



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**ICAO REGIONAL WORKSHOP ON AIR NAVIGATION VISUAL AIDS –
AIRFIELD MARKINGS AND LIGHTING SYSTEM**

Bangkok, Thailand 6 to 8 July 2015

WORKSHOP BULLETIN

1. Schedule of workshop

1.1 The opening session of the workshop will be held at 0900 hours on Monday, 6 July 2015, at the Conference Room, second floor at the “Kotaite Wing” of the ICAO Regional Office, Bangkok.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge at all the times inside the ICAO premise.

3. Officers and Secretariat concerned with the Meeting

3.1 Mr. N. C. Sekhar Regional Officer/AGA ICAO APAC Office will act as the ICAO coordinator for the Workshop. The daily workshop services are the responsibility of Administrative Officer, and Ms. Mantana, Programme Assistant to the AGA Section.

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

Fax: +66 (2) 537-8199

E-mail: apac@icao.int

Cc: nsekhar@icao.int

4. Wireless Network

4.1 The general policy of the Regional Office is towards environmentally friendly and efficient “paperless meetings”. To facilitate this policy, the Conference Room is equipped with wireless network and internet access.

5. Location of the ICAO Regional Office

5.1 The ICAO Bangkok Regional Office is located at 252/1 Vibhavadi-Rangsit Road, Chatuchak, next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Central Plaza Bangkok. It is about 35 km. away from the Suvarnabhumi International Airport and about 12 km. from the Sukhumvit Road, where most of the recommended hotels are located. Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the *Sky train*) and MRTA Sub-way system (the *Underground Metro*) are published on the APAC website <http://www.icao.int/APAC/Pages/default.aspx> under the heading “Information for Visitors”.

5.2 The nearest BTS (*Sky train*) station to the Office is **MOR Chit** and the nearest MRTA station to the Office is **Phahon Yothin**. Detailed routing instructions are provided on the web site.

6. Passport, visa and customs

6.1 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.

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

6.3 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.

6.4 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).

7. Hotel reservations, arrival and departure

7.1 Participants may contact recommended Hotels listed in APAC website directly. Participants are advised to make reservation as soon as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **While making reservations, participants should mention that they are attending ICAO Meetings to get the special room rate.**

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

7.2.1 Thai Airways International and Airport Taxi Services operate private limousine services from the Airport to downtown Bangkok, at about Baht 1000-1200 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.

7.2.2 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.

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

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

8. Other Useful Information

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

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

8.3 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' cheques you are required to show your passport.

8.4 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.

8.5 Tropical or lightweight and washable cotton clothing's/dresses will suffice.

8.6 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 tip of at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

8.7 Although the tap water in Bangkok is chemically treated, it is, however, recommended that participants drink only bottled water and beverages.

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