

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICESIXTEENTH MEETING OF THE COLLABORATIVE ARRANGEMENT FOR
THE PREVENTION AND MANAGEMENT OF PUBLIC HEALTH EVENTS
IN CIVIL AVIATION - ASIA PACIFIC (CAPSCA-AP/16)*(Bangkok, Thailand, 13 – 17 November 2023)*

MEETING BULLETIN NO. 1

1. Dates and Venue

1.1. Following events will be held at the Kotaite Wing (Conference Building) of the ICAO Asia and Pacific Office.

- Third Aviation Medical Examiner Refresher Workshop, 13 -14 November 2023; and
- CAPSCA-AP Meeting, 15 - 17 November 2023

International Civil Aviation Organization
(ICAO) Asia and Pacific Regional Office
Kotaite Wing
252/1 Vibhavadi Rangsit Road
Chatuchak, Bangkok 10900
Tel: +66-2-537-8189
Fax: +66-2-537-8199
E-mail: APAC@icao.int

Please [Click here](#) for ICAO APAC Office map.

Website:

<http://www.icao.int/APAC/Pages/default.aspx>

FOR TAXI:

องค์การการบินพลเรือนระหว่างประเทศ
(ICAO)

ถนนวิภาวดีรังสิต

ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว

ทางเข้าสวนรถไฟ ถนนกำแพงเพชร 3

ก่อนถึง อาคาร ป.ต.ท. สำนักงานใหญ่

อาคาร 3 ชั้น ไกลปั้มน้ำมัน ป.ต.ท.

2. Officers and Secretariat

NAME	TITLE	CONTACT
Mr. Parakrama Dissanayake	Regional Officer/Technical Assistance	E-mail: ddissanayake@icao.int
Ms. Chananphorn Sakdanuphap	Administrative Associate/ Technical Assistance	E-mail: csakdanuphap@icao.int

3. Registration and Access

3.1. All participants are strongly encouraged to pre-register using the online registration form available on the event's ICAO website page by following the instructions to complete their pre-registration.

3.2. Participants are required to carry a valid government-issued identity card for citizens of the host State or passport for verification of their identity prior to entering ICAO facilities. All

participants are required to follow the ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO premises. Please allow adequate time for security clearance.

3.3. Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing (Conference Building) between 08:00 and 09:00 hours on the opening day of the workshop and the meeting respectively and obtain the identification badge. Identification badge must be always worn visibly while on the ICAO premises.

3.4. Additional House Keeping information is available on the ICAO APAC Office website (Section: ‘About APAC’) at [ICAO APAC Housekeeping Video](#).

4. Meeting Documents, Papers for Distribution etc.

4.1. Participants are requested to note that working or information papers for the meetings **must reach this office at least one week before the commencement of the event**. Workshop and Meeting documents will be available at the www.icao.int/APAC/Meetings/Pages/default.aspx prior to or at the end of the event as applicable. Paper documents on hardcopy will not be available.

5. Wi-Fi

5.1. Wi-Fi connection to the ICAO APAC Internet is available to allow viewing event material online. Please select ‘**icaoapac**’ to access ICAO’s wireless services while on-site.

6. Food and Catering Arrangements

6.1. Complimentary lunch and morning/afternoon Tea and Coffee breaks will be arranged by the event host, Civil Aviation Authority of Thailand.

6.2. In accordance with the ICAO APAC Regional 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. 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.

7. Visa, Insurance and Customs

7.1. 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](#).

7.2. 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. Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also REQUIRED to obtain an appropriate visa before entering.

7.3. 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>.

7.4. 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.

7.5. 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 may be longer than the 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 in question should contact the ICAO APAC Office at apac@icao.int; with a copy to the Secretariat, at least three (3) weeks prior to the start of the event.

7.6. 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 will not take responsibility for any expenses incurred concerning participation in its meetings/events. Information for vaccination shall be obtained from the local Thailand embassy or Thailand immigration website.

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

8. Hotel Reservations, Transportation and Parking

8.1. Participants are required to make their own accommodation arrangements. A list of hotels in the vicinity of ICAO APAC 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 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 is encouraged.

8.2. Participants are required to make their own transportation arrangements from the airport to the city. 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. [Grab](#) [CABB](#) [BOLT](#) are the mostly used Apps for taxi services in Bangkok.

9. Direction to the ICAO APAC Office

9.1. Participants are required to make their own transportation from their place of residence to the ICAO APAC office to attend the meetings.

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

9.3. The nearest BTS (Skytrain) Stations to the ICAO APAC Office are *Ha Yaek Lat Phrao station*, 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 Regional Office website.

9.4. 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.

10. Private Vehicle Access

10.1. Advance registration of private vehicles is strongly encouraged. Please notify the ICAO APAC office of any vehicle registration number at least 72 hours prior to the event using the form available on their event's ICAO website page. The form is available on the ICAO APAC website (www.icao.int/APAC/Pages/info-for-visitors.aspx) to retain "Agreement and Release of Liability ICAO APAC Parking Garage"

10.2. Parking at the ICAO APAC facility is at the drivers' own risk. ICAO APAC will not be responsible for any incident concerning the parking of vehicle in ICAO facilities.

10.3. Limited parking space is available at the APAC premises. Car-pooling and/or using public transport is recommended.

10.4. Taxis are not permitted to enter the ICAO premises.

10.5. United Nations Diplomatic and Government registered vehicles are exempted.

11. Further Information

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

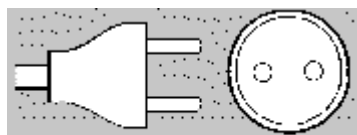
11.2. Information about weather conditions may be found on the website of the Thai Meteorological Department at www.tmd.go.th/en. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

11.3. Dress code for the meeting is business attire.

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

11.5. 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 / exchanges are located in the department store and 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 Saturdays and Sundays and on public holidays from 10:00 to 20:00 hours. Passport is required for processing foreign exchange services.

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



Plug Type C



11.7. For further information, please contact the Secretariat at:

Tel: +66-2-537 8189

E-mail: apac@icao.int

Fax: +66-2-537 8199
