



National Assembly
of Lao PDR



Inter-Parliamentary
Union



United Nations
Development Programme

GENERAL INFORMATION

Global capacity-building initiative for parliaments on sustainable development

Regional Seminar for the Parliaments of Asia-Pacific States

Vientiane, Lao PDR, 26-28 November 2007

1. Seminar venue

The regional seminar on capacity-building for parliaments on sustainable development will be hosted by the National Assembly of Lao PDR at the International Cooperation and Training Centre (ICTC), Vientiane on 26, 27 and 28 November 2007.

2. Registration

Participants are kindly requested to register for the seminar **no later than 5th November 2007**. Registration forms can be sent to either of the following addresses.

Secretariat of the IPU
Ms. Laurence Marzal
5 chemin du Pommier
Case postale 330
1218 Le Grand-Saconnex
Geneva, Switzerland
Email: lm@mail.ipu.org
Fax: + 41 22 919 41 60

Seminar Secretariat in Lao PDR
C/o Ms. Sousada Phoummasak
National Assembly of Lao PDR
P.O. Box 662
Vientiane, Lao PDR
Email: sousada@na.gov.la
Primary Tel/Fax: + 856 21 417098
Secondary Tel: + 856 21 416 234

3. Accommodation and hotel reservation

Name	Room type	Price US\$	Location
Angkham Hotel Tel: +856-20-5332303 +856 21 900011-20 Fax: +856 21 900010 Web: www.angkhamhotel.com	Standard Single	\$69	5 Km from city centre; directly opposite seminar venue.
	Standard Twin	\$79	
	Small VIP Suite	\$150	
	Presidential Suit	\$220	
Cosmo Hotel Tel: +856-21 711175-7 Fax: +856-21 710036 Web: www.hotelcosmolao.com	Deluxe Single /Twin	\$55	7 Km from city centre; 2 Km from seminar venue.
Novotel Hotel Tel: 856-21 413519 Fax: 856-21 413528 Web: www.novotel.com/asia	Superior Single	\$72	City centre.
	Superior Double	\$87	
	Junior Single Suite	\$107	
	Junior Double Suite	\$118	
Lao Plaza Tel: 856-21 218800 Fax: 856-21 218801 Web: www.laoplazahotel.com	Plaza Single	\$85	City centre.
	Plaza Twin	\$95	
	Plaza Suite	\$200	
	Executive Suite	\$250	

Preliminary block bookings have been made for the seminar at the hotels listed below. Please send the enclosed hotel reservation form to the Seminar Secretariat at the National Assembly in Lao PDR (see contact details above). We urge you to make your reservations as early as possible, but no later than **5th November 2007**.

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

4. Arrival and departure

In order to ensure an efficient welcome service at Wattay International Airport, Vientiane, all participants are kindly requested to include details of arrival and departure (date, time, flight number) on the hotel reservation form sent to the Seminar Secretariat in Lao PDR by **5th November 2007**.

5. Visas

Participants from ASEAN countries do not require a visa to enter Lao PDR. Participants from other countries are kindly requested to obtain a visa in advance from the nearest Lao Embassy or Consulate (see list below). In case there is no Lao Embassy or Consulate, participants may email a scanned copy of their passport to the Seminar Secretariat in Lao PDR by 5th November 2007 in order to arrange a visa on arrival.

Australia Embassy of Lao PDR 1 Dalman Crescent O'Malley Canberra, ACT	Indonesia Embassy of Lao PDR Jalan Kintamani Raya c15 No 33 Kuningan Timur, Jakarta	Philippines Embassy of Lao PDR 34 Lapu-Lapu Street Magallaness Village Manila
Cambodia Embassy of Lao PDR 15-17 Mao TseTung Blvd PO Box 19 Phnom Penh, Cambodia	Japan Embassy of Lao PDR 3-3-22 Nishi-Azabu Minato-Ku Tokyo	Singapore Embassy of Lao PDR 179-B Goldhill Centre Thomson Road Singapore
PR. China Embassy of Lao PDR Sanlitun Dongsie jie Beijing 100600	Malaysia Embassy of Lao PDR 1 Loront Damai Tiga Kuala Lumpur 55000	Thailand Embassy of Lao PDR 520.502/1-3 Soiramkhamhaeng 39 Bangkapi, Bangkok
India Embassy of Lao PDR E53 Panchsheel Park New Delhi - 17	Mongolia Embassy of Lao PDR Ikh Toiruu PO Box 1030 Ulan Bator	Vietnam Embassy of Lao PDR 22 Rue Tran Binh Trong Hanoi SR of Vietnam

6. Registration and information desk

Participants are kindly requested to register as soon as possible upon arrival in order to receive security passes, deal with enquiries and provide general assistance.

A registration and information desk will be set up from 14.00-18.00 on Sunday 25 November and from 08.30-18.00 on 26th-28th November 2007.

7. Security

All security measures required for a seminar of this type will be taken. Participants are requested to wear their identity badges visibly at all times, both during the seminar and at official receptions. No armed persons, without exception, will be allowed.

8. Climate

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

9. Foreign exchange

The official currency of the Lao PDR is the Lao Kip. Currency exchange facilities are available at the hotels chosen for the Seminar, 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.

10. Transportation

Transportation will be provided, on arrival and departure, between Wattay International Airport, Vientiane, and designated hotels for participants who have provided arrival details, and for official functions during the seminar.

11. Language

The Seminar will be held in English. Participants and speakers are requested to arrange for interpretation if required.

For further information please contact:

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