

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC FLIGHT PROCEDURE PROGRAMME**

**The Procedure Design Refresher Course**

*(Bangkok, Thailand 22 – 25 April 2025)*

**COURSE BULLETIN**

**1. Dates and Venue**

1.1 The Procedure Design Refresher Course will be held by the APAC FPP at the ICAO Asia & Pacific Regional Office (ICAO APAC RO) from 22 to 25 April 2025. The ICAO APAC RO Office is located at:

**International Civil Aviation Organization (ICAO)  
Asia and Pacific Regional Office  
252/1 Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900**

1.2 The course will start at **8:30** a.m. (local time, UTC+7) each day.

**2. Wi-Fi**

2.1 Wi-Fi connection to the ICAO APAC Internet is available. Please select 'icaoapac' to access ICAO's wireless services while on-site.

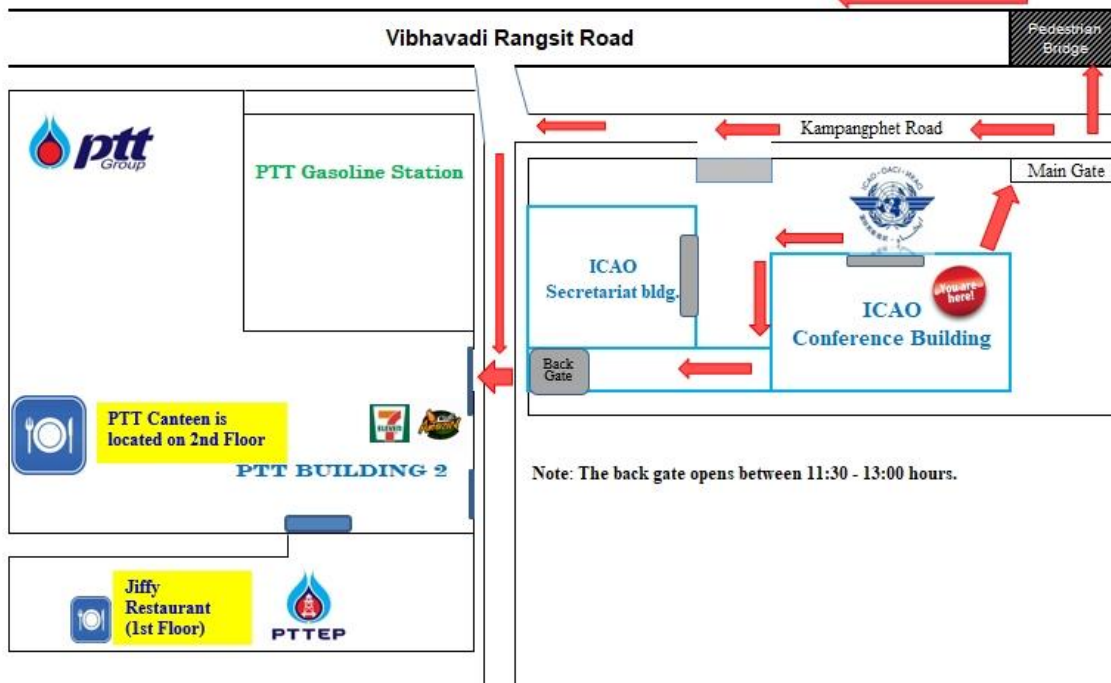
**3. Food and Catering Arrangements**

3.1 In accordance with the ICAO APAC Office environmental policy on single-use plastics, drinking water in plastic bottles is not provided by ICAO. Water fountains are available in the lobby area outside the conference hall and meeting rooms. Participants are encouraged to bring their own receptacles, preferably spill-proof, which may be replenished from the water fountains. Participants may also wish to bring their own bottled water. In this case, it would be appreciated if any plastic bottle waste is disposed of off-site.

3.2 Lunch will not be provided during the training. Participants are required to make their own arrangements. Meals for purchase are available in the vicinity of the ICAO APAC office, as marked on the map below.



**CENTARA  
GRAND**  
AT CENTRAL PLAZA  
LADPRAO BANGKOK



#### 4 Visa, Insurance and Customs

4.1 Participants must possess the documentation required to enter and stay in Thailand. Participants may wish to obtain information on Thailand entry requirements by accessing the Ministry of Foreign Affairs, Thailand [website](http://www.mfa.go.th); or <https://thaievisa.go.th/>.

4.2 Participants are REQUIRED to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, EXCEPT for those nationals listed at List of Countries entitled for Visa Exemption and Visa on Arrival.

4.3 To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at <https://www.thaiembassy.org/>.

4.4 Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

4.5 Application for a visa is the responsibility of the State/Administration or delegate concerned and should be requested well in advance as for certain countries visa processing time may be longer than others. **For visa category, please choose Business Visa (non-immigrant B) when applying for visa to enter Thailand.** In case a visa support letter is required, the appropriate authority, administration or State concerned should contact the ICAO APAC FPP Office at [APAC-FPP@icao.int](mailto:APAC-FPP@icao.int); with a copy to Ms. Huo Linling at [hlinling@icao.int](mailto:hlinling@icao.int), at least three (3) weeks prior to the start of the training.

4.6 Participants must be medically fit and in possession of health or medical insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO APAC FPP will not take responsibility for any expenses incurred concerning participation in the training. Information for required vaccination shall be obtained from the local Thailand embassy or Thailand immigration website.

4.7 Please refer to the Thai Customs [Website](#) for the restrictions on the import of foreign currency.

## **5 Hotel Reservations and Transportation**

5.1 Participants are required to make their own accommodation arrangements. A list of hotels in the vicinity of ICAO APAC Office and hotels in the city with UN/ICAO preferential rates is available on the ICAO APAC website [[Hotels List](#)]. Participants should contact the hotel directly for a reservation. The hotel list is provided for the convenience of the participants only. ICAO APAC FPP does not take responsibility for any incident arising from a stay of the participant in any of the listed hotels. Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. The tip for the baggage service staff at hotels may be considered. At restaurants, a tip of about 10% is encouraged unless a service charge has been added to the bill.

5.2 Participants are required to make their own transportation arrangements from the airport to the city. When departing, the hotel can be requested to arrange transportation to the airport. The cost is to be borne by the participant. Taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter. Grab, CABB and BOLT are the mostly used Apps for taxi services in Bangkok.

## **6 Direction to the ICAO APAC Office**

6.1 Participants are required to make their own transportation from their place of residence/stay to the ICAO APAC office and back.

6.2 Search for “ICAO APAC Regional Office” or “International Civil Aviation Organization” when a taxi service is requested.

6.3 The nearest BTS (Skytrain) Stations to the ICAO APAC Office are Ha Yaek Lat Phrao station (take Exit No.2), which is within 15 minutes’ walk to the office, or take a taxi from Mo Chit station which will cost approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided in section 1.1 of this document and on the ICAO APAC Office website.

6.4 The nearest MRT (subway) station to ICAO APAC Office is Phahon Yothin. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit road through the pedestrian overpass.

## **7 Further Information**

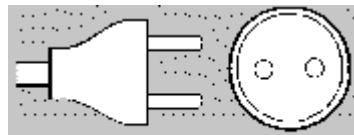
7.1 Smoking is prohibited within the ICAO APAC buildings. Participants wishing to smoke are requested to use the designated smoking areas.

7.2 Information about weather conditions in Bangkok could be found on the website of the Thai Meteorological Department at [www.tmd.go.th/en](http://www.tmd.go.th/en). Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

7.3 International credit cards are widely accepted; however, some bank/service charges may apply.

7.4 All commercial banks exchange major foreign currencies and are open from 08:30 to 15:30 hours from Monday through Friday and some keep the foreign exchange counter open until 20:00 hours during weekdays, while some banks / foreign exchange counters located in the department store remain open after 15:30 hrs. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open on weekends and public holidays from 10:00 to 20:00 hours. Passport is required for processing foreign exchange services.

7.5 The type of electrical plug and socket typically used in Thailand is two parallel prongs:



Plug Type C



[http://www.koh-chang.cz/images/zasuvka\\_thai.jpg](http://www.koh-chang.cz/images/zasuvka_thai.jpg)

7.6 For further information, please contact the Secretariat at:

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