

1 July 2026

ADMINISTRATIVE INFORMATION

For Delegates

Third Review Conference of the Convention on Cluster Munitions (3 RC-CCM)

Date: 14-18 September 2026

Venue: Vientiane Capital

&

High-Level UXO Field Visit, 13 September 2026

Venue: Luang Prabang Province (Lao PDR)

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Administration Information

The Lao People's Democratic Republic is honored to host the Third Review Conference of the Convention on Cluster Munitions. The Conference will comprise two components: the formal meeting and a field visit. The formal meeting will be held in Vientiane Capital from 14 to 18 September 2026, while the field visit will take place in Luang Prabang Province on 13 September 2026.

Review Conference and Field Visit Arrangements

Meeting Venue

The meetings in Vientiane Capital will be held at the following venue:

Lao National Convention Centre

Map direction



Address: [K.M.6, Kaysone Phomvihane Avenue](#)
[Vientiane Capital, Lao PDR](#)

Tel/Mobile: (+856-20) 5560 8572

Meeting Room: Plenary

Conference Registration and Accreditation

- All members of official delegations, including support staff, security personnel, special guests, and representatives of media, will be accredited and issued photo identification badges. These badges must be worn at all times while accessing the conference venue.
- **Online Registration:** All participants are requested to complete their registration through the official conference registration platform www.ccm3rc.gov.la from 2 to 31 July 2026.
- **Official CCM Delegates:** All States Parties and other States participating as observers are requested to use [e- deleGATE](#) to register their delegation members for the Third Review Conference through **the e-List of Participants module**. Delegations are also required to upload their Note Verbale to UNODA via [e- deleGATE](#), making use of the e-List of Participants module. Any changes in the composition of delegations should be updated using the same module. It is essential that the names of all delegates who register in the e-deleGATE platform also appear on the Note Verbale submitted by the respective delegation.

IMPORTANT NOTICE: All official CCM Delegates **must** complete a dual-step registration process:

1. Register online via the official platform at www.ccm3rc.gov.la
2. Upload their Note Verbale to UNODA through the **e-deleGATE** portal.

- Should a delegate registered in the e-deleGATE platform not appear on the Note Verbale submitted by your State/Organization as part of the delegation's composition, the delegate will not be registered and included in the List of Participants.

All delegations with access to e-deleGATE through their Geneva Missions are encouraged to use it and upload their Note Verbale in Word format.

Delegations outside Geneva are kindly requested to submit their participation through their Geneva Missions whenever possible. Notes Verbales sent by email will be accepted only in exceptional circumstances, and only if delegations do not have access to e-deleGATE through their Geneva Missions. In such cases, they may send their Note Verbale in Word format to ccm@un.org

The International Committee of the Red Cross (ICRC), the International Federation of the Red Cross and Red Crescent Societies (IFRC), the Cluster Munition Coalition (CMC), and the Geneva International Centre for Humanitarian Demining (GICHD) are also requested to register their delegations on [e-deleGATE](#).

The United Nations, other international organizations or institutions, regional organizations and relevant non-governmental organizations may attend the meeting as observers. A letter or Note Verbale in word format should be addressed to the UNODA stating the organization's interest in participating in the meeting and listing the names and titles of the members of the delegation and transmitted their Notes Verbales via e-mail to ccm@un.org. The head of delegation should be clearly indicated. Observer status is granted by the decision of the Meeting which will consider and decide on these requests for observer status at its opening session on 14 September 2026.

All initial registrations on [e-deleGATE](#) should be completed before **31 July 2026**. For any questions concerning registration, please contact ccm@un.org

Please note that all Notes Verbales should be addressed to the United Nations Office for Disarmament Affairs (UNODA). If you encounter any issues accessing the e-deleGATE platform to register your delegation, please email your registration and include a brief description of the issue to UNODA at ccm@un.org, with the ISU copied at info@cmconvention.org.

- **For Guests of the Presidency:** Online registration via www.ccm3rc.gov.la and send the Note Verbal the composition of delegation to Ministry of Foreign Affairs of the Lao PDR is sufficient.
- **Any modifications** to the composition of delegations must be communicated to the Secretariat via email **no later than 15 August 2026**.
- **Badges** will be distributed at the hotels where delegates are staying by designated liaison officers and will also be available at the conference venue with the assistance of liaison officers stationed on-site.

Conference Documentation

Official Conference documents, including the provisional agenda, programme of work, draft documents, and other relevant materials, will be made available electronically through the Conference website and the Convention on Cluster Munitions website <https://www.clusterconvention.org/third-review-conference-3rc/>. Delegations are encouraged to consult these platforms regularly for updates and newly uploaded documents.

Speakers List and Statements

Delegations wishing to deliver Statements during plenary meetings are kindly requested to inform the CCM Implementation Support Unit at info@cmconvention.org for inscription on the speakers' list, indicating the agenda item(s) they wish to intervene.

Delegations are encouraged to submit electronic copies of statements in advance for interpretation purposes and, where appropriate for publication on the website of the Convention on Cluster Munitions at www.clustermunition.org/third-review-conference-3rc/ and on the United Nations Office for Disarmament Affairs Meeting Place website at <https://meetings.unoda.org>

Languages and Interpretation

English will serve as the primary working language of the Conference. Simultaneous interpretation into the six official languages of the United Nations (Arabic, Chinese, English, French, Russian, and Spanish) will be provided during plenary meetings.

Protocol for Courtesy Calls and Bilateral Meetings

An online application form will be made available on the Conference website (www.ccm3rc.gov.la) to enable delegations to:

- Provide information regarding visiting ministers and other high-level officials;
- Request courtesy calls and bilateral meetings
- Apply for exhibition space.

The information provided will assist the host Government in coordinating protocol and logistical arrangements in a timely manner.

A dedicated Secretariat Team will be established to support participating delegations in arranging bilateral meetings and facilitating protocol requirements for ministers and other senior officials.

In line with standard logistical arrangements, the following protocol measures will be put in place:

- **Courtesy and protocol services:** Designated liaison officers will be assigned, as appropriate, to assist ministerial delegations and high-level officials throughout the visit.

- **Bilateral meetings:** Dedicated meeting rooms and scheduling assistance will be provided through the Bilateral Arrangements Team.
- **Exhibition:** Exhibition space will be available at the Conference venue, for participating States and partners wishing to showcase relevant projects, technologies, and achievements. An online application form will be made available for interested participants. Further details will be circulated in advance of the Conference.

Side Events

Delegations and partners are encouraged to organise side events on topics relevant to the objectives of the Convention and the Conference. A CCM ISU online application form will be provided for the submission of side event proposals, which will be reviewed by the Implementation Support Unit in coordination with the Presidency.

Further information, including timelines, submission procedures, and contact details, will be made available on the official website www.ccm3rc.gov.la and the Convention on Cluster Munitions website at www.clustermunition.org/third-review-conference-3rc/

Meals and Refreshments

Participants are responsible for arranging their own meals and refreshments. A number of cafés and food outlets will be available at the Conference venue.

Conference Venue Facilities

To support and accommodate delegates throughout the event, a dedicated service hub has been established at the conference premises. The following facilities and amenities are available on-site:

- **High-Speed Wi-Fi:** Complimentary wireless internet throughout the venue.
- **Prayer / Meditation Rooms:** Quiet spaces designated for spiritual or religious needs.
- **Medical Center:** A fully equipped first-aid station with professional medical staff on duty.
- **Eco-Friendly Hydration Stations:** Water-filling stations paired with reusable or biodegradable cups to eliminate single-use plastics throughout the venue.
- **Banking & Currency Exchange:** Automated teller machines (ATMs) and foreign exchange services.
- **Catering & Dining:** A variety of food and beverage options, including lounges and coffee stations.
- **Travel & Concierge Desk:** Assistance with local transportation, flights, and tours.
- **Information & Registration Desk:** A central point for badge inquiries, lost and found, and general venue directions.
- **Local Product Shops:** A dedicated retail area is available on the conference premises, featuring artisanal textiles, traditional handicrafts, and premium local products

Field Visit

- On 13 September 2026: Participants will have the opportunity to gain first hand insight into the implementation of survey, clearance, and risk education activities in Luang Prabang Province as well as to explore the UXO Lao Visitor Centre.
 - Registration for the field visit is integrated into the main conference registration portal. At the end of the form, indicate your intent to join the field visit by selecting "Yes" or "No".
 - If choosing "No": The system will immediately finalize and submit your standard conference registration.
 - If choosing "Yes": Additional logistical options will appear.
 - **Registered delegates participating in the field visit will be offered transportation between Vientiane (VTE) and Luang Prabang (LPB) via the Lao-China High-Speed Railway**, arranged by the Lao Government at no cost. Delegates may alternatively arrange their own travel to Luang Prabang, including by air. Participants choosing this option are responsible for all associated arrangements and costs and should ensure arrival at the designated assembly point in accordance with the schedule communicated by the organising team. Further details will be provided at the official website.
 - **Estimated travel times:**
 - **Vientiane to Luang Prabang by train:** approximately 2.5 hours
 - **UXO Lao Visitor Centre from LPB train station:** 30–45 minutes
 - **Operational site from LPB city centre:** 30–45 minutes.
 - There will be three options available on the registration portal: **Clearance & Demolition, MoRE & Victim Assistance**, and **Post-Clearance Activities**.
 - While we will try to accommodate everyone who registers, if an activity exceeds capacity, selection will be based on a quota of **1 to 3 persons per delegation**.
 - **Tentative Agenda:**
 - **08:00 AM** – Depart from Vientiane
 - **Morning/Afternoon** – Observe the selected activity & enjoy a tour of the World Heritage town
 - **05:00 PM** – Return departure
-

Travel and Accommodation

Accommodation

International delegates are encouraged to book accommodation at the Government-designated hotels. These hotels have been identified to facilitate transportation arrangements, security coordination, and the dissemination of conference related information.

Special Conference rates and booking arrangements have been negotiated with the designated hotels and are provided in the annex to this document.

Transportation

a) Transport for Heads of Delegation

The host Government will provide official transportation including protocol arrangements as appropriate, for Heads of Delegation at ministerial level and above, in accordance with established protocol practices and the level of representation.

- Heads of Delegation at the ministerial level and above will be provided with official vehicles and a motorcade for the duration of their stay.

Delegations requiring additional vehicles or transportation services beyond those provided by the host Government will be responsible for making their own arrangements and covering any associated costs.

b) Transport for Other Delegates

The host Government will provide shuttle services between Wattay International Airport (Vientiane Capital) and the designated hotels for senior officials and registered delegates.

Regular shuttle services will also be provided between designated hotels and the Conference venue throughout the Conference period.

Delegates will be required to display their accreditation badges when using official shuttle services.

Delegates choosing to stay at hotels other than those designated by the host Government are responsible for arranging their own transportation to and from the designated hotels or official shuttle pick-up points.

Visa Application and Travel Insurance—Before Arrival and Departure

Visa Application

- a. The Government of the Lao People's Democratic Republic will facilitate visa, entry, and exit procedures for duly registered participants. Requiring visas to enter Lao PDR.

Visas and entry permits, where required and subject to applicable national regulations, will be issued free of charge and in processed on an expedited basis.

Information on visa application procedures, requirements, and deadlines is available at the official Conference website: www.ccm3rc.gov.la

b. All delegations are requested to submit their delegation lists as early as possible to support visa processing, accreditation, protocol arrangements and transportation planning the list should include the full name of each delegate as it appears in their passport, passport type, and passport number. Delegation lists submitted during the registration process will be used to support and facilitate the issuance of visas.

c. During the online registration process, delegates will be prompted to indicate whether their passport requires a visa to enter the Lao PDR based on their nationality. If a visa is required, delegates must specify their preferred issuance method—either through Lao Diplomatic and Consular Missions abroad or as a Visa on Arrival

d. Delegations are strongly encouraged to submit visa applications at least three weeks prior to the Conference. Applications received within this timeframe will be processed on a priority basis. Upon receipt of the delegation lists, the competent authorities will issue an official note to each delegation to facilitate travel. Delegates may be required to present this document to airlines and immigration authorities upon departure and arrival.

e. For participants unable to obtain visas prior of travel, visa on arrival arrangements will be available for the duration of the Conference. Delegation lists submitted during the registration process will be used to support and facilitate the issuance of visas on arrival.

f. Dedicated immigration counters and expedited processing arrangements (specific lanes) will be established at the port of entry.

g. Passports must be valid for at least six (6) months beyond the date of entry into the Lao People's Democratic Republic and shall be in good condition with no torn or ripped, missing page, water damage or showing any sign of tampering.

h. Any exit formalities required under applicable national regulations will be facilitated by the relevant authorities.

i. General information on visa exemptions is available at:

<https://immigration.gov.la/en/visas>

Travel Insurance

Delegates are strongly advised to obtain comprehensive travel and medical insurance covering medical expenses, travel disruption, extended stays, cancellation, personal liability, loss of personal property, and other unforeseen circumstances.

Arrival and Departure Information

E-Card (Lao Digital Immigration Form – LDIF)

All participants entering Lao PDR are encouraged to complete the required arrival and departure registration procedures prior to travel. A digital arrival form (**LDIF**) is available and can be submitted **three days prior to entry/exit from the country**.

International checkpoints:

- Wattay International Airport (Vientiane Capital).

- Luang Prabang International Airport (Luang Prabang Province).
- Pakse International Airport (Champasack Province).
- Lao–Thai Friendship Bridge 1 (Vientiane Capital).

LDIF has been introduced to streamline border procedures. Travellers are encouraged to complete the e-card prior to arrival/departure.

- Can be completed within 3 days before arrival or departure
- Free of charge
- Accessible via the LDIF website or QR code.
- For further information: <https://www.immigration.gov.la>.

E-arrival Registration:

- <https://immigration.gov.la/en/registration/arrival/arrival-info>



E-Departure Registration:

- <https://immigration.gov.la/en/registration/departure/departure-info>



Recommended Dress Code and Items to Prepare

Dress Code

- **Meetings/Workshops:** Official suit, uniform, formal lounge suit, or national dress (for opening); smart casual attire for working sessions
- **Reception / Networking Dinner:** Smart Casual attire

- **Field Visit (Luang Prabang):** participants are encouraged to bring:
 - Lightweight/breathable clothing (cotton/linen) suitable for warm weather.
 - Light jacket for cooler mornings/evenings
 - Comfortable walking shoes (sneaker or training shoes)
 - Hat/cap and sunglasses
 - Optional scarf/mask (for haze)
 - Umbrella or light rain jacket

Sun & Heat Protection

Participants may wish to bring:

- High-SPF sunscreen for strong UV exposure.
- Refillable water bottle to stay hydrated in warm, dry conditions.
- Lip balm to prevent dryness.

Health & Safety

- Basic personal medication and a small first-aid kit.
- Insect repellent, especially if working near rural or vegetated areas.

Work and Travel Essentials

- Notebook or field tablet, protected with a case (dry yet dusty conditions possible).
- Portable charger/power bank.
- Light rain protection (compact umbrella or poncho) — rarely needed, but useful due to occasional showers in Vientiane.

Secretariat Team

For any information regarding the meeting arrangement and site visit, delegates may contact the following:

Dio1.mofa@gmail.com / venephet@mofa.gov.la / venephet.PLT@gmail.com

Registration Online Access Support:

1. Mr. Souliyong SO-INXAY: souliyong.snx@gmail.com / souliyong@mofa.gov.la
M: +856-20-22808489
2. Ms. Chanthana Sengthong: ChaSen851@npaid.org
M: +856-20-52478988

General Administrative and Logistic Supports (Hotel, transportation)

1. Ms. Soudachanh DAROUNPHAN: soudachanh@nra.gov.la
M: +856-20-59191498
2. Ms. Vilatda Siphanhxay: ViLSip168@npaid.org
M: +856-20-56965246

Field Visit Support:

1. Mr. Panya NHOUVANNASACK: panya@nra.gov.la

M: +856-20-58148756

2. Mr. Sokniranh PHETRASY: sokniranh.prs@gmail.com / sokniranh@mofa.gov.la
M: +856-20-76693919

VISA Support:

1. Mr. Thanthiva AKKHARATH: thanthivaakk04@gmail.com /Thanthiva@mofa.gov.la
2. Mr. Bountoula PHANDANOUVONG: peterpdnv3456@gmail.com

NRA Mine Action Programme Technical Support:

1. Ms. Viengdalat Somphet: viengdalatsomphet@gmail.com
M: +856 20 23112272
2. Ms. Chanthana Sengthong: ChaSen851@npaid.org
M: +856-20-52478988

General Information About Lao PDR

History

Laos has a long, rich history influenced by early settlement, Indian cultural influence, and Khmer rule. The Lao people established the Kingdom of Lan Xang in 1353 under Fa Ngum, unifying much of modern-day Laos. After fragmentation into separate kingdoms and later French colonisation, Laos eventually achieved full independence in 1954. In 1975, the Lao People's Democratic Republic was established following the rise of the Pathet Lao.

Geography

Laos is a landlocked Southeast Asian country covering 236,800 sq km. About 70% of the terrain is mountainous, intersected by highlands and plateaus. The Mekong River forms much of its western border. The climate follows a tropical monsoon pattern with distinct wet and dry seasons.

Weather (September)

In mid-late September, both Vientiane and Luang Prabang are generally hot and humid, with daytime temperatures around 29–33°C and periodic rain showers typical of the rainy season, though rainfall gradually decreases toward the end of the month.

Vientiane Capital

The weather is typically hot and humid (around 30–33°C), with frequent rain showers, particularly in the late afternoon or evening, as September remains part of the rainy season.

Further info on the weather forecast and local time in Vientiane Capital can be found [here](#).

Luang Prabang Province

Conditions in Luang Prabang are slightly cooler than Vientiane (approximately 29–31°C), with moderate rainfall that gradually decreases toward the end of the month. Short, heavy showers may still occur.

Currency

- Official currency: Lao Kip (LAK)
- Exchange recommended upon arrival
- Credit cards are accepted in many major hotels, restaurants and shops in Vientiane (with possible fees)
- Cash recommended, especially for smaller businesses/suppliers and rural areas.
- Exchange counters/shops are widely available and accessible.

Language

Lao is the official language.

Electrical Outlets

Laos uses a mix of five plug types: A, B, C, E, and F. This means outlets may look different from place to place, many hotels and buildings use universal sockets compatible with multiple plug shapes. However, a **universal adapter** is strongly recommended.

Common types of outlets being used in the country



Voltage & Adapter Advice

- Standard voltage: 230V, Frequency: 50 Hz
- If your device only supports 110–120V (common in the US/Canada), you will need a voltage converter.
- If your charger says “100–240V”, it will work safely with just a plug adapter.

Internet Connection

- Free Wi-Fi is widely available
- Tourist SIMs sold at the airport (cost around USD 10–15)

Safety and Security

Vientiane is generally considered safer than many cities of similar size, but travellers should still exercise caution.

Cultural Etiquette Tips

- Dress Modestly: When visiting temples, cover shoulders and knees; remove shoes before entering sacred areas.
- Show Respect in Temples: Avoid touching Buddha statues and keep a respectful distance.
- Use Both Hands: When giving or receiving items, using both hands is seen as polite.
- Avoid Public Displays of Affection: Lao culture is conservative; such displays are discouraged.
- Ask Before Photographing People: Always seek permission, especially in rural or religious areas.

Emergency Numbers

In case of emergencies, Vientiane Capital:

- Ambulance: 1195
- Fire (24hr): 1190
- Police (24hr): 1191
- Tourist Police: 1192
- Emergency Rescue (24hr): 1624 and 1625

Annex A: Accommodation List in Vientiane Capital

The organising team is pleased to inform you that the hotels listed below offer special rates for delegations attending related activities of the third Review Conference of the Convention on Cluster Munitions (CCM) to be held in Vientiane Capital, available from now until September 2026.

To reserve a room, please contact the designated reservation email and the CC addresses listed in the table below. Delegates are highly recommended to indicate “**3RC-CCM Delegation**” in the subject line of your email message.

In addition, please note that room reservations are processed on a first-come, first-served basis and are subject to room type availability.

Please find the special room offers in the table below and feel free to manage your room reservations with your selected hotel accordingly.

No./ Hotel	Hotel/Room Type	Net Price/ Room/Night (USD)		Note	Focal Contact for Reservation
		One Pax	Two Pax		
1. Amari Hotel					
Address: Chao Fa Ngum Road, Wat Chan Village, Chanthabuly District, Vientiane Capital, Lao PDR Telephone: (+856) 21 618 123 Website: www.amari.com/vientiane					
	1	Deluxe City View	\$ 90	All rooms include breakfast	Reservation email: niphon.mynoymany@amari.com cc: Thippavanh.vis@amari.com; ranoy.khamvongsa@amari.com; avl.sm@amari.com Direct Contact: Niphon Mynoymany (Solo) Position: Assistant Manager, Sales M: +856 20 5255 5959
	2	Deluxe River View	\$ 105	----- Group of 7 rooms and more:	
	3	Junior Suite	\$ 240	- City View: \$80/nigh t/ room (1 pax only) and	
	4	Executive Suite City	\$ 350	- River view: \$90/nigh t/ room (1 pax only)	
	5	Executive Suite Riverview	\$ 365		
2. Crown Plaza and Holiday Inn Hotel					
Address: 20 Samsenthai Road, Nongduang Nua Village, Sikhottabong District, P.O.Box 4269, Vientiane, 01000, Lao PDR Telephone: (+856) 21 908 888 W: vietiane.crowneplaza.com holidayinn.com					

No./ Hotel	Hotel/Room Type	Net Price/ Room/Night (USD)		Note	Focal Contact for Reservation
		One Pax	Two Pax		
1	Standard Room (King and Twin Room) at Crowne plaza Vientiane	\$ 90	\$ 105	All rooms include breakfast	Reservation email: 1. Crowne Plaza Vientiane: vientiane.reservation@ihg.com 2. Holiday Inn & Suite: hisvte.rsvn@ihg.com Direct Contact for both hotels: Mrs. Phaylin Khounlorvong Position: Cluster Sales Account Manager M: +856 20 9989 3888 E: Phaylin.khounlorvong1@ihg.com
2	Standard Pool View (King and Twin Room) at Crowne plaza Vientiane	\$ 110	\$ 125		
3	Business room (King Bed) at Crowne plaza Vientiane	\$ 245	\$ 260		
4	Standard Room (King and Twin Room) at Holiday Inn & Suite	\$ 75	\$ 85		
5	Premium Room (King and Twin Room) at Holiday Inn & Suite	\$ 90	\$ 105		

3. DoubleTree by Hilton Vientiane

Address: Manthatourath Road, Ban Xieng Ngeun, Chanthabouly District, Vientiane, Lao PDR
Telephone: (+856) 21 457 878 | E: vtevl_info@hilton.com |
Website: Doubletree.com/Vientiane | Facebook.com/DoubleTreebyHiltonVientiane |

1	Standard Guest room	\$ 115	\$ 130	All rooms include breakfast	Reservation email: VTEVL.Reservations@Hilton.com cc: phaykham.keomany@hilton.com Direct Contact: Mr. Phaykham Keomany (Phay) Position: Event Sales Manager M +856 20 8856 3422
2	Guest room with balcony	\$ 135	\$ 150		
3	Executive with balcony	\$ 155	\$ 170		
4	Executive Deluxe Room	\$ 175	\$ 190		
5	Deluxe Suite	\$ 415	\$ 430		

4. Mường Thanh Luxury Vientiane Hotel

Address: Bourichane Road, Phonsinouan Village, Sisattanak District, Vientiane Capital, Lao PDR
Telephone: (+856) 21 21 998 999 - Fax: (+856) 21 996 999 | E: info@vientiane.muongthanh.com |
Website: http://www.muongthanh.com

No./ Hotel	Hotel/Room Type	Net Price/ Room/Night (USD)		Note	Focal Contact for Reservation
		One Pax	Two Pax		
1	Deluxe King		\$ 75	All rooms include breakfast	Reservation email: sales2@vientiane.muongthanh.com Direct Contact: Mr. Ki Phetsenpheng Position: Sales Executive M: (+856) 20 5516 5774
2	Deluxe Twin		\$ 75		
3	Deluxe Family Triple		\$ 105		
4	Executive Suite		\$ 200		
5	Extra bed	\$ 30			

5. SureStay Hotel by Best Western Vientiane

Address: 101 Chaoanou Rd, Watchan Village, Chanthabouly District, Vientiane, Lao PDR
 Telephone: +856 21 249 999; M: +856 20 56859839 W.A | F: +856 21 244 000 | Line ID: surestayvientiane
 Website: www.surestayvientiane.com

1	Superior Room King bed /Twin bed		\$70	Each room includes breakfast for 2 pax for guest stay in the hotel only, guest does not stay in hotel will be an extra charge \$10.00/pax	Reservation email: reservation@surestayvientiane.com CC: sales@surestayvientiane.com Direct Contact: Ms. Monty Bouasavath (Mon) Position: Sales & Marketing Manager M: +856 20 568 59839
2	Deluxe King bed		\$80		
3	Executive room (King bed)		\$90		
4	Suite Room		\$120		
5	Extra Bed		\$30		

6. Le Thatluang Dor

Address: Thatluang Neua, Saysettha, Vientiane, Laos
 Telephone: (+856) 21 417 958-59 | M: +856 20 5217 3369 | E: info@lethatluangdor.com
 Website: www.lethatluangdor.com

1	Deluxe room		\$ 65	All rooms include breakfast	Reservation email: sales@lethatluangdor.com CC: info@lethatluangdor.com Direct Contact: Mr. Manysaeng Myxayyalath Position: Asst. Sales Manager M: +856 20 9833 8820 (Whatsapp) M: +856 20 5217 3369 (Whatsapp and Telegram)
2	Premier room		\$ 80		
3	Premier pool view		\$100		
4	Premier Pool Access		\$ 120		
5	Premier Suite		\$130		

7. Somerset Vientiane (Managed by The Ascott Limited)

Address: Souphanuvong Avenue, Sikhotabong District, P.O.Box: 4793 Vientiane, Lao PDR
 Telephone: (+856) 21 250 888 - Fax: (+856) 21 250 777

No./ Hotel	Hotel/Room Type	Net Price/ Room/Night (USD)		Note	Focal Contact for Reservation
		One Pax	Two Pax		
1	Studio Executive 46 sqm	\$ 55		All rooms include breakfast	Reservation email: sokmany.x@the-ascott.com CC: phet.viengdavanh@the-ascott.com; nilaphay.somchanmavong@the-ascott.com Direct Contact: 1. Mr. Sokmany Xaiydaen Position: Sales Coordinator M: +856 20 5552 4599 2. Ms. Nilaphay Somchanmavong Position: Sales Assistants M: +856 20 7776 3272 3. Ms Viengdavanh Phetboulapha Position: Sales Manager M: +856 20 5551 1541
2	Studio Premier 57 sqm	\$ 60		----- Additional cost is required if you need to add another person.	
3	One-Bedroom Deluxe 72 sqm	\$ 70			
4	One-Bedroom Executive 76.5 sqm	\$ 75			
5	One-Bedroom Premier 96 sqm	\$ 80		Please feel free to contact the hotel directly	

8. SOUPHATTRA HOTEL VIENTIANE

Address: 23 Singha Road, Ban Phonxay, Xaysettha district, Vientiane Capital, Lao PDR
Telephone: (+856) 21 713 555 | E: INFO@souphattra.com | W: <https://souphattra.com/vientiane/>

1	Deluxe Suite King / Deluxe Suite Twine 50 sqm.	\$ 100		All rooms include breakfast ----- Filling in the reservation form is recommended and sending it directly to the hotel -----	Reservation email: phanthaly.eager@souphattra.com Direct Contact: Ms. Phanthaly Vongsili Position: Executive of the Government and the embassy relation M: +856 20 9552 5819 WA: +856 20 2817 7403
2	Premier Suite / 50-52 sqm.	\$ 120			
3	Executive Suite / 74 sqm	\$ 350			
4	Souphattra Suite / 80-83 sqm	\$ 550			
5	Grand Presidential Suite / 148 sqm.	\$ 1,650		Reservatio n Form is available below	

9. Urbanite Hotel

Address: 175 Yokkabat Street, Ban Phonexay, Sayettha District, Vientiane Laos
Mobile: (+856) 20 5858 5802; M: +856 20 78957189 |
Email: urbanite@characterhouse.co Website: <https://www.urbanite.cc/>

No./ Hotel		Hotel/Room Type	Net Price/ Room/Night (USD)		Note	Focal Contact for Reservation
			One Pax	Two Pax		
	1	Deluxe City View	\$ 45			Reservation email: urbanite@characterhouse.co CC: jingky.fnd@characterhouse.co Direct Contact: Ms. Jingky Fernandez Position: General Manager M: +856 20 58585802 M: +856 20 92866286
	2	King Suite With Balcony (9 rooms can set up as twin bed)	\$ 50			
	3	Twin Suite with balcony (can set up as king bed)	\$ 50			
	4	2-bedroom Suite	\$ 90			
	5	Extra bed	\$ 25			
10. Salana Boutique Hotel Address: Chao Anou Rd, 112 Wat Chan Village, Vientiane, Lao PDR Telephone: (+856) 21 254 254 M: (+856) 20 9656 3456 (incl. WA) E: xx Website: www.salanaboutique.com						
	1	Superior Single	\$ 70			Reservation email: rsvn@salanaboutique.com CC: Please insert (if applicable) Direct Contact: Miss. Padthana khonepaserd Position: Reservation Team M: (+856) 20 9656 3456 (incl. WA)
	2	Deluxe Double/Twin	\$ 90			
	3	Suite	\$130			
	4	Salana Suite	\$ 160			
11. Grand Hotel Address: Phonsinuon Village, Sisattanak District, Vientiane, Lao PDR Telephone: (+856) 21 410 275, +856 21 410 276- Fax: (+856) 21410 277 Email: info@grandhotelvientiane.com W: www.grandhotelvientiane.com						
	1	Deluxe Single	\$ 60			Reservation email: info@grandhotelvientiane.com Direct Contact: Ten
	2	Deluxe Double	\$ 65			
	3	Superior Deluxe (Family Room) 2 Adult, 2 Children (Below 06 years old)	\$ 70			
	4	Deluxe Twin	\$ 65			

No./ Hotel	Hotel/Room Type	Net Price/ Room/Night (USD)		Note	Focal Contact for Reservation
		One Pax	Two Pax		
5	Junior Suite	\$ 90			
6	Executive Suite	\$ 100			
7	Extra Bed	\$ 20			

12. Latsavong WandaVista Hotel

Adreess: Unit 23, Avenue Kaysone Phomvihane, Chommany Village, Saysettha District, Vientiane Capital
Lao PDR

T: (+856) 30 99 8888 | E: sales.vientiane@wandahotels.com | W: www.wandahotels.com

1	Deluxe King/Twin Room	\$90			
2	Grand Deluxe King Room Grand Business King/Twin Room	\$120			Reservation email: Sales.Vientiane@wandahotels.com CC: rsvn.vientiane@wandahotels.com Direct Contact: Mr. Sythong BOUNMEEXAY (Tar) Position: Sales Manager M: +856 2094454926, Reservation hotline: +856 030 999 8888 ext. Reservation Department
3	Executive Deluxe King/Twin Room	\$180			
4	Executive Grand Deluxe King/Twin Room	\$210			
5	Deluxe Suite	\$260			
6	Ambassador Suite	\$980			
7	Presidential Suite	\$1,980			

13. Souphattra Heritage Vientiane

Adreess: 140 Watchan Village, Quai Fa Ngum Road, Hom 5, Chanthabouly Destrict, 01000 Vientiane
Capital, Laos

T: (+856) 21 617 111 | E: rsvn@souphattra.com | W: https://souphattra.com/heritage-vientiane/

1	The Heritage	\$125			Reservation email: rsvn@souphattraheritage.com Direct Contact: Mr.Somchai (Jack) Position: FO manager & Combined Reservations department M: +8562056611885
2	Heritage Executive	\$141		A la carte breakfast	
3	Heritage Grand Premier	\$141		Daily replenishm ent of the mini bar	
4	Noble Courtyard Suite	\$172		Welcome fruits in the room	

No./ Hotel		Hotel/Room Type	Net Price/ Room/Night (USD)		Note	Focal Contact for Reservation
			One Pax	Two Pax		
	5	Grand Majestic Suite	\$236		Welcome Drinks	
	6	Souphattra Majestic Suite	\$258		Complimentary hi-speed Wi-Fi is available in all areas within Souphattra Heritage Vientiane	
	7	Souphattra Presidential	\$645			
14. Lao Plaza Hotel						
Adreess: 63 Samsenthai Road, Xieng Ngeun Village, Chanthabouly District Vientiane 01000, Lao P.D.R.						
T: +(856 21) 218800-1 E:reservation@laoplazahotel.com W: https://www.laoplazahotel.com/						
	1	Deluxe room	Single \$70	Twin \$80	incl. breakfast	Reservation email: Salesmgr@laoplazahotel.com
	2	Plaza Suite room	\$200			CC: reservation@laoplazahotel.com
	3	Douplex Suite room	\$300			Direct Contact: Mr. Thongphanh Thavisay
	4	Presidential Suite	\$400			Position: Director of Sales & Marketing M: +856 20 29400026

Annex B: Attractions in Vientiane Capital



COPE Visitor Centre

UXO-related exhibitions.

- **Opening hours:** 08:30–16:00 daily.
 - **Admission:** Free (donations welcome).
 - **From City Center:** 5–10 min walk; 2–4 min taxi
 - **From Presidential Palace:** 5 min walk
- 📍 [Khou Vieng Road, Centre for Medical Rehabilitation](#)

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Maps Directions



Wat Sisaket

Historic temple with thousands of Buddha images.

- **Opening hours:** 08:00–12:00 & 13:00–16:00 daily.
 - **Admission:** 5,000 LAK.
 - **From City Center:** 1.9–2 km; 7 min bus/20 min walk
 - **From Presidential Palace:** Adjacent; 1–2 min walk
- 📍 [Corner of Lane Xang Road & Setthathirath Rd](#)

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Wat Ho Phra Keo/Ho Phrakeo Museum (Haw Phra Kaew)

Historic temple and museum in central Vientiane.

- **Opening hours:** 08:00–12:00 & 13:00–16:00 daily.
 - **Admission:** 30,000 LAK.
 - **From City Center:** 1.8–2 km; 5 min taxi/20–25 min walk
 - **From Presidential Palace:** Immediately adjacent (across the street); 1–2 min walk
- 📍 [Rue Samsenthai, Vientiane](#)

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Pha That Luang Vientiane (Golden Stupa)

National symbol and revered Buddhist monument.

- **Opening hours:** 08:00–12:00 & 13:00–16:00 daily (varies by season)
 - **Admission:** typically 10,000 LAK (foreigners)/3,000 LAK (Lao)
 - **From City Center:** 4.7–5 km; 5 min taxi / 57 min walk.
 - **From Presidential Palace:** 4–5 km; 5–7 min taxi.
- 📍 [That Luang Road, Vientiane Capital](#)

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Patuxai Victory Monument

Landmark with Lao architectural motifs.

- **Opening hours:** 08:30–17:00 (weekdays often until 16:30).
 - **Admission:** 3,000–5,000 LAK to climb; park free.
 - **From City Center:** 2.6–3 km; 2–3 min taxi/33 min walk.
 - **From Presidential Palace:** 1.3 km; 10–15 min walk.
- 📍 [Patuxai Park, Lane Xang Avenue, Vientiane](#)

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Buddha Park (Xieng Khuan)

Sculpture garden featuring religious imagery.

- **Opening hours:** 08:00–17:00 daily.
- **Admission:** 60,000 LAK (foreigners)/15,000 LAK (Lao).
- **From City Center:** 24–26 km; 28 min taxi /1 hr bus
- **From Presidential Palace:** ~26 km; 28–30 min taxi

 [Thadeua Road, ~25 km SE of Vientiane](#)

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Lao Art Museum

Modern cultural complex showcasing Lao artistic heritage.

- **Opening hours:** 08:30–16:00 daily.
- **Admission:** 220,000 LAK (foreigners)/100,000 LAK (Lao).
- **From City Center:** 21–23 km; 40-45 min taxi / 1.5 hr bus
- **From Presidential Palace:** ~22 -24 km; 45-55 min taxi

 [Nonsa Art Village in Xaythany District, Vientiane](#)

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Maps Direction



Annex C: Taxi Services

Currently, there are many taxi service providers in Vientiane, however, there are **five major realizable app-based taxi services** that are widely known and used as the following:

App	What It Is	How to Download	How to Register	How to Use	Payment Options	App Download
LOCA 	Leading licensed ride-hailing app widely trusted by locals & tourists.	Search "LOCA – Lao Taxi, QR Payment" in App Store or Google Play.	Register with phone verification; add profile & payment. (Rooming is applicable)	Set pickup & destination → check fare → book → track driver.	Cash, Credit/Debit Cards, LOCA Wallet, Lao QR Payments	 Android  IOS 
Xanh SM Laos 	100% electric taxi service using VinFast EVs; premium & clean.	Search "Xanh SM: Book EV Rides" on app stores.	Register with phone/SMS verification.	Choose pickup → view fare/route → confirm booking.	Cash, bank cards, MoMo, Xanh E-Card.	 Android  IOS 
Flash Delivery / Lao Taxi 	Local 24/7 taxi booking app widely used by residents.	Search "Flash Delivery" on app stores.	Register with phone/SMS.	Enter pickup & drop-off → choose fare → book ride.	Cash; limited in-app options (if available)	 Android  IOS 

KOKKOK Move 	Affordable app with negotiable pricing model & EV tuk-tuks.	Search “KOKKOK Move” in app stores.	Register with phone/SMS.	Set pickup/drop-off → propose fee → choose driver bid → book.	Cash, QR Payment, Kokkok Wallet	 Android  IOS 
Maxim 	Fast app for taxis, motorbikes & deliveries; simple & affordable.	Search “Maxim: Order Taxi & Delivery” in app stores.	Register with phone/SMS.	Enter pickup/drop-off → view fee → book.	Cash; digital payments coming soon	 Android  IOS 

Annex D: Accommodation List in Luang Prabang



Souphattra Hotel Luang Prabang

Address: Souphanouvong Rd, Ban Navienkham, Luang Prabang, Lao PDR

Website: <https://souphattra.com/luangprabang/>

Tel: +856 71 211 222, info@souphattra.com

 [Souphattra Hotel Luang Prabang](#)



Kiridara Luang Prabang

Address: 22, 13 North Road, Naviengkham Village, Luang Prabang, 06000, Laos

Website: <https://souphattra.com/kiridara/>

Tel: [+85620 2926 2211](tel:+8562029262211), SM@kiridara.com

 [Kiridara Luang Prabang](#)



Avani+ Luang Prabang

Address: PO Box 1142, Setthathirath Road, Hua Xieng Village, Luang Prabang 06000

Website: <https://www.avanihotels.com/en/luang-prabang>

Tel: [+856 71 262333](tel:+85671262333), avaniplus.luang.prabang@avanihotels.com

 [Avani+ Luang Prabang](#)



Pullman Luang Prabang

Address: Ban Pong Wanh, 06000 LUANG PRABANG LAO PDR

Website: <https://www.pullman-luangprabang.com/>

Tel: (+856)71/211112, H9112@accor.com

 [Pullman Luang Prabang](#)



La Résidence Phou Vao Luang Prabang

Address: Naviengkham Village, Phou Vao Road, Luang Prabang, Laos 06000

Website: <https://laresidencehotels.com/phou-vao>

Tel: +856 71 212 530, reservation.lp@laresidencehotels.com

 [La Résidence Phou Vao Luang Prabang](#)



U Luang Prabang

Address: Ban Vat Nong, Kounxoau Road Luang Prabang, Laos

Website: <https://www.uhotelsresorts.com/uluangprabang>

Tel: [+85671213368](tel:+85671213368), reserve@uluangprabang.com

 [U Luang Prabang](#)



MyBanLao Hotel

Address: Ban Vat Nong , Kounxoau Road Luang Prabang, Laos

Website: <https://www.mybanlao.com/>

Tel: [+856 71 252 078](tel:+85671252078), [+856 20 59 995 582](tel:+8562059995582), rsv@mybanlao.com

 [MyBanLao Hotel](#)



Rosewood Luang Prabang.

Address: Ban Nadueay Village, Luang Prabang, 06000, Laos PDR

Website: <https://www.rosewoodhotels.com/en/luang-prabang>

Tel: [+856 7121 1155](tel:+85671211155), luangprabang@rosewoodhotels.com

 [Rosewood Luang Prabang](#)

Annex E: Restaurants in Vientiane Capital

Local Lao Cuisine



KuaLao Restaurant

Upscale authentic Lao food

- **Opening hours:** Daily, Lunch: 11:00 - 14:00, Dinner: 18:00 - 22:00.
- **Address:** 134 Samsenthai Road (Near That Dam)
- **Website:** <https://www.kualaorestaurant.com/>

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Maps Directions



Lao Derm Restaurant

Premium traditional Lao & fusion dishes. Elegant modern-colonial setup

- **Opening hours:** Daily, 09:00 - 22:00.
- **Address:** 1st floor 450 Years building, Thongkhankham Village, Chanthabouly District
- **Website:** <https://lao-derm.com/>

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Maps Directions



Tamnak Lao Restaurant

Renowned for authentic Luang Prabang traditional cuisine

- **Opening hours:** Daily, Lunch: 11:00 - 14:00, Dinner: 18:00 - 21:00.
- **Address:** No. 100, 23 Singha Road, Phonxay village, Saysettha district, Vientiane Capital, Lao PDR
- **Website:** <https://tamnaklao.la/>

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Maps Directions



Halal Cuisine



Delhi Durbar Laos

100% Halal Certified Indian cuisine.

- **Opening hours:** Daily, 09:30 - 22:00.
- **Address:** Rue Phonsinuan, Opposite Hotel Grand Vientiane, Near Thai Visa Counselor & Pizza Branch - II 100000 Vientiane, Laos
- **Facebook:** Delhi Durbar

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Maps Directions



Nazim Indian Restaurant

Long-standing Halal restaurant serving Indian, Pakistani, and vegetarian choices.

- **Opening hours:** Daily, 09:30 - 22:00.
- **Address:** Chao Anou Road, Vientiane, Chao Anou Road, Vientiane, Vientiane, Laos
- **Facebook:** Nazim Indian Restaurant

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International/Local&Asian Fusion

3 Merchants (Inside Crowne Plaza Hotel Vientiane)



Award-winning Indo-China fine dining fusion.

- **Opening hours:** Mon - Fri 11:30 - 21:30, Sat – Sun 17:00– 21:30
- **Address:** Building A, 20 Samsenthai Road, Nongduang Nua Village, Sikhottabong District, Vientiane - 01000, Laos
- **Website:** <https://vientiane.crowneplaza.com/3-merchants>

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Khop Chai Deu Restaurant



One of Vientiane's oldest and most iconic multi-level dining venues.

- **Opening hours:** Daily 10:00-23:30
- **Address:** 54 Setthathilath Road (Near Namphou Fountain)
- **Website:** <https://www.inthira.com/restaurants-bars/khop-chai-deu/>

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Senglao Café



A highly creative, premium dining venue decorated with a unique retro-cinema theme.

- **Opening hours:** Daily 11:00-23:00
- **Address:** Naxai Village, Vientiane, Laos
- **Facebook:** Senglao Café

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Amaya Food Gallery (Inside Amari Hotel Vientiane)



Vibrant international live-cooking stations and all-day dining. Great views and western choices.

- **Opening hours:** Breakfast (Buffet): 06:00 to 10:30
Lunch (Buffet / A La Carte / Set Menus): 12:00 to 15:00
Dinner (Buffet / A La Carte / Set Menus): 15:30 to 23:00
- **Address:** Chaofa Ngum Road, Wat Chan Village, Chanthabuly District, Vientiane Capital, Lao PDR
- **Website:** <https://www.amari.com/vientiane/dine/amaya-food-gallery>

Scan Google
Maps Direction



PVO Sandwich and Vietnamese Food



PVO Restaurant serves various kind of Vietnamese Food.

- **Opening hours:** Mon - Sat 06:00 - 15:00, Sun 06:00– 14:00
- **Address:** Kaoyot Village, Vientiane, Laos

Facebook: PVO Sandwich and Vietnamese Food

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Maps Direction



Annex F: Food Delivery Services

There are two major, reliable app-based food delivery services that are widely known and used, as follows:

App	What It Is	How to Download	How to Register	How to Use	Payment Options	App Download
foodpanda 	The leading and most widely used food delivery service in Laos. Supports English and Lao.	Search "foodpanda" in App Store or Google Play.	Register with a phone number or email; verify via SMS. Set your primary delivery address	Select a restaurant → browse menu → add items to cart → check out → track rider in real-time.	Cash on Delivery, Credit/Debit Cards, Lao QR Payments	Android  iOS 
E-GetS 	A popular regional life-service app widely used for food delivery, groceries, and mart shopping. Features strong multilingual auto-translation (English, Lao, Chinese, etc.).	Search "E-GetS" on App Store or Google Play.	Register with a phone number, set up a password, and verify via SMS.	Pin your current location → select "Food" or "Mart" → choose your store → place order and track delivery.	Cash on Delivery, In-App Wallet, WeChat Pay / Alipay, Lao QR Payments	Android  iOS 

Note: Peak Hours: Food delivery times may take longer during lunch hours (11:30 - 13:00), heavy rain, or evening rush hour traffic (17:00 - 18:30). It is recommended to order 30-45 minutes in advance.

Annex G: Banking and Financial Services

The official currency of the Lao PDR is the **Lao Kip (LAK)**. While major hotels and upscale restaurants accept international credit cards, carrying some cash (LAK) is highly recommended for smaller transactions, local markets, and transportation.

1. Currency Exchange Services

Delegates are strongly advised to exchange foreign currencies (such as USD, THB, EUR) only at officially licensed commercial banks or authorized bank exchange booths (available at Wattay International Airport and major commercial banks downtown).

- Official Banking Hours: Generally, Monday to Friday, 08:30 – 15:30.

2. ATM and Credit Card Usage

International Credit and Debit cards (Visa, Mastercard, JCB, and China UnionPay) are widely accepted at major automated teller machines (ATMs) across Vientiane Capital.

Service	Details
ATM Cash Withdrawal	Major local banks like BCEL, LDB, BFL, Maruhan Japan Bank, etc. provide 24/7 ATM services.
Credit Card Payments	Accepted at major hotels, restaurants, and major supermarkets (Visa and Mastercard are the most recognized).

3. Digital E-Wallet for Foreign Delegates (EzyKip App and LOCA PAY)

For delegates who do not hold a local Lao bank account but wish to utilize the highly convenient local QR code payment system, the EzyKip mobile application (**powered by BCEL Bank**) and **LOCA PAY** are highly recommended.

App	What It Is	How to Setup & Use	Key Benefits & Features	App Download
EzyKip 	An official tourist e-wallet app by BCEL Bank that allows foreign visitors to pay via QR code across Laos without needing a local bank account.	1. Download EzyKip from the app store. 2. Register using your international mobile number via SMS verification. 3. Top up the wallet using your home country's credit/debit card (<i>Visa, Mastercard, JCB, UnionPay, American Express</i>).	• Scan to Pay: Effortlessly scan local Lao QR (OnePay) codes at nearly 200,000 merchants nationwide. • 0% Fee Cash Out: Withdraw physical Lao Kip (LAK) from over 400 BCEL ATMs using the app's QR scan feature with zero transaction fees. • Easy Refund: Easily transfer any remaining balance back to your original international bank card upon departure.	Android  iOS 

LOCA Pay



A premium digital payment gateway integrated into the LOCA app, enabling foreign delegates to link international cards directly to the local QR ecosystem.

1. Download the **LOCA** app.
2. Go to the "LOCA PAY" section and register your profile.
3. Securely link your international Credit/Debit card (*Visa, Mastercard, or JCB*). Supports Apple Pay and Google Pay

• **No Stored Balance Needed:**

Automatically charges your linked international card per transaction—no need to top up or hold funds in the app.

• **Transparent Conversion:**

Displays the real-time exchange rate and exact fee before you confirm payment.

Android



iOS

