



ASEAN INTER-PARLIAMENTARY ASSEMBLY

**THE 11th MEETING OF THE AIPA FACT-FINDING COMMITTEE (AIFOCOM)
TO COMBAT THE DRUG MENACE
12th – 16th May 2014, Landmark Mekong Riverside Hotel
Vientiane Capital, Lao PDR**

GENERAL INFORMATION

**SECTION I
MEETING INFORMATION**

1. Date and Venue

The Eleventh Meeting Of the AIPA Fact-Finding Committee (AIFOCOM) to Combat the Drug Menace will be held in Vientiane Capital from 12th-16th May 2014 at:

Address : Landmark Mekong Riverside Hotel, Donchan Road , Thatkao Village,
Sisattanak District , Vientiane, Lao PDR
P.O. Box : 2365
Telephone : (856-21) 266 888
Fax : (856-21) 266 966
E-mail : info@landmarkmekonghotel.com.la
Website : wel.comww.landmarkmekonghotel.com.la

1. 2. Delegate Registration

AIPA Members and invited guests are kindly requested to make their registration via www.na.org.la not later than 30th April 2014.

For further enquiries, please send to the following address:
The 11th AIFOCOM Meeting Secretariat, National Assembly of Lao People's Democratic Republic

Address : National Assembly, That Luang Square, Vientiane Capital, Lao PDR
P.O. Box : 662
Telephone: (856-21) 413 547
Fax: (856-21) 413 547; 413528
Email: pheng_southivong@yahoo.com; sakhon_anan@yahoo.com
Website: www.na.gov.la

Any changes in the participants list should be sent to the above mentioned address.

1.3. Arrival and Departure

The participants are kindly requested to indicate on the Registration From the flight itinerary to enable the host secretariat to arrange the transportation for the delegates' arrival and departure. Any changes of the flight schedules should immediately be

communicated in advance to the Host Secretariat, so they could perform their tasks week, effectively and efficiently.

The arrival and departure service will only operate from 12th to 16th May 2014 at the Wattay International Airport. The Host Secretariat will assist the delegates through all formalities at their arrival and departure.

1.4. Official Language

The official language of the AIFOCOM is English and its working language is English (Article 18 of AIPA Statutes). The Host Parliament will provide booths of Simultaneous Interpreting System at the Eleventh Meeting of AIFOCOM.

Five Simultaneous Interpretation Channels (booths) will be provided at the AIFOCOM meeting upon request on the first come first served basis. Delegations who have requested for simultaneous interpretation facilities are responsible for their own interpreters. Therefore, the 11th AIFOCOM Meeting Secretariat must be notified not later than 30th April 2014.

1.5. Document

All official documents shall be in English and will be distributed on the table in the meeting room. In addition, any delegate who wishes to distribute documents in the meeting is advised to have a prior consultation with the AIPA Secretariat.

1.6. Identification Badges and Security

Identification Badges will be provided by the Host Secretariat and distributed upon registration. For security purposes, all participants will be requested to wear their identification badges throughout the meeting and official function specified in the Working Program. It is requested that each delegate submit a color photograph (in jpg format not exceeding 200KB per photo) to the Host Secretariat.

The ID cards are Colour Coded as follows:

COLOR CODES	APPOINTMENTS	BRIEF OF APPOINTMENTS
	<i>HEAD OF DELEGATE</i>	HEAD OF DELEGATION
	<i>MEMBER OF DELEGATE</i>	MEMBER OF DELEGATION
	<i>SPOUSES</i>	ACCOMPANYING PERSON
	<i>SECRETARIAT</i>	AIPA OF NATIONAL SECRETARIAT
	<i>PROTOCOL</i>	AIPA OF NATIONAL
	<i>LIAISON OFFICER</i>	LIAISON OFFICER OF THE HOST COUNTRY
	<i>SECURITY</i>	SECURITIES OF THE HOST COUNTRY

1.7. Media Personnel Registration

All media personnel representing each parliament are kindly requested to fill in the Media Registration Form available at www.na.gov.la under **MEDIA not later than 30th April 2013.**

All media personnel who has registered are also kindly requested to fill in the Media Equipment List to facilitate declaration of equipment at the airport upon arrival.

SECTION II HOSPITALITY

2.1 Accommodation

The Assembly of Lao PDR will bear the cost of accommodation and meals for the delegates from 12th -16th May 2014 (4 nights and 5 days) as follows:

- a) **AIPA Member Delegation:** 2 Members and 1 Secretary/Adviser;
- b) **Invited Regional / International Organizations:** 1 Representative from each organization;
- c) **AIPA Secretariat:** Secretary General of AIPA and 2 Secretaries/Advisers: 3 persons

Delegates will be personally responsible for the cost of accommodation of additional delegates and food other than meals specified in the program. Any additional charges such as room service, mini-bar items, laundry, telephone calls (local or overseas) will be also at the delegates' own expenses.

Delegations are requested to make booking directly with the hotel and indicate that the booking is for AIFOCOM delegation to enjoy that rate given below. Afterward, please kindly inform our secretariat of the booking.

Accommodation details:

Room Type	Room Size	Rate (USD NET)
Superior City View Room	60 sqm	\$208
Superior Mekong View Room	65 sqm	\$218
Deluxe Mekong View Room	85 sqm	\$238
City View Executive Suite	120 sqm	\$378
Mekong View Executive Suite	130 sqm	\$378
Superior Executive Suite	168 sqm	\$418

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2.2. Meals and Functions

Meals will be provided for delegates at venues specified in the Working Program. Delegates wishing to make other meal arrangements will meet the cost themselves. All officially-hosted participants are cordially invited to the official functions indicated in the Working Program. Breakfast and lunch will only be provided during the meeting sessions.

2.3. Medical Service

First aid services will be provided in the hotel. Other medical care will be at the expense of the participants. The delegates are personally responsible for any personal insurance against risks.

2.4 Climate condition

Hot and humid (between 25° and 30° Celsius).

2.5 Currency

There is no restriction on currency exchange. Lao Kip is the official currency of the Lao PDR. All major credit cards (Visa, Master Card, American Express) are widely accepted. The exchange rate is approximately 8,000 kip per US\$ 1.

2.6 Spouses

Delegates are welcomed to come with their spouse or accompanying persons, ensuing expenses being covered by themselves. Spouse will be invited to the evening functions and to the conference sight seeing tour. The organizing committee will help arrange a programme for spouse and accompanying persons.

2.7 Insurance:

Delegates are responsible for personal insurance against potential risks

SECTION III MEETING FACILITIES

3.1 Registration and Information Desk

All delegates are requested to register with the Secretariat upon arrival. The Registration and Information Desk will be made available to participants at the Meeting venue from 12th – 16th May 2014, and will operate from 8 am to 5 pm.

3.2 Host Secretariat

The room of the **Host Secretariat** will be located at **Level 1**, Landmark Mekong Riverside Hotel. It will be opened from 12th to 17th May from 8 am to 5 pm.