

MEDIA ADVISORY

ASEAN Foreign Ministers' (AMM) Retreat and the ASEAN Senior Officials' Meeting (SOM) Luang Prabang, Laos 28-29 January 2024

The Organizing Committee has assigned the Media Communication Committee to operate the Press Center (PC) and supervise all activities of foreign media representatives during the ASEAN Foreign Ministers' (AMM) Retreat and the ASEAN Senior Officials' Meeting (SOM) hosted by the Lao PDR, which will be held at Pullman Hotel, Luang Prabang from 28-29 January 2024. Prior to the said dates, Foreign Media Secretariat has been set up at the Press Department of the Ministry of Foreign Affairs to serve the pre function arrangement and coordination for the PC.

All foreign media wishing to cover the events can register online through the PC website: www.laoschairmanship2024.gov.la

Representatives of foreign media are required to submit the media accreditation forms no later than 15 January 2024 (Dates for Media Registration will be starting from 25 December 2023 to 15 January 2024) via e-mail or express mail to the following address:

Press Department, MOFA

23 Singha Rd

Vientiane, Lao PDR.

Phone & Fax: (856 21) 416503; 415167

E-mail: media@laoschairmanship2024.gov.la

An acknowledgment of receipt will be informed to applicants upon submitting all media accreditation forms. Once the application is approved, the letter of confirmation will be done via e-mail. Therefore, each applicant needs to provide a valid e-mail address through which he/she may be directly contacted. Members of foreign media are required to obtain journalist visa category "MB2" for traveling to the Lao PDR, they can obtain at Lao Embassy in abroad or on arrival at the international airport and at the International border Checkpoint. Foreign media members should present this accreditation letter of confirmation to any Lao Embassy/Consulate-General for issuance of the entry visa.

Please be noted that for security reasons and because of the limited seats for media personnel at some meeting venues, only a number of accredited journalists would be allowed to cover the events on a meeting venues. Non-accredited, walk-in members of the media at a meeting venue will not be allowed to enter the media section at a certain meeting venues.

1. Required Documents

All foreign media are required to submit documents as follows:

1. Completed media accreditation application forms;
2. A copy of valid press card issued by the authority of their own countries or their own agency of accreditation;

3. A letter of assignment with letterhead signed by a chief editor;
4. A copy of valid passport with photograph; and
5. A passport-size photograph.

2. Collection of Badges

Those who submit the accreditation form with required documents will be informed of their accreditation and can collect their badges before 28 January 2024 at the Santi Resort and Spa where Press Center will be operating from the 27 January 2024, the PC operating hours is from 08:00-20:00 hrs., from 27 to 29 January 2024.

3. Press Center (PC)

The Press Center is located at the Santi Resort and Spa, Luang Prabang, Lao PDR.

Vientiane, 25 December 2023
Media Committee