



# 13<sup>TH</sup> ASEAN-AIPA LEADERS' INTERFACE DURING THE 44<sup>TH</sup> AND 45<sup>TH</sup> ASEAN SUMMITS

8-10 October 2024

Vientiane, Lao People's Democratic Republic

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## 1. DATE AND VENUE

The Government of the Lao People's Democratic Republic will host the 44<sup>th</sup> and 45<sup>th</sup> Association of Southeast Asian Nations (ASEAN) Summits in Vientiane from 08-11 October 2024. In the occasion of the Summits, the ASEAN Inter-Parliamentary Assembly (AIPA) is invited to attend the ASEAN-AIPA Leaders' Interface Meeting to be held on 09 October 2024, Vientiane, Lao People's Democratic Republic.

The National Assembly of Lao PDR therefore arranges the following parliamentary programme:

Arrival	: 08 October 2024
Meetings	: 09 October 2024
Departure	: 10 October 2024

### 1.1. Parliamentary Preparatory Meeting

Prior to the ASEAN-AIPA Leaders' Interface Meeting, the Host Parliament will arrange a parliamentary Preparatory Meeting to finalise the message of AIPA President which will be delivered during the ASEAN-AIPA Leaders' Interface. The parliamentary Preparatory Meeting will be held on:

- Date : 09 October 2024
- Time : 09.00 – 11.00 am (GMT+7)
- Venue : Moung Thanh Luxury Vientiane Hotel

### 1.2. ASEAN-AIPA Leaders' Interface

The ASEAN-AIPA Leaders' Interface will be conducted by the Lao Government as Chair of ASEAN in Vientiane on:

- Date : 09 October 2024
- Time : 13.30 – 14.30 pm October 2024 (GMT+7)
- Venue : National Convention Center (NCC)



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## 2. PARTICIPANTS

The ASEAN – AIPA Leaders' Interface is aimed at gathering the Speakers/Presidents of the AIPA Member Parliaments and the Heads of State/Government of the ASEAN countries. Each AIPA Member Parliaments are expected to send a Delegation consisting of one (1) Head of Delegation + one (1) Member of Parliament to participate in the Interface Meetings.

## 3. REGISTRATION AND ACCREDITATION

### 3.1. Liaison Officers

Liaison officers (LO) will be assigned to each of AIPA Delegation in order to provide support of all official activities during the ASEAN-AIPA Leaders' Interface.

A list of liaison officers and contacts will be provided in detail and distribute as a useful information for all delegations upon their arrival.

### 3.2. Registration

All delegations are requested to submit the completed registration form to the National Assembly of Lao PDR via the following email [asean.aipa.interface2024@gmail.com](mailto:asean.aipa.interface2024@gmail.com) and [aipa@aipasecretariat.org](mailto:aipa@aipasecretariat.org) by 23 September 2024.

Final Delegation Name List shall be informed via email to [asean.aipa.interface2024@gmail.com](mailto:asean.aipa.interface2024@gmail.com) no later than 23 September 2024 with the subject [List of Delegation] – Country/Organization Name.

After the deadline, any changes to the delegate's information shall be submitted to the Secretariat via email [asean.aipa.interface2024@gmail.com](mailto:asean.aipa.interface2024@gmail.com) with the subject [Registration Changes] – Country/Organization Name no later than 28 September 2024 by attaching the following documents for each delegate:

1. Copy of recent color passport-size photo.
2. Copy of Passport



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### **3.3. Collection of Badge and Pin**

Each Delegation shall have ID Badge. Each Head of Delegation will also receive a Pin which should be worn during the ASEAN-AIPA Leaders' Interface. Badges and Pins will be collected and distributed by the Delegation Accreditation Officer (DAO).

### **3.4. Luggage Tag**

The official Luggage Tag is available at the website [www.aipa45.gov.la](http://www.aipa45.gov.la) please attach the Luggage Tag to all the Delegation Luggage to facilitate luggage identification on arrival and to ease the luggage transfer to the respective hotel.

## **4. AIRPORT FACILITIES AND SERVICES**

### **4.1. Transfer Airport**

The Host Parliament will provide local transportation for all delegations from airport to the hotel, and from hotel to the venue of the conference and others specified events in the Programme. Delegates wishing to make another trip will meet by their own cost.

### **4.2. Arrival and Departure Arrangements**

Representative(s) of the Host Parliament will greet and receive the AIPA Delegation upon arrival at Wattay International Airport. Protocol officers will assist the collection of luggage. To avoid the crowdedness at the VIP Lounge, Delegation may be escorted through the regular lane of the airport terminal to be transferred to the Moungh Thanh Luxury Vientiane Hotel.

### **4.3. Firearms and Ammunition**

Security Personnel who wish to carry firearms and ammunition to the Lao PDR must obtain appropriate permit in advance through diplomatic channel. Relevant customs and security inspection procedures for firearms will be conducted at the point of entry and departure.



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### 4.4. Radio Communication Devices

Delegates bringing in radio communication devices in Laos must obtain an appropriate permit in advance through diplomatic channel. These devices must be declared upon the arrival.

## 5. VISA AND PASSPORT

All delegates and accompanying persons must bear a valid passport with more than six (6) months before entry to the Lao People's Democratic Republic and are advised to contact their local Lao Embassy or Consulate prior to their departure to obtain a validity visas.

In case there is no Lao PDR diplomatic or consular representation in your countries, visas can be issued on arrival at Wattay International Airport or apply for e-visa. Please visit the official website of **the Ministry of Foreign Affairs** at <http://www.mofa.gov.la/> for more information about visa and application.

## 6. LOCAL TRANSPORTATION

Appropriate chauffeur-driven vehicles will be provided to each AIPA Delegation for the duration of the official program of the Meetings from 8-10 October 2024. Vehicle will transport vice-versa from airport to the official hotel and meeting venue as well as social functions described in the Programme.

Delegations may rent additional vehicles at their own expenses. For security reasons, the rental vehicles shall be registered by the Host Secretariat to having access pass to the venue/hotel.

Any changes in the arrival and departure information, please inform the Host Secretariat as soon as possible to arrange the transportation at an early convenience.



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### 7. ACCOMMODATION AND EXPENSES

Based on Article 17 of the AIPA Statues, Delegates shall be responsible for their own flight (international and domestic). The Host country will be responsible for the meeting and provide hospitality for all participants during the conference.

The Host country will provide accommodation for 2 (two) MPs and 1 (one) Secretariat for 2 (two) nights from 8 to 10 October 2024 with normal time for check-in and check-out. Other costs incurred during the stay at hotel including minibar, laundry, mobile/international phone calls, business centres, and meals will be at their own responsibility.

For those who arrive earlier or want to extend their stay shall make their own arrangement with the hotel. Due to limited availability, the hotel accommodation will be arranged by the Host Secretariat.

The Host Parliament will provide the following official hotel accommodation:

- **Moung Thanh Luxury Vientiane Hotel**

Address: Bourichane Road, Phonsinouan Village, Sisattanak District, Ban Phon Kheng 00856

Phone: 021 998 999

#### 7.1. Document

All the meetings' documents such as Tentative Programme of Activities, General Information and Draft Message of the 45<sup>th</sup> AIPA President will be circulated through AIPA Secretariat.

#### 7.2. Medical Service

First aid for medical services will be provided at the National Convention Centre by teams of doctors and nurses as well as ambulance support will be available 24 hours daily from 17 to 23 October 2024 to respond to delegates' immediate health need.



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### **7.3. Media Arrangement**

The Host Secretariat will provide documentation (photos, videos, press releases) of the Parliamentary Meeting and the ASEAN-AIPA Leaders' Interface at the official website [www.aipa45.gov.la](http://www.aipa45.gov.la)

## **8. OTHER USEFUL INFORMATION**

### **8.1. Climate and Weather**

The Lao PDR is a Southeast Asian Country. Climate is Tropical which is warm and hot all year round. A rainy season starts from May to mid-October due to the south-west monsoon, and a dry season from mid-October to April.

The weather in October is mostly dry and sunny, and the temperatures are comfortable. The average temperatures are ranged between 24° - 35°C.

### **8.2. Time Zone**

The Time Zone in the Lao PDR is GMT+7 hours.

### **8.3. Currency**

The official currency of the Lao PDR is Kip, and there is no restriction on currency exchange. The exchange rate USD/LAK is depended on Daily Exchange Rates.

### **8.4. Credit Cards and ATM**

All major credit cards (Visa, Master Card, American Express, UnionPay) are widely accepted throughout the city, although some small shops and restaurants may only accept cash payments. ATMs are available at the banks, marts, shopping malls, and some public areas.

### **8.5. Electricity**

There are five associated plug types used in Laos: A, B, C, E and type F. A type plug has two flat parallel pins, B type plug has two flat parallel pins and a round earth pin, C type plug has two round pins, E type plug has two round pins and a hold for the earth



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pin and F type plug has two round pins, it has two earth clips on the sides. Laos operates on a 220 V supply voltage and 50Hz.

### 8.6. Internet

Wireless internet services and Wi-Fi are common use and get access widely throughout the city.

### 8.7. Shop and Outdoor Activities

Local markets in Vientiane are open daily from 7am to 5pm. Most city shops are open daily, from 08.00 am to 20.00 pm, and from 09.00 am to 21.00 pm for malls and shopping centres. Bank and business centres are open from Monday to Saturday, from 08.00 am to 15.30 pm. Outdoor activities are very popular in Vientiane that is why it is mostly crowded in the evening.

- \* *The Host Secretariat reserved the rights to modify the above General Information and will be notified if any.*