

PRACTICAL INFORMATION FOR PARTICIPANTS

Regional Lessons Learned Workshop on 20 years of DIPECHO Actions in Southeast Asia 7 – 8 December 2017 | Bangkok, Thailand

Welcome

The International Federation of Red Cross and Red Crescent Societies (IFRC) extends our warmest welcome to all participants of the Regional DIPECHO Lessons Learned Workshop that will be conducted in Bangkok, Thailand on 7 – 8 December 2017.

Arrival and departure date

The workshop will officially start at 08:30 hrs. on 7 December 2017 and will finish on 8 December 2017 at 17:30 hrs. in the evening. To ensure your participation throughout the whole workshop, please plan your arrival to the venue in Bangkok on the evening of 6 December 2017 and departure after 18:00 hrs. of 8 December 2017 or on 9 December 2017. For security and room reservation, participants should send itinerary before **22 December 2017** to Nutchapang Khowinij, nutchapang.khowinij@ifrc.org.

Accommodation for participants

Novotel Bangkok Sukhumvit 20
19/9 Soi Sukhumvit 20, Klong Toey
Bangkok, 10110 Thailand
Tel: +66 (0)2 663 5944

<http://www.novotel.com/gb/hotel-9343-novotel-bangkok-sukhumvit-20/index.shtml>

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/twin bedroom upon the hotel availability or occupancy rate, and unless a specific request is received prior to the commencement of the workshop. Free internet (Wi-Fi) password will be provided upon check-in.

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

While the accommodation costs and breakfast will be covered by IFRC, **other costs including, telephone, laundry, room service, mini bar, and early arrival (before 6 December 2017) and extended stay (after 9 December 2017) will be met by the participants.**

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

Workshop Venue

The workshop will take place at “**Benjasiri 3**” meeting room, on the 5th floor of Novotel Bangkok Sukhumvit 20 hotel. During 7 – 8 December 2017, the workshop will begin at 8:30 hrs and finish at 17:30 hrs.

The IFRC shall provide lunch and 2 coffee breaks for all participants. The menu for coffee break will be non-pork food, and the menu for lunch (joint international buffet) is various selections and meets special dietary requirement of participants.

Dinner

The dinner on 6 – 8 December 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).

Passenger guide: <http://donmueangairportthai.com/en/1640-donmueang-arrival-international-procedures>

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.

For the participants living in Bangkok, the most convenient transportation is BTS Sky train dropping off at Asoke station, then walking on the sky walk to the direction of Exchange Tower, and continue to Sukhumvit Road, direction to Sukhumvit Soi 20. Turn right to enter to the Soi and continue around 5 minutes (300 meters), “Novotel Bangkok Sukhumvit 20” is on your left side.

Weather

The forecast during the event period might be cool with windy and isolated rain. Cool weather appears in the morning and hot weather happens at daytime. Minimum temperature 21-23 °C. Maximum temperature 29-31 °C.

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

Contact for workshop arrangements

For all logistical and administration matters please contact:

Ms. Nutchapang Khowinij (English, Thai)

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

Ms. Cindy Le Ky Huong

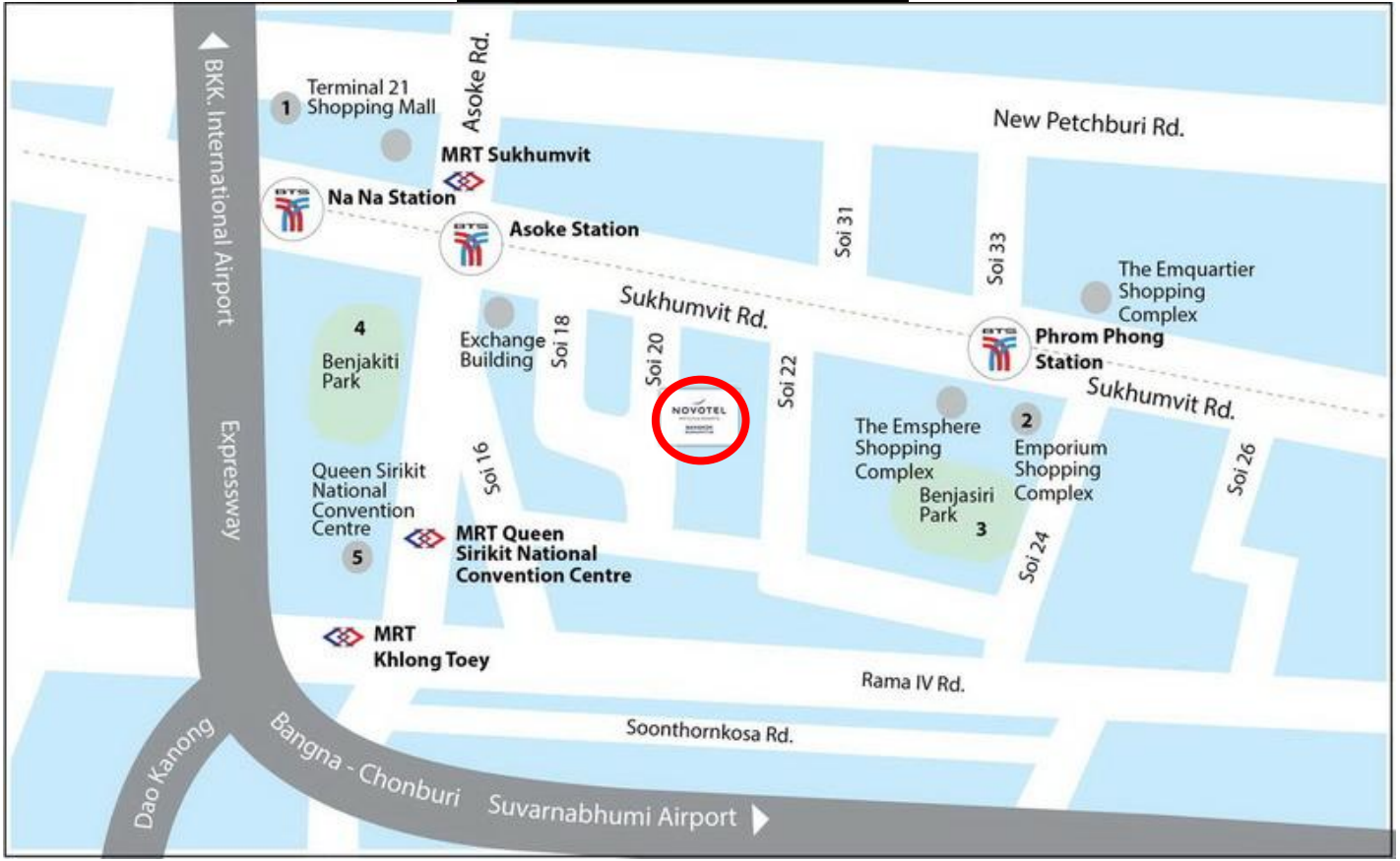
Mobile: +66 (0)84 331 1609

Email : cindy.lekyhuong@ifrc.org



ANNEX 1

Map of the Hotel and direction



Direction from Suvarnabhumi airport to Novotel Bangkok Sukhumvit 20 hotel (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, turn left onto Sukhumvit Road and cross Asok junction onto Sukhumvit Road. Keeping on the right lane. Turn right onto Sukhumvit Soi 20, continue for about 350 meters. Novotel Bangkok Sukhumvit 20 is on your left. Please request taxi to drop you off in front of the hotel building.

เส้นทางจากสนามบินสุวรรณภูมิไปโรงแรมโนโวเทล สุขุมวิท 20

- จากสนามบินเข้ามอเตอร์เวย์ทางไปกรุงเทพฯ จากนั้นขึ้นด่วนพระรามเก้า แล้วลงทางออกเพลินจิตเหนือ
- เลี้ยวซ้ายตรงทางลงทางด่วนเพื่อเข้าถนนสุขุมวิท จากนั้นแล่นตรงไปเพื่อข้ามแยกอโศก บนถนนสุขุมวิท
- หลังจากข้ามแยกอโศกแล้วให้ชิดขวา เพื่อเลี้ยวขวาเข้าซอยสุขุมวิท 20 เข้าซอยไปประมาณ 350 เมตร โรงแรมโนโวเทล สุขุมวิท 20 จะอยู่ทางด้านซ้ายมือ กรุณาจอดหน้าอาคารโรงแรมเพื่อส่งผู้โดยสาร