

*International Civil Aviation Organization*



ICAO

**Asia and Pacific (APAC)  
Seminar on Meteorology and Air Traffic Management  
(MET/ATM Seminar) and  
Twelfth Meeting of the Meteorological Requirements  
Working Group (MET/R WG/12)**

Bangkok, Thailand 1 to 5 May 2023

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**SEMINAR AND MEETING BULLETIN**

**1. Schedule and venue of the Seminar and Meeting**

- 1.1. The Seminar will commence at 09:00 hrs ICT (UTC +7) and conclude at 16:30 hrs ICT (UTC +7) on Monday, 1 May 2023.
- 1.2. The Meeting will open at 09:00 hrs ICT (UTC +7) on Tuesday, 2 May 2023.
- 1.3. The Meeting discussion sessions (on the agenda items) are scheduled from 09:00 to 16:30 hrs ICT (UTC +7) from Tuesday to Friday, 2 to 5 May 2023.
- 1.4. The Seminar and Meeting venue is:

ICAO Asia and Pacific 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](mailto:APAC@icao.int)  
Web: [www.icao.int/APAC](http://www.icao.int/APAC)

**2. Officers and Secretariat facilitating the Seminar and Meeting**

- 2.1. Secretary for the Seminar and Meeting:  
  
Mr Peter Dunda  
ICAO Regional Officer, Aeronautical Meteorology and Environment  
E-mail: [pdunda@icao.int](mailto:pdunda@icao.int)
- 2.2. Assistant for the Seminar and Meeting:  
  
Ms Varapan Meefuengsart  
Programme Assistant  
E-mail: [vmeeфуengsart@icao.int](mailto:vmeeфуengsart@icao.int)

**3. Seminar and Meeting material**

- 3.1. ICAO will make the Seminar and Meeting material (e.g., documents, papers, presentations, etc., including templates for the discussion papers) available in electronic format on the following ICAO APAC website before the Meeting:

<https://www.icao.int/APAC/Meetings/Pages/2023-MET-R-WG-12.aspx>

3.2. ICAO will not provide participants with paper-based copies of the Seminar and Meeting material. Each participant should review all working papers and supporting information papers before the relevant Meeting discussion sessions.

3.3. Wi-Fi connection to the Internet is available on the premises of the ICAO APAC Office to enable participants to view the meeting material online. Participants will find information on accessing the Wi-Fi at the Registration Desk.

3.4. Participants wishing to submit presentations for the Seminar and papers for consideration by the Meeting must e-mail them to the ICAO APAC Office at: [apac@icao.int](mailto:apac@icao.int) as early as possible and **no later than 3 April 2023**.

#### **4. Registration of participants**

4.1. Participants shall ensure their State/Special Administrative Region/Organization completes their official online registration at the above website **no later than 17 April 2023**.

4.2. Participants who have registered online shall also register (in person) at the Registration Desk in the reception area of Kotaite Wing between 08:30 – 09:00 hours on the opening day of the Seminar or Meeting and obtain an official Seminar/Meeting identification badge. When inside the ICAO premises, participants shall always wear their identification badges.

#### **5. Visa, Insurance and Customs**

5.1. Participants from other countries must possess the documentation required to enter and stay in Bangkok, Thailand. The Ministry of Foreign Affairs, Thailand, provides information on entry requirements for Bangkok, Thailand (<https://www.mfa.go.th/en/index>).

5.2. Application for an entry visa is the responsibility of the State or delegate concerned, and participants should do this well in advance as visa processing for certain countries might require additional time for security screening. Therefore, participants requiring a visa support letter should provide a request from the appropriate authority, administration or State, on official letterhead, to the ICAO APAC Office, at least six weeks before the start of the Meeting.

5.3. Participants should be medically fit to attend the Meeting and possess insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the Meeting. ICAO will not take responsibility for any expenses incurred concerning participation in its events. Participants should obtain information on vaccination requirements from their local Thailand embassy or the Thailand immigration authorities.

5.4. Currently, there are no restrictions on the import of foreign currency to Thailand. However, visitors entering Thailand must declare amounts exceeding US\$20,000. Visitors may take out of Thailand foreign currencies up to the amount imported and declared. Participants should obtain further information from their local Thailand embassy or the Thailand Customs authorities.

#### **6. Hotel Reservations, Transportation and Parking**

6.1. Participants are responsible for their accommodation arrangements. For convenience, the ICAO APAC Office website provides a [list of hotels](#) within easy reach of the ICAO Office with UN special rates. Please note, however, that ICAO does not take responsibility for any incident arising from a participant's stay at any of the listed hotels. Most hotels add a 10% service charge to the room rate in

addition to the government tax of 7%. Baggage porters at hotels usually expect at least 20 Baht as a tip. Many restaurants expect a tip of about 10% unless they already add a service charge to your bill.

6.2. Participants are responsible for transportation arrangements between the airport, their accommodation and the Meeting venue. When departing Bangkok, your hotel can usually arrange for transportation to the airport for a fee.

6.3. Public taxis, which are less expensive than hotel transportation, are widely available. Most taxis use a fare meter, starting at 35 Baht for the first 2 kilometres, then increasing by 2 Baht per kilometre (approx.) with a small surcharge applicable in traffic jams. The airport surcharge is 50 Baht. [Grab](#) and [Bolt](#) are widely used mobile Apps for public taxi and ride-sharing services in Bangkok.

6.4. The nearest Skytrain (BTS) stations to the ICAO APAC Office are *Ha Yaek Lat Phrao* and *Mo Chit*. The nearest Metro (MRT) station is *Phahon Yothin*.

6.5. Limited parking space is available at the ICAO APAC Office only for Diplomatic, United Nations and Government vehicles with official registration. Participants must provide their vehicle information to the ICAO APAC Office at least 72 hours before access if they wish to use the parking facilities. Parking at the ICAO facility is at the driver’s own risk. ICAO will not be responsible for any incident concerning parking a vehicle at the ICAO facilities.

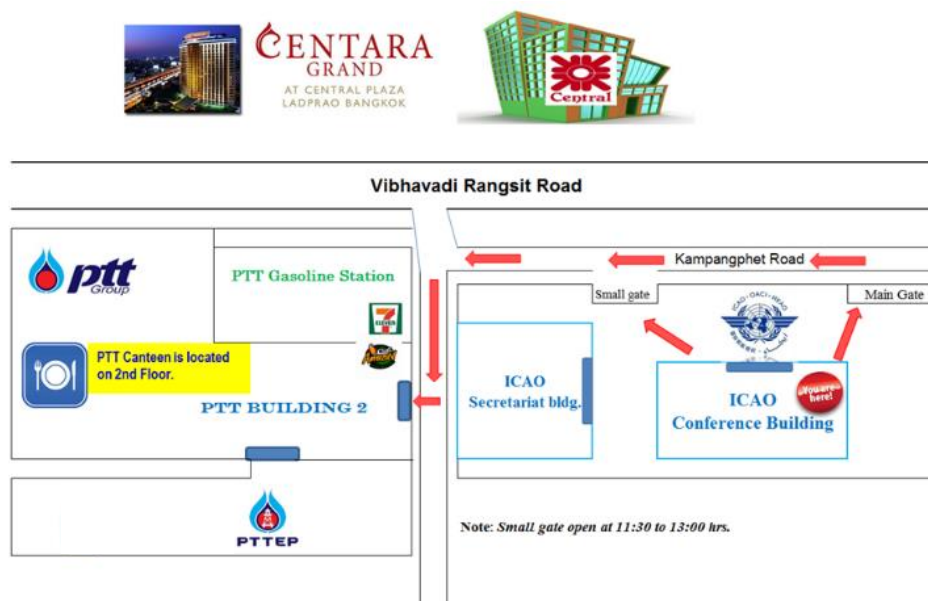
6.6. ICAO does not permit private vehicles and taxis to park inside its facility. However, paid parking is available at the Central Plaza Ladprao Shopping Mall across the Vibhavadi Rangsit Road. Limited street parking is also available near the ICAO APAC Office.

## 7. Food and Catering Arrangements

7.1. The ICAO APAC Office will provide tea and coffee for participants during the morning and (where programmed) afternoon Seminar/Meeting breaks.

7.2. The ICAO APAC Office discourages single-use plastic bottles in the ICAO facilities and provides drinking-water dispensers for participants in the common area.

7.3. The ICAO APAC Office does not provide lunch for participants during the Seminar/Meeting. Therefore, participants are responsible for their lunch arrangements and may purchase meals from restaurants and cafeterias near the Office, as indicated on the map below.



7.4. Participants shall note that the Seminar/Meeting will resume promptly at the programmed time following the lunch break (usually one hour).

## 8. Further Information

8.1. ICAO prohibits smoking inside the ICAO buildings. However, participants who wish to smoke may do so in the designated outdoor smoking areas.

8.2. Participants may obtain information about local weather conditions from the Thai Meteorological Department ([www.tmd.go.th](http://www.tmd.go.th)). Tropical or lightweight and washable cotton clothing will suffice in Bangkok, whereas woollens are unnecessary.

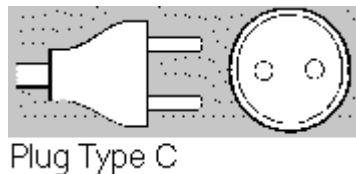
8.3. The dress code for the Meeting is formal. Therefore, casual clothing is not suitable for the Meeting.

8.4. Bangkok time (Indo-China Time or ICT) is seven hours ahead of Coordinated Universal Time (UTC+7).

8.5. Major hotels and department stores usually accept International credit cards such as American Express, Diners Club, Visa, Master Card, etc.

8.6. 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. In addition, foreign exchange counters operated by various commercial banks are located in several Bangkok places. They are open on Saturdays, Sundays, and public holidays from 1000 to 2000 hours. To change travellers' cheques, you are required to show your passport.

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



8.8. Additional 'House Keeping' information is available through the 'About APAC' link on the ICAO APAC Office [website](#).

8.9. For further information, please get in touch with the Secretariat at:

Tel: +66 (2) 537 8189

Fax: +66 (2) 537 8199

E-mail: [apac@icao.int](mailto:apac@icao.int)