



International Civil Aviation Organization

**THIRTEENTH MEETING OF THE
ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG/13)
Bangkok, Thailand, 9 to 13 September 2002**

MEETING BULLETIN

1. Meeting

1.1 Schedule of Meeting

1.1.1 The opening session of the meeting will be held at 0900 hours on Monday, 9 September 2002 in the ICAO Conference Room, Ground Floor of the ICAO Building. The ICAO Regional Office is located at ICAO Building, 252/1 Vipavadee Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Central Plaza Hotel. It is about 12 Km away from the Bangkok International Airport and about 12 Km from the Ambassador Hotel on Sukhumvit Road.

The ICAO telephone numbers are +66(2) 537-8189 to 97,
FAX number is +66(2) 537-8199,
Telex number is 87969 ICAOBKK TH,
SITA address is BKKCAYA,
AFTN address is VTBBICOX and
E-mail is <icao_apac@bangkok.icao.int>

1.1.2 The daily order of business will be announced at the meeting, however, except for the first day of the meeting which will commence at 0900 hours following registration of participants, it is proposed that the remainder of the meeting will be conducted between 0800 and 1400 daily with two 30-minute breaks for coffee/tea/lunch at 0930 and 1130 hours.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the front of the Conference Room 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 inside the Conference Room and also when attending other official functions.

3. Officers and Secretariat Concerned with the Meeting

3.1 Mr. Lalit B. SHAH, Regional Director, ICAO Asia and Pacific Office, will act as Secretary of the Meeting. He will be assisted by Ir. Kam Wan CHEONG, Regional Officer, Aerodromes and Ground Aids.

3.2 The daily conference services are the responsibility of Mrs. R. Kajiji, Administrative Officer, and Mrs. Prongphan Virulhchanya, Secretary to the Aerodromes and Ground Aids Section.

4. Meeting Documents, Papers for Distribution, etc.

4.1 All meeting documentation are available in the ICAO APAC Office web site at www.icao.int/apac under the heading 'Meeting'. A password is required for access to APANPIRG/13. Participants wishing to present papers for distribution during the meeting are requested to submit them as early as possible so that they can be printed for distribution in a timely manner. Electronic copies can be emailed to the Regional Office at icao_apac@bangkok.incao.int

4.2 Any ICAO publications required by the participants may be obtained from the ICAO Regional Office Library located on the first floor of the building. These publications may be purchased or borrowed for reference during the meeting and returned to the librarian at the end of the meeting.

5. Passport, Visa and Customs

5.1 All foreign nationals entering Thailand must possess valid passports or other valid documents for travel. Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 15 days. It should, however, be noted that the temporary visas issued upon arrival at the airport cannot be extended beyond the period of 15 days except under extraordinary circumstances. It is, therefore, suggested that all participants consider obtaining official visas from the Royal Thai Embassy or Consulate prior to their arrival in Thailand.

5.2 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

5.3 Following items can be brought in duty free:

- a) Personal effects such as clothing etc.
- b) 200 cigarettes, or 250 gms of cigar or tobacco.
- c) 1 litre alcoholic beverages.
- d) Perfume for personal use.

5.4 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 42 approx.).

6. Hotel Reservations, Arrival and Departure

6.1 Information giving the details of the address, fax number, tariff, etc. of hotels is given in Annex 1. Participants should arrange their own hotel accommodations well in advance because of heavy demands. The Regional Office would be pleased to assist participants in making hotel reservation. **While making reservations, participants should mention that they are attending an ICAO meeting to get the special room rate.** Participants are requested to ensure that their return bookings are confirmed soon after their arrival in Bangkok.

6.2 Even though we would very much wish to meet participants at the airport on arrival, this will not be possible due to budgetary and staffing limitations. Participants are therefore requested to make their own arrangements for transportation from the airport to the city and daily from hotels to the Regional Office. A guide map for the Regional Office is included as Annex 2.

6.3 Thai Airways International and Airport Taxi Services operate private limousine services from the airport to downtown Bangkok, at about Baht 650 per vehicle. Thai International also operates a coach service from the airport to the city terminal at Baht 100 per person. Public taxi service is also available at a cost of about Baht 300 at the taxi stand at the Airport. The Bangkok Mass Transit Authority operates an Airport Bus service to the city centre. Route A3 operates to and from the Ambassador Hotel, Sukhumvit Road.

6.4 When departing, the hotel can arrange for transportation to the airport. Taxis which are less expensive than hotel taxis are also available. Most taxis have a fare meter however most require negotiation of the fare between town and airport.

6.5 For passengers departing on international flights, a passenger service charge of Baht 500 is levied at the airport.

7. Other Useful Information

7.1 Time in Thailand is 7 hours ahead of Coordinated Universal Time (UTC+7).

7.2 International credit cards such as American Express, Diners Club, Visa, Master Charge, Carte Blanche, etc. are normally accepted at major hotels and department stores.

7.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 from Monday through Friday and some keep the foreign exchange counter open until 2000 hours during week days. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers cheques you are required to show your passport.

7.4 Bangkok is generally hot with high humidity. Day temperatures range above 30°C while at night they remain above 21°C. Weather conditions vary during the country's three seasons:

- the hot season from March-May, when the temperature often approaches 38°C and humidity remains high;
- the wet season from June-October, when the temperature is rather lower but the weather is quite sticky;
- the cool season from November-February, when the temperature is more moderate.

7.5 Tropical or light weight and washable cottons will suffice and woollens are not necessary.

7.6 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect a small tip. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

7.7 Although the tap water in Bangkok is chemically treated, it is recommended that the visitors drink only bottled water e.g. Polaris and beverages.

LIST OF RECOMMENDED HOTELS

| <u>Hotel</u> | <u>Net Price</u> |
|---|--|
| Bangkok Inn 155/12-13 Sukhumvit Soi 11 Tel: + 66 (2) 254-4834 Fax: + 66 (2) 254-3545 E-mail: bangkokinn@mail.com | Single & Double 803 Baht (Room only) |
| Business Inn 155/4-5 Sukhumvit Soi 11 Tel: +66 (2) 254-7981 Fax: +66 (2) 255-7159 E-mail: awbusinn@asiaaccess.net.th | Single 400 (+ABF) Baht Double 500 (+ABF) Baht |
| Grand Pacific Hotel 259 Sukhumvit Road Tel: +66 (2) 651-1000 Fax: +66 (2) 255-2442 E-mail: hotel@grandpacifichotel.com | Single 3,060 (+ABF) Baht Double 3,355 (+ABF) Baht |
| Grand President Executive Serviced Apartments 14-16 Sukumvit Soi 11 Tel: +66 (2) 651-1200 Fax: +66 (2) 651-1070 E-mail: gpsales@presidentpark.com | Topaz Studio 1,350 (+ABF) Baht Executive Studio 1,720 (+ABF) Baht |
| Land Mark Hotel 138 Sukhumvit Road Tel: +66 (2) 254-0404 Fax: +66 (2) 252-6646 Email: sales@landmarkbangkok.com | Single 2,700 (+ABF) Baht Double 2,900 (+ABF) Baht |
| Royal Benja Hotel 39 Sukhumvit Soi 5 Tel: +66 (2) 655-2920 Fax: +66 (2) 655-7370 E-mail: info@rovalbenja.th.com | Single 1,000 (+ABF) Baht Twin 1,200 (+ABF) Baht |
| Sheraton Grande Hotel 250 Sukhumvit Road Tel: +66 (2) 653-0333 Fax: +66 (2) 653-0400 E-mail: pitchaya.wongvot@luxurycollection.com | Deluxe 115++ US\$ (room only) Grande Deluxe 140++ US\$ (+ABF) |

2.

Sofitel Central Plaza Bangkok *

1695 Paholyothin Road

Tel: +66 (2) 541-1234, 541-1040

Fax: +66 (2) 541-1087

E-mail: www.centralhotelsresorts.com

Single 3,237 (+ABF) Baht

Twin 3,531 (+ABF) Baht

Rate of exchange US\$1.00 = Approx. Baht 42.00

Note: The net price given is after discount, tax and service charge. To be assured of receiving discount, suggest you inform the hotel while making reservation that you are attending ICAO meeting. Hotel rates are subject to change.

* Within walking distance from the ICAO Regional Office; ABF (American breakfast).

Location of ICAO Asia and Pacific Office, Bangkok

