



SIXTH ASEAN HERITAGE PARKS (AHP6) CONFERENCE

Pakse City, Champasak Province, Lao PDR

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE AND DATES

The Sixth ASEAN Heritage Parks Conference (AHP6) will be held in Champasak Grand Hotel, Pakse City, Lao PDR from 21 to 24 October 2019.

2. REGISTRATION AND IDENTIFICATION BADGE

Conference participants are requested to register online and in advance, but no later than 9 October 2019 to facilitate smooth coordination of the issuance of travel documents for sponsored participants and name badges for all participants. Please note that the AHP Secretariat will be unable to respond positively to requests for sponsorship after this deadline. Kindly log on to the Conference website and ensure that you are properly registered: <http://ahp6.aseanbiodiversity.org/registration/>.

Self-paying participants, on the other hand, have the option to register online or on-site. Kindly check the registration link on the website for the conference cost.

Access to the meeting venues is subject to the presentation of identification badge. Badges will be issued at the registration area located in front of the main entrance of the hotel. Registration will be between 8:00 hours (8AM) to 18:00 hours (6PM) from 20 to 22 October 2019.

For identification and security reasons, all participants are requested to wear their name badges at all times during the Conference.

3. HOTEL ACCOMMODATIONS

Accommodations will be provided at Champasak Grand Hotel. For sponsored participants, hotel booking will be done by the AHP Secretariat. Courtesy accommodations for sponsored participants include a room and breakfast. Personal charges, such as local and long-distance telephone calls, Internet use, business centre use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services, shall be paid by the respective participants directly to the hotel. Should participants wish to extend their stay in Pakse, Lao-PDR, expenses will be charged to their personal accounts. Self-paying participants are to book their hotel of choice.

Contact details of the official AHP6 Conference hotel are as follows:

Champasak Grand Hotel

Lao Nippon Bridge, Mekong Riverside Road, Pakse City
Tel. no.: +856-031-255111





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Check-in time is 14:00 hours (2PM) and check-out time is 12:00 hours (12NN). Participants arriving before 14:00 hours can store their luggage with the hotel concierge until their room becomes available.

Upon arrival at the hotel, participants are advised to register at the front desk where they will be informed of their room assignments. Participants may be assigned in a single or twin-sharing room.

The ACB will cover the costs of meals and accommodations of sponsored participants for the duration of the Conference.

Other alternative hotels for AHP6 conference are as follows:

Arawan Riverside Hotel

Salakiew Rd, Phonesavanh Village, Pakse District

Champasak Province, Lao-PDR

Tel. no.: (856-31) 260345-50

Email: arawan.hotellao@gmail.com

Website: www.arawanhotel.com

Champasak Palace Hotel

P.O Box 718 Pakse, Champasak Province, Lao-PDR

Tel no.: (856-31) 212263, 252149, 252130

Email: champasak_palace_hotel@yahoo.com

Website: www.champasakplacehotel.com

For sponsored participants who will be needing a room accommodation for a layover of more than fourteen (14) hours, we will reimburse a maximum of USD 50.00. No Official receipt, no reimbursement.

4. VISA AND ENTRY REQUIREMENT

Participants must have a passport or travel document with a minimum validity of six (6) months before the scheduled conduct of the conference.

Citizens of ASEAN with diplomatic and official passports are not required to apply for a visa to enter Lao PDR. For resource speakers and/or participants requiring a visa to enter Lao PDR, applications can be made at Lao PDR's Embassies in their respective countries. Visa application will require a passport or travel document that is valid for at least six months. More information regarding visa application is available at the Consular Services page of the Department of Immigration of Lao PDR: <http://immigration.gov.la/services.html>

5. TRANSPORTATION

Transportation will be provided to sponsored participants during arrivals and departures. Transportation will also be provided to self-paying participants staying in Champasak Grand Hotel.





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Sponsored participants are advised to **look for the AHP6 Information Booth at the arrival area of the airport**, and approach the AHP6 representative/s for direction to the assigned vehicle. Transportation schedules will be provided in the AHP6 website, registration area, and at the conference venue.

6. LIAISON ARRANGEMENT

Liaison Officers will be assigned to ASEAN Member States Heads of Delegation and VIPs for the duration of the Conference.

7. FINANCIAL ARRANGEMENT

To facilitate the orderly distribution of reimbursements (airfare or costs for land travel to and from country of origin, visa fee) and the out-of-pocket meal allowance to sponsored participants, schedules and venues for disbursement by the AHP Secretariat will be accessible on the website, mobile application, registration area, and conference venue.

Sponsored participants are requested to **keep their boarding passes and original copies of expense receipts**, and submit them to the AHP Secretariat when claiming allowances and reimbursements for expenses during the Conference.

Participants are also required to send a scanned copy of their boarding pass for their return flight to Ms. Walane Aquino and Ms. Aisa Angeles at ahp6@aseanbiodiversity.org with the subject, **Boarding Pass [Name of Participant]**.

8. MEDICAL SERVICES

There will be a medical helpdesk at the Conference venue. Basic first-aid medical services shall be available onsite and during the field visit.

9. AHP6 MARKETPLACE AND EXHIBITS

The Sixth ASEAN Heritage Parks Conference (AHP6) Marketplace and Exhibits will highlight the milestones, successes, and key accomplishments of the ASEAN Heritage Parks (AHP) programme over its 35 years of existence. It will also provide an opportunity for the AHPs to showcase their biodiversity-based products and good protected area management practices.

The AHP6 is an eco-friendly conference, hence, all exhibitors are encouraged to use recycled, recyclable, or biodiversity-friendly materials, such as cardboards, boxes, canvas, bamboo, and papier-mâché, among others, as exhibit materials.

All pertinent information about the marketplace may be accessed at <http://ahp6.aseanbiodiversity.org/marketplace-and-exhibits/>.



10. GENERAL INFORMATION

Weather

Pakse features a tropical wet and dry climate with a distinct monsoon season and a dry season. Pakse's dry season spans from November through March. April marks the onset of the monsoon which in Pakse lasts about seven months. Vientiane tends to be hot and humid throughout the course of the year, though temperatures in the city tend to be somewhat cooler during the dry season than the wet season.

Time Zone

The standard time zone in Lao PDR is GMT + 7 hours.

Foreign Currency Declaration

The official currency in Laos is Lao Kip (LAK). Credit cards are accepted only in some upscale hotels and restaurants.

As of 17 October 2019, the exchange rate is USD1.00 = LAK 8,642.24, you may also access: <http://www.oanda.com/currency/converter> for more information.

Electric Supply, Plug Adapters, and Outlet Sockets

The standard voltage is 230 V in Lao PDR. The standard frequency is 50 Hz. The power sockets that are used are type A / B / C / E / F.



Catering and Coffee Break

Coffee will be served during the Conference. The venue for lunch will be at the Grand Coffee Shop Restaurant, 1st floor of the Champasak Grand Hotel. Arrangements for other meals will be announced during the Conference.



Language

The conference will be conducted in English. Interpretation from English to Lao will be available in most sessions.

Conference Materials

Presentations, references/reading materials, group exercises, and other Conference documents may be downloaded at ahp6.aseanbiodiversity.org/downloads1/. This document repository will be updated from time to time, and the availability of new materials will be announced during the Conference. Flash drives containing e-copies of the Conference materials will be distributed at the Closing Program.

Dress Code

For the conference-proper, participants are requested to wear smart casual attire.

For the **ASEAN Cultural Night** which will be held on **22 October 2019**, participants are encouraged to wear their **national costumes**.

For the field trip on **24 October 2019**, participants are requested to wear appropriate outdoor clothes that will protect you from the rain or sun. Wearing rubber shoes /or walking shoes are also recommended.

DISCLAIMER

The ASEAN Centre for Biodiversity, the AHP Secretariat, and other conference organisers disclaim all responsibility for medical, accident and travel insurance, compensation for death or disability, for loss of or damage to personal property, and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly advised that prior to departure, participants secure international travel and medical insurance for the period of travel and participation. Moreover, the ACB, the AHP Secretariat, and other conference organisers shall not be held liable for any infringement of intellectual property rights in the use of Conference materials.

11. FOR CLARIFICATION AND OTHER INQUIRIES, PLEASE CONTACT:

Email: ahp6@aseanbiodiversity.org

