



**57th ASEAN Foreign Ministers' Meeting (57th AMM),
ASEAN Post Ministerial Conferences (PMCs),
25th ASEAN Plus Three Ministers' Meeting (25th APT FMM),
14th East Asia Summit Foreign Ministers' Meeting (14th EAS FMM),
and 31st ASEAN Regional Forum (31th ARF)
21-27 July 2024, Vientiane, Lao PDR**

MEDIA ADVISORY

1. Introduction

The 57th ASEAN Foreign Ministers' Meeting (57th AMM) and Related Ministerial Meetings will be held from 21-27 July 2024 at the National Convention Center (NCC) in Vientiane, Lao PDR.

Address: Km 6, Kaysone Phomvihane Road (Road No. 13 South)
Phakhao Village, Vientiane, Lao PDR

More information of the events is updated at <https://www.laoschairmanship2024.gov.la>

2. Registration

All media members who wish to cover the 57th AMM and Related Ministerial Meetings are required to be duly accredited by registering online from **03-24 June 2024** through the link <https://www.laoschairmanship2024.gov.la/media-registration/>

A. Contact Information:

Press Department
Ministry of Foreign Affairs
23 Singha Road, Vientiane, Lao PDR
Tel & Fax: (856-21) 416503 / 415167
E-mail: media@laoschairmanship2024.gov.la

B. Key Dates for Media Registration:

- 03 June 2024: Media Registration is open
- 25 June 2024: Media Registration is closed
- 19-20 July 2024: Issuance of Press ID Pass

C. How to proceed:

All media members who are interested in covering the events can register through the link <https://www.laoschairmanship2024.gov.la/media-registration/>

D. How to register:

1) Submission

All media members need to complete the online registration platform. When it is done, the notification will be sent to the accredited email. However, all media members are required to obtain the entry visa, except official media accompanying respective delegation (name of official media must be on the list of delegation).

Once, it is authorized, the media member will receive the visa approval letter by e-mail.

2) Requirement documents

- Photo with white background in JPEG format (Size 4 cm x 6 cm, maximum 1 MB).
- A copy of passport for non-Lao citizens and its validity of Passport must be at least six months.
- Valid Press Card.
- Assignment Letter from media agencies to cover the events.
- List of Media equipment.

3) In case of failing

Incomplete and inaccurate information of the registration may delay the approval process and/or deny entry.

4) Confirmation

In case of successful media accreditation, an e-mail notification will be sent to Media member together with the Letter of Accreditation. Therefore, each applicant needs to provide a valid e-mail address. Successful applicants are requested to bring along a copy of the confirmation letter.

3. Visa Requirements

Once application is approved, applicants who are not based in the Lao PDR are required to apply for a journalist visa category “M-B2” and are responsible for their own visa arrangement at the nearest Lao Embassy/Consulate-General in abroad or on arrival visa (VOA) at the international airports/international border check points in the Lao PDR. Each applicant should present the accreditation letter of confirmation to the Lao Embassy/Consulate-General and authority concerned at the international airports/international borders for issuing a visa, mentioned in the registration form.

4. Collection of Press ID cards/Press Badges

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. Media representatives are requested to visibly wear the press ID cards at all times. Access to some specific events is subject to press pools (guidance for pools will be issued separately).

Collection of the Press ID cards will be provided both at FMC and Press Department 2 days prior the meeting. Please bring a printed copy of the approval email and valid passport to receive the Press Badges.

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.

5. Foreign Media Center (FMC)

The Media Center for the 57th AMM and Related Meetings is located at the International Cooperation and Training Center (*ICTC*) in Vientiane. The Center has capacity of around 2.500 people and it will provide various facilities, including 9 square-meters office booths (3x3 meters/booth and size of booth will be provided by journalist’s need), over 200 working stations with LAN internet network and Wi-Fi featuring a dedicated 1 gigabyte per second (Gbps)

connection, some IT equipment (computers, printers and photocopiers), a media briefing room, a registration and information counter, publication and distribution desks, a first-aid of medical service and other facilities. The Center will be operated from 21-27 July 2024 with working hour from 08:00-20:00 hrs.

Media booths are available for rent at the Media Center and provided on the “first come, first served” basis. The media booths are used as individual working space for media member countries or media agencies if needed. For more details, please contact officials of the Press Department, Ministry of Foreign Affairs, Mr. Chitnoy VONGKHAMVICHIT, Tel/WhatsApp: (+856-20) 55926222 or via e-mail: mediacenter@laoschairmanship2024.gov.la.

6. Broadcasting and Up-Link Services:

Broadcasting and Up-Link Services are provided by Lao National Television as the Host Broadcaster.

7. Photo Services

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

8. Transportation and Hotels

Media members are advised to make their own arrangements of accommodation directly with the assigned hotels to delegation or other hotels for room reservation no later than 01 July 2024. The name of hotels are required to inform to the Press Department Ministry of Foreign Affairs. For information of hotels will be provided on the website: <https://www.laoschairmanship2024.gov.la>.

Media members are kindly advised to make arrangement of vehicles rental through officials of the Press Department, Ministry of Foreign Affairs, Mr. Khamkhoun PRADITH, Tel/WhatsApp: (+856-20) 55480112 or via e-mail: mediavehicle@laoschairmanship2024.gov.la.

9. Media coverage

1) Pool passes

Media coverage of the 57th AMM and related events is to be arranged through the Pool Passes only due to limited space and security reasons. Pool cards will be given to photographers and cameramen only. Media will be escorted at all times while they are at the meeting venues.

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 on the online platform 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.

10. 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 venue.

Sub-Committee on Media (FMC)
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