



TRACK II NETWORK OF ASEAN DEFENCE AND SECURITY INSTITUTIONS (NADI) WORKSHOP

“Enhancing National Centres for Disaster Response: Building Capacity and Expertise”

Santi Resort & Spa, Luang Prabang, Lao PDR, 18-21 October 2016

ADMINISTRATIVE ARRANGEMENTS

I. Purpose

This document provides information on the administrative arrangements for the Track II NADI Workshop which will be held in the Lao PDR from 18th to 21st October 2016.

II. Workshop Venue

The Military Science and History Department (MSHD), Ministry of National Defence of the Lao PDR, will organise the workshop at Santi Resort and Spa, Luang Prabang, Lao PDR. The address of the venue is as follows:

Santi Resort & Spa

Nadeung Road, Ban Nadeuy

Phone: +856-71-253470; +856-71-253479 Fax: +856-71-253471

Website: <http://villasantihotel.com/santi-resort-spa/>

Email: info@villasantihotel.com



HOTEL RATES

| Room Types | Prices | Remarks |
|-----------------|----------|----------------------|
| Deluxe | US \$100 | Per night / per room |
| Junior Suite | US \$120 | Per night / per room |
| Deluxe Suite | US \$160 | Per night / per room |
| Executive Suite | US \$230 | Per night / per room |

Note: The Prices of the accommodation may change accordingly.

III. Hospitality

The MSHD will cover the costs of the workshop facilities, meals and transportation connected to the program for all NADI participants.

Air tickets, accommodation and miscellaneous expenses will be borne by all the delegates including the HoDs. The MSHD will assist all delegates in booking their specified hotel rooms at the Santi Resort.

All the participants are encouraged to stay at the Santi Resort where the workshop takes place. However, alternatively, they can stay at hotels nearby. **Early bookings are highly recommended.**

IV. Currency

Most internationally recognised currencies and travellers' checks can be exchanged at commercial banks, hotels and Luang Prabang International Airport. Credit cards are also accepted in some local hotels, restaurants and shops. The exchange rate of USD 1 is equivalent to approximately 8,000 Lao Kip.

V. Weather

The weather in Luang Prabang in October is neither hot nor cold and it is sometimes wet. The average temperature is between 18-31 Degrees Celsius.

VI. Dress Code

- ❖ Workshop: Suit with tie
- ❖ Dinner: National Dress / Smart Casual
- ❖ Local Visit: Smart Casual

VII. Registration and Submission of Presentation Papers

The delegates are requested to submit the Registration Form to the following contact persons **before 5th October 2016**.

Each member country is also requested to submit presentation papers including the content for the Chairman's Summary Report by **14th October 2016**. Please note that the summary should be two paragraphs.

VIII. Contact Persons:

- ❖ **Maj. Thonechanh Tongvongkham**
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