



Turning Vision into Reality
for a Dynamic ASEAN Community

Laos 2016

'Promoting Defence Cooperation for a Dynamic ASEAN Community'

6th ASEAN MILITARY OPERATIONS INFORMAL MEETING
Vientiane, Lao PDR from 11th to 13th March 2016

ADMINISTRATIVE ARRANGEMENTS

1. Purpose:

This document intends to provide the administrative arrangements of 6th AMOIM which will be convened in Vientiane, Lao PDR from 11th to 13th March 2016.

2. Meeting Venue:

The 6th AMOIM will be held at Don Chan Palace Hotel, Vientiane, Lao PDR.

The address of the hotel is as follows:

Don Chan Palace Hotel

Piavat Village, Sisattanak District, Vientiane, Lao PDR

Tel: (+856-21)244-288

Fax: (+856-21)244-111-2

Email: info@donchanpalacelaopdr.com

<http://www.donchanpalacelaopdr.com/>

3. Hospitality:

The Lao People's Army will be responsible for the meeting expenses and local transportation from/to the airport/hotel. The host will also provide a room with meals for the Head of Delegation from 11th to 15th March 2016 and two rooms with meals for other two accompanying officers from 11th to 13th March 2016 at Don Chan Palace Hotel.

Other activities of the meeting such as city/cultural tour and golf game are also included in the program.

Personal expenses such as phone calls, room services, internet, late check-out fees etc. shall be borne by the participants.

Additional delegates are also welcomed and recommended to stay at Don Chan Palace Hotel. Alternatively, they can stay at the hotels nearby. However, their expenses shall be borne by themselves, except local transportation from/to the airport/hotel & city/cultural tour.

For any information and bookings, please kindly contact the hotel directly.

4. Bilateral meetings

Bilateral meeting rooms will be made available at Don Chan Palace Hotel from 11th to 13th March 2016. Please contact the 6th AMOIM Secretariat for further administrative arrangements.

5. Medical facilities

Medical coverage will be available throughout the event of the 6th AMOIM at Don Chan Palace Hotel.

6. Currency

Most internationally recognized currencies and travelers' checks can be exchanged at commercial banks, hotels and at Wattay International Airport. Credit cards are also accepted in some local hotels, restaurants and shops. The exchange rate of US\$ 1 is equivalent to approximately 8,000 Lao Kip.

7. Weather

In Laos, March is in the period of dry season, and the average temperature is between 20–37 degrees Celsius.

8. Local Time

Local time in the Lao PDR is GMT+7 hours.

9. Attire

The delegates are requested to wear their own military working uniform to the meeting. However, they are advised to bring along their suits, traditional, smart attires and others for certain activities.

10. Registration

The delegates are requested to return the Registration Form to the 6th AMOIM Secretariat by 1st February 2016.

11. Shirt Measurement

The Head of delegation will be presented with a Lao traditional shirt as a gift to be worn at the official dinner on 14th March 2016.

12. Golf Game and other activities

A golf game, cultural tour and other activities will be organized on 13th March 2016.

13. Reminder / Notification:

Please complete all of the required forms (the attached forms) and submit them to the 6th AMOIM Secretariat **by 1st February 2016.**

14. The 6th AMOIM Secretariat:

Please contact the 6th AMOIM Secretariat on the following details:

- Amoim2016laos@yahoo.com

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- Lt. Sookpasird PHAOLATSAMI

Mobile: (+856 20) 99651001

Email: Sookpasird@gmail.com

15. Language

The meeting will be conducted in English language. It is highly appreciated if each ASEAN Member State could provide their presentation papers to the 6th AMOIM Secretariat by 22nd February 2016.

16. Others

Delegates will be notified of further details and / or updates of the administrative arrangements later.