



International Civil Aviation Organization
The Third Meeting of South China Sea Major Traffic Flow Review Group
(SCS-MTFRG/3)
Bangkok, Thailand, 25-27 February 2016

MEETING BULLETIN

1. Dates and Venue

1.1 The Third Meeting of South China Sea Major Traffic Flow Review Group (SCS-MTFRG/3) will be held at Kotaite Wing of ICAO Asia and Pacific Regional Office from 25–27 February 2016. The meeting will start at 0900 hours each day. The ICAO Regional Office is located at:

ICAO Building
252/1 Vibhavadi Rangsit Road
Chatuchak, Bangkok 10900
Tel: +66-2-537-8189 to 97
Fax: +66-2-537-8199
E-mail: APAC@icao.int
Website:<http://www.icao.int/APAC>

1.2 Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 0830 and 0900 hours on the opening day of the meeting. Participants are also requested to wear the identification badge, which will be issued to them, when they are in the ICAO premise.

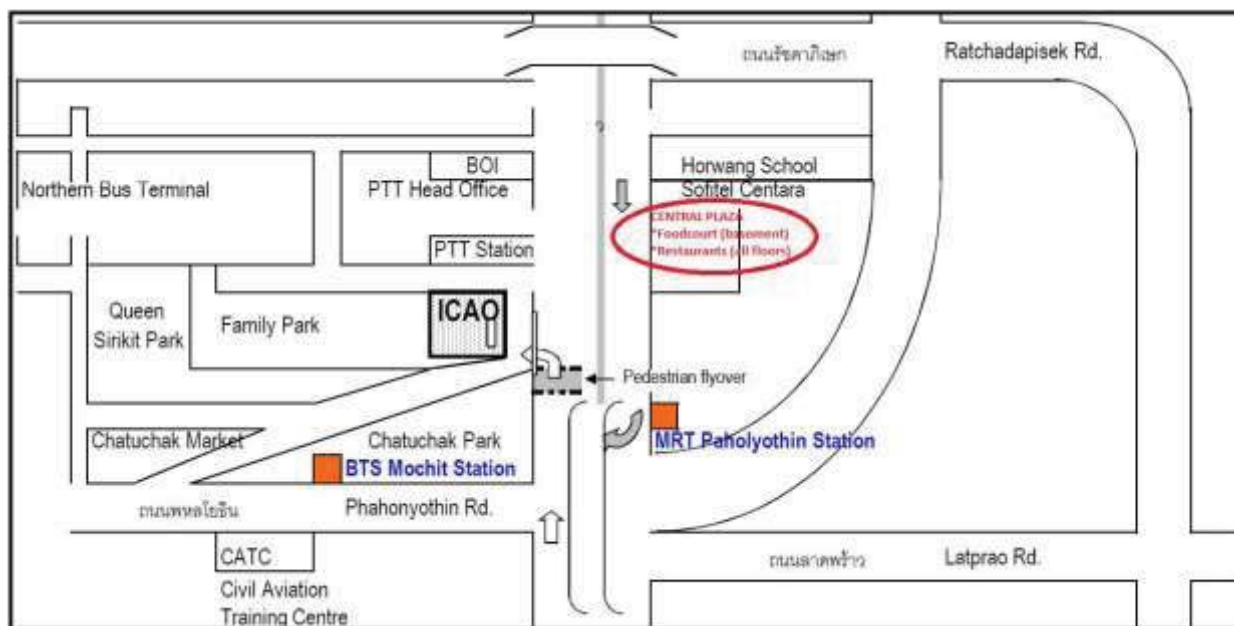
1.3 The House Keeping Video is available on the APAC Office website through the link ‘About APAC Region’ <http://www.youtube.com/embed/BIVilcMprnc>.

2. Officers and Secretariat Concerned with the Meeting

2.1 Mr. Perhinba Renganathan, Regional Officer ATM (AOM-ASM), and Mr. LIU Song, Regional Officer ATM (AOM-FUA), ICAO Asia and Pacific Regional Sub-Office, will act as the Secretary of the SCS-MTFRG/3 Meeting.

2.2 The daily conference services are the responsibility of Ms. Kirimoke Drollett, Administrative Officer, ICAO APAC Regional Office.

2.3 Please be informed that participants are required to make arrangement their own lunch as lunch will not be provided during the Meeting. Participants will find below in red the possible venue available to purchase meals within the Office vicinity.



3. Meeting Documents, Papers for Distribution

3.1 Participants are kindly requested to note that working and information papers for the meeting **must reach this office at least one week before the commencement of the meeting**. In the event that papers are received after Thursday 18 February 2016, these will normally be treated as a flimsy. Meeting documents will be available on ICAO APAC website (<http://www.icao.int/APAC>) prior to the meeting. A hotspot for Wi-Fi connection to the Internet is also available in the premise of the APAC Office to allow viewing of the papers on-line.

4. Passport, Visa and Customs

4.1 Participants may wish to obtain information on Thailand entry requirements by accessing the web page <http://www.mfa.go.th/web/12.php>

4.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area. Participants must be medically fit and in possession of medical insurance coverage to meet expenses for any sickness or medical emergency during the meeting.

4.3 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. (Current exchange rate US\$1 = Baht 30.00 approx).

5. Hotel Reservations and Transportation

5.1 Information giving the details of the address, fax number, tariff, etc. of hotels is provided at ICAO APAC website (<http://www.icao.int/APAC>). Participants should contact the hotel directly by telephone/fax/e-mail for reservation.

5.2 Participants are required to make their own arrangements for transportation from the airport to the city. When departing, the hotel can arrange for transportation to the airport. Taxis, which are less expensive than hotel transportation, are also available. Most taxis have a fare meter.

5.3 Participants are requested to make their own arrangements for transportation from their hotels to the ICAO Regional Office, Bangkok to attend this meeting.

5.3.1 The nearest BTS (Skytrain) station to the ICAO Bangkok Office is *Mo Chit*. From *Mo Chit* Station, a taxi to the Office will cost approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC website.

5.3.2 The nearest MRT sub-way station to ICAO Asia and Pacific Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit Road through the pedestrian overpass.

6. **Further Information**

6.1 For further information, please contact Regional Officers ATM of ICAO Asia and Pacific Regional Sub-Office, at:

Mr. Perhinba Renganathan
Tel: 86-10-64557177
Fax: 86-10-64557164
E-mail: PRenganathan@icao.int or apac-rso@icao.int

Mr. Liu Song
Tel: 86-10-64557175
Fax: 86-10-64557164
E-mail: SLiu@icao.int or apac-rso@icao.int

6.2 Information about Bangkok climate may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice and woolens are not necessary. **Casual clothing is not suitable for the meetings.**