

PRACTICAL INFORMATION FOR PARTICIPANTS

Gender and Diversity Technical Review Workshop

21 – 22 November 2017 | Bangkok, Thailand

Welcome

The International Federation of Red Cross and Red Crescent Societies (IFRC) Country Cluster Support Team (CCST) Bangkok extends our warmest welcome to all participants attending the **Gender and Diversity Technical Review Workshop** that will be conducted in Bangkok, Thailand, between 21st – 22nd November 2017.

Arrival and Departure

The workshop will officially start on 21st November in the morning and will finish on 22nd November evening. There will be follow-up analysis and interview on 23rd November as well. Please plan your arrival to Bangkok on 20th November, and departure should be scheduled on 23rd November (late evening). Participants should inform their flight schedule to Ms. Warongrong Tatrakom (Ying) at warongrong.tatrakom@ifrc.org.

If you need any support on flight arrangement and visa letter, please contact Ying at the email address above as soon as possible.

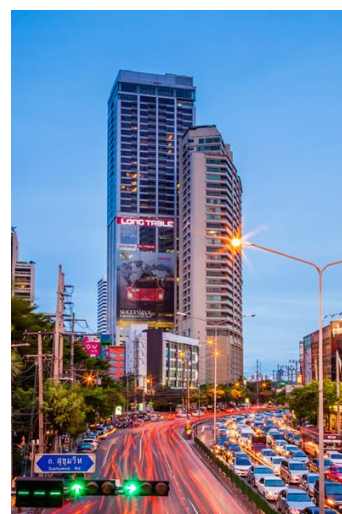
Accommodation and Workshop venue

Column Bangkok Hotel

48 Sukhumvit Soi 16, Klongtoey,
Bangkok, 10110 Thailand
Tel: +66 (0)2 302-2555
Fax: +66 (0)2 302-2556

E-mail: reservations@columnbangkok.com

Hotel map is in Annex 1 (page 4-5)



Participants will stay in a *Single Occupancy* bedroom unless a specific request is made prior to the commencement of the workshop.

The Federation will cover all National Societies accommodation costs. All guests staying in Federation provided accommodation must adhere to the Federation's Code of Conduct (2007) and be approved by the CCST prior to the commencement of the training/meeting.

While the accommodation costs, breakfast, lunch and per diem of National Society participants will be covered by the Federation, **other costs including evening meals, telephone, laundry, room service, mini bar, and early arrival and extended stay (unless a specific request is made prior) 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.**

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Workshop



The workshop will take place at *Column 3* room (2nd floor) during 21st – 22nd November 2017 from 9:00 – 17:00 hrs.

Follow-up analysis and interview will take place at *IFRC meeting room* on 23rd November 2017. *Access map is in Annex 2 (page 6)*

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”.

There are 2 airports in Bangkok : Suvarnabhumi airport (BKK) and Don Mueang airport (DMK)

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). The taxi fare to Column hotel (25km) would be around 280 Thai Baht depending on the traffic.

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

2. Don Mueang 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). The taxi fare to Column hotel (27km) would be around 300 Thai Baht depending on the traffic.

Cost and Payment: All public taxis are metered. You will need to pay for the meter reading (a taxi meter starts at 35 Baht), plus a speedway toll fare and an airport service charge (50 Baht). **Never take a taxi whose driver refuses to put the meter on.** Very few taxis provide receipts. If you do not get the receipts, please remember how much you paid or take photo of the meter reading for the reimbursement.

Food

Food without pork or pork products will be available at coffee/tea break snacks and lunch menu during the workshop. Please advise Ying if you have any strict dietary requirements.

Dinner will be covered by the participants. As the hotel is located in the business and tourism area, the participants can find restaurants easily.

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Weather

Bangkok has a tropical climate. It is usually considered to be extremely hot and humid. Average temperature ranges from 25 to 37°C, depending on the time of the year.

The forecast during the workshop period is as shown on the right. Bringing an umbrella and raincoat is advised. 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, with 33 Thai Baht being equivalent to one US dollar. Currency can be exchanged at the airport or at any bank, at the hotel or exchange bureau. Automated teller machines (ATM) are readily available.

Reimbursement

Participants from National Societies may be entitled to reimbursements; however, these will only be made based on the **original receipts and the boarding pass** (please keep all original receipts and boarding pass).

The currency for payment/reimbursement in Thailand is Thai Baht (THB) only, due to IFRC financial regulations.

Contact

For all logistical, administration and financial arrangements please contact:

Ms. Warongrong Tatrakom (Ying)

Mobile: +66 (0)87 995 5225

Email: warongrong.tatrakom@ifrc.org

For any substantive matters regarding the workshop please contact:

Ms. Christina Haneef

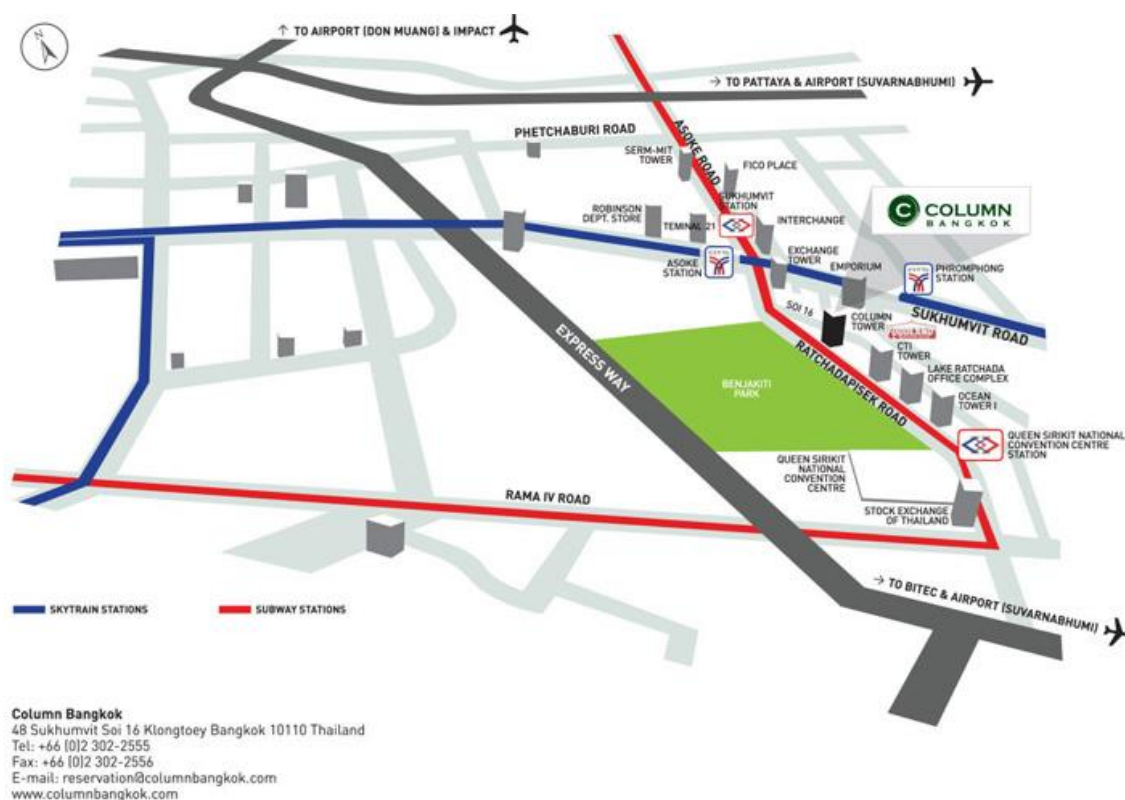
Mobile: +66 (0)92 259 8158

Email: christina.haneef@ifrc.org

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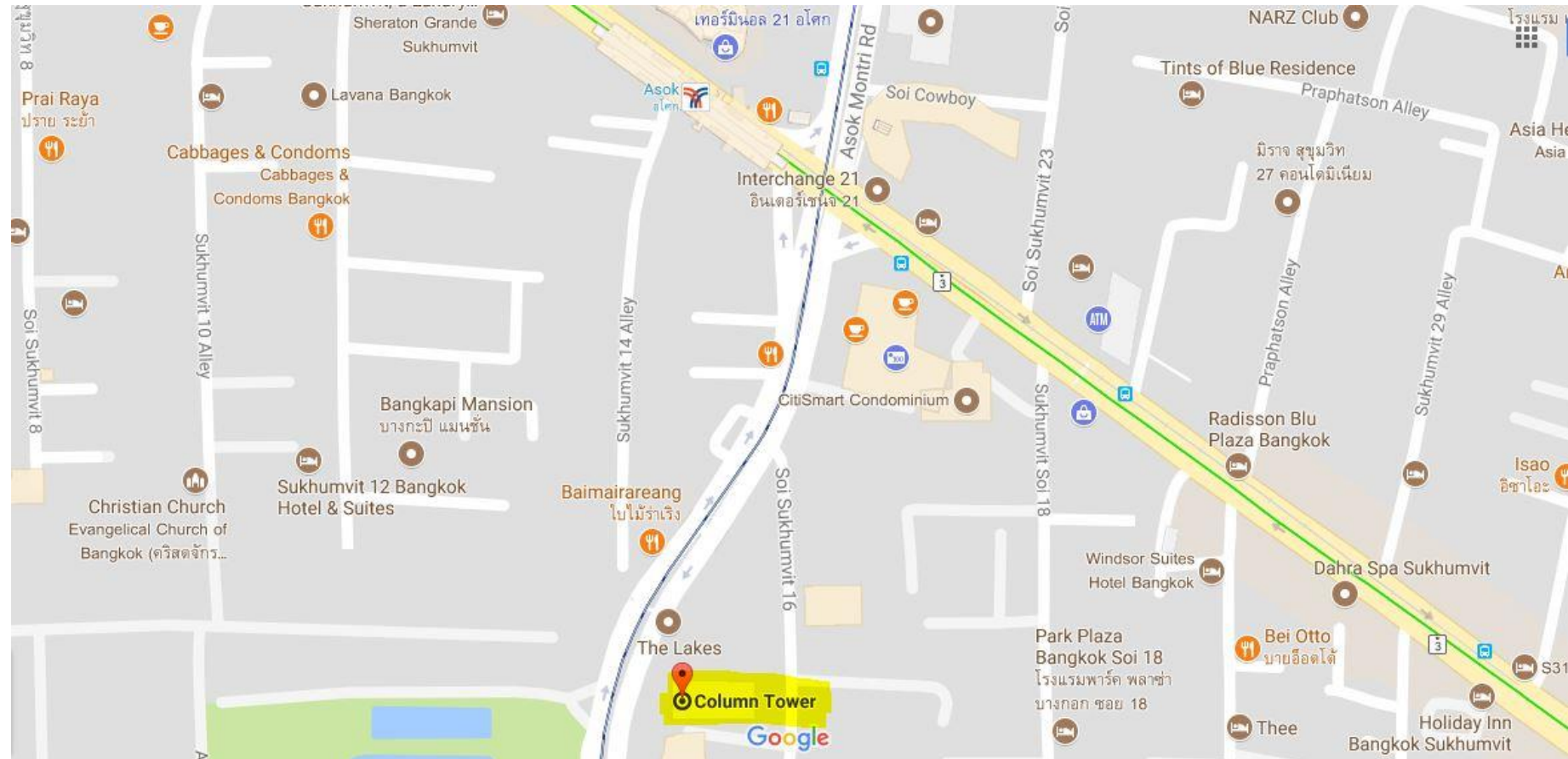
ANNEX 1

Column Bangkok Hotel map



| Location | Distance (KM) | Travel time |
|---|---------------|-------------------------|
| Benjakitti Park and Lake | 0.1 | Within walking distance |
| Asoke BTS Station | 0.5 | Within walking distance |
| Sukhumvit MRT Station | 0.5 | Within walking distance |
| Terminal21 Shopping Complex | 0.5 | Within walking distance |
| Emporium Shopping Complex | 1.4 | 5 mins by taxi |
| Queen Sirikit National Convention Center | 1.5 | 2 mins by taxi |
| QSNCC MRT Station | 1.5 | 2 mins by taxi |
| Bumrungrad Hospital | 2.0 | 10 mins by taxi |
| Central Chidlom | 2.5 | 10 mins by taxi |
| Siam Square/ Siam Center/ Siam Paragon/ Central World | 3.0 | 15 mins by taxi |
| Lumpini Thai Boxing Stadium | 3.0 | 15 mins by taxi |

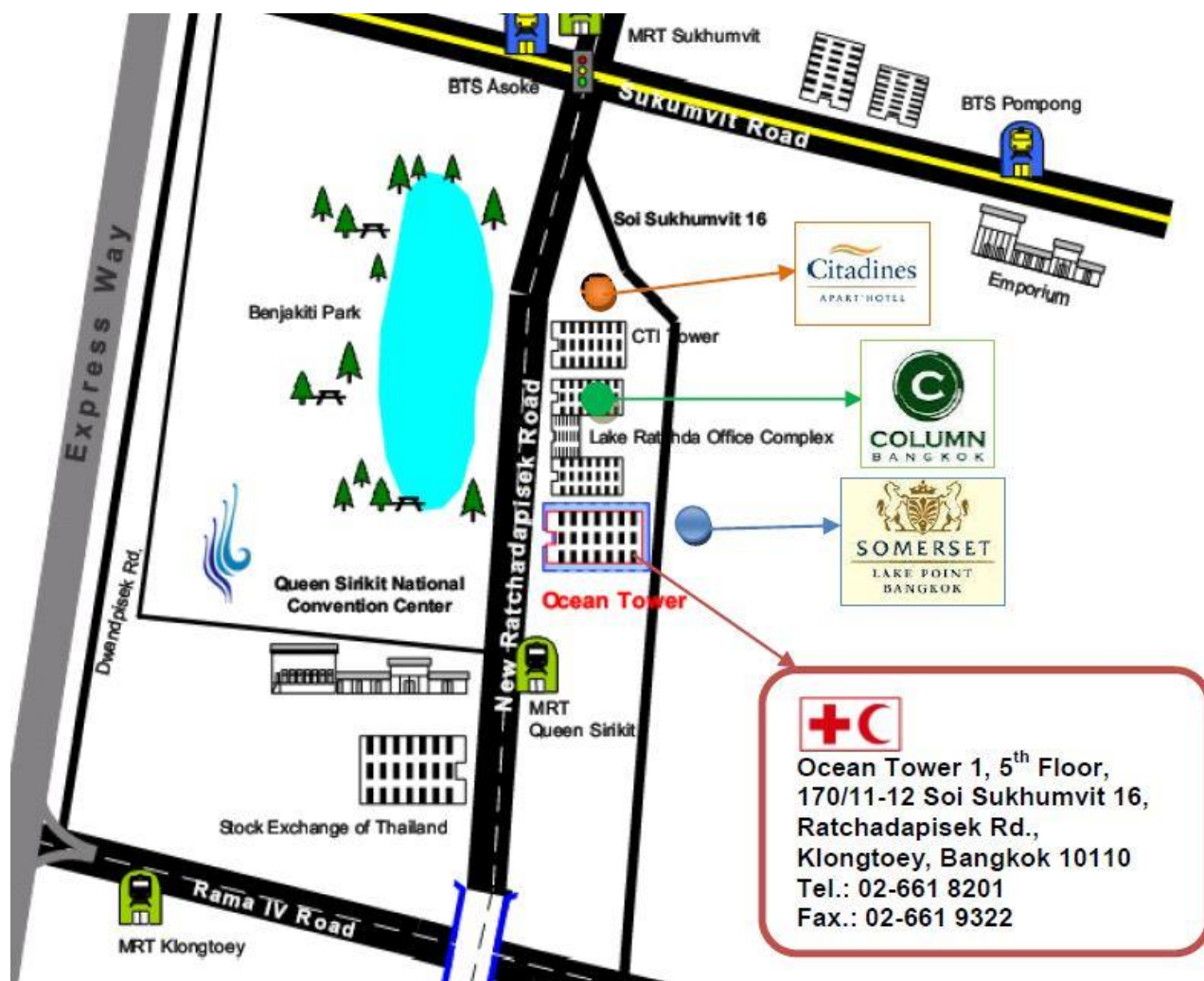
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ANNEX 2

IFRC map



Have a safe flight !