



**Expert Meeting on Crop Monitoring for Improved Food Security**  
**Don Chan Palace Hotel & Convention Vientiane, Lao PDR**  
**17 February 2014**

**Information Note for Participants**

**1. VENUE AND DATES**

The Expert Meeting on Crop Monitoring for Improved Food Security is being organized by Food and Agriculture Organization of the United Nations (FAO) in partnership with the Asian Development Bank (ADB) and other international agencies working on this theme. This one day meeting will be held in Vientiane, Lao PDR on 17 February at the Don Chan Palace Hotel & Convention as a side event of the 25<sup>th</sup> Session of Asia and Pacific Commission on Agricultural Statistics (APCAS) scheduled for 18-21 February 2014.

**Address:**

Don Chan Palace, Hotel and Convention  
06 Rue Fa Ngum, Ban Piavat, Sisatanak District,  
Vientiane, Lao PDR  
Tel: +856-21 244288, Fax: +856-21 244111

**2. REGISTRATION**

Pre-registered participants can receive their meeting material at the Registration Desk in front of the Conference Room on Monday, 17 February 2014 from 08.00 – 08.30 hours.

**3. WORKING HOURS AND LANGUAGE**

The working hours of the meeting will be 08.30 to 17.00 hours, unless otherwise decided by the Secretariat. The Provisional Agenda for the expert meeting has been circulated.

The meeting will be conducted in English and the documentation will be issued in English.

**4. ACCOMMODATION**

Organizers have made arrangement for accommodation booking at the Don Chan Palace, Hotel and Convention, 06 Rue Ta Ngum, Ban Piawat, Sisattanak district, Vientiane 01000, Lao PDR (<http://www.donchanpalacelaopdr.com/>)

The special room rate is 85 USD\$ per night including airport pickup and drop. These special rates may be available only on the hotel bookings made through SAEDA at Don Chan Palace hotel.

The unlimited wireless internet access is available in the accommodation rooms and conference

room. However, you are responsible for other charges incurred, during your stay at the Hotel such as ordered food and beverage in the minibar of the room, telephone calls and laundry, etc. Local SIM card with credit can be bought at the airport and in nearby convenient stores.

#### **Late Check Out**

Official check out time at Hotel is 12:00 hrs. A 50% charge will apply for late check out after 1400 hrs. Check out after 1800 hrs, full rate will apply.

### **5. AIRPORT TRANSFERS**

Participants who will be attending the 25<sup>th</sup> APCAS meeting also should liaise with the APCAS Secretary, Mr Mukesh K Srivastava ([APCAS25-Secretary@fao.org](mailto:APCAS25-Secretary@fao.org)) and APCAS Liaison Officer, Ms Vivanh Souvannamethy ([apcas.liaison.officer@gmail.com](mailto:apcas.liaison.officer@gmail.com)) for their arrival/departure information.

Participants attending only the Expert Meeting should convey their arrival/departure information to:

#### **Sustainable Agriculture and Environment Development Association (SAEDA)**

House No. 101, Unit 05, Ban Saphanthong Neua, Sisattanak District, Vientiane Capital, Lao PDR

P.O. Box: 4881

Office Tel: (+856) 21-264290 Fax: (+856) 21-315981

Email: [saedalao@gmail.com](mailto:saedalao@gmail.com)

For participants arriving at Wattay International Airport, a free pick-up service from the airport to the Don Chan Palace hotel is provided. After customs clearance, please proceed to a main exit. You will be met by someone holding a "Don Chan Palace Hotel" sign.

Any flight changes or delays must be communicated as soon as possible to the SAEDA so that the necessary adjustments could be made.

Please note that the average taxi fare from the airport to the hotel is about 10 USD. Travel time from the airport to the hotel is approximately 15 minutes.

### **6. MEALS**

#### **Breakfast**

Daily breakfast at the River Land Restaurant (1st Floor) from 6.30 am-10.00 am is included in the hotel room rate.

#### **Lunch and Coffee/Tea breaks**

Tea/coffee breaks will be provided during the meeting at the conference room and an international buffet Lunch will be served at Pinnacle Restaurant 14<sup>th</sup> Floor on the day of the meeting.

#### **Dinner**

Dinner is at the participant's expenses. There are many choices of restaurants in the surroundings of Don Chan Palace hotel within walking distance. Organizing team will be happy to provide suggestions on suitable places for dinner.

## **7. LOGISTIC ARRANGEMENTS**

Any concerns or issues on travel, accommodation and in-land transportation should be addressed to Ms. Innakhone Vorachak (Email: [innakhone@hotmail.com](mailto:innakhone@hotmail.com) or [saedalao@gmail.com](mailto:saedalao@gmail.com)), Ms. Sida Thappany (E-mail: [sidachanthalangsy@yahoo.com](mailto:sidachanthalangsy@yahoo.com)) or Mr. Yohei Kunikane; (E-mail: [yohei.kunikane@fao.org](mailto:yohei.kunikane@fao.org)).

## **8. FORMALITIES FOR ENTRY INTO LAO PDR**

Participants who will require entry visas are advised to submit visa applications as early as possible to allow time for processing and to minimize the chance of last minute delays. Entry visas should be obtained from the nearest diplomatic mission or consulate of Lao PDR. An invitation letter to the Expert Meeting can be provided upon request to facilitate the Visa. Copy of the passport of the participants and accompanying persons should also be provided to the organizers at the same time in order to facilitate issuance of visa letters.

## **9. CURRENCY AND FOREIGN EXCHANGE SERVICES**

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.

## **10. CLIMATE**

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.

## **11. ELECTRICITY**

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

## **12. CONTACTS**

All correspondence concerning the workshop should be addressed to FAO or SAEDA at the addresses below.

### **(Participation and technical matters)**

**FAO Regional Office for Asia and the Pacific**  
Maliwan Mansion, 39, Phra Atit Road  
Bangkok 10200, Thailand

#### **Mr. Seevalingum Ramasawmy**

Statistician

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E-mail: [seevalingum.ramasawmy@fao.org](mailto:seevalingum.ramasawmy@fao.org)

*With a copy to:*

#### **Mr. Yohei Kunikane**

Technical Officer (Agricultural Statistics)

Tel: (+66-2)697-4127 Fax: (+66-2)697-4445

E-mail: [yohei.kunikane@fao.org](mailto:yohei.kunikane@fao.org)

### **(for logistic matters)**

#### **Sustainable Agriculture and Environment Development Association (SAEDA)**

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