



International Civil Aviation Organization

**FIFTEENTH MEETING OF THE
ASIA/PACIFIC AIR NAVIGATION PLANNING AND
IMPLEMENTATION REGIONAL GROUP (APANPIRG/15)
Bangkok, Thailand, 23 to 27 August 2004**

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, 23 August 2004 at the new Conference Room, Second Floor in the “Kotaite Wing” of the ICAO Regional Office, Bangkok.

1.1.2 The ICAO Regional Office is located at 252/1 Vipavadee Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Central Plaza Hotel. It is about 12 km. away from the Bangkok International Airport and about 12 km. from the Sukhumvit Road where most of the recommended hotels are located. The list of recommended hotels is in Annex 1. Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS) is provided in Annex 2. The contact numbers of the ICAO Office are as follows:

Tel: +66(2) 537-8189 to 97,
Fax: +66(2) 537-8199,
AFTN: VTBBICOX
E-mail: 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 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 Ms. Sarangtip Sundarachampaka, 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/15. 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.icao.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 40 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.

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.