



ICAO

International Civil Aviation Organization

**ICAO – ACI AERODROMES SEMINAR ON
AIRPORT MASTER PLANNING**

Bangkok, Thailand, 29 to 30 June 2023

SEMINAR BULLETIN

1. Dates and Venue

1.1 The ICAO – ACI Seminar will be held at the Conference Hall, Kotaite Wing of the ICAO Asia and Pacific Office from 29 to 30 June 2023. The Seminar will start at 09:00 hours each day. The ICAO Regional Office is located at:

ICAO Building
252/1 Vibhavadi Rangsit Road
Chatuchak, Bangkok 10900

Tel: +66-2-537-8189

Fax: +66-2-537-8199

E-mail: APAC@icao.int

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

1.2 Participants are required to carry a valid government issued identity card or passport for verification of their identify prior to entering ICAO facilities. All participants are required to follow ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO premises.

1.3 Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 08:00 and 08:45 hours on the opening day of the Seminar and obtain a seminar identification badge. Participants shall wear the identification badge at all the time when inside the ICAO premises.

1.4 Additional House Keeping information is available on the at the ICAO APAC Office website through the link ‘About APAC Region’ [ICAO APAC House Keeping Video](#).

2. Officers and Secretariat

2.1 Mr. Punya Raj Shakya, Regional Officer, Aerodromes and Ground Aids, email: pshakya@icao.int, will act as the Secretary of the Seminar.

3. Seminar Documents and Papers for Distribution

3.1 Participants are requested to note that power point presentation for the Seminar **must reach this office preferably not later than 2 June 2023**. Seminar materials will be available on ICAO APAC website prior to the seminar. Paper documents on hardcopy will not be available.

3.2 Wi-Fi connection to the Internet is available in the premises of the ICAO APAC Office to enable participants to view Seminar materials online.

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](#).

4.2 Application for visa is the responsibility of the State or delegate concerned and should be requested well in advance as for certain countries visa processing may require additional security screening time. In case a visa support letter is required, the appropriate authority, administration or State in question should send a request, on official letterhead, to the ICAO APAC Office, at least 6 weeks before the start of the seminar. No personal invitations can be issued by ICAO.

4.3 Participants must be medically fit and in possession of insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the seminar. ICAO will not take responsibility for any expenses incurred concerning participation in its seminars/events. Information for vaccination shall be obtained from local Thailand embassy or Thailand immigration website.

4.4 Currently, there is no restrictions on import of foreign currency. However, if the amount exceeds US\$20,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. Up to date information is available at the Thailand Customs [website](#).

5. Hotel Reservations, Transportation and Parking

5.1 Participants are required to make their own accommodation arrangement. A list of hotels in vicinity of ICAO APAC and hotels in the city with UN special rates is available in ICAO APAC website [[Hotels List](#)]. Participants should contact the hotel directly for a reservation. The hotels list is provided for convenience of the participants only. ICAO APAC does not take responsibility for any incident arising from 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 baggage staff at hotels normally expect at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

5.2 Participants are required to make their own transportation arrangement 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](#) is an App used for taxi services in Bangkok.

5.3 Participants are required to make their own transportation arrangements from their place of residence to ICAO APAC office to attend the seminars.

5.3.1 The nearest BTS (Skytrain) stations to the ICAO Bangkok Office are *Ha Yaek Lat Phrao* and *Mo Chit*. From *Ha Yaek Lat Phrao* station, it is less than ten minutes to walk. From *Mo Chit* station, a taxi to the Office will be required and costs approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC website.

5.3.2 The nearest MRT sub-way station to ICAO Asia and Pacific Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit Road through the pedestrian overpass.



5.4 Limited parking space is available for Diplomatic, United Nations and Government vehicles with official registration only. Vehicle information must be sent to ICAO APAC 72 hours prior to access. Parking at the ICAO facility is at the drivers' own risk. ICAO APAC will not be responsible for any incident concerning parking of vehicles in ICAO facilities.

5.5 Parking of private vehicles or taxi is not permitted inside the ICAO facilities. Paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit Road. Limited street public parking is available near ICAO APAC.

6. Food and Catering Arrangements

6.1 Tea and Coffee will be provided for the morning and (where programmed) afternoon breaks.

6.2 In accordance with 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.

6.3 Lunch will not be provided during the seminar. Participants are required to make their own arrangements. Meals for purchase is available in the vicinity of the ICAO APAC office and is marked on the map below.

6.4 Participants should note that the seminar Order of Business will resume promptly at the programmed time following the lunch break (normally 1 – 1.5 hours).

7. Further Information

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

7.2 Information about weather condition may be found on the website of Thai Meteorological Department at <http://www.tmd.go.th>. Tropical or light weight and washable cottons will suffice, and woollens are not necessary.

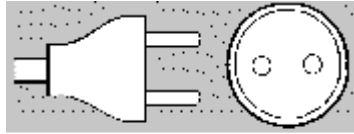
7.3 Dress code for the seminar is formal. Casual clothing is not suitable for the seminar.

7.4 Bangkok time is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

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

7.6 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.

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



Plug Type C



7.8 For further information, please contact the Secretariat at:

Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: apac@icao.int

Office location and Public Transport Stations





ICAO

Food Services Direction



CENTARA GRAND
AT CENTRAL PLAZA
LADPRAO BANGKOK



Vibhavadi Rangsit Road

