

PRACTICAL INFORMATION FOR PARTICIPANTS

Demystifying the Global Agenda Frameworks into Practice Forum

29 – 30 August 2017 | Bangkok, Thailand

Welcome

The International Federation of Red Cross and Red Crescent (IFRC), in cooperation with partners (ADPC, Canadian Government, GIZ, UNDP and UNESCAP extends our warmest welcome to all participants of the Demystifying the Global Agenda Frameworks into Practice Forum that will be conducted in Bangkok, Thailand on 29 - 30 August 2017.

Arrival and departure date

The meeting will officially start at 09:00 hrs. on 29 August 2017 and will finish on 30 August 2017 at 17:00 hrs. in the evening. To ensure your participation throughout the whole meeting, please plan your arrival to the venue in Bangkok on 28 August 2017 and departure after 18:00 hrs. of 30 August 2017 or on 31 August 2017. For security and room reservation, participants should send itinerary before **15 August 2017** to Nutchapang Khowinij, nutchapang.khowinij@ifrc.org.

Accommodation for participants

Grand Mercure Bangkok Fortune

1 Ratchadapisek Road, Dindaeng,
Bangkok 10400 Bangkok
Thailand
Tel: (+66)2 641 1500
Fax: (+66)2 641 1530

<http://www.grandmercurebangkokfortune.com/>

Hotel map in Annex 1 (page 4 & 5) 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.

The Federation will cover all for approved participants at course. All guests staying in Federation provided accommodation must adhere to the Federation's Code of Conduct (2007).

While the accommodation costs and breakfast will be covered by Federation, **other costs including, telephone, laundry, room service, mini bar, and early arrival (before 28 August 2017) and extended stay (after 31 August 2017) will be met by the participants.**

Check-in time is 14:00 hrs. and check-out time is 12:00 noon.

Meeting Venue

The meeting will take place at “**Fortune 1-2**” meeting room, on the 3rd floor of Grand Mercure Bangkok Fortune hotel.

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

Dinner

A **welcome reception** for all participants will be held at **18:00 hrs. on Tuesday 29 August 2017** at **Silver Hall**, located on basement floor of the venue hotel. The dinner will be served cocktail style food.

The dinner on 30 August 2017 will be covered by participant. As the hotel is located in the business and tourism area, the participants can find the restaurants easily.

Transportation

Please note that the airport transfer will not be provided. Participants should arrange their own transfer from the airport.

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 reimbursement.

For the participants living in Bangkok, the most convenient transportation is MRT subway stopping at Rama 9 station, then exit from the station by Exit 1 (Fortune Town Building). You are able to go into the Fortune Town Building and follow the sign to the Grand Mercure Fortune Bangkok 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.



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 35 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.

Dress code

Thailand is now in an official period of mourning following the passing of His Majesty King Bhumibol Adulyadej. In this regard, the organizer would like to advise the participants to wear somber and respectful clothing when in public.

Contact for workshop arrangements

For all logistical and administration matters please contact:

Ms. Nutchapang Khowinij

Mobile: +66 (0)81 918 2240

Email: nutchapang.khowinij@ifrc.org

Contacts IFRC staff in case of emergency

Ms. Nutchapang Khowinij

Mobile: +66 (0)81 918 2240

Email: nutchapang.khowinij@ifrc.org

Mr. Hung Ha Nguyen

Mobile: +66 (0)61 387 9480

Email : hungha.nguyen@ifrc.org

ANNEX 1

Map of the Hotel and direction

Please print this direction guide in Thai language and show it to the taxi drivers at the airport.



กรุณาพาผู้โดยสารท่านนี้
ไปยังโรงแรมแห่งนี้ด้วยครับ

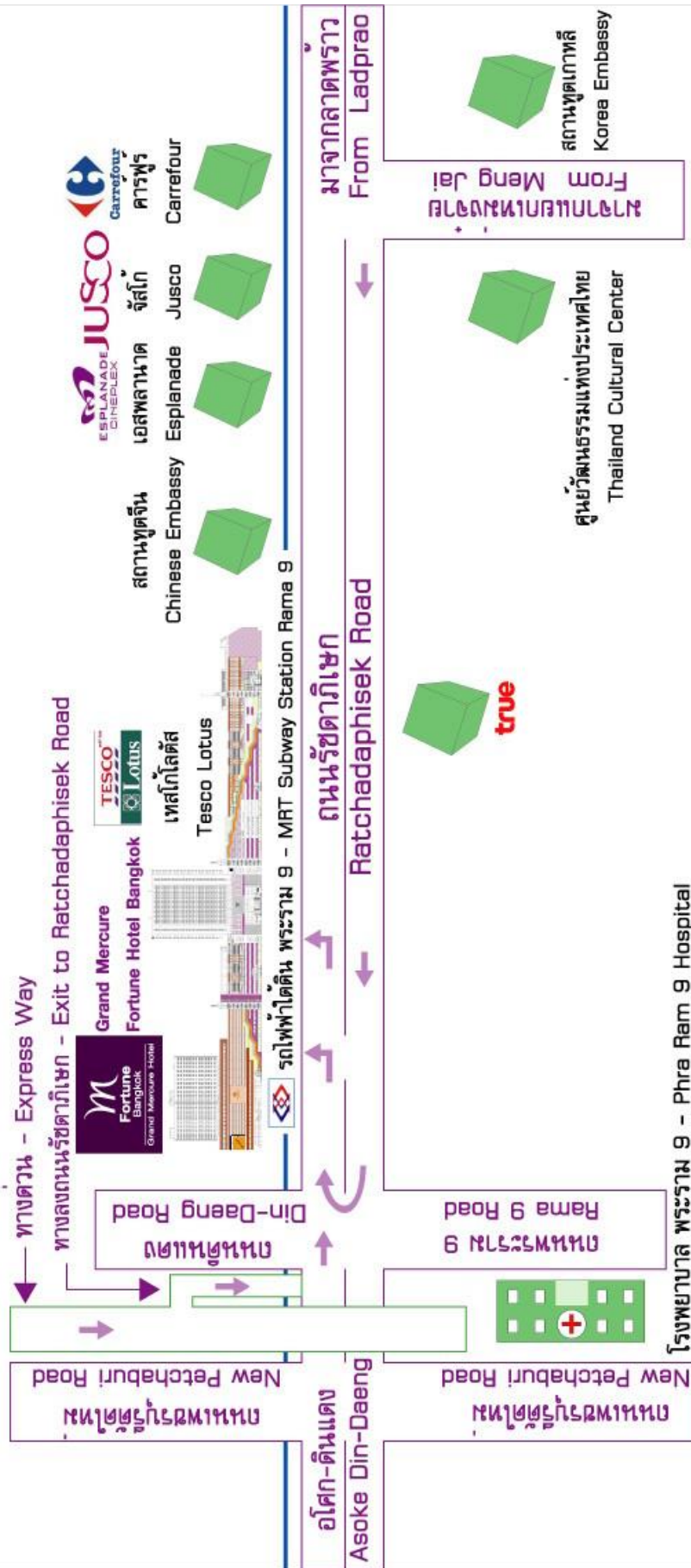
Grand Mercure Fortune Bangkok

1 Rachadaphisek Rd., Fortune Town , Dindaeng , Bangkok 10320

แกรนด์ เมอร์เคียวร์ ฟอ์จูน กรุงเทพฯ

1 ถนนรัชดาภิเษก ฟอ์จูน ทาวน์ ดินแดง กรุงเทพฯ 10320

แผนที่โรงแรมแกรนด์ เมอร์เคียว ฟอจูน กรุงเทพฯ Map of Grand Mercure Fortune Hotel Bangkok



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