

URGENT !

FAX

Suranaree University of Technology

Center For International Affairs

From: Ms. Mantana Thammachoti Fax. 66 44 224140

To : Mr. Sengsomphone VIRAVOUTH Fax: 856 21 41 5427

Re : The Visit of SUT Delegation

Dear Mr. Sengsomphone VIRAVOUTH

Thank you very much for your faxed letter dated November 30th, 1999.

Regarding the SUT team arrival, the team will meet you at SA PARN MITTAPAB LAO-THAI in Lao's court at 14.00 hrs. They expect to be at Nongkai by late noon. They will have lunch and then go through procedures which will take a while. Hope this will not cause any trouble for your arrangement. If possible please give us the tentative program of the first day.

I assume that somebody from your office will meet the SUT team at the meeting point. Please give me her/his name , position and other details necessary just in case we need it.

For Dr. Ruben C. Umaly, he will arrive by plane TG 690 at 9.30 a.m. the same day - Dec 13. Please also have someone meet him at the airport . Thanks in advance.

Regarding hotel accommodation., please make a reservation for 4 single rooms at Tay Pan Hotel for Dec 13-14 and also give me the hotel address.

I will be looking forward to your reply. **Thank you very much.**

Yours sincerely,

Mantana

Ms. Mantana Thammachoti

Program Officer

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Dear Mr. Sengsomphone VIRAVOUTH,

Please refer to my letter faxed to you last week regarding the visit of SUT Delegation.

I would like to inform you that there may be an additional delegates to visit NUOL. (It may be four instead of three as I had written you earlier.)

Except Dr. Umaly, the other delegates are thinking to travel to Laos by car which will need a lot of arrangements such as the arrangements for the driver's passport and the official permission from the Lao's Ministry of Transportation . The Lao Embassy suggested that it would be easier to arrange the transportation from Laos. I, therefore, would like to ask you if it is possible for you to help arrange a transportation to pick the SUT delegation. SUT will be responsible for the expenses. If it is possible please advise where should be the meeting point. If this could be made, we would also change the duration of the visit from Dec 14-16 to 13-15. Your prompt reply will be very much appreciated as it will be useful for our traveling arrangement.

Please also make a reservation at a hotel for the delegates (4 single rooms) for the nights of Dec.13 and 14.

Your kind attention and cooperation will be much appreciated.

Yours sincerely,



Mantana Thammachoti

Program Officer

FAXED

30 NOV 1999