



ENGLISH ONLY

Regional Workshop, under the auspices of the United Nations, in support of the second cycle of the Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects

UNESCO Bangkok premises, Thailand, 29-30 November 2017

Logistic Information for Participants

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Dear Participants,

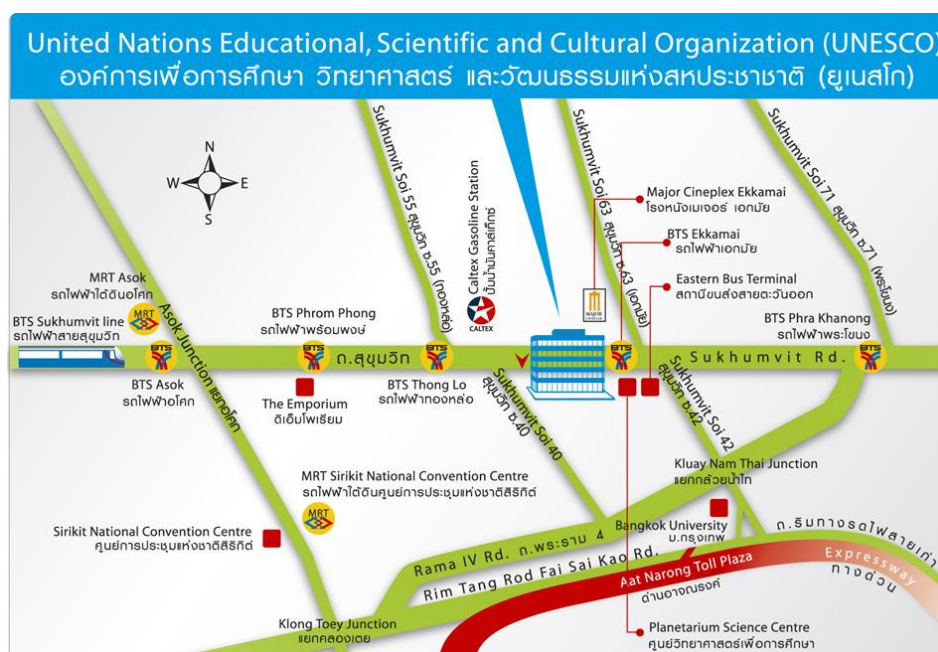
Welcome to Bangkok for the **Regional Workshop, under the auspices of the United Nations, in support of the second cycle of the Regular Process for Global Reporting and Assessment of the State of the Marine Environment, including Socioeconomic Aspects** which will be held from 29 to 30 November 2017 at the UNESCO Bangkok premises (Mom Luang Pin Malakul Centenary Building, 920 Sukhumvit Road, Prakanong, Klongtoei, Bangkok 10110, Thailand). To facilitate your travel preparations, please find below the information on logistic arrangements.

1. Meeting Venue

The meeting will be held at the UNESCO Bangkok premises (Mom Luang Pin Malakul Centenary Building, 920 Sukhumvit Road, Prakanong, Klongtoei, Bangkok 10110, Thailand).



UNESCO Bangkok premises



2. Accommodation

We have made a block booking for a number of rooms at the **Salil Hotel Sukhumvit 57 – Thonglor**. Preferential room rates will be provided at **Baht 2,600 for Deluxe Suite** (35 Sqm.) and **Baht 3,600 for the Living Suite** (45 Sqm.), approximately US\$ 78 and US\$ 108 respectively per room per night.

To guarantee the special room rate, please complete the attached Reservation Form and send it to Ms Sriswad Pannakijgarn at s.pannakijgarn@unesco.org with a copy to Ms Nachapa Saransuth

(n.saransuth@unesco.org) at the WESTPAC Office as early as possible, preferably no later than 9 November 2017.

Participants are personally responsible for clearing their hotel bills (e.g. telephone, fax, mini-bar, laundry, room service, etc.) directly with the hotel before your departure.

Hotel address:

The Salil Hotel Sukhumvit 57 – Thonglor

24 Soi Sukhumvit 57 (Baan Kluy Nua),
Klong Ton Nua, Wattana, Bangkok 10110
Tel: +66 (0)2 072 2882-4 Fax: +66 (0)2 072 2885
E-mail: info@thesalilhotel.com
Website: <http://www.thesalilhotel.com>

Room rate inclusions:

- Daily buffet breakfast for 1-2 persons
- Wi-Fi internet access in room
- Complimentary laundry service at 3 pieces per day (Except dry-cleaning & express service)
- 7% VAT and 10% service charges

Check in/out time:

- Check in time is 14.00 hours / check out time is 12:00 hours

The hotel is located on Sukhumvit Road Soi 57 within walking distance to UNESCO Bangkok. On Wednesday, 29 November 2017, a staff from the WESTPAC Office will meet participants in the lobby of the Salil Hotel Sukhumvit 57 – Thonglor (participants' accommodation) at 08:30 hours and guide them to UNESCO on foot. Participants are requested to gather at the hotel lobby by 08:20 hours.

3. Transportation to and from the airport

All participants are responsible for arranging their own transportation from and to the airport. Most airlines will land in Bangkok's Suvarnabhumi International Airport, but some budget airlines such as AirAsia have been relocated to Don Muang International Airport. Please check with your airline/travel agent to confirm your destination.

a. Taxi

The most convenient way to get from the airport to the city is by taxi. There are two kinds of taxis: the more expensive limousine taxi and the public metered taxi. If you wish to take an airport limousine, check with the limousine counter inside the airport.

Traveling from Suvarnabhumi International Airport to the hotel

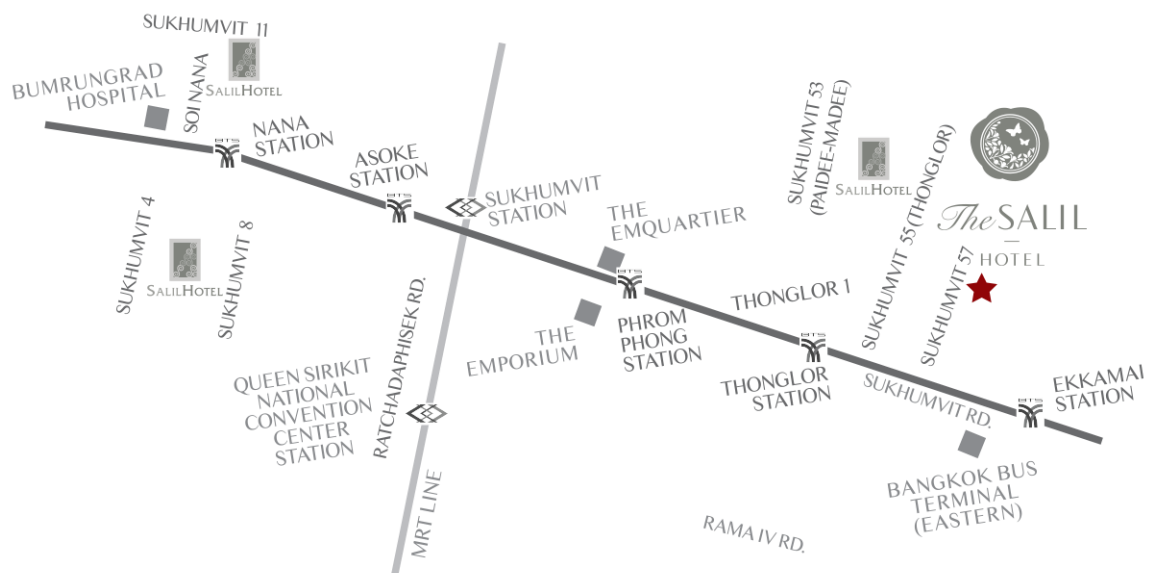
To travel from Suvarnabhumi International Airport to your hotel, use a metered taxi located outside the airport building on the first floor below the arrival hall. Follow the signs for "Public Taxi". There are kiosks which will issue a ticket with the number of the parking space where the taxi should be waiting. **Note:** Sometimes the taxi may not be at the spot. Please wait until one shows up. Tell the taxi driver

your destination. You need to pay the expressway toll when you get to the toll gates (around Baht 75). The taxi fare to the hotel is around Baht 300, but you have to pay an additional service surcharge of Baht 50 on top of the price shown on the meter.

Traveling from Don Muang International Airport to the hotel

Taking a **metered** taxi is the most convenient ground transport option when getting to/from the Don Muang International Airport. The taxi stand is located outside the Arrival Hall. Most destinations to downtown Bangkok cost around Baht 250. Add an additional Baht 50 surcharge to your fare when you pay the driver upon arrival at your destination. All tollway charges will be paid by the passenger at the toll gates.

IMPORTANT: Please print the address of **The Salil Hotel Sukhumvit 57 – Thonglor** to show to the taxi driver if you have difficulties in communicating with the driver.



b. Train – Airport Link to/from Suvarnabhumi International Airport only

The Airport Link operates from 6.00 am to midnight daily. A single-trip journey costs between Baht 15 and 45 for the commuter service, depending on the stations

where you ride/alight the train. The Suvarnabhumi Station is located under the main terminal building (B1 Level, two floors below the Arrival Hall). This line provides services between Suvarnabhumi Airport and Phaya Thai Station at the end of the line. The entire journey, covering a distance of 28 kilometers, takes about 30 minutes, with 6 stops along the way.

You can take the Airport Link to the terminal station at Phaya Thai then take BTS Skytrain to the Sukhumvit line and get off at the Thonglor station. **The Salil Hotel Sukhumvit 57 – Thonglor** is walking distance from the station.

For more details, go to <http://suvarnabhumiairport.com/en/121-suvarnabhumi-airport-rail-link>

For more details about the Sky train routes, go to http://www.bts.co.th/customer/en/02-route-current_new.aspx

4. Registration

The registration desk will be open at 08:30 a.m. in front of the meeting room which is located on the 5th Floor of the UNESCO Bangkok premises. Please provide your name card to the Secretariat upon registration.

The regional workshop will start at 09:00 a.m., on Wednesday 29 November 2017.

5. Wi-Fi

Free Wi-Fi will be available in the meeting room. Password will be announced accordingly.

6. Reception

Welcome reception will be hosted by the IOC Sub-Commission for the Western Pacific (WESTPAC) on 29 November 2017, and farewell dinner will be organized on 30 November 2016. Please confirm your attendance and indicate your food restrictions if any (e.g. vegetarian, no beef/pork), with the local contact point in advance by completing the Reservation Form and send it to Ms. Sriswad Pannakijgarn at s.pannakijgarn@unesco.org with a copy to Ms Nachapa Saransuth (n.saransuth@unesco.org) at the WESTPAC Office as early as possible, preferably **no later than 9 November 2017**.

7. Visa Requirements

It is the responsibility of participants to establish visa requirements for the host country and any transit countries as may be necessary, including the securing of such visas.

Each participant should ensure that his/her passport is valid for at least 6 months from his/her travel dates. If a visa to Thailand is needed, the application process should begin immediately. Please contact the Royal Thai Embassy or Thai Consulate in your country or check: <http://www.mfa.go.th/main/en/services/123> for more information on visa requirements and applications.

8. Time Zone

Bangkok Standard Time (CST) is 7 hours ahead to the Universal Time Coordinated (UTC).

9. Electricity

The electrical currents in Thailand are 220 volts with the following the electrical outlets. Please bring a suitable adaptor if needed.

Two pin flat (US Type)



Round (European type)



10. Currency

The official currency of Thailand is the Thai Baht. The commercial rate is subject to change daily (currently estimated at around USD1 ~ THB33.40). There are banks and currency exchange kiosks located at the airport and near the hotel, but you may exchange from the hotel cashier as well.

All major credit cards and traveller's cheques are widely accepted at banks, hotels, restaurants and shopping centres.

Participants are advised to exchange some local currency prior to your departure, or at the airport upon your arrival for the taxi fares.

11. Weather

The average temperature at this time of the year may range between 24°C and 31°C. November falls within the dry season in Thailand, with infrequent showers.

Since the meeting room is air-conditioned, it can be rather cold inside. The dress code for the meeting is smart casual, and a light jacket or shawl would be appropriate.

12. Health

All participants are required to obtain medical insurance for the duration of the Workshop prior to your departure.

In case you have an urgent need for medical treatment, please contact the hotel's information desk (available for 24 hours). The hotel has a first-aid kit available for basic medical care. The nearest hospitals to the hotel are:

1) Sukhumvit Hospital

Address: 1411 Sukhumvit Road, Phrakonong Nua, Wattana, Bangkok 10110
E-mail: info@sukhumvithospital.com
Call Center: Int'l call: +662 391-0011 Domestic call: (02) 391-0011
<http://www.sukhumvithospital.com>

2) Samitivej Hospital Sukhumvit

Address: 133 Sukhumvit 49, Klongtan Nua, Vadhana, Bangkok 10110
E-mail: info@samitivej.co.th
Call Center: Int'l call: +662 022-2222; Domestic call: (02) 022-2222
<https://www.samitivejhospitals.com/sukhumvit/>

13. Local Contact Point

Should you have any questions or require any assistance on the logistic arrangements, please feel free to contact:

Ms Sriswad Pannakijgarn

Administrative Assistant
IOC Regional Office for the Western Pacific (WESTPAC)
Intergovernmental Oceanographic Commission of UNESCO
Mobile: +66 (0)89 169 8787
E-mail: s.pannakijgarn@unesco.org

The workshop organizers disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, **it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.**

Finally, we wish you a pleasant stay in Bangkok!