Turning Vision into Reality

for a Dynamic ASEAN Community

**Laos 2016**

**‘Promoting Defence Cooperation for a Dynamic ASEAN Community’**

**ASEAN Defence Senior Officials’ Meeting and**

**ASEAN Defence Senior Officials’ Meeting-Plus**

**(ADSOM and ADSOM-Plus)**

**Vientiane, Lao PDR, 22-25 April 2016**

**ADMINISTRATIVE ARRANGEMENTS**

1. **Purpose**

This document intends to provide general administrative arrangements of the ADSOM and ADSOM-Plus Meetings.

1. **Meeting Venue**

The Meetings will be held at Lao Plaza Hotel, Vientiane, Lao PDR.

 The address of the venue is below:

 **Lao Plaza Hotel**

 63 Samsenethai Road, PO Box 6708

 Vientiane, Lao PDR

 Telephone no.: + 856 21 218800-1

 Fax no.: + 856 21 218808-9

 Email : lph@laoplazahotel.com

 [www.laoplazahotel.com](http://www.laoplazahotel.com)

1. **Hospitality**

The host will bear the cost of the meeting facilities, conference meals and transportation connected to the program. All other costs of participation (airfares, late checkout etc) shall be borne by the participants.

The host will also provide a Lao traditional shirt to each Head of Delegation. Please kindly return the completed shirt measurement form to the 10th ADMM Secretariat provided in item 14 by **15 March 2016**.

1. **Accommodation**

The host will bear the cost of accommodation for the Heads of Delegations with spouses and two delegates at Lao Plaza Hotel, Vientiane, Lao PDR from 22 to 25 April 2016.

Additional participants are also welcomed and advised to stay at Lao Plaza Hotel where the meetings are convened. However, the costs of accommodation shall be borne by themselves. Alternatively, they can stay at the hotels nearby suggested below:

**Settha Palace Hotel**

6 Pang Kham Street, Vientiane, Lao PDR.

Tel: + 856 21 217581

Fax: + 856 21 217583

reservations@setthapalace.com

[www.setthapalace.com](http://www.setthapalace.com)

**City inn Vientiane Hotel**

Rue Pangkham, Vientiane, Lao PDR

Tel: (+856 21) 218333

Fax: (+856 21) 218444

E-mail: info@cityinnvientiane.com

Skype: cityinnvientiane

[www.cityinnvientiane.com](http://www.cityinnvientiane.com)

For information and bookings, kindly contact the hotel directly.

1. **Bilateral meeting**

Bilateral meeting rooms will be made available at the Hotel during the meetings. Any delegation who wishes to utilize a bilateral meeting room, please contact our 10th ADMM Secretariat.

1. **Transportation**

The host will provide local transportation from 22 to 25 April 2016.

1. **Medical Facilities**

Medical facilities will be provided round the clock during the meetings.

1. **Currency**

Most internationally recognized currencies and travelers’ checks can be exchanged at commercial banks, hotels and Wattay International Airports. 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.

1. **Registration**

Participants are requested to submit the completed Registration Form to the 10th ADMM Secretariat by **25 March 2016**.

1. **Attire**

The dress code for the meeting is lounge suit / working military uniform.

1. **Electricity**

Electricity plugs in Lao PDR may be different from some other countries. The electricity current is 220 V. The plug type often used is shown below.



1. **Weather Conditions**

The average temperature in Vientiane in April is between 30 to 37 Degrees Celsius.

1. **Local Time**

Local time in the Lao PDR is GMT+7.

1. **Point of Contact**

Should there be any queries, please contact 10th ADMM Secretariat as follows:

**Office:**

**10th ADMM Secretariat**

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Email: admm2016laos@yahoo.com

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Mob: (+856) (20) 2248 2345

1. Lt. Kosonh Bounleut

Mob: (+856) (20) 5580 5678