

Note for Information

**CCOP - KIGAM Unconventional Oil and Gas Project: Mapping of Black Shale Formations for the prediction of shale resources (UnCon or UC) National Coordinators Meeting & Workshop (UCM5) 10-12 May 2016, Vientiane, Lao-PDR**

<b>Accommodation</b>	<b>Landmark Mekong Riverside Hotel</b> Donchan Road, Thatkao Village, Sisattanak District, Vientiane, Lao PDR P.O. Box 2365 Tel: (856-21) 266 888 Fax: (856-21) 266 899 Email: <a href="mailto:info@landmarkmekonghotel.com.la">info@landmarkmekonghotel.com.la</a> Website: <a href="http://www.landmarkmekongriversidehotel.com">www.landmarkmekongriversidehotel.com</a>
<b>CCOP Group Hotel Room Rates</b>	<b>Superior City Room</b> <b>800,000 LAK</b>  <b>Superior Mekong Room</b> <b>880,000 LAK</b>  <b>Deluxe Mekong Room</b> <b>1,040,000 LAK</b>  Complimentary from the hotel <ul style="list-style-type: none"><li>• Daily Breakfast Buffet for 2 or Daily American Breakfast for 2.</li><li>• Roundtrip transfer between Airport and Hotel (upon request).</li><li>• ☑ Complimentary access to swimming pool, fitness center and sauna.</li><li>• Complimentary Wi-Fi Internet access in rooms and in all public areas.</li><li>• Complimentary Welcome Drink upon arrival.</li></ul> <p><b><u>Accommodations will be reserved according to the arrival and departure date, or depending on special requests. The accommodation settlement is on individual account.</u></b></p> <p><b><u>The cancellation fee for no show MUST be paid by each registered participant/company and is NOT the responsibility of the organizer.</u></b></p> <p><b><u>Any consumption from the mini bar will be charged to the guest account.</u></b></p>
<b>Meeting Venue</b>	VIP Room (2F)  The event is FREE and by invitation only. No registration fee required.

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<b>Internet</b>	Complimentary Internet access in room and selected resort areas
<b>Evening Functions</b>	Information about the sponsored dinners to be announced later.
<b>Airport Transfer</b>	Complimentary from the Hotel. Please look for CCOP and/or Hotel sign when arriving at Airport.
<b>Visa Requirements for Foreign participants</b>	CCOP participants will receive " <b>Acceptance Letter</b> " issued by the CCOP TS as <b>organizer</b> via E-mail for the travel approval from their organizations. The host organization in Lao-PDR will also issue the official invitation letters to all. <b>Note:</b> The participant must possess a passport valid for at least six months upon arrival.
<b>Sponsorship</b>	<b>Daily Subsistence Allowance (DSA) for sponsored participants:</b> will be distributed on day 1 of the workshop. This DSA covers accommodation (based on single occupancy rate), meals and any incidental expenses. Sponsored participants are to settle the payment of their room and personal expenses with the hotel directly.
<b>Travel Insurance</b>	Foreign participants are strongly recommended to obtain the travel insurance plan that suits their needs.
<b>Activity Record</b>	A USB drive will be provided to all participants to record the presentations, final list and contact details of participants and some pictures.
<b>Currency</b>	1.00 USD = 8,090.00 LAK as of May 2016
<b>Climate</b>	38°C Max Daytime Temperature, partly cloudy and rain in May. 24°C Min Night-time Temperature, partly cloudy and rain in May.
<b>Time Zone</b>	GMT +7

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**For more information,  
please contact**

**Mr. Simplicio P. Caluyong**

CCS-M Program Coordinator

CCOP Technical Secretariat

CCOP Building

75/10 Rama VI Rd., Phayathai, Ratchathewi, Bangkok 10400, Thailand

Tel: +66 (0) 2644 5468, Mobile +66 (0) 81 827 0527

E-mail: [sim@ccop.or.th](mailto:sim@ccop.or.th), [scaluyong@gmail.com](mailto:scaluyong@gmail.com)

Website: [www.ccop.or.th/ccsm](http://www.ccop.or.th/ccsm), Skype: Sim Caluyong

**Mrs. Vannapha Phommachanh**

Technical Staff

Department of Geology and Mineral

Ministry of Natural Resources and Environment

Mobile: +856 20 2248 6869

E-mail: [phao707@hotmail.com](mailto:phao707@hotmail.com)

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