

5. Arrival and departure

In order to ensure an efficient welcome service at Wattay International Airport, Vientiane, all delegates are kindly requested to include details of arrival and departure (date, time, flight number) on the hotel reservation form sent to the Meeting Secretariat in Lao PDR by **30 November 2008**.

6. Visas

Delegates from ASEAN countries do not require a visa to enter Lao PDR. Delegates from other countries are kindly requested to obtain a visa in advance from the nearest Lao Embassy or Consulate. In case there is no Lao Embassy or Consulate, delegates may email a scanned copy of their passport to the Meeting Secretariat in Lao PDR by 30 November 2008 in order to arrange for visa on arrival. In addition, they need to bring along two 4 x 6 centimetre photographs.

7. List of embassies

Please refer to the website of Lao PDR’s Ministry of Foreign Affairs for a comprehensive listing of Lao embassies located in foreign countries concerned: <http://www.mofa.gov.la>

8. Transportation

Transportation will be provided, on arrival and departure, between Wattay International Airport, Vientiane, and designated hotel for delegates who have given arrival details, and for official functions during the conference.

9. Language

The Meeting will be held in English. Delegates and speakers are requested to arrange for their own interpretation if required. Delegations needing translation booth are kindly requested to submit prior notice to the APPF-17 Secretariat in due course.

10. Hospitality information

• Climate

In January, the weather is usually very pleasant; dry and sunny with an average temperature of 20°C-25°C.

- **Foreign exchange**

The official currency of the Lao PDR is the Lao Kip. Currency exchange facilities are available at the hotels chosen for the Meeting, international airports, and in many locations around the city. Travellers cheques in major currencies can be cashed at banks. Cash can be withdrawn from banks using Visa and MasterCard over the counter and at a limited number of ATMs in the centre of the city. Credit cards are accepted in major hotels and a limited number of restaurants and shops.

11. Press center

The Press Center located in Don Chan Palace will begin its operation on 15 January 2008 with the aim of assisting members of the press to cover the conference. Journalists wishing to cover the 17th Annual Meeting of APPF are kindly requested to register in advance with the APPF-17 Secretariat.

12. Medical service

First-aid medical services will be operated at Don Chan Palace during the conference.

13. Bilateral meeting room

Delegations having the need for bilateral meeting rooms are kindly requested to contact the 17th APPF Secretariat for proper arrangement.

For further information please contact:

Meeting Secretariat in Lao PDR
C/o Mr. Khemphone Anothay
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P.O. Box 662, Vientiane, Lao PDR
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Tel: + 856 21 413507, 413515
Fax: + 856 21 413547, 413 515