



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity

Logistic Note

2017 Round Table Implementation Meeting
***“Greater Partnership for Implementation of the 8th NSEDP:
Realising LDC Graduation and Achieving SDGs”***

22nd - 23rd November 2017
The KM4 Provincial Convention Center (Sa Mo Sorn Lak 4)
Pakse, Champasack Province, Lao PDR

Please note - some information on this logistic note might be revised based on discussions with various stakeholders. Therefore, if any changes happen, you will be advised accordingly.

Ministry of Planning and Investment
Department of International Cooperation
November 2017

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This logistic note aims to provide the participants of the 2017 Round Table Implementation Meeting (RTIM) with necessary information on practical and administrative matters relating to the meeting and about Champasack Province (the host) such as date and venue of the meeting, registration and confirmation, protocol/hospitality and travel/transport arrangements, hotel and accommodation, meals and reception, field visit sites, security, weather, banking and health facilities, etc.

I. About the 2017 Round Table Implementation Meeting

1.1. Dates and Venue:

- The 2017 RTIM will take place on 22nd - 23rd November 2017 at the KM 4 Provincial Convention Center (Sa Mo Sorn Lak4) in Pakse District of Champasack province. This Provincial Convention Center consists of one main conference hall and three small meeting rooms.
- On 22nd November - the morning session (08:40-10:00), there will be a presentation made by the provincial Department of Planning and Investment and followed by open discussion at the main conference hall. Then, the delegations will be divided into four parallel panel discussions as follows:
 - Panel discussion on LDC Graduation and SDG Integration will be at the main conference hall;
 - Panel discussion on realising quality private sector investment for development will be at the first small meeting room (around 60 persons) locating behind the main conference hall;
 - Panel discussion on investment in skills and labour force for human development will be at the second small meeting room (around 40 persons) locating on the left of the main conference hall; and
 - Panel discussion on further enhancing regional, south-south cooperation and triangular cooperation: “Institutional Arrangement for Effective Development and Monitoring” will be at the third small meeting room (around 40 persons) locating on the right of the main conference hall.
- On the afternoon of 22nd November (13:30-17:00) will be field visits to three selected development projects (refer to No: 1.12 for more information).
- On 23rd November - A policy implementation dialogue (09:00-16:30) will be done at the main conference hall (around 380 persons).

1.2. Meeting Room Arrangements

- The main conference hall will be arranged in a form of class room, while the other three small meeting rooms will be arranged as a U-Shape format.
- The delegations are seated on the left hand side of the conference hall in English alphabetical order, with the head delegation to the front.
- One seat will be allocated for those delegations who represent various organizations and agencies such as the UN, INGO Network, NPAs, Private Sector, etc.

1.3. Photo Sessions during 2017 RTIM

During the morning session of 2017 RTIM, there will be two photo sessions with the Deputy Prime Minister of Lao PDR,

- First session is for Lao Ministers/Vice Ministers and Governors/Vice Governors
- Second session is for Head Delegations of Development Partners/Ambassadors and Heads/Deputy Heads of International Organisations including Private Sector, INGOs and NPAs.

1.4. Translation Facilities

The RTIM will be conducted in Lao and English. Simultaneous translation facilities (booths and audio equipment such as microphones and headsets) will be available throughout the meeting.

1.5. Registration and Confirmation of Attendance

The 2017 RTIM delegations are requested to register their participation in the attached **Registration Form** as per Annex 1 of this Logistic Note, and kindly submit a completed registration form to the RTP Secretariat, Department of International Cooperation, Ministry of Planning and Investment (DIC/MPI) of Lao PDR via email: rtpsecretariat@gmail.com; sengaphonesilaphet@yahoo.com and kethtisak.dic@gmail.com or by Fax: +856-21-223760 by 10th November 2017 at the latest.

If you have any questions or queries, please contact Ms. Sengaphone Silaphet, Director of Aid Effectiveness Division, DIC/MPI at Mobile: +856-20-5652-6709; or Email: sengaphonesilaphet@yahoo.com and kethtisak.dic@gmail.com.

1.6. Identification Badges

Identification badges (Nametags) will be available for registered participants in the morning of 22nd November when arriving and registering at the registration area in front of the main conference hall.

In case of late confirmation or on-site registration, participants are required to show their letter of invitation or nomination to the registration sub-committee at the on-site registration venue. Then, a blank nametag will be provided for completion. All registered participants are required to wear their nametag during the meetings and other associated events.

If you have any questions and queries, please contact Mr. Chanthaly Chansompheng, Director of Greater Mekong Sub-Region (GMS) Division, DIC/MPI at Tel: +856-21-254851; Mobile: +856-20-5555-5821; Email: Chansompheng@yahoo.com and v_ods@yahoo.com

1.7. Meeting Documents

Three (3) complete sets of printed documents for the RTIM will be given to each delegation at the registration venue in front of the main conference hall.

All meeting related documents will be uploaded on the RTM website (www.rtm.org.la) before the meetings. Delegations that need extra copies of meeting documents are requested to bring their own printed sets, as needed.

Registered participants will also get electronic copies of documents (in USB) from the organizing sub-committee at the registration venue.

If you have any questions or queries, please contact Mrs. Phimdavanh Homlatsamy, Deputy Director of Administration and Coordination Division, DIC/MPI at Tel: +856-21-218274; Mobile: +856-20-5838-8964; Email: Phimdavanh2017@gmail.com and Ms. Kheuakham Bounvilay, Head of Section, Aid Effectiveness Division, DIC/MPI at Tel: +856-21-214062; Mobile: +856-20-5596-4595; Email: Kheua.dic@gmail.com

1.8. Visa Requirements

- For the 2017 RTIM delegations who will need to travel to Lao PDR for attending the meeting and its associated events, visa to Lao PDR can be obtained from Lao Embassies and Consulates if available in your country;
- Alternatively, visas can be obtained on arrival at major international checkpoints: Wattay International Airport or Lao-Thai Friendship Bridge (Vientiane-Nong Khai Border or Champasack-Ubon Rachathani Border). To help facilitate this, there will be a special visa service counter for the registered 2017 RTIM participants locating at the Wattay International Airport, and the Lao-Thai Friendship Bridges.
- The visa on arrival is valid for 30 days. For those wishing to extend their stay, you will need to request for visa extension at the Immigration Office located next to the Joint Development Bank, opposite the Morning Market in Vientiane Capital.
- To obtain a visa on arrival, please bring one passport size photo (3x4).

If you have any questions or queries, please contact Mrs. Bangthong Thipsomphanh, Director of Europe and America Division, DIC/MPI at Mobile: +856-20-2223-7997; or Email: tbangthong@gmail.com and tounalom@gmail.com

1.9. Protocol, Hospitality and Travel Arrangements

Travelling from Vientiane Capital to Champasack province – the registered participants are recommended to travel to Pakse district, Champasack province as a group led by the RTIM relevant sub-committee who will ensure convenience and security arrangements for the trips.

There will be two slots of travelling from Vientiane Capital to Champasack province by Lao Airlines (ATR72) as follows:

- First slot will be travelling on 21st November - For those who will participate in the parallel panel discussions and the field visits on 22nd November 2017, including the 2017 RTIM attendance. The flight will depart from Wattay Airport at 07:50 and arrive at Pakse Airport at 09:05.
- Second slot will be travelling on 22nd November - For those who will only attend the RTIM organised on 23rd November. The flight will depart from Wattay Airport at 10:30 and arrive at Pakse Airport at 11:45.
- Therefore, the participants are suggested to check in at the airport at least two hours in advance.

Transportation during the stay in Champasack province – transportation from the Pakse airport to your hotels, meeting venue, Baci ceremony and dinner reception venue, and other relevant places will be arranged for registered participants.

A courtesy visit to the Governor of Champasack province – on 22nd November (18:00-18:30), heads of delegations will be accompanying to pay a courtesy visit to the Governor of Champasack province right after the field visits in the province prior to Baci ceremony and dinner reception at Arawan Riverside Hotel.

Travelling from Champasack province to Vientiane Capital – the registered participants are suggested to travel back to Vientiane Capital by Lao Airlines as a group led by the RTIM relevant sub-committee on 24th November. Therefore, participants are advised to check out from the hotels before noon.

There are three flights departing from Pakse to Vientiane Capital as follows:

- First, the flight departs from Pakse at 12:30 and arrives at Vientiane Capital at 13:45.
- Second, the flight departs at 14:00 and arrives at 16:00.
- Third, the flight departs at 19:15 and arrives at 20:30.

Debriefing meeting with the Prime Minister of Lao PDR – After the RTIM, on 28th November (09:00 - 10:00), heads of delegations will have a debriefing meeting with the Prime Minister of Lao PDR to report on the outcomes of the RTIM 2017 at the Prime Minister's Office in Vientiane Capital.

If you have any questions or queries, please contact Mrs. Bangthong Thipsomphanh, Director of Europe and America Division, DIC/MPI at Mobile: +856-20-2223-7997; or Email: tbangthong@gmail.com and tounalom@gmail.com

1.10. Hotel Arrangements

To ensure availability of accommodation in Pakse district, Champasack province, DIC/MPI in collaboration with Champasack provincial authorities has blocked Champasack Grand Hotel and Arawan Riverside Hotel for RTIM registered participants during the meeting dates. To ensure a convenience in terms of transportation, security reasons and other logistic arrangements, it is highly recommended that participants stay at these hotels. If you choose to stay at other hotels rather than the recommended ones, please kindly notify the organizing team in advance by emailing the contact persons as listed at the end of this note and copy the RTP secretariat (rtpsecretariat@gmail.com) your communication.

While DIC/MPI will be assisting in booking and arranging the stay, participants will be responsible for their own accommodation cost. Information of these hotels is listed below:

- Champasack Grand Hotel** is situated next to the Mekong River and a 15-minute drive to Pakse International Airport. The hotel is the perfect venue for guests who look for a distinctive atmosphere, comfortable accommodation, and an amazing selection of on-site facilities. The hotel features totally 209 guestrooms. Each guestroom consists of a king-sized bed or two queen-sized beds for double occupancy, free WIFI, satellite cable TV, coffee and tea facilities, and in-room safety deposit boxes. Below are detailed room category and relevant rates:

Room Category	No. of Room Single/Twin	Single (KIP)	Twin/Double (KIP)	Triple (KIP)
Superior	27/84	385,000	385,000	508,000
Superior River View	27/40	550,000	550,000	700,000
One Bedroom Suite King	9	780,000	780,000	930,000
One Bedroom River View King	18	900,000	900,000	1,050,000
Executive Suite King	4	1,600,000	1,600,000	1,750,000

Please note that the above rates are quoted net and non-commissionable, inclusive of 10% service charge and government tax, currently 10%. Also, the rates are quoted per room per night and inclusive of daily breakfast. For more details and booking, please contact: Tel: +856-31-255110-8; Fax: +856-31-255119 or 260213; Mobile: +856-20-539-9622; Email: info@champasakgrand.com or res@champasakgrand.com; Website: www.champasakgrand.com.

- Arawan Riverside Hotel** is a luxurious hotel locating in the center of Pakse district with panorama view to the Mekong River, and nearby Daoheuang market, banks, Government and tourist offices, and only 20 minutes from/to Pakse airport. The hotel has facilities such as Chinese restaurant, coffee lounge and swimming pool, etc. The hotel features totally 180 guestrooms. Each guestroom is equipped with clean private bathroom with hot water, tea and coffee, satellite color TV, air-conditioning and free WIFI including breakfast. Below are detailed room category and relevant rates:

Room Category	No. of Room	Price (KIP)
Signature suite	12	875,000
Junior suite double	14	750,000
Deluxe double bed	12	350,000
Deluxe twin bed	38	350,000
Superior double bed	18	300,000
Superior twin bed	86	300,000

For more details and booking, please contact the hotel receptionists: Tel: +856-31-260345-50; Fax: +856-31-260567/260678; Mobile: +856-20-2226-4242/2271-1005. Email: sales@arawanhotel.com; booking@arawanhotel.com; www.arawanhotel.com.

If you have any questions or queries, please contact Ms. SengAphone Silaphet, Director of Aid Effectiveness Division, DIC/MPI at Mobile: +856-20-5652-6709; Email: sengaphonesilaphet@yahoo.com and/or Mr. Kethtisak Khanthavong at Mobile: +856-20-2221-5586; Email: kethtisak.dic@gmail.com

1.11. Meals, Baci Ceremony and Dinner Reception

Meals – During the stays in Pakse district of Champasack province between 22nd and 23rd November 2017, lunch will be provided for participants at the meeting area (KM 4 Provincial Convention Center).

Dinner Reception and Baci Ceremony – A dinner reception and Baci ceremony, hosting by the Governor of Champasack province, will be held on the evening of 22nd November 2017 as follows:

- Venue: Arawan Riverside Hotel
- Time: 18:30 - 21:00
- Dress code: Smart Casual
- Reservation: Mrs. Phaykham Tounalom, Director of Administration and Coordination Division, DIC/MPI at mobile: +856-20-2223-4000; or Email: phaykham13@gmail.com

For special dietary requirements, please kindly notify the organizing sub-committee at (phaykham13@gmail.com; lattanakhone1980@gmail.com and rtpsecretairat@gmail.com).

1.12. The field Visits to Development Projects

Three sites are selected for the 2017 RTIM field visits (in Champasack province) which cover the relevant scopes of LDC graduation and SDGs. In particular, they will showcase partnerships for development results which are in line with the theme of RTIM 2017.

1. **UXO related activities (Paksong District, Km50)** - particularly focusing on mine risk education that directly contributes to SDG 18 - These activities are supported by UNDP and USA.
2. **Coffee Plantation Project (Ban E Tou, Km35)** - involving activities related to coffee plantation/harvest, packing, processing and employment generation. The activities were supported by AFD.
3. **Skill Labour Technical and Vocational Training Center of Champasak province (Km7)** - seeing how the training programme affects employment and decent jobs. This project is co-supported by the Government of Japan.

Three buses with 45 seats will be arranged for the registered participants in front the provincial convention center and the buses will leave for various field visit sites at 13:30. Therefore, the registered participants are advised to gather at the convention center at least 15 minutes in advance. Please note that we highly recommend participants to go to field

visits as a group led by the organizing sub-committee due to security reasons, familiarity of the sites and so on.

Detailed information sheets and programme will be forwarded to you on a due course.

If you have any questions or queries, please contact Mr. Santi Songnavong, Deputy Director of UN Division, DIC/MPI at Mobile: +856-20-5974-1552; or Email: songnavong@gmail.com and Bounthanom@hotmail.com.

1.13. Development Exhibition

A two-day Development Exhibition (22nd and 23rd November) will be organised as side event during the 2017 RTIM at the KM 4 Provincial Convention Center. All ten (10) Sector Working Groups (SWGs) and private sectors are invited to display their activities contributing to sustainable development and inclusive growth. The focus or theme of this Exhibition is on partnership for effective development at sectoral and provincial levels for sustainable development and inclusive growth. The Exhibition will demonstrate how the Government of Lao PDR and its Development Partners and other relevant stakeholders such as private sectors and civil societies working together at different levels for the achievement of the NSEDP, LDC graduation and SDGs.

The Exhibition will therefore facilitate the dissemination of successful methodologies/cases/stories and other relevant materials by SWGs and other stakeholders for addressing their relevant development challenges around the NSEDP, LDC graduation, and SDGs implementation as well as fostering partnership for effective development.

In terms of structure, there will be total 12 booths, including 10 SWGs plus two (2) booths for private sectors (ODOP). Each booth will be 3mx3m size based on the layout designed and shared with relevant stakeholders by DIC/MPI. CSOs will have an opportunity to showcase their work through the Governance SWG booth. Therefore, it is highly recommended that a CSO representative is in contact with Chair of the Governance SWG (Ministry of Home Affairs). Work on gender equality will be mainstreamed in all booths.

In addition to these booths, the display will coincide with the exhibition of the SDG Stand Banners (18 Goals) which will be run by Ministry of Foreign Affairs and the UN.

Individual booth is required to have a **Speaker's Corner** (on the RTIM day, it is highly recommended that a speaker is a senior official (at least Deputy Director General), which will allow relevant officials to conduct 5-10 minute presentations of their cases when asked by the RTIM delegations – particularly during the formal visit by the Deputy Prime Minister of Lao PDR and United Nations Assistant Secretary-General, United Nations Development Programme Assistant Administrator and Regional Director for Asia and the Pacific.

If you have any questions or queries, please contact Mr. Somkhith Kaoyaheung, Deputy Director of Asia-Pacific and Africa Division, DIC/MPI at Tel: +856-21-219114; Mobile: +856-20-2935-1803; Email: tion.kyh@gmail.com and chansomphou2000@gmail.com.

1.14. Security and Medical Facilities

Security officers and mobile healthcare service will be stationed at various places relating to the RTIM such as meeting venue, hotels booked for registered participants, airports, international entry points, field visit sites, parking spaces and along the main roads.

All participants will be subject to security check when accessing meeting and function areas. Participants are requested to wear the nametag prominently at all times during meetings and functions.

1.15. Dressing Code

For actual meetings and panel discussions, the participants are advised to wear formal dressing. For field visits, the participants are advised to wear comfortable clothes and shoes during the field visit. Some areas are not appropriated for high heels. There would rain during the visit. Therefore, you might need to bring an umbrella with you.

II. About Lao PDR and the Champasack Province

2.1. Overview

Lao PDR is a landlocked country in the heart of the Indochina peninsula in Southeast Asia, covering an area of some 236,800 square kilometers with predominantly mountainous terrain. The population of Lao PDR as per the survey in 2015 is 6,500,000 people, and with the population density of around 27 people per square kilometer.

Lao PDR shares borders with China to the North, Cambodia to the South, Vietnam to the East, Thailand to the West and Myanmar to the North West. The Country stretches for 1,700 km north to south, with an east-west width of over 500 km at its widest and 140 km at its narrowest point.

The official language is Lao, with communication in French, English, Chinese and Vietnamese also common in many parts of the country.

Champasack Province is located in the Southern part of Laos, covering an area of 15,415 square kilometres (5,952 sq. mi) with 10 districts namely Pakse, Sanasomboun, Bachingchaleunsouk, Paksong, Pathoumphone, Phouthong, Champasack, Soukhouma, Mounlapamok and Khong. The province bordered by Saravane province to the north, Sekong province to the northeast, Attapeu province to the east, Cambodia to the south, and Thailand to the west. The Mekong River forms part of the border with neighboring Thailand and contains Si Phan Don (Four Thousand Islands) in the south of the province, on the border with Cambodia. The provincial capital is Pakse, located at the confluence of the Mekong and the Sedon Rivers. As of the 2015 census, the province had a population of 694,023 people, and most of them settle along the bank of Khong Se Don River.

2.2. Weather

Laos Climate can be described as tropical monsoon climate. It is characterized by strong monsoon influences, has a considerable amount of sun, a high rate of rainfall, and high humidity that makes it sometimes feel quite uncomfortable. Regions located near the tropics and in the mountainous regions have a slightly cooler, more temperate climate.

Weather system in Lao PDR consists of a dry season (October to late April) and a wet season (May to late September). The annual average temperature ranges from 22°C to 27°C year-round, and it can peak at 35°C in the dry season. The end of October marks the change from the wet to the dry season in Lao PDR, meaning that the chance of rain is minimal for the next five months.

In particular, in Pakse, Champasack province, an average temperature is likely to be around 26°C /78°F, but could peak at 31°C/87°F or dip down to 21°C/69°F occasionally. The average amount of rain expected is approximately 30 millimetres (1.2 inches) across an average of 5 days. This gives the probability of rain on any 1 day during November of around 17%.

2.3. Time Zone

Lao PDR Standard Time is 7 hours ahead of **Greenwich Mean Time** (GMT+7)

2.4. Banking Facilities and Currency

Several ATMs are available in the main towns of Champasack province particularly in Pakse and Credit cards (VISA, AMEX and Master Card) are merely accepted at a few hotels, vendors and restaurants.

The local currency of the Lao PDR is called Kip. Currency exchange is available at airports, local banks and exchange bureaus. The current exchange rates as at 24th October is 1 US\$ = 8,323 Kip, 1 Euro = 9,771 Kip and 1 Baht = 252.62 Kip. For more information on exchange rate, please visit: <http://www.bcel.com.la/bcel/exchange-rate.html?lang=en>

2.5. Medical Facilities

Currently, Champasack province has two key standard medical facilities: the Champasack Provincial Hospital and the International Hitech Poly Clinic Champasack. They are available for appointments and admission.

Delegates are advised to take precautions against mosquito bites to protect themselves from Malaria and Dengue fever.

Champasack Provincial Hospital

Address: Route 1, Ban Lakmeuang, Pakse District, Champasack Province, Lao PDR

Telephone: +856-31-212018 or 252173

Mobile: +856-20-2226-3008

International Hitech Poly Clinic Champasack (adjacent to the public hospital)

Address: Route 1, Ban Lakmeuang, Pakse District, Champasack province, Lao PDR

Telephone: +856-31-214712

Head of marketing office: +856 20 5688 4094

Email: ihpc_lao@yahoo.com

2.6. Tourist Sites

Wat Phu (or Vat Phou) UNESCO World Heritage Site in Champasack:



Wat Phu (meaning ‘mountain temple’), is situated on a hillside and offers stunning views over the surrounding land and Mekong River. Visitors who appreciate art and history will be amazed by the magnificent workmanship in this ruined Khmer temple complex in the form of temple pillars, Barclays, lintels, pediments, terrace, courtyard, walls, doorways, sanctuary, shrine, library and palaces. There is also a natural spring that is believed by locals to emit holy water.

Older than the great temple complex at Angkor Wat in Cambodia, Wat Phu was named a World Heritage Site by UNESCO in 2002.

Wat Phu is considered one of the oldest archaeological sites in Laos. One temple in the site was constructed around the 5th century but most buildings found in the complex are from the 11th to 13th centuries. Like other notable Khmer architecture in Southeast Asia, it was constructed using sandstone, laterite and bricks.

4,000 Islands in Champasack Attractions:



Known also as ‘Si Phan Don’, the Four Thousand group of small islands are dotted across the Mekong. The southern islands of Don Dhet and Don Khong are the two most visited as the remaining majority stay wild and uninhabited, largely due to their minute size. Both islands are situated close to the Cambodian border and as such provided a vital connection between Saigon and Laos during the French Colonial times when a railway was built to connect the two sides.

Don Dhet is the most laid back of the two, although it has some bars and restaurants, Don Khong is the biggest and easier to reach with plenty of secluded beaches, rice fields and small villages to discover along with some very old temples.

There are some interesting rapids and waterfalls close to the Cambodian border including rapids and Khon Pha Pheng Falls that is rumoured to be the biggest in Southeast Asia, plus a chance to see the famous Irrawaddy dolphins. The islands are best visited from November to January. March through to May brings very hot dry weather whilst the monsoon rains beat down and wash out the small roads from June to October.

Bolaven Plateau & Tad Fane Waterfall Champasak Attractions:



Bolaven Plateau in southern Laos is famous for its great scenery, ethnic villages and unexplored corners. It's probably best known for being home to some of Southeast Asia's most spectacular waterfalls including Tad Fane and Dong Hua Sao (aka Taat Fang). The plateau's elevation ranges approximately from 1,000 to 1,350 metres above sea level and here the weather in general is milder than the rest of the country, getting cool, especially at night.

Its fertile plains allow farmers to produce some of the best tea and coffee in the country (coffee remains Laos' biggest agricultural export.) Tourism has become another important source of income for locals as the area has almost unlimited trekking and daytrip opportunities.

The impressive Tad Fane twin falls thunder over 100 metres down the steep cliffs into a gorge, located a few kilometres west of Paksong Town, Champasak Province. The scenic rainforest spot is part of a big national park where wild animals live, including leopards, tigers, elephants and monkeys. Hornbills are among the 300 bird species found in this area.

2.7. Emergency Numbers

Fire: 190 Police: 191 Ambulance: 195

2.8. For more information on all logistic matters, please contact:

Overall issues about the meeting:

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Meeting Venue, photography and media:

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Invitations, nametags, name stands and banners:

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Meeting Documents:

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Meals, dinner reception, Baci ceremony and traditional performance:

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Tel: +856-21-219114

Mobile: +856-20-2935-1803

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Security and medical facilities:

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LAO PEOPLE'S DEMOCRATIC REPUBLIC

Peace Independence Democracy Unity Prosperity

The 2017 Round Table Implementation Meeting 22-23 November 2017
 KM 4 Provincial Convention Center (Sa Mo Sorn Lak 4)
 Pakse district, Champasack province, Lao PDR

Annex 1: Registration Form

Name and Surname : Mr./Ms.	
Position	
Organisation	
Contact Numbers	
Email	

Please kindly mark ✓ in the boxes below to indicate your preferred options:

1. **Parallel panel discussions on the morning of 22nd November 2017**
 - Preparatory consultations of LDC Graduation & SDG Integration
 - Realizing quality private sector investment for development
 - Investment in skills and labour force for human development
 - Enhancing south-south cooperation and triangular cooperation: “Institutional Arrangement for Effective Development and Monitoring”

2. **Field visits to development projects**
 - Yes
 - No

3. **Accommodation**
 - Champasack Grand Hotel
 - Arawan Riverside Hotel
 - Self-reservation
 - Reservation by the meeting organising committee, please specify your room category :

 - Other hotel :

4. **Baci Ceremony and Dinner Reception**
 - Yes
 - No

Please return this completed form to our RTP Secretariat by 10th November 2017 at the latest via:

E-mail: rtpsecretariat@gmail.com; sengaphonesilaphet@yahoo.com; and anouluck856@yahoo.com

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