



FOR PARTICIPANTS ONLY

4 October 2010

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

ESCAP/UNCTAD/WTO/ ARTNeT Research Workshop on Trade Diversification in the Context of Global Challenges, 27-28 October 2010

ARTNeT Multi-Stakeholder Steering Committee (MSC) Meeting, 29 October 2010

Vientiane, Lao PDR

INFORMATION NOTE FOR PARTICIPANTS

Venue and dates

1. The ESCAP/UNCTAD/WTO/ ARTNeT Research Workshop on Trade Diversification in the Context of Global Challenges is scheduled to be held at Economic Research Institute for Trade (ERIT), Ministry of Industry and Commerce of Lao Government, Vientiane, Lao PDR, from 27 to 28 October 2010.
2. The event will be opened at 0900 hours on Wednesday, 27 October by representatives from ESCAP, WTO, UNCTAD and the Ministry of Industry and Commerce Lao Government. Please refer to the Programme for the full schedule of remaining sessions.
3. The Fourth Multi-Stakeholder Steering Committee (MSC) Meeting of ARTNeT is scheduled to be held at Economic Research Institute for Trade (ERIT), Ministry of Industry and Commerce of Lao Government, Vientiane, Lao PDR, on 29 October 2010.
4. The MSC meeting will be opened at 0915 hours on Friday, 29 October by representatives from ESCAP/ARTNeT and IDRC. Please refer to the tentative programme for the full schedule of remaining sessions.

Organizing secretariats

3. The workshop is jointly organized by the Secretariats of WTO, UNCTAD and ESCAP. While the MSC meeting is organized by ARTNeT /ESCAP.

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

Ms. Mia Mikic
Economic Affairs Officer
Trade Policy Section
ESCAP

(for both the MSC meeting and the workshop)

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

Ms. Miho Shirotori
Division on International Trade in Goods and
Services, and Commodities
UNCTAD

only for the workshop on Trade Diversification)

Tel: (41-22) 907-5556
Fax: (41-22) 907-0044
e-mail: miho.shirotori@unctad.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

(for both the MSC meeting and the workshop)

Ms. Susan Graham
Division on International Trade in Goods and
Services, and Commodities
UNCTAD

Tel: (41-22) 917 1127
Fax: (41-22) 917 0044
e-mail: susan.graham@unctad.org

(only for the workshop on Trade Diversification)

Registration and identification badges

5. For the workshop on Trade Diversification, 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 of the workshop, 27 October 2010.

6. Participants who attend only the MSC meeting can register and obtain meeting badges on 29 October between 0900-0915. For those who participate in both events, they are not required to register again.

Working language of the workshop and documents

8. The workshop and the MSC meeting will be conducted in English, and all documentation will be issued only in English. No interpretation service will be available.

Visa requirements

9. 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.

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

11. 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. Luxembourg | |

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
2. Azerbaijan
3. Belarus
4. China
5. Hungary
6. Cuba
7. Czech
8. Georgia
9. Republic of Korea
10. Kyrgyzstan
11. Mongolia
12. Myanmar
13. Poland
14. Republic of Moldova
15. Russia
16. Tajikistan
17. Timor-Leste
18. Turkmenistan
19. Ukraine
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
2. Algeria
3. Bangladesh
4. Burundi
5. Cameroon
6. Congo
7. Cote d'Ivoire
8. Ghana
9. Guinea Republic
10. Guinea-Bissau
11. Jordan
12. Lesotho
13. Liberia
14. Libya
15. Mozambique
16. Nauru
17. Niger
18. Nigeria
19. Pakistan
20. Senegal
21. Sierra Leone
22. Sri Lanka
23. Suriname
24. Swaziland
25. Syria
26. Tonga
27. Turkey
28. Zambia
29. Zimbabwe

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

12. 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 8,100 (as of 16 October 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 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

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

Postal and telecommunication services

14. 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

15. 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

16. 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 7 and 8) 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 **20 October 2010** to secure the quoted room rate.

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

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.

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 the hotel is 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

17. 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

18. The hotel provides complementary airport pick up 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.

19. 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/>

20. Transportation by bus for all participants from the Sabaidee@Lao hotel to the ERIT will be organized. Further information will be provided by email shortly before the start of the event(s).

Financial and administrative arrangements

21. In those cases where the participation costs are borne by the ESCAP or the UNCTAD 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.

22. For participants whose travel is sponsored by ESCAP and attend only the workshop on Trade Diversification,

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 26 October and to depart on 29 October 2010.

20. For ESCAP sponsored participants who travel for only the MSC meeting on 29 October 2010, 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 28 October and to depart on 30 October 2010.

21. For ESCAP sponsored participants attending both events, 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 26 October and to depart on 30 October 2010.

22. For participants whose travel is sponsored by UNCTAD, their air tickets will be issued by the authorized official AMEX partner in their respective countries, or by their UNDP office, to arrive at Vientiane on 26 October and to depart on 29 October 2010. In accordance with U.N. Rules and Regulations, the daily subsistence allowance (DSA) at the 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 Thursday, 28 October 2010.

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

24. 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 Thursday, 28 October 2010.

24. Both ESCAP and UNCTAD sponsored participants are expected to stay for the full duration of the event(s) they invited to. 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
UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD)**

**ESCAP/UNCTAD/WTO/ ARTNET RESEARCH WORKSHOP ON
TRADE DIVERSIFICATION IN THE CONTEXT OF GLOBAL CHALLENGES
27-28 OCTOBER 2010**

**ARTNET MULTI-STAKEHOLDER STEERING COMMITTEE (MSC) MEETING
29 OCTOBER 2010**

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

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) Room type: <input type="checkbox"/> Superior room or <input type="checkbox"/> Superior classic <input type="checkbox"/> Single or <input type="checkbox"/> Double or <input type="checkbox"/> Twin <input type="checkbox"/> Smoking or <input type="checkbox"/> Non-smoking
Stay Period: From _____ To _____
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
Team Assistant
Trade and Investment Division
ESCAP

Tel: 662-288-2251
Fax: 662-288-3066, 288-1027
Email: limchupong@un.org

Maps

Sabaidee@Lao Hotel
Ban Sisaket. Chanthabouly District
Vientiane, Lao PRD.
Tel: + 856-21-265141-2, 265152
Fax: + 856-21-265143
Website: sabaideeatlaohotel.com

