



28th & 29th ASEAN Summits & Related Summits
6-8 September 2016, Vientiane, Lao PDR.

MEDIA ADVISORY

1. Introduction

The 28th & 29th ASEAN Summits and related Summits will be held from 6-8 September 2016 at the National Convention Center (NCC), Vientiane, Laos. The related Summits will include: 11th East Asia, 4th ASEAN-US, 14th ASEAN-India, 8th ASEAN-UN, 8th Mekong-Japan Cooperation, 19th ASEAN Plus Three, 18th ASEAN-ROK, 19th ASEAN-Japan, 25th Anniversary Commemorative ASEAN-China, 10th Indonesia-Malaysia-Thailand Growth Triangle (IMT-GT), ASEAN Business and Investment Summits and other related events. More information of the events are updated at <http://www.asean2016.gov.la>

2. Registration

Media members, who wish to cover the 28th & 29th ASEAN Summits and related events, have to submit [online registration](#) to the Press Department, Ministry of Foreign Affairs of the Lao PDR. For more details and information, please contact us via this email: asean2016register@yahoo.com and visit our website: <http://www.asean2016.gov.la> or <http://www.mofa.gov.la>

A. Key Dates for Media Registration:

- 10 August 2016 : Registration is open
- 30 August 2016 : Registration is closed at 23:59 hrs (local time)
- 02 September 2016: Issuance of Press ID Card

B. How to proceed:

1) Submission:

Registration must be applied online only through [this link](#) or our official website: <http://www.asean2016.gov.la> or <http://www.mofa.gov.la>

2) Requirement documents:

- Letter of assignment from the editor/executive board of the media
- Copy of passport (valid for at least 6 months upon entry into Laos)
- Copy of press card - validity must be at least three months
- Digital photograph (file size must not exceed 5 MB)

3) Confirmation:

Acknowledgement will be sent by email to media applicants after all required documents have been completed and received by the Press Department. Incomplete applications will not be processed.

Email notification together with Letter of Confirmation will be sent to successful applicants.

3. Visa Requirements

- Once application is approved, applicants are required to apply for a journalist visa category “M-B2” and responsible for their own visa arrangement at the nearest Lao Embassy / Consulate-General abroad or on arrival visa (VOA) at the international airports / international border checkpoints in the Lao PDR.
- Each applicant should present the accreditation letter of confirmation to the Lao Embassy / Consulate-General or authorized officials at the international airports / border checkpoints for issuing a journalist visa entering Lao PDR.

4. Customs Clearance

Applicants have to declare their equipments by presenting the list to customs at the international Port.

5. Press ID cards

- Press ID cards will be issued to accredited journalists. The press ID cards will allow media representatives to get access to the Foreign Media Center (FMC), NCC and related events’ venues. Access to some specific events is subject to press pools (guidance for pools will be issued separately).
- Press ID cards will be provided both at FMC and Press Department 2 days prior the meeting.
- Press ID cards can be collected in person or by a representative assigned by a group. The representative must present a list of group members with all necessary information (name, passport number, nationality, date of birth, contact number) while collecting the press ID cards.
- During their professional activities, media representatives are requested to display clearly the press ID cards at all times.

6. Foreign Media Center (FMC)

The FMC is located at the International Cooperation & Training Center (ICTC), Vientiane, Lao PDR, which will be equipped with registration and information desk, workstations, internet accessible PCs, internet connections for laptops, host signal area, satellite transmission area, media booths, refreshment area and etc. The Registration and Information Desk provides registration forms, delivers Press IDs and pool passes, handles other requests about interviews and, information on media activities, facilities and services and latest press releases will be available here. Media members should check the Information Desk for updates regularly.

7. Media coverage

1. Pool passes

Access to all events, due to limited space and security reasons, media coverage is to be arranged through pools and it is strictly limited to media representatives bearing valid Media Pool Passes only. Pool cards will be given to photographers and cameramen only.

2. Coverage of Bilateral Meetings

Media members of a delegate country who wish to cover bilateral meetings of their delegation should liaise with their country’s Press Liaison Officer. This Press Liaison Officer should inform the FMC of the list of these media representatives.

Special pool passes for bilateral meetings will be delivered to the Press Liaison Officers of related countries. These passes will be recollected after each event by the FMC's press officers.

3. Other media activities

In addition to the Meeting's coverage, if media members wish to carry out other press activities or site trips outside Vientiane, such requests should be specified in advance in the accreditation application form (Media Registration Form) or in another request form available at the FMC. These additional press activities are to be carried out under the guidance of Lao officer assigned by the Press Department, Ministry of Foreign Affairs.

8. Security Check

Please note that all media members must have their equipment checked at the security check point before entering to the FMC and Meeting venues.

9. FMC Service

1. Media booths

Media booths are available for rent at the FMC and provided on the "first come, first served" basis. Media booths are used as individual working space for member countries or media agencies if needed. *For more details, please contact our official staff: asean2016booth@yahoo.com, Tel: (856-21) 416602, Fax: (856-21) 416629;*

2. Broadcasting and Uplink Services

Lao National Television (LNTV) is the Host Broadcaster. Media agencies wish to use uplink and live broadcasting (pool signal) services must contact the LNTV staff:

- Mr. William SOUVANNAM, Technical Manager,

Email: svnwiliam@yahoo.com, Tel: (856-20) 55612740;

- Mr. Khankeo PHONHALATH, Technical Director,

Email: kphonhalath@yahoo.com, Tel: (856-20) 55653379;

- Mr. Bounleuam, Email: bounleuamhs2013@gmail.com, Tel: (856-20) 22217433;

3. Photo Services

Photo and video of the meetings and related events will be distributed at the FMC.

4. Transportation and Hotels

Media members shall make arrangement of accommodation themselves; therefore, they have to inform the name of hotels and registered plate of vehicles to the FMC or Press Department, Ministry of Foreign Affairs.

Media members can make arrangement of vehicle rental through our official staff:

Email: asean2016vehicle@yahoo.com, Tel & Fax: (856-21) 416378;

Mr. Sonemixay Xaysongkham, Handphone: (856-20) 55929333;

Sub-Committee on Media (FMC)

Press Department

Ministry of Foreign Affairs

23 Singha Road, Vientiane, Lao PDR

Tel & Fax: (856-21) 416503 / 415167;

E-mail: asean2016register@yahoo.com