

To do list (as at 13 June 2026)

1. NOW - Carefully read **ALL** documentation.

2. NOW - Once advised you have a place on the tour, secure your booking with a non-refundable deposit of AU\$1500 per person. Please pay your deposit within 48 hours and email a copy of the transfer receipt to retreatrecreate@gmail.com.

All travellers

Please transfer payment by direct deposit to:

Bank: Westpac Banking Corporation

Account Name: Susan Keeble

BSB: 733 037

Account: 649522

Reference: THAI LAOS and your surname

Additional details for travellers outside Australia

Note: all fees and/or currency exchange charges incurred are to be borne by the traveller.

- The SWIFT code for those making international bank transfers is WPACAU2S. For banks requiring an 11-character SWIFT code, please use WPACAU2SXXX.

- Note, Australian banks do not use IBAN codes. If your bank requests an IBAN code, please use the SWIFT code instead.

- Bank branch address: 70 Ferguson St, Williamstown, VIC 3016, Australia

- Payee address: 11 Bayview Rd, Seddon, VIC, 3011, Australia

- We recommend international payments be made via an online transfer company such as [WISE](mailto:WISEtag@susanmarettak.com) (WISEtag @susanmarettak has above account details linked) or [XE](#). These are fee-free and usually offer a better currency conversion rate than banks.

- We prefer not to accept PayPal payments due to the burdensome fees. If you wish to pay via PayPal you will need to cover this cost.

Travel Insurance is compulsory for All travellers. We strongly encourage you to take out travel insurance **at the time of booking (and paying your deposit)** so that you're covered in the event of cancellation. Please also refer to point 5 on this page and the Insurance section of the Trip Notes.

3. NOW - If you are in the process of applying for a new passport, please advise us of your new passport details as soon as possible. Passports need to be valid for at least 6 months beyond the duration of your trip.

4. PLEASE DON'T BOOK FLIGHTS UNTIL WE ADVISE THAT THE TOUR IS CONFIRMED TO PROCEED. You're welcome to research flights in the meantime:

- Our tour begins in Chiang Mai at 6pm on 26 November 2026. Please ensure you allow plenty of time (allowing for possible flight and traffic delays) to reach our joining point hotel before our briefing meeting at 6pm.

- Your arrival flight should arrive into Chiang Mai Airport (CNX).

- Our tour ends in Luang Prabang on 9 December 2026. There are no activities planned for that day so you may depart at any time, noting that our hotel check-out time is 12pm. Late check out is available at an extra cost, subject to availability (refer to the Travel Details Form).

- Your departure flight should be booked from Luang Prabang airport (LPQ) on or after 9 December.

- Please provide your arrival and departure flight details on the Travel Details Form.

- We encourage you to consider arriving a day or so before the tour to rest and recover from your flight and/or stay on after the tour to explore further.

- If you are not comfortable booking your own flights or buying travel insurance online, you may wish to consult a travel agent for assistance.

Arrival and departure transfers

- Your arrival transfer is included in the tour price and will be arranged to meet your scheduled flight.

- Departure transfers from our hotel to Luang Prabang airport are not included in the tour price. You may request a pre-paid transfer (as per the

Travel Details Form) or arrange your own transfer (at additional cost) with our finishing point hotel's reception upon arrival. Our local guide can assist you with this if needed. Please refer to the Trip Notes for more details.

Pre-tour accommodation in Chiang Mai and/or post-tour accommodation at our Luang Prabang finishing-point hotel can be booked through us at an additional cost (subject to availability). Please indicate your request/s on the Travel Details form where hotel names and prices are indicated. If you are arranging your own pre-tour accommodation (eg. Airbnb, other hotels) in Chiang Mai or elsewhere in Thailand, please include your pre-tour accommodation details on your Travel Details Form in case we need to reach you in the days immediately preceding the tour.

5. Purchase travel insurance (if you haven't already done so)

This is compulsory for all participants and should cover you for a minimum of medical expenses including emergency repatriation. It is strongly recommended that your insurance also covers personal liability, cancellation, curtailment, loss of luggage and personal affects. As per the Trip Notes we strongly recommend that you purchase travel insurance at the time of booking (paying your deposit). At the very latest you should purchase travel insurance as soon as you've booked your flights.

6. SEPTEMBER - Consult your medical professional or local Travel Doctor for up to date advice regarding recommended travel vaccinations. Allow at least 4-6 weeks in case any vaccinations require two doses.

7. ASAP AND NO LATER THAN 15 SEPTEMBER - Complete and return your **Travel Details Form**

8. BY 25 SEPTEMBER – Pay your tour balance. Refer to point 2 for bank details. Invoices will be issued prior to the due date.

9. OCTOBER – EARLY NOVEMBER – Re-check visa and entry requirements for Thailand and Laos specific to your nationality as entry requirements can change at any time. Visas are the responsibility of the individual traveller. Please also refer to the Trip Notes. As per the Trip Notes, we ask that all members of this group obtain their **Laos visas** at the border on Day 8, and NOT in their home country prior to travel to minimise border-crossing delays. Please carry at least 1 passport photo and US\$45 cash for your visa application.

10. NOVEMBER

- Arrange for either a global roaming cell/mobile phone package from your provider, purchase an eSIM or hire/purchase a global roaming WIFI device. Refer to the Trip Notes for more information. If you purchase an Airalo e-SIM, you're welcome to use the code SUSAN1062 to receive a small discount. A discount link for Holafly is [HERE](#)

- Upload your travel and vaccination certificates to your phone. Carry them at all times during your travels.

- At the time of writing, there is no requirement for travellers entering Thailand and Laos to show proof of vaccination or proof of a negative COVID-19 test. Continue to check for updates.

- **Upload WhatsApp** on your phone at least 2 weeks prior to departure. We'll create a WhatsApp chat group for this tour and use it to provide last minute pre-tour updates and daily on-tour updates and reminders.

11. WITHIN 3 DAYS PRIOR TO YOUR ARRIVAL IN THAILAND

Complete an online Thailand Digital Arrival Card (TDAC) at <https://tdac.immigration.go.th/arrival-card/#/home> Refer to Trip Notes.

Please note: the Thailand Digital Arrival Card is not a visa.

12. PACK - A packing list for this trip will be provided closer to departure. In the meantime, refer to the general packing list [on the website](#) (under the Resources tab).

13. GET EXCITED! We look forward to having you travel with us!

Any queries? Please email Susan K at retreatrecreate@gmail.com