

Turning Vision into Reality

for a Dynamic ASEAN Community

**Laos 2016**

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

 **10th ASEAN DEFENCE MINISTERS’MEETING (10th ADMM)**

**Vientiane, Lao PDR, 24-27 May 2016**

**ADMINISTRATIVE ARRANGEMENTS**

1. **Purpose**

This document intends to provide general administrative arrangements of the 10th ADMM.

1. **Meeting Venue**

 The meeting will be held at the National Convention Centre, Vientiane, Lao PDR.

1. **Hospitality**

The host will cover the cost of the meeting facilities, meeting lunches, Executive Suites for the ADMM Leaders and spouses, ASEAN Secretary-General and spouse, and2 Deluxe Rooms for 2 accompanying officials from 24 May 2016(Check-in) to 27 May 2016 (Check-out)at Landmark Mekong Riverside Hotel, Vientiane, Lao PDR.

**Address:**

 **Landmark Mekong Riverside Hotel**

 Donchan Road, Thatkhao village, Sisattanak District, Vientiane

 Tel: + 856 21 266888

 Fax: +856 21 266899

 Email: info@landmarkmekonghotel.com.la

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

Other participants can arrange for their own accommodation at the nearby hotel provided below. For further information and bookings, kindly contact the hotel directly.

**Don Chan Palace**

Unit 6, Pivat Village, Sisatanak District, Vientiane, Lao PDR

Phone: + 856 21 226666

 + 856 21 244288

Fax: + 856 21 244111-2

Email: info@donchanpalacelapdr.com

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

The host will also provide a Lao traditional shirt to the ADMM Leaders and ASEAN Secretary-General. Kindly return the completed Shirt Measurement Form to the 10th ADMM Secretariat by **16 April 2016**.

1. **Bilateral meeting**

Bilateral meetings rooms will be arranged for delegates. Kindly submit the Bilateral Form to the 10th ADMM Secretariat via e-mail provided in Section 13 by**01 May 2016**.

1. **Transportation**

 The host will provide cars for the ADMM Leaders, ASEAN Secretary-General, ADSOM Leaders, and a van for accompanying delegates from 24 to 27 May 2016 including airport transfers to and from Wattay International Airport.

1. **Medical Facilities**

Basic medical facilities will be provided during the meeting.

1. **Currency**

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

1. **Registration**

The delegates are requested to return the Registration Form to the 10th ADMM Secretariat by **01 May 2016**.

1. **Biography**

The biography with a photo size 4 x 6 of the Defense Minister is also requested to be sent to the 10th ADMM Secretariat by 16 April 2016 in order to make the 10th ADMM hand book.

1. **Attire**

The attire for the meeting is lounge suit / military uniform.

1. **Electricity**

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



1. **Weather Conditions**

The weather in Vientiane for the month of May 2016 is between 23 to 33 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:**

**10thADMM Secretariat**

**Tel: + 856 21 911727**

**Fax: + 856 21 911728**

**Email:** **admm2016laos@yahoo.com**

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1. Lt. KosonhBounleut

Mob: (+856) (20) 5580 5678