

December 2013



منظمة الأغذية  
والزراعة للأمم  
المتحدة

联合国  
粮食及  
农业组织

Food and  
Agriculture  
Organization  
of the  
United Nations

Organisation des  
Nations Unies  
pour  
l'alimentation  
et l'agriculture

Продовольственная и  
сельскохозяйственная  
организация  
Объединенных  
Наций

Organización  
de las  
Naciones Unidas  
para la  
Alimentación y la  
Agricultura

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# Asia and Pacific Commission on Agricultural Statistics

## Twenty-fifth Session

Vientiane, Lao PDR, 18-21 February 2014

## Information Note

### Session arrangements

1. The 25th Session of the Asia and Pacific Commission on Agricultural Statistics will be held at Don Chan Palace Hotel, Vientiane, Lao PDR, from 18 to 21 February 2014. The inaugural ceremony of the plenary session will take place at 0900 hours on 18 February 2014.
2. The normal working hours of the Session will be 0900 to 1230 hours and 1345 to 1715 hours, unless otherwise decided by the Commission.
3. An Order of the Day will be issued daily, giving detailed information of the Commission business, the timetable of meetings, items to be discussed and other information of general interest.
4. The Provisional Agenda (APCAS/14/1) has been circulated with the invitation letter.

### Working languages

5. The Session will be conducted in English and also in French, if a French-speaking Member Nation advises on time of its intention to participate. The documentation will be issued in English.

### Documentation

6. Before the holding of the Session, the working documents will be sent to all member countries and organizations invited. These documents may also be viewed and downloaded from the following Internet addresses: [www.fao.org/es/ess/index.htm](http://www.fao.org/es/ess/index.htm). Documents drafted during the Session will be

available at the document distribution desk outside the session hall. The desk will also deliver mail and messages and deal with general inquiries.

## Correspondence

7. All correspondence concerning the Session should be addressed to the APCAS Secretary and copied to the APCAS Liaison Officer at the addresses below:

Mr. Mukesh Srivastava  
APCAS Secretary, and  
Senior Statistician  
Economic, Social and Policy Assistance  
Group, FAO Regional Office for Asia  
and the Pacific, Bangkok, Thailand  
Phone: + 66 2 697 4250  
Fax: + 66 2 697 4445  
E-mail: [APCAS25-Secretary@fao.org](mailto:APCAS25-Secretary@fao.org)

Ms. Vivanh Souvannamethy  
25<sup>th</sup> APCAS Liaison Officer, and  
Director, Center for Agricultural Statistics  
Department of Planning and Cooperation  
Vientiane, Lao PDR  
Phone: +85621 453526  
Fax: + 85621 454 251/451 715  
E-mail: [apcas.liaison.officer@gmail.com](mailto:apcas.liaison.officer@gmail.com)

8. Telephone, e-mail and facsimile services will be available at the Session premises. Postal services will be available at the hotel concierge and at a nearby post office.

## Formalities for entry into Lao PDR

9. Delegates who will attend the session and require entry visas are advised to submit their visa applications to the nearest diplomatic mission or consulate of Lao PDR as early as possible to allow time for processing and to minimize the chances of delays. The APCAS Secretariat cannot guarantee granting of entry visa upon arrival but will facilitate issuance of visa in collaboration with the Host Government. Request for facilitation of Visa should be sent to APCAS Liaison Officer with passport details and information on the place where visa will be applied. Passport details of accompanying persons should also be provided to the organizers at the same time. In case no diplomatic mission or consulate exists in a particular country, delegates should inform the APCAS Liaison Officer and the APCAS Secretary, at the addresses indicated in paragraph 7 above, providing full name as in the travel document, date and place of birth, nationality, passport number, date and place of issue, validity, port of entry and expected duration of stay in Lao PDR, in order to facilitate granting of Visa upon arrival. Following countries are exempt of Visa for Laos: Cambodia, Indonesia, Japan, Malaysia, Philippines, South Korea, Thailand and Viet Nam.
10. Travelers arriving from infected areas would require a valid international certificate of vaccination against Yellow Fever. Other travelers require no vaccinations, but it is wise to ask your own physician about prudent precautions before travel.
11. Participants are advised to provide advance notice at least three weeks prior to arrival of the name of carrier, flight number, time of arrival and other related information to the APCAS Liaison Officer in Lao PDR and/or to their hotel, to ensure that they are properly met on arrival at the international airport of Vientiane, Lao PDR. Participants are advised to mark their luggage clearly in order to facilitate identification.

12. The authorities of Lao PDR will make arrangements for participants upon their arrival, assist them with formalities regarding immigration, visas, customs, collection of luggage. The Hotels in Vientiane normally provide complimentary airport transfers to/from the hotel. Request for any such facility should be indicated in the registration form. The taxis from the airport to the center cost about USD 10.
13. All participants to the Conference are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Vientiane, Lao PDR, participants are advised to contact the travel desk at the Conference premises for special internal visits for accompanying persons and for the reconfirmation of their departure date and time.

### **Foreign exchange and banking**

14. Participants may bring with them United States Dollars. A bank/foreign exchange desk is available near the conference premises. The monetary unit used in the country is Laotian Kip (LAK). The exchange rate is 1 USD equals 7,800 Kip (approximately). The following credit cards are accepted: VISA, Master Card and to a lesser extent American Express.

### **Venue and Hotel accommodation**

15. The Session will be held in the Don Chan Palace Hotel. Arrangements have been made by the Organizing Committee for APCAS delegates, observers and accompanying persons to stay at the same hotel. The hotel management has agreed to offer special discounted rates for APCAS participants. Participant can request for information on other reasonably priced hotels in the vicinity of conference venue from APCAS Liaison Officer, if needed.
16. Information about hotel rates can be found in Annex A. Please note that APCAS participants will receive special room rates on all reservations be made through the APCAS Secretary and the APCAS Liaison Officer.
17. Requests for hotel reservations should be made in writing on the Registration Form appearing in **Annex B** as soon as possible, but not later than **15 January 2014** by faxing or emailing the **Annex B** to the APCAS Liaison Officer in Vientiane, Lao PDR with a copy to the APCAS Secretary in Bangkok, Thailand (see para. 9 above). For bookings received after **15 January 2014** the rates indicated in the Annex A cannot be guaranteed, and the hotel may charge the **prevailing corporate rates**.

### **Registration**

18. All delegates and observers are requested to register with the Secretariat, soon after arrival, at the Session hall or at the Hotel, so that they can be provided with APCAS badges and updated information about the Session. Registration will begin on Tuesday, 18 February 2014 at 08.00 hours.
19. The Session Secretariat will issue a Provisional List of Participants on the first day of the Session. The Secretariat should be notified of any corrections or additions to this list.

**Special tour arrangement**

20. Depending upon the final agenda, a short field trip may be organized by the host government during the Session. Optional trips (at traveler's expenses) could be arranged upon request through local travel agents. The Hotel will facilitate such bookings.

**Weather and time**

21. Vientiane is the capital and the largest city of Laos, situated on the Mekong River near the border with Thailand. Vientiane features a tropical wet and dry climate with a distinct monsoon season and a dry season. Vientiane's dry season spans from November through March. The average temperature in February is 18° – 30°C Celsius with 89% humidity.
22. Please note that Vientiane in February observes local time as GMT + 07.00 hrs.; which is same as local time in Bangkok.

**Electricity supply**

23. The voltage in Lao PDR is 220 volts AC (50 Hz). Type A, C and G adapters are recommended.

## ANNEX A

## HOTEL RATES

Address	Room Category		Special Room Rates (per day)	CODE
<b>Don Chan Palace Hotel</b> 06 Rue Ta Ngum, Ban Piawat, Sisattanak district Vientiane 01000 Lao PDR Tel.: (856) (21) 244288 Fax: (856) (21) 244111-2 Email: <a href="mailto:reservation@donchanpalacelaopdr.com">reservation@donchanpalacelaopdr.com</a>	Classic - City View	Single	US\$ 85	C1
		Double	US\$ 95	C2
	Superior - River View	Single	US\$ 95	C3
		Double	US\$ 105	C4

## NOTE:

Rates above are net inclusive of taxes, breakfast, airport pick up and use of internet; and valid only for bookings received before **15 January 2014**. Room rates for bookings received after that date may be based on the prevailing corporate rate.

Please indicate above room Category and Codes in item 9 on the Registration Form (Annex B) for requesting hotel reservation. Registration form must be sent before **15 January 2014** to APCAS Liaison Officer ( in Lao PDR) with a copy to the APCAS Secretary (in FAO Bangkok).



**25th APCAS – Vientiane, Lao PDR – 18 - 21 February 2014**

## **Registration Form**

ANNEX B

1. Name \_\_\_\_\_  
                                     Family name                                      Given names
2. Country/organization: \_\_\_\_\_
3. Title and position: \_\_\_\_\_
4. Address (postal): \_\_\_\_\_  
     Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
5. Number of accompanying persons : \_\_\_\_\_
6. Passport Details :

Name	Date & Place of Birth	Passport No	Date of Issue	Expiry Date	Issuing Office

7. Arrival information:      Date : \_\_\_\_\_      Time : \_\_\_\_\_  
     Airline and flight No.: \_\_\_\_\_      From (city): \_\_\_\_\_
8. Departure information: Date : \_\_\_\_\_      Time : \_\_\_\_\_  
     Airline and flight No.: \_\_\_\_\_      From (city) : \_\_\_\_\_

9. Hotel accommodation desired

- A. Need reservation in Don Chan Palace Hotel

Room Category (Refer Annex A): .....   .Code:

If sharing, specify name of roommate: \_\_\_\_\_

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B. Need information on other hotels for direct booking by delegate      Yes  
NO

10. Please indicate if you have special requirements

Diet: Please specify: \_\_\_\_\_

Child care : \_\_\_\_\_

Others (please specify) : \_\_\_\_\_

NOTE: Each participant is required to complete this form (Annex B) in duplicate and send one copy to each of the addresses below as soon as possible, but not later than 30 December 2013, even if complete flight information is unavailable. You may fax or email flight information details at a later date.

Ms. Vivanh Souvannamethy  
25<sup>th</sup> APCAS Liaison Officer, and  
Director, Center for Agricultural Statistics  
Department of Planning and Cooperation  
Vientiane, Lao PDR  
Phone: +85621 453526  
Fax: + 85621 454 251/451 715  
E-mail: [apcas.liaison.officer@gmail.com](mailto:apcas.liaison.officer@gmail.com)

Mr. Mukesh Srivastava  
APCAS Secretary, and  
Senior Statistician  
Economic, Social and Policy Assistance  
Group, FAO Regional Office for Asia and  
the Pacific, Bangkok, Thailand  
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