

## ANNEX 3



**REGIONAL SEMINAR FOR TRAINING OF THE TRAINERS ON SMS4DC  
FOR  
THE ASIA AND PACIFIC REGION**

Vientiane, Lao People Democratic Republic, 18 – 22 April 2006

Organised by the BDT and hosted  
by Ministry of Communication, Transportation, Post & Construction of Lao PDR

***INFORMATION NOTE***

***I. VENUE OF THE SEMINAR***

Vientiane, Lao Plaza Hotel, 18 – 22 April 2006.

***II. WORKING LANGUAGES***

The Seminar will be conducted in English only.

***III. DELEGATES' REGISTRATION***

Registration will start on Tuesday, 18 April 2006 from 8h00 to 9h00.

***IV. WORKING HOURS***

The opening ceremony will take place on Tuesday 18 April, at 9 h 30. The proposed working hours are as follows: 9h00 - 18h00. For Seminar time allocation, a tentative programme will be sent to you in due course.

***V. PROPOSED HOTELS***

Lao Plaza Hotel (5 stars) - Venue of the Seminar

15 minutes from the International Airport and 2 minutes from the city centre.

Rates:	Single/double room	USD 65/75 per person / per night
	Executive suite	USD 85/95 per person / per night
	+ 10% government tax, 10% service charge	

**In order to facilitate transportation, participants are encouraged to stay at the Lao Plaza Hotel.**

***VI. RESERVATION OF HOTEL ROOMS***

The reservation of hotel rooms proposed above should be done through Ms. Somchit LEUANGVANSAY, at phone: +856 21 214488 or Mobile: +856 20 5500576, fax: +856 21 217485, e-mail: [bns@laotel.com](mailto:bns@laotel.com); **not later than 20 March 2006** to ensure hotel rooms are available.

***VII. TRANSPORTATION***

Upon your arrival at the airport, please look for the panel **ITU SEMINAR**, where you will find the welcome committee of the Lao PDR. Block reservations had been arranged, consequently, transportation to and from the airport will be ensured by the Ministry of Communications, Transport, Post & Construction of Lao PDR.

### **VIII. POLICE AND HEALTH FORMALITIES**

Valid passport is required to enter Lao PDR. Should visa be required and should there be no consular representation of Lao PDR in your country, please contact urgently Mr. Xayluxa Insisiengmay, Deputy Director of the Radio Frequency Management Division, Posts and Telecommunications Department, has been appointed as the local contact person by the Ministry: Tel: +856-21-412299; Fax:+856-21-412279, e-mail: [depostel@laotel.com](mailto:depostel@laotel.com), for assistance.

### **IX. PRIVATE CALLS**

The franking privilege (**6 minutes** once a week or 3 minutes twice a week will be granted to all Member Administrations' participants. Private calls exceeding this limit will have to be paid in cash in local currency at the Telecommunication Centre of the Conference. Official calls and faxes will, however, be free of charge.

### **X. CLIMATE**

During April the average temperature varies from 37 to 39 degree Celsius. For more information please visit website at [www.laopdr.com](http://www.laopdr.com).

### **XI. ELECTRICAL CURRENT**

220 volts AC, 50 Hz, with rounded two-prong plugs/sockets.

### **XII. CURRENCY**

The unit of Lao currency is KIP. The exchange rate is 10,045 KIP to 1 USD approximately.

Visa and American Express cards are widely accepted, whilst Access/Mastercard and Diners Club have more limited use. Travellers cheques are accepted by licensed banks and bureaux de change. To avoid additional exchange rate charges, travellers are advised to take travellers cheques in US dollars.

### **XIII. TIME DIFFERENCE**

GMT or Universal Time + 7 hours

### **XIV. HEALTH**

There are no vaccinations or health restrictions to enter the Lao PDR.

### **XV. REGISTRATION FORMS SHOULD BE RETURNED BY 13 MARCH 2006 AT THE LATEST. TO:**

Mr. Xayluxa Insisiengmay, Deputy Director of the Radio Frequency Management Division, Post and Telecommunication Department, has been appointed as the local contact person by the Ministry: Tel: +856-21-412299, Fax: +856-21-412279, e-mail: [depostel@laotel.com](mailto:depostel@laotel.com), [laregtel@laotel.com](mailto:laregtel@laotel.com) for assistance.

with copy to:

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Place des Nations, 1211 Genève 20, Switzerland

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