



International Civil Aviation Organization

ICAO Asia and Pacific Regional Seminar/Workshop for National Continuous Monitoring Coordinators

(Bangkok, Thailand, 16 to 20 February 2012)

BULLETIN

1. Date and Venue

1.1 The ICAO Asia and Pacific Regional Seminar/Workshop for National Continuous Monitoring Coordinators will be held at the Conference Facility, ICAO Asia Pacific Regional Office from 16 to 20 January 2012. The seminar/workshop will commence at 08:30 hours on Monday, 16 January 2012.

1.1.1 The ICAO Asia Pacific Regional Office is located at 252/1 Vibhavadi-Rangsit Road, Chatuchak, Bangkok 10900, Thailand. The telephone number is +66-2-537-8189.

1.1.2 Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the Skytrain) and MRTA Sub-way system (the Underground Metro) are published in the APAC website <http://www.bangkok.icao.int> under the heading "Information for Visitors".

1.1.3 The nearest BTS (Skytrain) station to the Office is Mo Chit and the nearest MRTA station to the Regional Office is Phahon Yothin.

2. Registration of Participants

2.1 Participants are requested to register at the Registration Desk in front of the Conference Facility between 07:45 and 08:30 hours on the opening day. Participants are also requested to wear the identification badge while attending all activities during the seminar/workshop for easy identification.

3. Officer and Secretariat concerned with the Seminar/Workshop

3.1 Capt. Fareed Ali Shah, Flight Safety Section, ICAO Asia and Pacific Office, will act as the Coordinator for the seminar/workshop.

3.2 The daily meeting services are the responsibility of Ms. Sarangtip Sundarachampaka, Administrative Officer, and Ms. Patoomrat Kamboonrat, Secretary to the Flight Safety Section.

3.3 Any inquiries related to the seminar/workshop should be addressed to:

Fax: +66 (2) 537-8199
E-mail: icao_apac@bangkok.icao.int
Cc: fshah@bangkok.icao.int

4. Passport, visa and customs

4.1 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. Participants may wish to obtain information on 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.

4.3 Following items can be brought in duty free:

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

4.4 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 30.00 approx).

5. Hotel reservations, arrival and departure

5.1 A list of recommended hotels that provide special discounted room rate for participants in ICAO meeting is at **Appendix**. Participants may contact recommended hotels directly; it is recommended that reservations are made well in advance. On request, ICAO Office may assist participants in making hotel reservation. **While making reservations, participants should mention that they are attending ICAO Meetings to get the special room rate.**

5.2 Participants are requested to make their own arrangements for transportation from the Airport to the city.

5.2.1 Thai Airways International and Airport Taxi Services operate private limousine services from the Airport to downtown Bangkok, at about Baht 900-1000 per vehicle. Public taxi meter service is also available at the Airport. In addition to the fare indicated in the taximeter, 50 Baht extra surcharge is required to be paid for hiring a taxi from Airport to city plus express way toll charges if any. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

5.2.2 When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter starting from 35 Baht.

5.2.3 Participants are requested to ensure that their return bookings are confirmed as required.

5.2.4 Participants are requested to make their own arrangements for transportation from their hotels to the venue of the Course.

6. Other Useful Information

6.1 Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

6.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

6.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday and some keep the foreign exchange counter open until 2000 hours during weekdays. 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' cheque you are required to show your passport.

6.4 Information about Bangkok climate could be found on the ICAO APAC website. More weather information including 5-day forecasts can be obtained from the web site of the Thai Meteorological Department: www.tmd.go.th.

6.5 Tropical or lightweight and washable cottons will suffice.

6.6 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

6.7 Although the tap water in Bangkok is chemically treated, it is recommended to drink only bottled water and beverages.
