

PRACTICAL INFORMATION FOR PARTICIPANTS

Regional Resilience Initiative (RRI) Lessons Learned Workshop

21st – 23rd February 2018 | 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 **Regional Resilience Initiative (RRI) Lessons Learned Workshop** that will be held in Bangkok, Thailand, between 21st – 23rd February 2018.

Arrival and Departure

The workshop will officially start on 21st February in the morning and will finish on 23rd February noon (2.5 days). Please plan your arrival to Bangkok on 20th February, and departure should be scheduled on 23rd February (evening) or 24th February (morning). 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



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 Annex1 can be shown to taxi-drivers to facilitate transportation to the hotel

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 accommodation cost. 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 workshop.

While the accommodation costs, breakfast, lunch and per diem of agreed 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 room



The workshop will take place at **Benjasiri 3** room (5th floor) during 21st – 22nd February from 9:00 – 17:00hrs and on 23rd February from 9:00 – 12:00hrs.

Welcome Reception



The Welcome Reception (cocktail setup) will take place at **Pool Bar** (9th floor) on 21st February starting from 18:00hrs.

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 on 22nd and 23rd February will be covered by participants. As the hotel is located in the business and tourism area, the participants can find 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”.

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

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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 **Novotel Sukhumvit 20** (26km) would be around **300 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 **Novotel Sukhumvit 20** (23km) would be around **250 Thai Baht** depending on the traffic.

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

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 receipt, please remember how much you paid or take photo of the meter reading for the reimbursement.

For the participants living in Bangkok, the most convenient transportation is BTS Sky train. Get off at *Asok station*, then continue on the sky walk to the Exchange Tower. Continue to Sukhumvit Road, direction Sukhumvit soi 20. Turn right to enter Sukhumvit soi 20 and go straight ahead around 5 minutes (300 meters), "Novotel Bangkok Sukhumvit 20" will be on your left.

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.

TUE 2/20



32° /24°

Sunshine

Hist. Avg.
33°/22°

WED 2/21



33° /24°

Sun and
some clouds

Hist. Avg.
33°/22°

THU 2/22



35° /24°

Mostly sunny

Hist. Avg.
33°/22°

FRI 2/23



34° /23°

Mostly sunny

Hist. Avg.
33°/22°

SAT 2/24



34° /24°

Mostly sunny

Hist. Avg.
33°/23°

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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 32 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

E-mail: warongrong.tatrakom@ifrc.org

For any substantive matters regarding the workshop please contact:

Mr. Hervé Gazeau

Mobile: +66 (0)81 937 3078

E-mail: herve.gazeau@ifrc.org

For any security issues/emergency, please contact:

Ms. Cindy Le Ky Huong

Mobile: +66 (0)84 331 1609

Email : cindy.lekyhuong@ifrc.org

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ANNEX 1

Hotel map 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. Keep 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

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

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ANNEX 2

IFRC map



HAVE A SAFE FLIGHT !