



FOR PARTICIPANTS ONLY

31 May 2010

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

WTO/ESCAP Sixth ARTNeT Capacity Building Workshop for Trade Research

21-25 June 2010
Vientiane, Lao PDR

INFORMATION NOTE FOR PARTICIPANTS

Venue and dates

1. The WTO/ESCAP Sixth ARTNeT Capacity Building Workshop for Trade Research is scheduled to be held at National University of Laos, Faculty of Economics and Business Management, Dondok campus, Vientiane, Lao PDR, from 21 to 25 June 2010.
2. The event will be opened at 0900 hours on Monday, 21 June by representatives from ESCAP, WTO, and the National University of Laos. Please refer to the Programme for the full schedule of remaining sessions.

Organizing secretariats

3. The workshop is jointly organized by the Secretariats of WTO and ESCAP.

For further information concerning substantive preparations and organizational aspects of the workshop please contact:

Ms. Mia Mikic
Economic Affairs Officer
Trade Policy Section
ESCAP

Tel: (66-2) 288-1410
Fax: (66-2) 288-1027, 288-3066
e-mail <mikic@un.org>

4. For information concerning local organizational and logistical aspects of the event, please contact:

Ms. Panjai Limchupong
Team Assistant
Trade Policy Section
ESCAP

Tel: (66-2) 288-2251
Fax: (66-2) 288-1027, 288-3066
e-mail <limchupong@un.org>

Registration and identification badges

5. Participants are requested to register and obtain meeting badges at the registration desk located in front of the meeting room between 0830 to 0900 hours on the opening day.

Working language of the workshop and documents

6. The workshop will be conducted in English, and all documentation will be issued only in English. No interpretation service will be available.

Visa requirements

7. Participants (except if holding national passports of countries listed below) should obtain an entry visa to Lao PDR. Participants can obtain a visa from the Embassy or Consulate of Lao PDR located in their respective countries before departing for Vientiane.

8. Participants are also advised to obtain, where necessary, a transit visa for places en route to Vientiane before the commencement of their journey.

9. Visas are required by all except:

a). Nationals of the following countries or areas may enter and stay in Lao PDR for a maximum period of 30 days without a visa.

- | | |
|----------------|--------------|
| 1. Cambodia | 4. Singapore |
| 2. Lao PDR | 5. Thailand |
| 3. Philippines | 6. Viet Nam |

b). Nationals of the following countries or areas may enter and stay in Lao PDR for a maximum period of 15 days without a visa.

- | | |
|--------------|----------------|
| 1. Japan | 3. Switzerland |
| 2. Luxemburg | |

c). Nationals of the following countries or areas may enter and stay in Lao PDR for a maximum period of 14 days without a visa.

- | | |
|-----------|------------|
| 1. Brunei | 2. Myanmar |
|-----------|------------|

d). Nationals of the following countries or areas holding diplomat or official passports may enter and stay in Lao PDR for a maximum of 30 days without visa.

- | | |
|----------------------|-------------------------|
| 1. Armenia | 11. Mongolia |
| 2. Azerbaijan | 12. Myanmar |
| 3. Belarus | 13. Poland |
| 4. China | 14. Republic of Moldova |
| 5. Hungary | 15. Russia |
| 6. Cuba | 16. Tajikistan |
| 7. Czech | 17. Timor-Leste |
| 8. Georgia | 18. Turkmenistan |
| 9. Republic of Korea | 19. Ukraine |
| 10. Kyrgyzstan | 20. Uzbekistan |

e). Nationals of the following countries or areas holding diplomat or official passports may enter and stay in Lao PDR for a maximum of 14 days without visa.

- | | |
|----------------------|--------------|
| 1. Republic of Korea | 2. Indonesia |
|----------------------|--------------|

f). Visa on arrival

Nationals of most countries can obtain a visa on arrival at Vientiane International Airport for a maximum stay of 30 days. Documents required for applying for the visa on arrival are listed below. The visa fee is USD 30.

- A return/onward ticket and all documents required for the next destination
- Confirmed hotel reservation in Lao PDR
- 1 photograph size 3*4 cm

Nationals of the following countries or areas must obtain an advance visa in their home country.

- | | |
|----------------------|----------------------|
| 1. Afghanistan | 16. Nauru |
| 2. Algeria | 17. Niger |
| 3. Bangladesh | 18. Nigeria |
| 4. Burundi | 19. Pakistan |
| 5. Cameroon | 20. Senegal |
| 6. Congo | 21. Sierra Leone |
| 7. Cote d'Ivoire | 22. Sri Lanka |
| 8. Ghana | 23. Suriname |
| 9. Guinea Republic | 24. Swaziland |
| 10. Guinea-Bissau | 25. Syria |
| 11. Jordan | 26. Tonga |
| 12. Lesotho | 27. Turkey |
| 13. Liberia | 28. Zambia |
| 14. Libya | 29. Zimbabwe |
| 15. Mozambique | |

The above information is for reference only. Participants are encouraged to contact the Embassy or Consulate of Lao PDR in their respective countries or areas to confirm visa requirement.

Currency and foreign exchange

9. The monetary unit of the country is Lao Kip (LAK; symbol ₭) = 100 cents. Notes are in denominations of ₭ 50,000, 20,000, 10,000, 5,000, 2,000, 1,000, 500, 100, 50, 10, 5 and 1. The exchange rate is at USD 1 = LAK 8,500 (as of 26 May 2010). Licensed moneychangers can be found around Vientiane (including at Talat Sao) and at some border crossings. Their rates are similar to the banks and they stay open longer.

Thai Baht and US Dollars are the easiest currencies to exchange and they are also widely accepted in shops, markets and hotels in Vientiane and Luang Prabang. Major credit cards are accepted in the more upmarket hotels and restaurants only in Vientiane and Luang Prabang. The working hours of most banks are from Mon-Fri 0830-1600. Some banks remain open during lunch.

Electricity supply

10. Voltage is 220-240 Volt AC at 50 cycles per second. Standard 2-pin square plugs and socket are used.

Postal and telecommunication services

11. The working hours of post offices are 8.00 to 17.00 from Monday to Friday, 8.00 to 16.00 on Saturday, and 8.00 to 12.00 Sunday. The General Post Office (GPO) is beside the Morning Market in Vientiane. Normal postal service is inexpensive and generally reliable. Domestic and international calls can be made at the GPO and the Public Call Office on Thanon Setthathilat in Vientiane, which is open from 7.30 to 22.00 daily. There are also card phone booths available.

Time and weather

12. Lao PDR time is seven hours ahead of GMT and 15 hours ahead of U.S Standard Time. Throughout most of the country, the climate is hot and tropical, with the rainy season between May and October when temperatures are at their highest. The dry season runs from November to April. Temperatures are from 21°C to 36°C. For more information about weather in Lao PDR, please refer to: <http://www.weatheronline.co.uk/>

Hotel accommodation

13. Hotel accommodations may be reserved directly by participants at the hotel of their choice. The organizers recommend that participants book their accommodation at the **Sabaidee@Lao Hotel** (www.sabaideeatlahotel.com) for which transportation and preferential group rates have been negotiated. Please use the enclosed reservation form (pages 6 and 7) to book a room in this hotel and provide tentative flight details. A map is available on page 8 of this note. Please book before **16 June 2010** to secure the [quoted room rate](#).

Room Facilities at the Sabaidee@Lao Hotel include:

- Daily American Breakfast
- Complimentary Welcome drink upon arrival
- Daily Tiger-head water in bed room
- Complimentary Wireless Internet access in bed room 24 hrs.
- Complimentary Airport pick up and drop off
- Complimentary Internet access at the lobby 24 hrs.

ROOM TYPE	ROOM RATE (Single/Twin/Double)
SUPERIOR ROOM	USD 48
SUPERIOR CLASSIC	USD 65

14. Participants will be individually responsible for settling their own bills (room and personal expenses such as the use of telephone, business center, etc.).

Local transportation

15. The hotel provides complementary airport pick up and drop-off services, please indicate your intention to receive this service and provide flight details to the hotel in the hotel reservation form on page 6 of this note.

16. 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 around US\$6 or 54,000 kip. Buy a taxi coupon from the Airport Taxi counter before leaving the airport. More information on the airport is available at <http://www.vientianeairport.com/>

17. Transportation by minivan for all participants from the Sabaidee@Lao hotel to the National University of Lao Campus will be organized. Further information will be provided by email shortly before the start of the workshop.

Financial and administrative arrangements

18. In those cases where the participation costs are borne by the ESCAP secretariat, its financial responsibilities will be limited to workshop travel expenses. Any other expenses will be the sole responsibilities of the participants themselves, for example:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the workshop;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the workshop;
- (iv) Compensation in the event of death or disability of participants in connection with attending the workshop;
- (v) Any loss of or damage to personal property of participants while attending the workshop or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the workshop.

19. For participants whose travel is sponsored by ESCAP, UNDP offices in their respective countries will be authorized to issue them the most direct economy round-trip air ticket (home country/ Vientiane /home country) to arrive at Vientiane on 20 June and to depart on 26 June 2010. **The daily subsistence allowance (DSA) at current UN DSA rate for the duration of the event to cover hotel, meals, and one extra day in lieu of miscellaneous and terminal expenses will be disbursed in Vientiane on Tuesday, 22 June 2010.** DSA in connection with transit expenses for places en route to and from Vientiane (according to the authorized route) will be reimbursed upon participants' submission of their completed UN voucher for international travel expenses (F.10 form) to the ESCAP secretariat after the return to their respective countries. The duly completed F.10 forms must be sent along with the used air ticket stubs, boarding passes and the completed payment instruction forms which will be provided, on request, at the workshop.

20. To facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of their air tickets, passports and inbound boarding passes to the ESCAP secretariat staff on duty in the meeting room before the opening of the workshop.

21. Sponsored participants are expected to stay for the full duration of the workshop. However, if for any unexpected reason, they are unable to stay for the full duration of the workshop, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.



**WORLD TRADE ORGANIZATION (WTO) AND
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC (ESCAP) WITH
NATIONAL UNIVERSITY OF LAO (NUL)**

**WTO/ESCAP Sixth ARTNeT Capacity Building Workshop for Trade Research
21-25 June 2010, Vientiane, Lao PDR**

In conjunction with this event, Sabaidee@Lao Hotel is offering special room rates as per below:

ROOM TYPE	ROOM RATE (Inclusive of Breakfast & Internet in room)
	Single/Twin/Double
SUPERIOR ROOM	USD 48
SUPERIOR CLASSIC	USD 65

Facilities include:

- Daily American Breakfast
- Complimentary Welcome drink upon arrival
- Daily Tiger-head water in bed room
- Complimentary Wireless Internet access in bed room 24 hrs.
- Complimentary Airport pick up and drop off
- Complimentary Internet access at the lobby 24 hrs.

Cancellations must be sent in writing (E-mail or Facsimile). Unless a booking is cancelled 24 hours before 12.00 noon 1 day prior arrival, 1 night's charge will be applied to cancellations.

- The hotel reserves the right to release any non-guaranteed room booking, unless by 16:00hrs we have been advised by you of any late arrival or flight delays.
- Official check-in time is 2.00 pm and check-out time is 12.00 pm. Early arrival or late departure will be subject to extra charge and space availability.
- Group rates and long staying rates are available upon request.
- No – show: 100% charge will be applied

Please submit this reservation form preferably by 16 June 2010 to secure the quoted room rate.

Mr [] Ms [] Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> First Middle Last </div>
Functional title and full street address:
Tel: _____ Fax: _____ e-mail: _____
Arrival date at Vientiane: _____ Flight: _____ at: _____ hours Departure date from Vientiane: _____ Flight: _____ at: _____ hours Air port pick up: <input type="checkbox"/> Yes <input type="checkbox"/> No

Room requirement at the Sabaidee@Lao Hotel and period of stay: (pls double click on the box)

Single or Double From _____ To _____ Smoking non-smoking

The above reservation is guaranteed by:

Credit Card No. : _____ Expiry Date: _____

Card holder's name: _____

Signature : _____ **Date:** _____

Please fax or scan the form with attention to

1) Mr. Sompasong Darasack
General Manager
Sabaidee@Lao Hotel
Website: sabaideeatlaohotel.com

TeL: + 856-21-265141-2, 265152
Fax: + 856-21-265143
Email: rsvn@sabaideeatlaohotel.com

2) Ms. Panjai Limchupong
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Maps

National University of Laos
Faculty of Economics and Business Management
Dondok campus, Vientiane, Laos
Meeting Room
Tel: 021-770067



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