

ATF GENERAL
INFORMATION

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INFORMATION

ASEAN TOURISM FORUM 2024

QUALITY AND RESPONSIBLE TOURISM –
SUSTAINING ASEAN FUTURE

22 – 27 JANUARY 2024, VIENTIANE, LAO PDR





- **Introduction**

Lao PDR would like to extend a warm welcome to all delegates to the ASEAN Tourism Forum 2024 which will be held on 22 - 27 January 2024 in Vientiane Capital, Lao PDR.

This General Information note provides a comprehensive details on the administrative procedure, meeting logistics, protocol, and requirements for all participants.

We wish all delegates a memorable stay in Vientiane Capital, Lao PDR.



- 1. Meeting Venue and Tentative Program**

- A. Venue**

The ASEAN Tourism Forum (ATF) 2024, the 27th Meeting of the ASEAN Tourism Ministers, the 59th Meeting of the ASEAN National Tourism Organizations (NTOs) and Related Meetings will take place at:

- **LANDMARK MEKONG RIVERSIDE HOTEL**

Don Chan Rd. Thatkao Village, Sisattanak District, Vientiane, Lao PDR

P.O. Box 2365

Tel: (856-21) 266 888

Fax: (856-21) 266 899

Sales Manager in-charge : +85620 5999 9142 (Call, Whatsapp)

Email: reservation@landmarkmekonghotel.com.la

Sales in-charge person: chanthala@landmarkmekonghotel.com.la

- **The ASEAN TRAVEX 2024 Venue is located at the Lao ITECC Exhibition Center**

Address: Kamphengmuang Road, Vientiane Capital City, Laos

Email: seller@atf.travel



Southeast Asia
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ASEAN
LAO PDR 2024
ASEAN : Enhancing Connectivity and Resilience

B. The Secretariat

The Secretariat room is available at the meeting venue, at Landmark Riverside Hotel from 22 - 27 January 2024. Delegations can contact the Meeting Secretariat at:

Ministry of Information, Culture and Tourism of the Lao PDR

Lane Xang Avenue, P.O Box: 3556, Vientiane, Lao PDR.

Phone: (856-21): 212 248

Fax: (856-21): 212 408

Website: www.mict.gov.la

C. Key Contact Point

Official Meetings

1. Mr. Phouthone DALALOM

Phone/Whatsapp: (856-20) 5655 5506

E-mail: secretariatatf2024@gmail.com

2. Mrs. Phonemany SOUKHATHAMMAVONG

Phone/Whatsapp: (856-20) 2366 9662

E-mail: secretariatatf2024@gmail.com

3. Mr. Sounpadith THAMMAVONG

Phone/Whatsapp: (856-20) 2800 8384

E-mail: secretariatatf2024@gmail.com

TRAVEX

1. Mr. Kettasone SOUNDALA

Phone: (856-20) 5569 6795

E-mail: kettasone@live.com

ASEAN Tourism Awards

1. Mr. Vongkeo SIAMPHONE

Phone: (856-20) 9911 8849

E-mail: vongkeosiamphone@gmail.com

2. Ms. Kitouna SANTIVONG

Phone: (856-20) 9556 9264

E-mail: kit24haruka@gmail.com



D. Tentative Program

22 January 2024

- Arrival of delegates
- Registration and Badge collection
- TRAVEX Booth setup

23 January 2024

- The 59th ASEAN National Tourism Organization (NTOs) and Related Meetings (Closed and Consultation Session)
- FATA Meeting
- ASEAN Airline Meeting
- NTOs Media Briefings
- AHRA Meeting
- TRAVEX Briefing
- TRAVEX Booth Setup

24 January 2024

- TRAVEX Day 1
- The 44th ASEAN Plus Three National Tourism Organization Meeting
- NTOs Media Briefings
- TRAVEX appointment session 1 and 2
- ASEANTA Board Meeting
- THE 31st ASEAN-INDIA TOURISM WORKING GROUP MEETING
- THE 14th ASEAN-RUSSIA FEDERATION TOURISM CONSULTATION
- Opening Ceremony ATF 2024

25 January 2024

- TRAVEX Day 2
- TRAVEX appointment Session 3 and 4
- ASEAN Tourism Conference
- The 27th ASEAN Tourism Ministers Meeting (Closed and Consultation Session)
- The 11th ASEAN - India Tourism Ministers Meeting
- Malaysian Night



D. Tentative Program

26 January 2024

- The 23rd ASEAN Plus Three Tourism Ministers Meeting
- The 3rd ASEAN-Russian Federation Tourism Ministers Meeting
- TRAVEX Day 3
- Tourism Minister's Press Conference
- TRAVEX Appointment Session 5 and 6
- ASEAN Tourism Conference
- ASEAN Tourism Awards Ceremony 2024
- Closing Ceremony

27 January 2024

- Departure of Delegates
- Post Tour

The detailed program for the meeting are attached as **Annex A**

2. Arrivals

A. Entry and Visa Requirement

Laos' international border checkpoints have been reopened and foreigners are now allowed to enter and exit Laos with no additional COVID-19 related tests or requirements.

Recently, Laos's visa exemption scheme applies to ASEAN nations (Brunei Darussalam, Cambodia, Indonesia, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam). For international visitors not under the visa exemption policy, visas are available from Lao PDR embassies, online (e-visa), and on arrival. The list of international ports accepting e-visas can be found [here](#) . Furthermore, all visitors entering to Lao PDR must hold valid passport which is validated for at least 6 months.

VIP facilities at **Wattay International Airport** will be extended to ASEAN Tourism Ministers, ASEAN Tourism Minister + 3, ASEAN Tourism Minister-India, ASEAN Tourism Minister-Russian Federation, ASEAN Head of NTOs, ASEAN Secretary General, ASEAN NTOs + 3, India Head of NTO, Russia Head of NTO, UNWTO, ASEAN + 3 Centers. Other Delegates will use normal entry and exit channels.



B. Luggage Tag

All delegates are required to use the luggage tag which can be downloaded via the link (<https://drive.google.com/drive/folders/13ySmEov3ixsYKXoMWHdQs7hktHg4AbtT>) for your convenience.



3. Meeting Venue Facilities

A. Bilateral Meeting Rooms

A Bilateral Meeting Room will be made available at Landmark Riverside Hotel. The room will be operational upon request throughout the meeting dates. Delegations are requested to submit to the ATF secretariat. **Please contact: Mr. Keovichit Chitpanya, WhatsApp: (+85) 620 5413 6065 (keovichit.noy@gmail.com)** and **Ms. Chintana Phomsavanh, WhatsApp: (+85) 620 5413 6065 (chintana6789@gmail.com)**

B. Security Officers and Liaison Officers

The organizing committee will arrange one (1) Personal Security Officer (PSO) and one (1) Liaison Officer (LO) to each ASEAN Tourism Ministers, ASEAN Tourism Minister + 3, ASEAN Tourism Minister-India, ASEAN Tourism Minister-Russian Federation, ASEAN Secretary General. For ASEAN Head of NTOs, ASEAN NTOs + 3, India Head of NTO, Russia Head of NTO, UNWTO, ASEAN + 3 Centers, Liaison Officer will be provided. Kindly check the **Annex D** for Liaison Information by scanning the QR code below:



4. Registration for meeting and awardee

A. Registration for meeting

All delegates are requested to submit their accomplished registration form via the link as <https://forms.gle/2xdVuc3u9KRCc8GT7> before **30 November 2023**. For any further inquiries, please contact the ATF Secretariat via E-mail address: secretariatatf2024@gmail.com

B. Registration for Awardees

All awardees are required to register and submit the nominees for **ASEAN Tourism Awards 2024** (in doc., ppt., pdf. file) via E-mail address: vongkeosiamphone@gmail.com and kindly CC to kit24haruka@gmail.com no later than **30 November 2023**

5. Meeting Arrangement

A. Access to the meeting venue

Delegation's VIP will be provided for ASEAN Tourism Ministers, ASEAN Head NTOs, ASEAN Secretary-General; ASEAN Tourism Ministers + 3, ASEAN Tourism Ministers - India, ASEAN Tourism Ministers - Russian Federation and from China, Japan, Korea, India, Russian Federation, and other partners. All delegations are required to receive the Meeting Badges in front of the meeting room on 2nd floor at Grand Ballroom , Landmark Hotel from 22 January 2024 onwards during 10:00am-17:00pm (please contact your LO for assistance) and the badges will be used to access all ATF Functions.

B. Dress Code

Dress code for the meetings will be Lounge Suit, unless otherwise indicated. In addition, the host is willing to provide **Lao Silk long sleeve** shirt for only to the Ministers and NTOs level. Thus, please provide the completed body measurement form which is enclosed herewith to the meeting secretariat no later than **30 November 2023**.

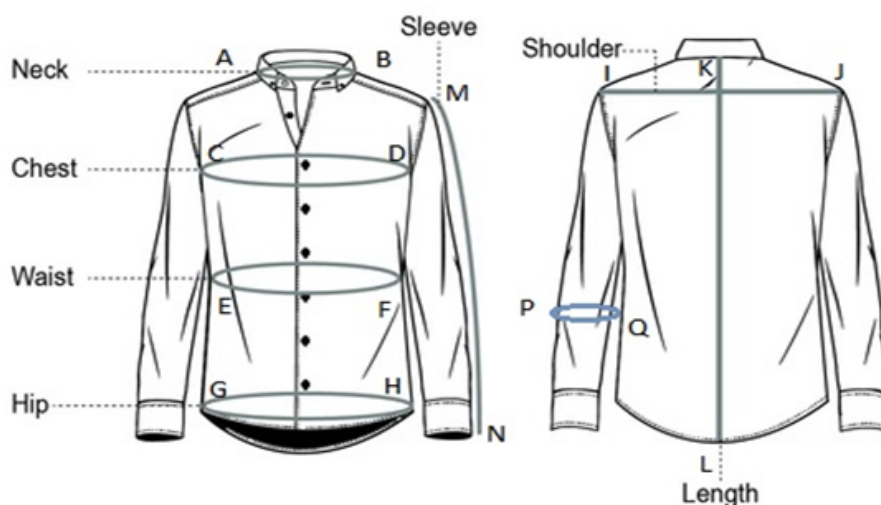


ASEAN TOURISM FORUM 2024

22 - 27 January 2024,
VIENTIANE, LAO PDR

Shirt Measurement Template Ministers/Head of Delegation and Head of NTOs

Particular	Ministers/Head of Delegation	Head of ASEAN NTOs
Name		
Gender		
Designation		
Organization		
Country		



Laos Silk Long Sleeve's Special Design		Ministers Centimeters (Cm)	Head of NTOs Centimeters (Cm)
1	NECK (A - B) (Measurement around your neck just below your Adam's apple)		
2	CHEST (C - D) (Measurement should be taken just under the arms, closely around the body)		

Laos Silk Long Sleeve's Special Design		Ministers Centimeters (Cm)		Head of NTOs Centimeters (Cm)
3	WAIST (E - F) (Measurement taken around the body at your natural waist level)			
4	HIP (G - H) (Measurement taken around the hips)			
5	SLEEVE (M - N) (with arms relaxed at side and elbow slightly bent, measure from center back of neck over point of shoulder, and down outside of arm, past elbow to wrist)			
6	SHOULDER (I - J) (with both arms down by your side, measurement taken from the tip of left shoulder point, along the tip of the shoulder just below the base of the collar, to the tip of the right shoulder)			
7	ARM HOLE (P - Q)			
8	LENGTH (NECK LINE TO CAST) (K - L) (Measurement takedown the front and back from the base of the collar to the length required)	Front		
		Back		

The provided Laos Silk Long Sleeve's special design for the VIP will be worn during the ATF 2024 Opening Ceremony.

PLEASE RETURN THE COMPLETED FORM TO:

Ms. Toumkham Phatthasith

Tel: (+85) 621 212 408

WhatsApp: (+85) 620 5413 6065

Email: toumkhamphs@gmail.com

Director of Division, Planning and International Cooperation Department

Ministry of Information, Culture and Tourism of the Lao PDR

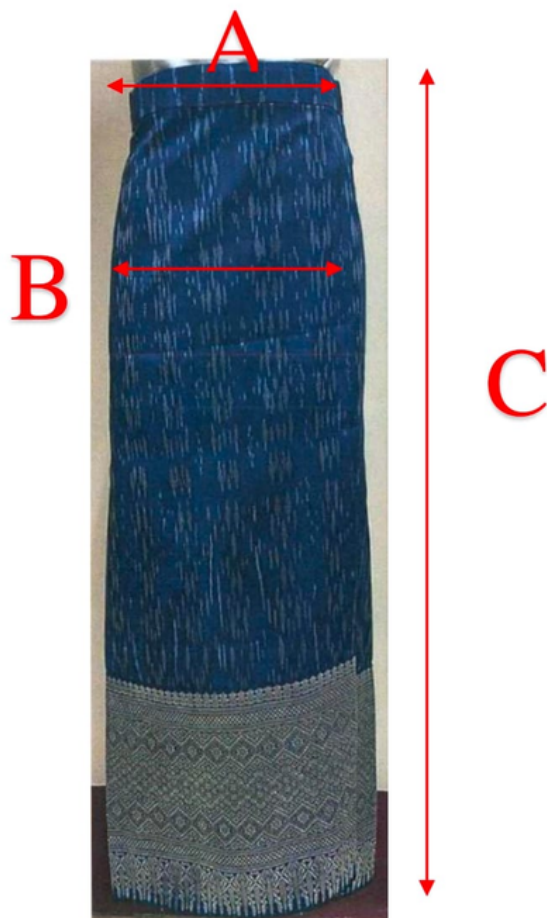
And please CC: Secretaraitatf2024@gmail.com

ASEAN TOURISM FORUM 2024

22 - 27 January 2024,
VIENTIANE, LAO PDR

Lao Silk Long Skirt's Measurement Template Ministers/Head of Delegation

Particular	Ministers/Head of Delegation
Name	
Gender	
Designation	
Organization	
Country	



Laos Silk Long Skirt's Special Design		Ministers Centimeters (Cm)
1	Waist (A)	
2	Hip (B)	
3	Length (C)	

- Remark: The host only provided Lao Silk Skirt's special design for her excellency

PLEASE RETURN THE COMPLETED FORM TO:

Ms. Toumkham Phatthasith

Tel: (+85) 621 212 408

WhatsApp: (+85) 620 9999 4617

Email: toumkhamphs@gmail.com

Director of Division, Planning and International Cooperation Department

Ministry of Information, Culture and Tourism of the Lao PDR

Mr. Keovichit Chitpanya

Tel: (+85) 621 212 408

WhatsApp: (+85) 620 5413 6065

Email: keovichit.noy@gmail.com

Deputy Director of Division, Planning and International Cooperation Department

Ministry of Information, Culture and Tourism of the Lao PDR

And please CC: Secretaraitatf2024@gmail.com

6. Opening, Awards and Closing Ceremony, and Luncheon details

Opening Ceremony	Closing Ceremony
<p>VENUE – Don Chan Palace Hotel Unit 6. Phiawat Vil. Sisattanak Dist. Vientiane, Lao PDR. P.O. Box 2365 Tel: (856-21) 22 66 66</p>	<p>VENUE – Landmark Riverside Hotel Don Chan Rd. Thatkao Vil. Sisattanak Dist. Vientiane, Lao PDR. P.O. Box 2365 Tel: (856-21) 266 888 Fax: (856-21) 266 899</p>

The information of all ceremonies are provided, please scan the QR Code below:



7. Technical Tour

Technical tour will be provided on **27 January 2024**. Those who are interested, please scan the QR code below for registration and details of the technical tour:



Registration for
Technical Tour



Technical Tour Detail

8. Accommodation and Transportation

A. Accommodation

The host country will provide a complimentary accommodation at Landmark Mekong Riverside Hotel and Lao Plaza Hotel for:

- Minister Level on 24 - 27 January 2024;
- Head of NTOs on 22 - 27 January 2024;
- UNWTO on 22 - 26 January 2024.

Any expenses before and after the aforementioned dates should be on own arrangement.

Delegations and partners are requested to contact the hotels directly regarding accommodation reservation, cancellation, and modification. Delegates should make booking and arrange payments directly with the special rate for this event with the **seven Official Hotels** as early as possible.

Hotel	Room Types and Rates
CROWNE PLAZA VIENTIANE HOTEL 20 Samsenthai Road, Nongduang Nua Village, Sikhottabong District, P.O.Box 4269, Vientiane, 01000, Lao PDR. Tel: +856 (21) 908 888 Email: vientiane.reservation@ihg.com Website: www.ihg.com/crowneplaza/hotels	Standard Room: US\$ 130 Standard Room with Pool View: US\$ 150 Standard Room with Lounge View: US\$ 190 Business Room: US\$ 250 Executive Suite: US\$ 480 Deluxe Suite: US\$ 810 Presidential Suite: US\$ 3,500
LANDMARK MEKONG RIVERSIDE HOTEL Don Chan Rd. Thatkao Vil. Sisattanak Dist. Vientiane, Lao PDR. P.O. Box 2365 Tel: (856-21) 266 888 ; Fax: (856-21) 266 899 Sales in-charge person: (856-20) 59999142 (Call, WhatApps) Email: reservation@landmarkmekonghotel.com.la Sale in charge person : chanthala@landmarkmekonghotel.com.la	Superior Room: US\$ 130 Deluxe Room Mekong View: US\$140 Executive Suite City View: US\$ 350 Executive Suite Mekong View: US\$ 380 Ambassador Suite: US\$ 410 Presidential Suite: US\$ 5,000



Southeast Asia
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Hotel	Room Types and Rates														
LAO PLAZA HOTEL 63 Samsenthai Rd, PO Box 6708 Vientiane, Lao PDR Phone: +856 21 218 800 Fax: +856 21 218 808 E-mail: sales@laoplazahotel.com Website: http://www.laoplazahotel.com	<table><tr><td>Deluxe Room:</td><td>US\$ 90</td></tr><tr><td>Plaza Suite:</td><td>US\$ 300</td></tr><tr><td>Duplex Suite:</td><td>US\$ 350</td></tr><tr><td>President Suite:</td><td>US\$ 450</td></tr></table>	Deluxe Room:	US\$ 90	Plaza Suite:	US\$ 300	Duplex Suite:	US\$ 350	President Suite:	US\$ 450						
Deluxe Room:	US\$ 90														
Plaza Suite:	US\$ 300														
Duplex Suite:	US\$ 350														
President Suite:	US\$ 450														
MUONG THANH LUXURY VIENTIANE Boulichanh Rd, Phonsinouane. Vientiane, Lao PDR Phone: +856 21 998 999; Fax: +856 21 996 999 E-mail: info@vientiane.muongthanh.com Website: https://booking.muongthanh.com/hotel-muong-thanh-luxury-vientiane	<table><tr><td>Deluxe King:</td><td>US\$ 100</td></tr><tr><td>Deluxe Twin:</td><td>US\$ 100</td></tr><tr><td>Deluxe Family:</td><td>US\$ 160</td></tr><tr><td>Executive Suite:</td><td>US\$ 220</td></tr><tr><td>Royal Suite:</td><td>US\$ 450</td></tr><tr><td>Presidential Suite:</td><td>US\$ 2,800</td></tr></table>	Deluxe King:	US\$ 100	Deluxe Twin:	US\$ 100	Deluxe Family:	US\$ 160	Executive Suite:	US\$ 220	Royal Suite:	US\$ 450	Presidential Suite:	US\$ 2,800		
Deluxe King:	US\$ 100														
Deluxe Twin:	US\$ 100														
Deluxe Family:	US\$ 160														
Executive Suite:	US\$ 220														
Royal Suite:	US\$ 450														
Presidential Suite:	US\$ 2,800														
ST HOTEL WATTAY AIRPORT 02 Meungvatha, Souphanouvong Rd, Vientiane, Lao PDR Phone: +856 20 5466 4469 E-mail: Sm.mger@sthotelgroup.com Website: http://www.sthotelgroup.com	<table><tr><td>Deluxe Twin City View:</td><td>US\$ 80</td></tr><tr><td>Deluxe King Mekong View:</td><td>US\$ 85</td></tr><tr><td>Executive Suite City View:</td><td>US\$ 140</td></tr><tr><td>Executive Suite Mekong View:</td><td>US\$ 160</td></tr></table>	Deluxe Twin City View:	US\$ 80	Deluxe King Mekong View:	US\$ 85	Executive Suite City View:	US\$ 140	Executive Suite Mekong View:	US\$ 160						
Deluxe Twin City View:	US\$ 80														
Deluxe King Mekong View:	US\$ 85														
Executive Suite City View:	US\$ 140														
Executive Suite Mekong View:	US\$ 160														
THE QUBE HOTEL No.3 Central Liao Road, Thatluang Lake, Specific Economic Zone, Vientiane, Lao PDR Tel: +856 21 419 888; Phone + 856 20 5793 0022 E-mail: rsvn@thequbehotelvientiane.com Website: www.gihg.com	<table><tr><td>Superior King:</td><td>US\$ 80</td></tr><tr><td>Superior Twin:</td><td>US\$ 80</td></tr><tr><td>Deluxe King:</td><td>US\$ 100</td></tr><tr><td>Deluxe Twin:</td><td>US\$ 100</td></tr><tr><td>Executive King:</td><td>US\$ 110</td></tr><tr><td>Executive Suite:</td><td>US\$ 250</td></tr><tr><td>Executive Deluxe Suite:</td><td>US\$ 300</td></tr></table>	Superior King:	US\$ 80	Superior Twin:	US\$ 80	Deluxe King:	US\$ 100	Deluxe Twin:	US\$ 100	Executive King:	US\$ 110	Executive Suite:	US\$ 250	Executive Deluxe Suite:	US\$ 300
Superior King:	US\$ 80														
Superior Twin:	US\$ 80														
Deluxe King:	US\$ 100														
Deluxe Twin:	US\$ 100														
Executive King:	US\$ 110														
Executive Suite:	US\$ 250														
Executive Deluxe Suite:	US\$ 300														

Hotel	Room Types and Rates
Settha Palace HOTEL Hatsady Village, Chanthabouly District, Vientiane, Lao PDR Phone: +856 21 218 800 Fax: +856 21 218 808 E-mail: sales@setthapalace.com Website: http://www.setthapalace.com	Single Standard Room: US\$ 130 Standard Room: US\$ 150 Superior Room: US\$ 180 Deluxe Room: US\$ 210 Junior Suite: US\$ 290 Executive Suite: US\$ 400 Extra Bed: US\$ 58

B. Transportation

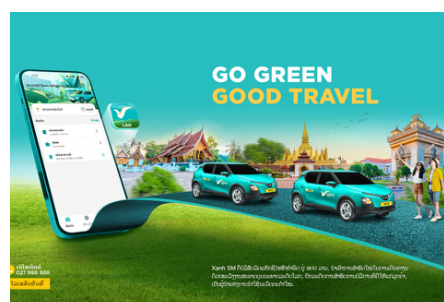
The host country is delighted to provide vehicles for:

- Minister level, UNWTO and Secretary-General of ASEAN on 24 - 27 January 2024
- Head of NTOs on 22 - 27 January 2024;
- AJC, AKC, ACC, and ASEANTA on 22 - 27 January 2024
- External Partners will be provided a van for each organisation from 22 - 27 January 2024;
- A van is provided for each delegation from 22 - 27 January 2024;
- Airport transfer is provided to all delegates from airport-official hotels-airport

Transportation before and after the aforementioned dated should be on own arrangement. The transportation Schedule is attached as **Annex C** in the QR Code below:



For your information: Local Public Transportation Services (Apps are available on mobile)



C. Flights Details

The flight details to Vientiane Capital, Lao PDR are provided as the table below:

1. Lao Airlines

Day	Departure	Arrival	Flight No.	Day	Departure	Arrival	Flight No.
Vientiane ✈️ Bangkok				Bangkok ✈️ Vientiane			
Mon, Wed, Fri & Sun	18:35	19:35	QV 445	Mon, Wed, Fri & Sun	20:50	21:50	QV 446
Daily	07:55	08:55	QV 441	Daily	09:55	10:55	QV 442
Vientiane ✈️ Chiangmai				Chiangmai ✈️ Vientiane			
Mon, Wed, Fri & Sun	11:00	14:15	QV 101/635	Mon, Wed, Fri & Sun	15:15	13:10	QV 636/102
Vientiane ✈️ Hanoi				Hanoi ✈️ Vientiane			
Daily	14:40	15:50	QV 311	Daily	16:40	17:50	QV 312
Vientiane ✈️ Ho Chi Minh				Ho Chi Minh ✈️ Vientiane			
Tue, Thu & Sat	07:30	11:20	QV 515	Tue, Thu & Sat	12:00	15:45	QV 516
Vientiane ✈️ Kunming				Kunming ✈️ Vientiane			
Mon, Wed, Fri & Sun	07:25	09:50	QV 815	Mon, Wed, Fri & Sun	10:40	11:20	QV 816
Vientiane ✈️ Guangzhou				Guangzhou ✈️ Vientiane			
Tue, Thu & Sat	13:10	16:10	QV 881	Tue, Thu & Sat	17:10	18:40	QV 882
Vientiane ✈️ Chengdu				Chengdu ✈️ Vientiane			
Tue & Sat	18:10	21:30	QV 883	Tue & Sat	22:20	23:40	QV 884

1. Lao Airlines (Cont.)

Day	Departure	Arrival	Flight No.	Day	Departure	Arrival	Flight No.
Vientiane ✈️ Changsha				Changsha ✈️ Vientiane			
Mon & Fri	13:50	17:05	QV 855	Mon & Fri	18:10	19:25	QV 856
Vientiane ✈️ Changzhou				Changzhou ✈️ Vientiane			
Sat	08:00	12:20	QV 885	Sat	13:20	15:40	QV 886
Vientiane ✈️ Haikou Meilan				Haikou Meilan ✈️ Vientiane			
Thu	16:05	18:45	QV 867	Thu	19:45	20:30	QV 868
Vientiane ✈️ Hangzhou				Hangzhou ✈️ Vientiane			
Wed	18:30	22:50	QV 851	Thu	00:10	02:30	QV 852
Vientiane ✈️ Incheon				Incheon ✈️ Vientiane			
Daily	23:50	07:05	QV 923	Daily	09:50	12:30	QV 924
Vientiane ✈️ Siem Reap				Siem Reap ✈️ Vientiane			
Tue, Thu & Sat	07:30	11:50	QV 515/513	Tue, Thu & Sat	12:30	15:45	QV 514/516

- The information may be changed after there
- The schedules effective from 29 October 2023 - 30 March 2024
- Updated on 25 September 2023
- For more information, please visit Lao Airline website: www.laoairlines.com

2. Thai Airways

Day	Departure	Arrival	Flight No.	Day	Departure	Arrival	Flight No.
Vientiane ✈ Bangkok				Bangkok ✈ Vientiane			
Daily	13:30	14:50	TG 571	Daily	11:25	12:40	TG 570
Daily	20:30	21:55	TG 575	Daily	18:25	19:45	TG 574

3. Air Asia

Day	Departure	Arrival	Flight No.	Day	Departure	Arrival	Flight No.
Vientiane ✈ Bangkok (DMK)				Bangkok (DMK) ✈ Vientiane			
Daily	08:05	09:15	FD 1043	Daily	06:25	07:35	FD 1042
Daily	13:45	14:55	FD 1041	Daily	12:05	13:15	FD 1040

4. Vietnam Airlines

Day	Departure	Arrival	Flight No.	Day	Departure	Arrival	Flight No.
Vientiane ✈ Hanoi				Hanoi ✈ Vientiane			
Daily	20:00	21:15	VN 920	Daily	09:30	10:45	VN 921

4. Scoot Airlines

Day	Departure	Arrival	Flight No.	Day	Departure	Arrival	Flight No.
Vientiane ✈ Singapore				Singapore ✈ Vientiane			
Tue, Thu & Sat	14:40	18:30	TR 351	Tue, Thu & Sat	12:05	14:00	TR 350



General Information

A. About Vientiane Capital



Vientiane Capital is located on a curve of the Mekong River, it has a recorded history that stretches back to around 1,000 AD. The area was originally settled because of the fertility of the surrounding alluvial plains, and Vientiane became the capital city of Laos around the mid - 16th century. Recently, Vientiane capital has consisted of 9 districts with 840,940 population (in 2023).

Vientiane Capital is the home to the most significant national monument in Laos: **That Luang**, which is the symbol of Lao and an icon of Buddhism in Laos. Of the many beautiful Wats in Vientiane, a visit to **Wat Sisaket** is a must; built in 1818, this is one of the oldest temples in Vientiane. Besides, **Hor Phakeo**, across the street from Wat Sisaket houses, a beautiful collection of Buddha statues, including traditional Lao style of the “Calling for Rain” and “Offering Protection”. In the old part of Vientiane city, an attractive and interesting settlement is situated along the Mekong River where the ancient temples, museums, monuments and parks are all located just a short distance apart.

Furthermore, The cosmopolitan capital of Laos, Vientiane, has galleries, boutiques, theatres, nightclubs and internet cafe, making it a major attraction for visitors from all around the globe. Although the city is small, it offers visitors a great variety of restaurants serving both Lao and foreign cuisine.

B. Weather

The average maximum daytime temperature in Vientiane Capital in January lies at 33°C and the average minimum temperature goes down to around 17°C. Usually the days in January are hot while the nights are a bit cooler. Kindly noted to bring clothes appropriate for the weather.

C. Local Time and Area Code

Local time: Laos standard time is GMT +7.

Area code: Country Code (Laos): +856, City Code (Vientiane Capital): 021

City Code for Mobile phone: 020

D. Currency

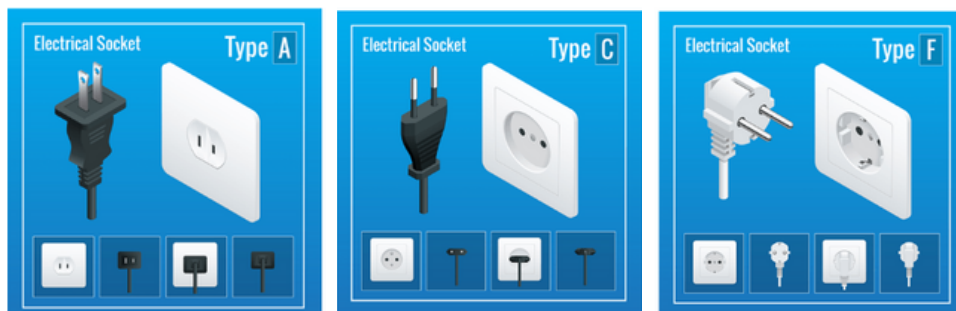
The national currency of Laos is the Kip with the local exchange rate around **22,546** Kip to a US dollar (*exchange rates are subject to change throughout the day*). The banknote of 500, 1000, 2000, 5000, 10,000, 20,000, 50,000, and 100,000 are available, The credit cards are accepted in major hotels but only several restaurants. There is many ATM machines in Vientiane Capital and dispense Lao Kip only. Cash advances on credit cards can also be made at major Banks, Bank Service time 9:00am-15:30pm (Mon-Fri).

E. Emergency Number

Police	Ambulance	Fire Fighter
191	195	190

F. Power Plug

The standard voltage in Laos is 220 V and the frequency is 50 HZ. There are 3 types of plug as mention below:



G. Recommended Places



That Luang: which is the symbol of Lao and an icon of Buddhism in Laos. The original stupa was built on the site in 1566 by King Saysetthathirath, and was restored in 1953. The golden stupa is 45 meters tall and is believed to contain a relic of the Lord Buddha. The gold centerpiece of this stupa echoes the curve of an elongated Lotus bud. Today it is the most important national cultural monument.

The memorial monument, Patuxay, was built in 1957 and is perhaps the most prominent landmark in the city. It is situated on Lanexang Avenue. While the arc de Triomphe in Paris inspired the architecture, the design incorporates typical Lao motifs including “Kinnaly”, a mythical bird woman. Energetic visitors can climb to the top of the monument, which reveals an excellent panoramic view of the city.



Sisaket Temple: Sisaket is the only ancient temple remaining intact after the destruction of the Siamese in 1828. It's located in the center of the old city, where it was built in 1818 by King Anouvong. The old monastery stands intact in its original form and certainly is one of the most interesting in the country. Inside the main hall, the courtyard walls house hundreds of little niches and shelves containing a total of 6,840 Buddha images.



Buddha Park is a famous sculpture park with more than 200 religious statues including a huge 40-metre high reclining Buddha image. It was built in 1958 by Luang Pu Bunleua Sulilat, a monk who studied both Buddhism and Hinduism. This explains why his park is full not only of Buddha images but also of Hindu gods as well as demons and animals from both beliefs.

HOR PHRA KEO, an ancient temple was built in 1565 by King Xayasetthathilath to house the Emerald Buddha 1565 - 1779 (lost to the Siamese in 1828) as his personal place of worship. It was reconstructed in 1936. For this reason and unlike other temples in Laos, monks have not taken up residence here. During the 1970's, the temple was converted from a worship place into museum and now houses the finest national collection of Buddhist sculptures and artifacts.



Vientiane Night Market is aimed primarily towards tourists, with clean, orderly stalls, and all manner of merchandise that make great souvenirs or mementos. It all begins around sunset when a small army of sellers begin setting up their red-roofed stalls directly on the riverside promenade. The whole riverside area is alive at this time with joggers and dog-walkers taking advantage of the cooling breezes and stunning backdrop of the sun lazily sinking into the Mekong river.

H. Recommended Dishes



Lao Papaya Salad also known as “**Tum Mak HOUNG**” is a popular Laotian dish. It is not just a salad, but a **cultural symbol of the diverse culinary tradition of Laos**. It is spicy and tangy and made from unripe green papaya, tomatoes, green beans, and fermented fish or crab. The ingredients are pounded together in a mortar and pestle to release the flavors and create a blend of sweet, sour, and spicy tastes.

Larb is a Lao meat salad that is national dish of Laos. Larb in the Lao language means “**lucky**” or it is a noun which refers to the meat or other flesh which has been finely chopped and pounded.



Bamboo Shoots Soup: This Laotian dish incorporates a medley of indigenous vegetables, such as bamboo shoots, pumpkin, sponge gourd, and a unique blend of herbs, notably bai ya nang, which bestows it with a unique and distinctive flavor. Furthermore, this diverse combination of herbs and vegetables not only enhances the dish's taste but also offers numerous health benefits.



Bamboo Tubes of Sweet Custardy Sticky Rice also known as “**Khao Larm**”, there are two main versions, one made with normal white sticky rice, and the other made with black sticky rice (khao kam). The sticky rice is mixed with sugar, sweet red beans, and coconut cream and then stuffed into the bamboo. Then slow roasted over coals as they slowly cook and the ingredients mingle together.

Lao Grilled Chicken or “**Ping Gai**”, this dish is tasty and packed with flavor since it is marinated in oyster sauce, thin soy sauce, garlic and cilantro. Mostly, Ping Gai is served with sticky rice to complete the meal and it is the most recommended dish to be served with Papaya Salad.



Khao Soy made from rice mostly eaten in Northern Laos. It is a hand sliced rice noodle soup with clear chicken, beef or pork broth topped with a tomato meat sauce made of minced pork, tomatoes, garlic and fermented bean paste. The dish is always served with a fresh vegetables and herbs.

ANNEX A - TENTATIVE PROGRAM

ASEAN TOURISM FORUM 2024

QUALITY AND RESPONSIBLE TOURISM –
SUSTAINING ASEAN FUTURE

22 – 27 JANUARY 2024, VIENTIANE, LAO PDR





Southeast Asia
A DESTINATION FOR EVERY DREAM



ASEAN
LAO PDR 2024
ASEAN : Enhancing Connectivity and Resilience

• **Tentative Program**

Time GMT+7	Activities	Venue	Room
Monday, 22 January 2024			
All day	Arrival of delegates		
All day	Registration and Badge collection	<ul style="list-style-type: none"> Landmark Hotel (Meeting Delegates) Lao ITEC (TRAVEX) 	Registration Area
All day	TRAVEX Booth Setup	Lao ITEC	Exhibition Hall
12:00 - 13:30	TRAVEX Lunch (For buyer & Media)	Lao ITEC	Meeting Room 3
Tuesday, 23 January 2024			
08:30 - 12:00	59 th Meeting of ASEAN NTOs	Landmark Hotel	
09:00 - 12:00	FATA Meeting	Landmark Hotel	
09:00 - 12:00	ASEAN Airlines Meeting	Landmark Hotel	
09:00 - 12:00	Registration and Badge Collection	Lao ITEC	Registration Area
09:00 - 18:00	TRAVEX Booth Setup	Lao ITEC	Exhibition Hall
09:00 - 12:00	NTOs Media Briefings 1. Brunei Darussalam (09:00 - 10:00) 2. Laos (10:00 - 11:00) 3. Viet Nam (11:00 - 12:00)	Lao ITEC	Meeting Room 4
12:00 - 13:30	TRAVEX Lunch (For buyer & Media)	Lao ITEC	Meeting Room 3
12:00 - 13:30	Lunch		

• Tentative Program

Time GMT+7	Activities	Venue	Room
13:30 - 15:30	NTOs Media Briefings 4. Myanmar (13:30 - 14:30) 5. Malaysia (14:30 - 15:30)	Lao ITEC	Meeting Room 4
13:30 - 16:30	59th Meeting of ASEAN NTOs (Consultation session)	Landmark Hotel	
13:30 - 16:30	AHRA Meeting	Landmark Hotel	
15:00 - 16:00	TRAVEX Briefing (For buyer & Sellers)	Lao ITEC	Meeting Room 3
16:00 - 18:00	Online Appointment Scheduling Session (Seller Meet Buyer)	Lao ITEC	Meeting Room 1
19:00 - 21:00	Free and easy		
Wednesday, 24 January 2024			
09:00 - 18:00	TRAVEX Day 1	Lao ITEC	
09:00 - 18:00	<ul style="list-style-type: none"> • Arrivals of Ministers/VVIPs 		
08:30 - 12:00	44th Meeting of ASEAN Plus Three NTOs	Landmark Hotel	
09:00 - 09:30	TRAVEX Opening Ceremony (Ribbon Cutting by ATF 2024 Organizing Committee)	Lao ITEC	
09:00 - 12:00	NTOs Media Briefings: 1. Singapore (09:00 - 10:00) 2. Cambodia (10:00 - 11:00) 3. Philippines (11:00 - 12:00)	Lao ITEC	Meeting Room 4

• **Tentative Program**

Time GMT+7	Activities	Venue	Room
09:00 - 12:00	TRAVEX Appointment Session 1	Lao ITEC	Exhibition Hall
09:00 - 12:00	ASEANTA Board Meeting	Landmark Hotel	
12:00 - 13:30	TRAVEX Lunch (For buyer & Media)		Meeting Room 3
12:00 - 13:30	Lunch		
13:30 - 15:30	NTOs Media Briefings: 4. Thailand (13:30 - 14:30) 5. Indonesia (14:30 - 15:30)	Lao ITEC	Meeting Room 4
13:00 - 18:00	TRAVEX Appointment Session 2	Lao ITEC	Exhibition Hall
13:30 - 15:00	31th ASEAN - India Tourism Working Group Meeting	Landmark Hotel	
15:15 - 16:45	14th ASEAN - Russian Federation Tourism Consultation	Landmark Hotel	
18:30 - 21:00	Opening Ceremony ATF 2024	Don Chan Hotel	2nd Floor
Thursday, 25 January 2024			
09:00 - 12:00	27th Meeting of ASEAN Tourism Ministers	Landmark Hotel	
09:00 - 18:00	TRAVEX Day 2	Lao ITEC	
09:00 - 12:00	TRAVEX Appointment Session 3	Lao ITEC	Exhibition Hall
09:00 - 18:00	ASEAN Tourism Conference (ATC)	Lao ITEC	Meeting Room 4

• **Tentative Program**

Time GMT+7	Activities	Venue	Room
12:00 - 13:30	TRAVEX Lunch (For Buyers & Media)	Lao ITEC	
12:00 - 13:30	Ministers Luncheon by CNN (Invitation only)	Landmark Hotel	
13:30 - 15:30	27th Meeting of ASEAN Tourism Ministers	Landmark Hotel	
16:00 - 17:00	11th ASEAN - India Tourism Ministers Meeting	Landmark Hotel	
19:00 - 21:00	Malaysian Night (Invitation only)	Landmark Hotel	
Friday, 26 January 2024			
09:00 - 10:30	23rd Meeting of ASEAN Plus Three Tourism Ministers	Landmark Hotel	
11:00 - 12:00	3rd ASEAN - Russian Federation Tourism Ministers Meeting	Landmark Hotel	
09:00 - 12:00	TRAVEX Day 3	Lao ITEC	
09:00 - 12:00	TRAVEX Appointment Session 5	Lao ITEC	Exhibition Hall
09:00 - 12:00	ASEAN Tourism Conference (ATC)	Lao ITEC	Meeting Room 4
12:00 - 13:30	Minister Luncheon by AGODA (Invitation only)	Landmark Hotel	Diamond room
12:00 - 13:00	TRAVEX Lunch (For Buyer & Media)	Lao ITEC	Meeting Room 3
13:30 - 18:00	TRAVEX Appointment Session 6	Lao ITEC	Exhibition Hall
14:00 - 14:30	Tourism Ministers' Press Conference	Landmark Hotel	
16:30 - 17:30	Courtesy call H.E Sonexay SIPHANDONE, the Prime Minister of Lao PDR	Prime Minister's Office	



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LAO PDR 2024
ASEAN : Enhancing Connectivity and Resilience

- **Tentative Program**

Time GMT+7	Activities	Venue	Room
17:30 - 19:00	ASEAN Tourism Awarding Ceremony	Landmark Hotel	Grand Ballroom
19:00 - 20:00	Closing Ceremony	Landmark Hotel	Grand Ballroom
20:00 - 21:00	Cocktail Reception	Landmark Hotel	Grand Ballroom
21:00 - 24:00	Late Night Function by The Philippines	Landmark Hotel	
Saturday, 27 January 2024			
All day	Technical Tour (for all delegates)		
All day	Departure of Delegates		



ASEAN TOURISM FORUM 2024 OPENING CEREMONY

24 JANUARY, 2024
AT DON CHAN PALACE HOTEL



ORDER OF CEREMONY

17:40 - 18:15	Arrival of all Delegates
18:15	Arrival of Honorable Guests
18:20	Arrival of H.E Prime Minister of Lao PDR to the VVIP lounge
18:25	Honorable guests proceed to the opening ceremony hall
18:30 - 18:40	Welcome Honorable guests
18:40 - 18:50	Remarks of the ASEAN Tourism Forum 2024 Preparation by Minister of Information, Culture and Tourism of Lao PDR
18:50 - 19:00	Remarks by the Secretary-General of ASEAN
19:00 - 19:10	<ul style="list-style-type: none">• ASEAN Tourism Forum 2024 Opening Remarks by H.E Kikeo Khaykhamphithoune, Deputy Prime Minister of Lao PDR• Striking the Gong 9 times• ASEAN Tourism Ministers, Plus Three Ministers, Indian Minister, Russian Minister, and Secretary-General of ASEAN proceed on the stage for a photo session.
19:10 - 20:30	<ul style="list-style-type: none">• Dinner Reception• Cultural Performance and Lao Fashion Show

-END-

ASEAN TOURISM AWARDING AND CLOSING CEREMONY OF ATF 2024

26 JANUARY, 2024

AT GRAND BALLROOM, LANDMARK RIVERSIDE HOTEL



ASEAN TOURISM AWARDING CEREMONY

17:00	Arrival of delegates and awardees
17:30	Arrival of Ministers from ASEAN Member States and the Secretary-General of ASEAN
17:30 - 17:40	Remarks by Secretary-General of ASEAN
17:40	Awards Presentation <ul style="list-style-type: none">• 9th ASEAN Green Hotel Standard• 4th ASEAN Clean Tourist City Standard• 4th ASEAN MICE Standard Venue-Category Meeting Room• 2nd ASEAN MICE Standard Venue-Category Exhibition• 1st ASEAN MICE Standard Venue-Category Event Venue• 4th ASEAN Sustainable Tourism Awards
17:40 - 19:00	<ul style="list-style-type: none">• Brunei Darussalam• Cambodia• Indonesia• Lao PDR• Malaysia• Myanmar• Philippines• Singapore• Thailand• Viet Nam



ASEAN TOURISM AWARDING AND CLOSING CEREMONY OF ATF 2024

26 JANUARY, 2024
AT GRAND BALLROOM, LANDMARK RIVERSIDE HOTEL



ASEAN TOURISM FORUM 2024 CLOSING CEREMONY

19:00 - 19:10	Remarks by Minister of Information, Culture and Tourism of Lao PDR
19:10 - 19:20	Remarks by Minister of Tourism, Arts and Culture of Malaysia
19:20 - 19:25	Hand Over Ceremony
19:25 - 19:40	Lao Cultural Performances <ul style="list-style-type: none">• “Sieng Khane Lao” Dance Performance• “ASEAN Harmony” Dance Performance
19:40 - 20:00	Malaysian Cultural Performances
20:00 - 21:00	Cocktail Reception at Grand Ballroom
21:00 - 24:00	Late Night Function by the Philippines

Dress Code: Business or National Attire

ພິທີເປີດງານມະຫາກຳທ່ອງທ່ຽວອາຊຽນ 2024

24 ມັງກອນ, 2024

ໂຮງແຮມ ດອນຈັນ ພາເລສ໌



ເນື້ອໃນລາຍການ

17:40 - 18:15	ຜູ້ແທນກອງປະຊຸມເດີນທາງມາເຖິງສະຖານທີ່
18:15	ບັນດາແຂກຜູ້ມີກຽດເດີນທາງມາເຖິງສະຖານທີ່
18:20	ພະນະທ່ານນາຍົກລັດຖະມົນຕີແຫ່ງ ສປປ ລາວ ເດີນທາງມາເຖິງສະຖານທີ່
18:25	ບັນດາແຂກຜູ້ມີກຽດເຂົ້າສູ່ຫ້ອງຈັດງານພິທີເປີດ
18:30 - 18:40	ຍິນດີຕ້ອນຮັບບັນດາແຂກຜູ້ມີກຽດທັງໝົດ
18:40 - 18:50	ທ່ານ ລັດຖະມົນຕີ ກະຊວງຖະແຫຼງຂ່າວ, ວັດທະນະທຳ ແລະ ທ່ອງທ່ຽວ ສປປ ລາວ ລາຍງານກ່ຽວກັບການກະກຽມງານມະຫາກຳການທ່ອງທ່ຽວ 2024
18:50 - 19:00	ທ່ານ ເລຂາທິການໃຫຍ່ອາຊຽນ ມີຄຳເຫັນ
19:00 - 19:10	<ul style="list-style-type: none">ພະນະທ່ານ ສຈ. ປອ. ກິແກ້ວ ໄຂຄຳພິທູນ, ຮອງນາຍົກລັດຖະມົນຕີແຫ່ງ ສປປ ລາວ ກ່າວເປີດງານມະຫາກຳການທ່ອງທ່ຽວອາຊຽນ 2024ຕີຄໍ້ອງ 9 ຄັ້ງບັນດາລັດຖະມົນຕີຈາກປະເທດສະມາຊິກອາຊຽນ, ອາຊຽນ+3, ອາຊຽນ-ອິນເດຍ, ອາຊຽນ-ລັດເຊຍ ແລະ ເລຂາທິການໃຫຍ່ອາຊຽນ ຂຶ້ນຖ່າຍຮູບລວມ
19:10 - 20:30	<ul style="list-style-type: none">ງານລ້ຽງການສະແດງສິລະປະວັນນະຄະດີ ແລະ ແຟຊັ່ນລາວ

- ຈົບລາຍການ -



ພິທີມອບຮັບລາງວັນມາດຕະຖານການທ່ອງທ່ຽວອາຊຽນ ແລະ ພິທີປິດງານ ATF 2024

26 ມັງກອນ 2024, ທີ່ ຫ້ອງ GRAND BALLROOM
ໂຮງແຮມ ແລນມາກ ຮີເວີໄຊດ໌



ພິທີມອບຮັບລາງວັນມາດຕະຖານການທ່ອງທ່ຽວອາຊຽນ 2024

14:00 - 16:00	ຜູ້ໄດ້ຮັບລາງວັນເຂົ້າຮ່ວມຝຶກຊ້ອມການມອບຮັບລາງວັນ
17:00	ຜູ້ແທນກອງປະຊຸມ ແລະ ຜູ້ຮັບລາງວັນມາເຖິງສະຖານທີ່
17:30	ລັດຖະມົນຕີທ່ອງທ່ຽວອາຊຽນມາເຖິງພິທີມອບຮັບລາງວັນ
17:30 - 17:40	ທ່ານ ເລຂາທິການໃຫຍ່ອາຊຽນ ມີຄໍາເຫັນ
17:40	ພິທີກອນເລີ່ມດໍາເນີນມອບຮັບລາງວັນ <ul style="list-style-type: none">ມາດຕະຖານໂຮງແຮມຂຽວອາຊຽນ ຄັ້ງທີ 9ມາດຕະຖານເມືອງທ່ອງທ່ຽວອາຊຽນ ຄັ້ງທີ 4ມາດຕະຖານສະຖານທີ່ຈັດງານອາຊຽນປະເພດສະຖານທີ່ຈັດງານກອງປະຊຸມ ຄັ້ງທີ 4ມາດຕະຖານສະຖານທີ່ຈັດງານອາຊຽນປະເພດສະຖານທີ່ຈັດງານວາງສະແດງ ຄັ້ງທີ 2ມາດຕະຖານສະຖານທີ່ຈັດງານອາຊຽນປະເພດສະຖານທີ່ຈັດງານເທດສະການ ຄັ້ງທີ 1ລາງວັນການທ່ອງທ່ຽວແບບຍືນຍົງອາຊຽນ ຄັ້ງທີ 4
17:40 - 19:00	<ul style="list-style-type: none">ບຣູໄນກຳປູເຈຍອິນໂດເນເຊຍສປປ ລາວມາເລເຊຍມຽນມາຟິລິບປິນສິງກະໂປໄທຫວຽດນາມ



ພິທີມອບຮັບລາງວັນມາດຕະຖານການທ່ອງທ່ຽວອາຊຽນ ແລະ ພິທີປິດງານ ATF 2024

26 ມັງກອນ 2024, ທີ່ ຫ້ອງ GRAND BALLOON
ໂຮງແຮມ ແລນມາກ ຮີເວີໄຊດ໌



ພິທີປິດງານ ATF 2024

19:00 - 19:10	ທ່ານ ລັດຖະມົນຕີ ກະຊວງ ຖະແຫຼງຂ່າວ, ວັດທະນະທຳ ແລະ ທ່ອງທ່ຽວ, ສປປ ລາວ ມີຄຳເຫັນ
19:10 - 19:20	ທ່ານ ລັດຖະມົນຕີ ກະຊວງທ່ອງທ່ຽວ, ສິລະປະ ແລະ ວັດທະນະທຳ ປະເທດ ມາເລເຊຍ ມີຄຳເຫັນ
19:20 - 19:25	ທ່ານ ລັດຖະມົນຕີກະຊວງ ຖະແຫຼງຂ່າວ, ວັດທະນະທຳ ແລະ ທ່ອງທ່ຽວ ສປປລາວ ມອບທຸງ ATF 2024 ໃຫ້ແກ່ ທ່ານ ລັດຖະມົນຕີກະຊວງທ່ອງທ່ຽວ, ສິລະປະ ແລະ ວັດ ທະນະທຳ ປະເທດ ມາເລເຊຍ
19:25 - 19:40	ຊົມການສະແດງສິລະປະລາວ <ul style="list-style-type: none">ຟ້ອນເຊິ່ງສຽງແຄນຟ້ອນປະສານໃຈອາຊຽນ
19:40 - 20:00	ຊົມການສະແດງສິລະປະມາເລເຊຍ 2 ລາຍການ
20:00 - 21:00	ຮັບປະທານອາຫານເບົາ
21:00 - 24:00	ງານລາຕີ ຈັດໂດຍປະເທດ ຟິລິບປິນ

ການແຕ່ງກາຍ: ຊຸດທາງການ ຫຼື ຊຸດປະຈຳຊາດ