

## PRACTICAL INFORMATION FOR PARTICIPANTS

### School Safety Lessons Learnt Workshop

15 – 16 September 2016 | Bangkok, Thailand

#### Welcome

The International Federation's Country Cluster Support Team extends our warmest welcome to all participants of School Safety Lessons Learnt Workshop that will be conducted in Bangkok, Thailand from 15 – 16 September 2016.

#### Arrival and departure date

The workshop will officially take place on 15 September 2016 morning and finish on 16 September 2016 in evening. Please plan your arrival to the venue in Bangkok on 14 September 2016 and your departure should be scheduled on 16 or 17 September 2016. For security and room reservation, participants should inform their flight schedule before 7 September 2016 to Nutchapang Khowinij, [nutchapang.khowinij@ifrc.org](mailto:nutchapang.khowinij@ifrc.org).

#### Accommodation for RCRC participants

##### Movenpick Hotel Sukhumvit 15 Bangkok

47 Sukhumvit 15, Sukhumvit Road,  
Klongtoey, Wattana,  
Bangkok, 10110 Thailand

Tel: +66 (0)2 119 3100

<http://www.movenpick.com/en/asia/thailand/bangkok/bangkok/overview/>

*Hotel map in Annex 1 can be shown to taxi-drivers  
to facilitate transportation to the hotel*



The participants will stay in non-smoking single bedroom unless a specific request is received prior to the commencement of the meeting. Free internet (Wi-Fi) password will be provided upon check-in.

While the accommodation costs, breakfast, and per diem of participants will be covered by Federation, **other costs including, telephone, laundry, room service, mini bar, and early arrival (before 14 September 2016) and extended stay (after 17 September 2016) will be met by the participants.**

Participants should note that the **check-in time is 14:00 hrs. and check-out time is 12:00 noon.**

#### Workshop Venue

The workshop will take place at "Lotus" meeting room, basement of Movenpick Hotel Sukhumvit 15 Bangkok. During 15 – 16 September 2016, the workshop will begin at 8:30 hrs. and finish at 17:00 hrs.

The IFRC shall provide lunch and 2 coffee breaks for all participants. All menu for lunch and snack will be non-pork food.

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### Transportation

*Please note that the airport transfer will not be provided. The participants should come to the hotel by themselves.*

From the airport to the hotel, the most convenient transportation is “Taxi”.

As there are 2 airports in Bangkok; Suvarnabhumi airport (BKK) and Donmueang airport (DMK), there are different guidelines for taking taxi from different airports.

#### 1. Suvarnabhumi airport (BKK)

After you claim/collect your luggage and pass through airport’s customs channels you will enter the arrival hall. The public metered taxi service is **located outside at level 1** (i.e. one floor down from the arrival floor). At the curb, there will be a taxi queue machine remarked “Public Taxi” sign. Press the button for taxi queue number, then walk to the number shown over the taxi parking and tell the driver the name of your hotel (and/or its address).

Passenger guide: <http://www.suvarnabhumiairport.com/en/99-international-flight>

#### 2. Donmueang airport (DMK)

After you claim/collect your luggage and pass through airport’s customs channels you will enter the arrival hall. The public metered taxi service is **located outside at level 1** (same floor as the arrival floor) but the **public metered taxi** service desk is inside the building. You can follow the sign when arriving in the arrival hall. Simply tell the clerk the name of your hotel (and/or its address).

**Cost and Payment:** All public taxis are metered. Estimated cost from the airport to the hotel is around 400 Baht (approx. 35 min / 40 km drive from the airport, depending on traffic). You will need to pay for the meter reading (a taxi meter starts at 35 Baht), plus a speedway toll fare (70 Baht) and an airport service charge (50 Baht). **Never take a taxi whose driver refuses to put the meter on.** Very little taxi provides the receipt. If you don’t get the receipts, please remember how much you paid.

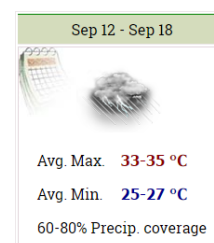
**For the participants living in Bangkok**, the most convenient transportation is BTS Sky train dropping off at Asoke station, then taking Tuk Tuk shuttle service of Movenpick Hotel Sukhumvit 15 Bangkok (*please find Tuk Tuk shuttle service route in Annex 2*). The meeting point for Tuk Tuk shuttle service is at the taxi stop of Terminal 21 shopping center.

*Hotel map in Annex 1 can be shown to taxi-drivers to facilitate transportation to the hotel*

### Weather

The forecast during the event period is scattered thundershowers and isolated heavy rain throughout the period. Minimum temperature 25 – 27 °C. Maximum temperature 33 – 35 °C.

The meeting room will be air-conditioned; participants are advised to bring a light jacket/pullover for the meeting hours.



### Electricity

Thailand uses 220 volts, and the electrical outlets are 2 or 3 flat pin sockets.

However, bringing universal/travel plug adapter is advised.



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### **Language**

Thai is the official language. English is commonly spoken by the younger generation and those in the tourist industry.

### **Currency**

The local currency is Thai Baht which is equivalent to 33.80 Thai Baht to a US dollar. Currency can be exchanged at the airport or any bank or at the hotel or exchange bureau. Automated teller machines (ATM) are readily available.

### **Contact for workshop arrangements**

Prior to the workshop please contact for all logistical, administration and financial arrangements:

**Ms. Nutchapang Khowinij**

Mobile: +66 (0)81 918 2240

Email: [nutchapang.khowinij@ifrc.org](mailto:nutchapang.khowinij@ifrc.org)

### **Contacts SEA staff in case of emergency**

**Ms. Nutchapang Khowinij**

Mobile: +66 (0)81 918 2240

Email: [nutchapang.khowinij@ifrc.org](mailto:nutchapang.khowinij@ifrc.org)

**Ms. Rommanee Klaoetanong**

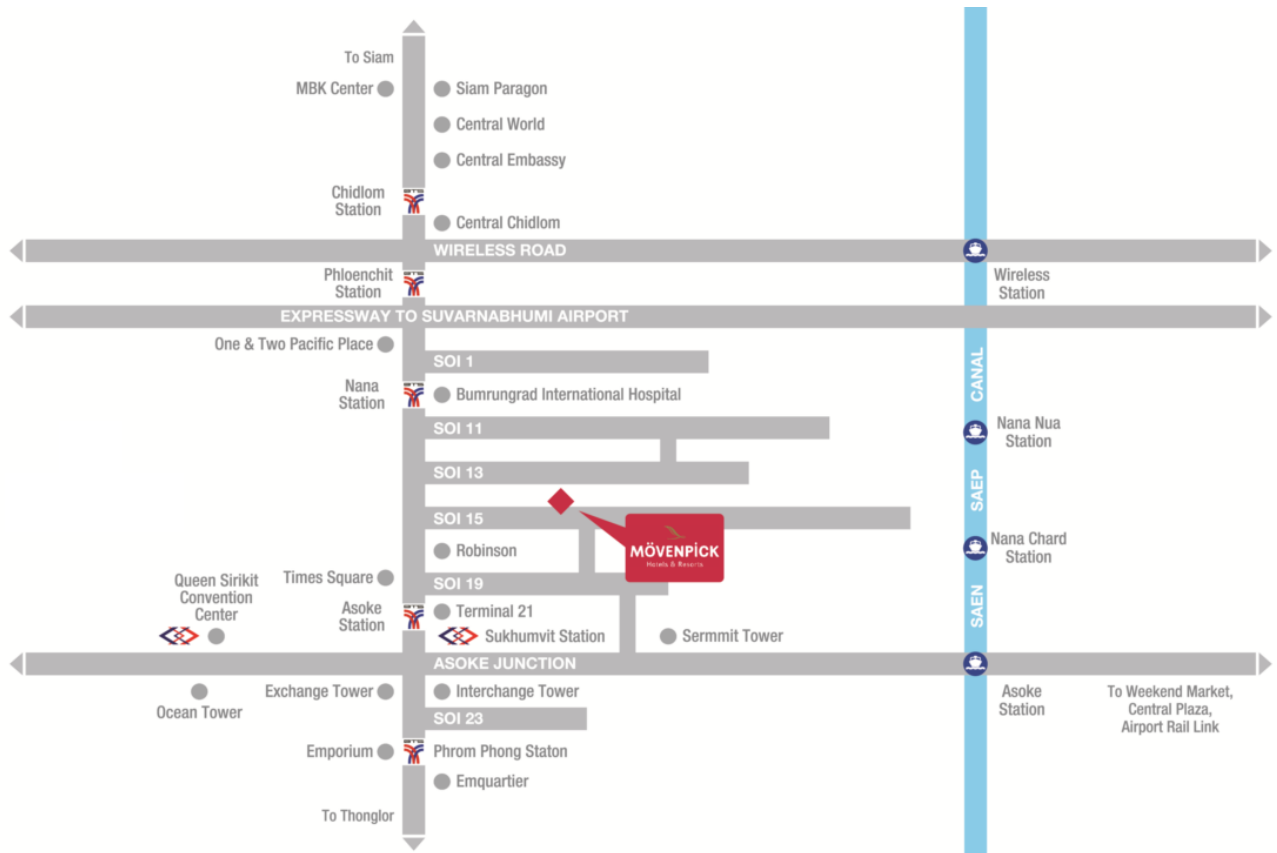
Mobile: +66 (0)81 926 7429

Email : [elena.nyanenkova@ifrc.org](mailto:elena.nyanenkova@ifrc.org)

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## ANNEX 1

### Map of the Hotel and direction



#### Direction from Suvarnabhumi airport to Movenpick Hotel Sukhumvit 15 Bangkok

(Thai version is shown below)

From Suvarnabhumi Airport to the hotel, take the motorway direction Bangkok and then Rama 9 Expressway. Then take North Ploenchit exit, then turn left onto Sukhumvit Road. Go straight on Sukhumvit road and keeping on the left lane. Turn left onto Sukhumvit Soi 15, continue for about 450 meters. **Movenpick Hotel Sukhumvit 15 Bangkok** is on your left. Please request taxi to drop you off in front of the hotel building.

#### เส้นทางจากสนามบินสุวรรณภูมิไปโรงแรมโมเวนพิก สุขุมวิท 15

- จากสนามบินเข้ามอเตอร์เวย์ทางไปกรุงเทพ จากนั้นขึ้นด่วนพระรามเก้า แล้วลงทางออกเพลินจิตเหนือ
- เลี้ยวซ้ายตรงทางลงทางด่วนเพื่อเข้าถนนสุขุมวิท จากนั้นแล่นตรงไป ซิดเลนขวา เพื่อเลี้ยวซ้ายเข้าซอยสุขุมวิท 15
- เข้าซอยไปประมาณ 450 เมตร โรงแรมโมเวนพิก สุขุมวิท 15 จะอยู่ทางด้านซ้ายมือ กรุณาเลี้ยวขวา จอดหน้าอาคารโรงแรมเพื่อส่งผู้โดยสาร

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### ANNEX 2

#### Tuk Tuk shuttle service route

