



**FOREST CARBON PARTNERSHIP FACILITY (FCPF)**  
*Participants Assembly Tenth (PA10) meeting and Participant Committee Twenty Fourth (PC24) meeting,*  
*September 25-29, 2017*

**Logistics**

**HOTEL ACCOMMODATION:**

**Villa Santi Spa Hotel** – Sakkarine Road PO Box, 681 Luang Prabang, Laos Tel.: 856 20 99457697 Office: 856 71 253 478-9

Contact person: Viengsay SOUVANHNASENG email: [dos@villasantihotel.com](mailto:dos@villasantihotel.com)

**The Grand Luang Prabang Hotel** – Ban Xiengkeo, Khet Sangkalok PO Box 119, Luang Prabang, Laos Tel: 856 71 253 851

Contact person: Sengkeo Sounthaly email: [sales@grandluangprabang.com](mailto:sales@grandluangprabang.com)

**MEETING VENUE: Villa Santi Hotel & Resort**, Sakkarine Road PO Box, 681 Luang Prabang-Laos.

Tel.:856 20 99457697 Office: 856 71 253 478-9 <http://villasantihotel.com/santi-resort-spa>

**For FCPF-funded participants**, the FMT has already reserved rooms at **The Grand Luang Prabang Hotel** or at **Villa Santi Spa Hotel**, checking in on Sunday, September 24<sup>th</sup> and checking out on Saturday, September 30<sup>th</sup> unless you have notified us of different travel needs. If you are planning to stay additional days for personal reasons, please note that you will have to make your own hotel reservation for any additional days. Your accommodation at **The Grand Luang Prabang Hotel** and **Villa Santi Spa Hotel** will be paid directly by the FMT; therefore, you do not need to pay at check-out. However, you will need to cover any incidental expenses (such as room service, phone calls, minibar etc.). Please note that it is standard in Luang Prabang, Laos for hotels to request a credit card or cash deposit upon your arrival to cover incidentals; this will be your responsibility. **FMT will soon let you know which hotel is been reserved for you.**

For self-paying guests, we have reserved 25 deluxe rooms in **The Grand Luang Prabang Hotel** the rate of USD 85.00 for a single room and can book directly by the guest by sending e-mail to reservations and please mention in the subject line **(To make reservation):** [sales@grandluangprabang.com](mailto:sales@grandluangprabang.com) guarantying his/her stay with a credit card by **September 10, 2016**. For those who are staying in Grand Luang Prabang hotel a free shuttle service is arranged from the hotel to the meeting venue for all the meeting days.

**TRAVEL ARRANGEMENT:** Flight arrangements have been made by American Express (AMEX), the World Bank's travel agency. If you have not received an itinerary/ticket from AMEX yet, please contact Sanjeeth Thomas at [athomas6@worldbank.org](mailto:athomas6@worldbank.org) or Marina Kvashnina [mkvashnina@worldbank.org](mailto:mkvashnina@worldbank.org) and copy [fcpfsecretariat@worldbank.org](mailto:fcpfsecretariat@worldbank.org) as soon as possible.



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NOTE: Please note that once itineraries are confirmed by the sponsored participant and an e-ticket is issued, any request for changes will be at the participant's own cost. The deadline for registration and completing travel arrangements for sponsored participants is **September 10, 2016**. Beyond this deadline, FMT may not be able to guarantee any travel/on-site per diem/hotel arrangements.

**VISA ON ARRIVAL INFORMATION:** The FMT has provided an invitation letter. For those who request a visa upon arrival and submitted their clear copy of passport and documentation before the deadline, FMT has submitted a visa upon arrival request to the Immigration Authorities of Laos. You will receive this letter via email, so please make sure that your information is printed correctly in this letter. If there are changes, immediately inform FMT. You will be asked to provide 2 passport – sized photos and expect to pay a fee which will be reimbursed to you by FMT upon submission of original receipt.

#### **PER DIEM AND TRANSPORTATION COSTS:**

Per diem may not be claimed when en route to a destination nor can it be claimed on the day of return to duty station. **If the hotel/venue is providing breakfast/lunch/breaks, per diem will be reduced for the meals provided.** Below is the calculation of your approximate per diem and this depends on each participant's arrival/departure itinerary. All submission must be supported by an **original receipt**.

Arrival 24-Sep	Meeting 25-Sep	Meeting 26-Sep	Meeting 27-Sep	Meeting 28-Sep	Meeting 29-Sep	Depart 23 Jun	Taxis Abroad	Taxis in
Depending on itinerary	US42	US42	US42	US42	US42	Depending on itinerary	Max US\$ 35 (receipt required)	Approx. US\$ 38 (receipt required)



**AIRPORT TO HOTEL FREE SHUTTLE SERVICE:** For FCPF funded participants, we will send your itinerary to the hotel to arrange pickup/dropoff. For others, you may send your arrival/departure information directly to the hotel and arrange a free shuttle service.

**WEATHER INFORMATION:** <https://www.accuweather.com/en/la/luang-prabang/360273/daily-weather-forecast/360273>

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**ELECTRICITY:** Electrical sockets (outlets) in Laos usually supply electricity at between 220 and 240 volts AC. If you're plugging in an appliance that was built for 220-240 volt electrical input, or an appliance that is compatible with multiple voltages, then an adapter is all you need.

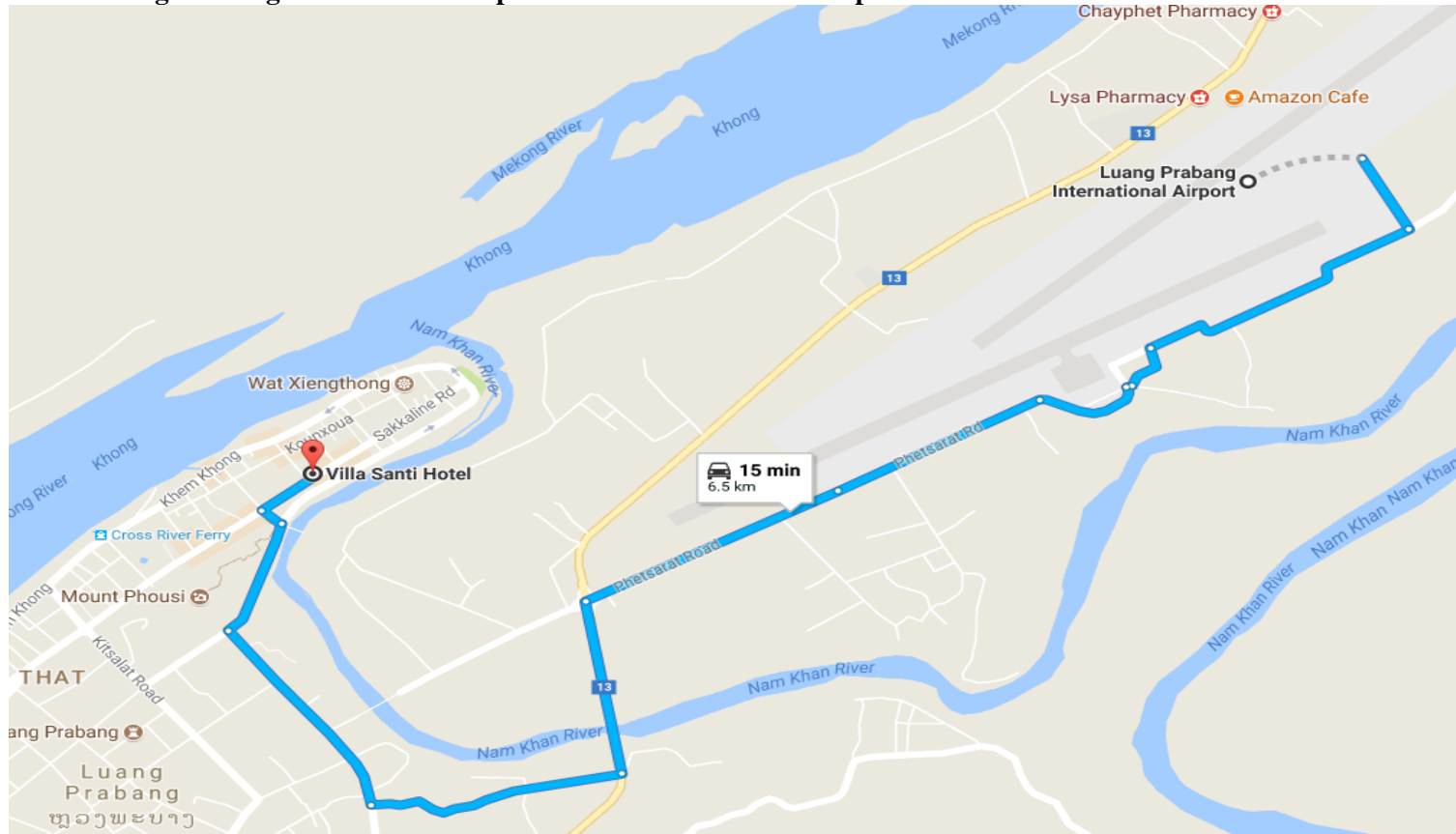
						
North America Grounded NEMA 5-15	Japan Non-grounded JIS C 8303	Europe German style CEE7/4 Schuko	Europe French style Schuko	Europe/Russia Non-grounded CEE7/16 Europlug	Great Britain Grounded BS-1363	Great Britain "Shaver socket" BS-4573
						
Australia/China Grounded AS-3112	Italy Grounded CEI 23-16	Switzerland Grounded SEV-1011	Denmark Grounded SRAF 1962/DB	Israel Grounded SI 32 (IS 16A-R)	India Grounded BS-546 "Small"	South Africa Grounded BS-546 "Large"



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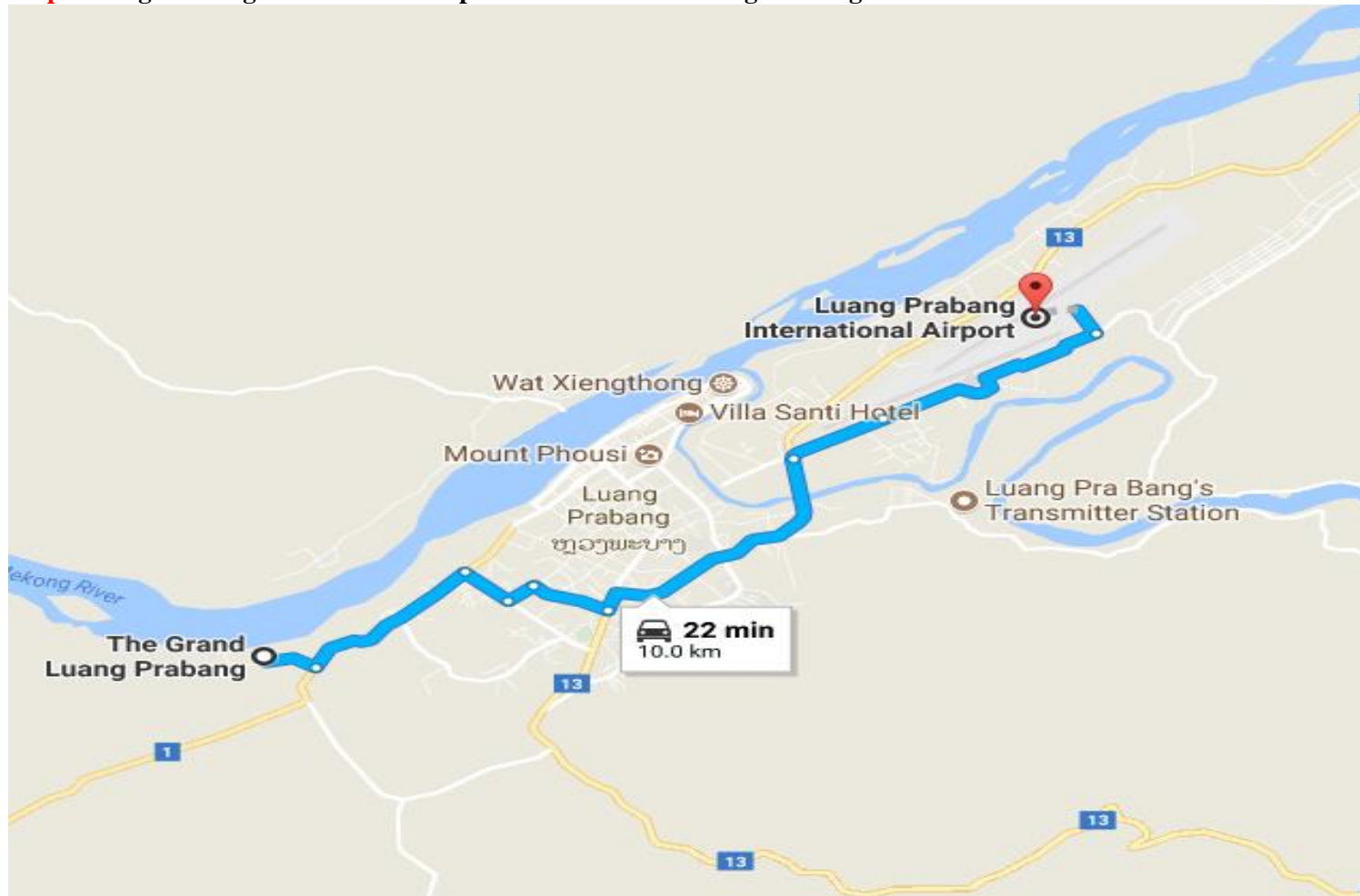
**MAP: Luang Prabang International Airport to Villa Santi Resort & Spa Hotel**





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**Map:** Luang Prabang International Airport to The Grand Luang Prabang Hotel





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**Map:** The Grand Luang Prabang Hotel to Villa Santi Resort & Spa Hotel

