



**13th REGIONAL
STAKEHOLDER FORUM**
5 October 2023, Luang Prabang, Lao PDR



Logistics Note

1. General Information

The 13th Regional Stakeholder Forum (RSF) will be organized in the charming World Heritage Site, Luang Prabang Province of Lao PDR. The Forum will be a full-day meeting starting from 8:30-17:00 hours on 5 October 2023 at **Pullman Hotel Luang Prabang**. The forum hall which it's called "Nam Khong Ballroom" is located on the 1st floor, where all sessions will be held, including a buffet lunch and tea/coffee break.

The Forum will broadcast live on all the MRC's social media platforms, including Facebook, Twitter, LinkedIn and YouTube.

Language: English will be the main communication medium of the Forum. But translation into riparian languages will also be provided to those who have indicated the need for one.




2. Entering Lao PDR

The Lao Government announced that travellers entering Lao PDR will no longer need to show any COVID-19 vaccination certificate or undergo any test or quarantine upon arrival in the country.

Do you need a visa to enter Lao PDR?

In entering Lao PDR, one of the first questions you may need to ask yourself is whether you need a visa. The answer in most cases is "Yes." You need a visa unless you are from a visa-exempt country (Cambodia, Thailand, Viet Nam and so).

Please check with the nearest Lao PDR Embassy or your travel agent to see if you need a visa or what requirements you may need to fulfill. Participants are responsible for arranging their visas.

 Information about Visa on Arrival	 Information about e-Visa	 Information about Visa exemption
➤ https://www.visalaos.com/visa-on-arrival	➤ https://laoevisa.gov.la/info ➤ Apply: e-Visa	➤ https://immigration.gov.la/visa-exemption

3. Forum Venue

Where will the 13th MRC RSF take place in Luang Prabang, Lao PDR?

[Pullman Luang Prabang](#) – this is where we will host the forum.

How can you find the hotel?

Ban Pong Wanh, 06000 Luang Prabang, Lao PDR

Tel: (+856) 71 – 211 112

Website: www.pullman-luangprabang.com

On Google Map: <https://goo.gl/maps/TSazxZCZuf8Zm4Cm9>

4. Transportation

4.1. Travelling to Luang Prabang

You're recommended to organize your ground transportation on arrival and departure days.

- If you arrive at Luang Prabang International Airport, the main taxi/van counter is on your left when you exit through the door on the first floor of the terminal building. Taxi/Van is available at the airport. The fare to most hotels in the town (including the meeting venue) should be around 200,000 Lao kip or 10 USD.
- If you arrive at the Luang Prabang Railway Station, the main taxi/van counter is downstairs when you exit the terminal building. Taxi/Van is available at the station. The fare to most hotels in the town (including the meeting venue) should be around 300,000 Lao kip or 15 USD.
- With the new Laos–China Railway (LCR) in service, you can conveniently take the train from Vientiane to Luang Prabang and vice versa. From Vientiane Capital, it takes approximately 2 hours to Luang Prabang. The Lao–China Railway train operates daily, with the fares ranging from 195,000 kip (10 USD) to 813,000 kip (41 USD) from an ordinary class to a business class depending on availability.
- The LCR application is available for download from the [Apple](#) and [Google](#) Apps stores. SMS verification of a Lao phone number is required for user registration. This application can be used only after arriving in Laos.



Some popular Lao phrases on taxi/van: Sabaidee (Hello), Liaw Khua (Turn Right), Liaw Zai (Turn Left), Pai Seu (Go Straight), Liaw Kub (Go back), Thee Yuu (Address), Thao Dai (How Much), Kob Chai (Thank You), La Kone (Bye).

4.2. Travelling on the event/Forum day

To assist you on the day (**5 October**) from the city centre to the Forum venue and vice versa, the MRC Secretariat has arranged some ground transportation. Please observe the time and pick up location below.

- ❖ **Pick-up point (meeting point):** Joma Bakery Cafe, Chaofa Ngum Rd, Luang Prabang (check location here: <https://maps.app.goo.gl/DT6TFGHv8ZDA7AZ29>)
- ❖ **Pick-up time: 07:45 am** (vans/tuk tuk will leave at this time)
- ❖ **How many rounds?** There will be ONLY one round of pick up. If you like to use this service, please be at Joma on time.
- ❖ Please look for the sign below that will be placed in front of Joma.



- ❖ **Sending off:** Transportation to send you back to Joma from Pullman Hotel will be at **17:00** or after the Forum ends. There will also be one round.

Note that it takes approximately 10 min to travel to Pullman from Joma.

5. Accommodation

All participants are responsible for arranging their preferred place of stay during the event. This includes making reservations that are now easily available through booking applications like www.booking.com or www.agoda.com.

But what are some of the hotel options you can pick from?

Consider the following if you don't know where to stay yet.

🏠 **Avani Hotel (10 mins drive to the meeting venue)**
Address: Setthathirath Road, Ban Hua Xieng, Luang Prabang
Tel: +856 71 262 333
E-mail: avanipus.luang.prabang@avanihotels.com
Website: www.avanihotels.com

🏠 **Houngvilai Hotel (11 mins drive to the meeting venue)**
Address: Kitsalat Road, Luang Prabang
Tel: +856 71 212 111, +856 20 5256 6356
E-mail: info@houngvilaihotel.com
Website: www.houngvilaihotel.com

🏠 Villa Pumalin Hotel (11 mins drive to the meeting venue)

Address: Ban Hoxieng, Luang Prabang

Tel: +856 20 5787 7501

E-mail: pumalinguesthouse@gmail.com

Website: www.villapumalin.com

🏠 Indigo House Hotel (10 mins drive to the meeting venue)

Address: Ban Pakham, Luang Prabang

Tel: +856 71 212 264, +856 20 5666 3408

E-mail: info@indigohouse.la

Website: www.indigohouse.la

6. Contact Information

Can't find what you're looking for?

Do let us know, we're here to help.

Name	E-mail	Supporting issues
Mr Santi Baran	santi@mrcmekong.org	Programme leader
Mr Sopheak Meas	sopheak@mrcmekong.org	Programme co-leader
Ms Malinya Phetsikhiaw	malinya@mrcmekong.org	Logistics coordinator
