



LOGISTICAL NOTE


Asia Expert Consultation


Implementing the Addis Ababa Action Agenda and the Sustainable Development Goals: Strengthening Municipal Finance in LDCs

Bangkok, Thailand
5-6 September 2016
The Sukosol Bangkok Hotel
Room: Kamolmart, Siam Wing 6th floor

Organizers: United Nations Capital Development Fund (UNCDF), in co-operation with the Financing for Development Office of UN-DESA

| | |
|---|---|
| 1. Meeting Venue | <p>The Sukosol Conference Room “Kamolmart” (Siam Wing 6th floor)</p> <p>Address: 477 Si Ayuthaya Road, Phaya Thai, Bangkok 10400 E-mail: thesukosol@sukosolhotels.com Phone: +66 2 247 0123 Website: http://www.thesukosol.com/location</p> |
| 2. Logistics on your arrival | You are advised to exchange money to Thai Bath for the transportation cost. You may wish to buy a Thai SIM Card (DTAC or AIS) with internet data package. These service are available at the arrival hall of the airport. |
| 3. Registration | Participants are requested to complete and return the participant registration form well in advance but no later than 25 July 2016. |
| 4. Accommodation | <p><u>For sponsored delegates, UNCDF will cover single occupancy room costs for 3 nights, subjected to the official flight details.</u></p> <p>Check-in: Sunday, 4 September 2016 Check-out: Wednesday, 7 September 2016*</p> <p><i>*The check-out date is dependent on the participants’ official flight schedules of the most direct route.</i></p> <p>Breakfast and internet (wi-fi) within hotel premises are included. Other expenses (i.e. additional nights outside official period, cost for accompanying persons, international calls, fax, room service, laundry and mini-bar charges, etc.) should be settled by the participants directly with the hotel upon check-out. Credit card guarantee will be requested by the hotel for personal expenses. Check-in time is 14.00 hrs. Check-out time is noon. Participants are responsible for the costs of in-room services, mini bar, laundry and other personal expenses.</p> |
| 5. Travel Arrangement | <p>For sponsored delegates travelling internationally, UNCDF will provide a return air ticket (most direct and economical route in economy class).</p> <p>To enable UNCDF to provide you the support with ticket issuance, sponsored delegates are requested to provide the participant’s full name in the registration form with scanner copy of your passport to Kulrisa.shayavee@uncdf.org well in advance but no later than 25 July 2016.</p> <p>Should delegates wish to take a different route and there are additional costs, delegates will be requested to settle the difference with UNCDF’s travel agent at their own cost.</p> |
| 6. Passport and Visa Requirement | Each participant is required to ensure they have at least a <u>6-months-valid passport</u> and an appropriate <u>Single entry visa</u> to the Kingdom of Thailand. <u>Please check with the nearest Royal Thai Embassy or the Royal Thai Consulate-General on the visa requirements.</u> |

| | |
|---------------------------------|---|
| | <p>List of countries and territories entitled for visa exception and visa on arrival: http://www.consular.go.th/main/th/customize/62281-Summary-of-Countries-and-Territories-entitled-for.html</p> <p>Visa on arrival at Suvarnabhumi airport: http://www.suvarnabhumiairport.com/en/907-visa-on-arrival</p> <p>Staff holding a UNLP must obtain official visa prior to departure to Bangkok.</p> |
| <p>7. Transportation</p> | <p>All participants will be provided with terminal expenses and need arrange their own local transportation to the hotel. There are 3 types of transport services recommended:</p> <ol style="list-style-type: none"> <p>Airport Limousine:</p> <p>Contact the Airport Limousine Service Counter on the 2nd Floor at Baggage Claims and Arrival Hall exits, channel A, B and C. The fee for the limousine service is per one way excluding toll way and expressway fees. For further information, please visit: http://suvarnabhumiairport.com/en/115-limousine</p> <p>Public Taxi:</p> <p>The public taxi can be found at Platform of Passenger Terminal on the 1st Floor, Gates 4 and 7. Please contact the authorized officials at the counters to receive a ticket for the assignment. The fee depends on meter (approximately THB 200-300), plus THB 50 for airport taxi service and THB 70 if you are taking the expressway. For further information, please visit: http://suvarnabhumiairport.com/en/117-taxi</p> <p>Airport Rail Link / BTS:</p> <p>The hotel is conveniently located next to Phayathai BTS station, as well as the new Airport Rail Link to Suvarnabhumi International Airport. Suvarnabhumi Airport City Line (SA City Line) is at Basement B. It runs from Suvarnabhumi International Airport to central Bangkok (Phayathai Station) from 06:00 to 24:00 daily. Trains depart every 20 minutes for a fee of Baht 60 (approx. \$US2). Participants will take Air Port Link Suvarnabhumi station to Phayathai Station (30 mins).</p>  <p>When arrive at Airport Rail Link Phayathai station, walk towards the BTS Phayathai and get off at exit no. 4 of the BTS. It is a walking distance with 5</p> |

| | |
|--|--|
| | <p>minutes' walk to the Sukosal Hotel. If you which to take a taxi, take the exit 1 from the BTS to get the taxi and it will be 2 mins.</p>  <p>Timetable Suvarnabhumi -> Phayathai http://www.srtet.co.th/index.php/en/cityline-calculate/cityline-timetable/cityline-timetable</p> <p>Timetable Phayathai -> Suvarnabhumi http://www.srtet.co.th/index.php/en/cityline-calculate/cityline-timetable/cityline-timetable</p> <p>Full details can be found at www.bangkokairporttrain.com. Transportation to the hotel: http://www.thesukosol.com/location</p> |
| <p>8. Meals and Daily Subsistence Allowance</p> | <p>The following items will be provided by UNCDF for sponsored delegates:</p> <ol style="list-style-type: none"> 1) A round trip air ticket, most direct and economical route in economy class; 2) Single occupancy accommodation at the Sukosol Hotel for the official period. Please note that delegates are responsible for the costs of in-room services, mini bar, laundry and other personal expenses; 3) Breakfast and lunch during the meeting period; 4) Terminal expenses, daily subsistence allowances (DSA), and reimbursement of Thai visa will be provided on site. <p>The Terminal expenses and DSA is approximately USD 362.24, subjected to changes in UN's exchange rate.</p> |

| | |
|---|---|
| | <p>Documents needed to provide <u>on 5 September at registration</u>:</p> <ul style="list-style-type: none"> a) Copy of your passport b) Boarding passes c) Visa receipt for single entry <p>Kindly note that payment of cash will not be processed without these documents.</p> <p>For self-sponsored delegates, Lunch and Coffee Breaks will be provided on the meeting days.</p> |
| 9. Working Language | The workshop will be conducted in English. |
| 10. Special Dietary Requirements | Delegates are requested to inform UNCDF at least one week in advance if there are any special dietary requirements. |
| 11. General information | <p><u>Weather conditions</u> Bangkok in September is between 25 and 32 degrees Celsius. There may be occasional rain. The air-conditioned temperature may be around 23 and 25 degrees Celsius.</p> <p><u>Time zone</u> Bangkok's time zone is UTC/GMT +7 hours.</p> <p><u>Exchange rate</u> 1 USD = 35.26 Thai Baht (THB) as of July 2016</p> <p><u>Electrical Plug/Outlet and Voltage Information</u> The electricity in Thailand is 220 volts. There is no specific standard for plugs or outlets.</p> <p><u>Tipping</u> If you feel that the quality of service you have received is good, then you can leave a tip (20 – 50 Baht) to show your appreciation. Some restaurants might have a 10% service charge so tipping is not required.</p> |
| 12. Other Logistical Information | <p><u>Medical Services</u> Participants are responsible for making their own travel or health insurance arrangements and other forms deemed appropriate.</p> <p>Make sure that you are covered by your health insurance provider during your stay. The United Nations does not take responsibility for the ill health of any participants during their stay.</p> <p>A nearby hospital to the Sukosol hotel is Phyathai 1 Hospital.</p> |

| | |
|-------------------------------|---|
| | Delegates are requested to provide the organizer with your emergency contact in the participant registration form. This is mandatory for security measures. |
| 13. Emergency Contacts | Tourist police: 1155 The 24 hour emergency number: 191. |
| 14. Contact details | <p>For any questions pertaining to the meeting or other logistical queries, please contact:</p> <p>Vito Intini Programme Manager for MIF E-mail: vito.intini@uncdf.org Telephone: +1 212 906 6469</p> <p>Tim Hilger UNCDF Consultant E-mail: hilger@un.org Telephone: +1 212 963 6459</p> <p>Kulrisa Shayavee Regional Programme Associate E-mail: kulrisa.shayavee@uncdf.org Telephone: +66 84 142 4356</p> <p>Supansa Kajavong Programme Team Support Bangkok E-mail: uncdf.pst@gmail.com Telephone: +66 85 358 9766</p> |