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COSCAP SEA

**COSCAP-SEA Audit Technique Course in Air Navigation Service
09 – 13 December 2024, Bangkok, Thailand**

BULLETIN

1. Dates and Venue

1.1. The event will be held at the Conference Building (Kotaite Wing) of the ICAO Asia and Pacific Office from Monday 9 to Friday 13 December 2024. The activities will start at 09:00 hours (local time, UTC+7) each day. The ICAO APAC Regional Office is located at:

International Civil Aviation Organization (ICAO) Asia and Pacific Regional Office 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, or ICAO APAC Regional Office - Google Maps Located opposite of Central Ladprao Kamphaengphet 3 road, near to PTT Headquarters 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 ใกล้ปั๊มน้ำมัน ป.ต.ท.
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2. Officer and Secretariat

Mr. Sudhir Kumar Singh	Chief Technical Advisor	Email: sksingh@icao.int
	COSCAP-SEA Programme	Tel: +66 2 537 8189 ext. 135
Ms. Sudhatai Juntarapatin	Administrative Assistant	Email: sjuntarapatin@icao.int
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3. Registration and Access

3.1. All participants are strongly encouraged to register using the Registration Form in **Attachment B** of this invitations.

3.2. Documentation requirement for Registration

- A formal letter or email of Designation/Nomination from a Member State/Administration/Air Operator through their State Regulator is required for registration(s).
- Please submit Registration Form to the COSCAP-SEA Programme Administrative Assistant.



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3.3. Participants are required to carry a valid government-issued identity card for citizens of the host State (Thailand) or passport for verification of their identity prior to entering ICAO Asia and Pacific Regional Office facilities. All participants are required to follow the ICAO visitor security screening procedure and must comply with security instructions when inside the ICAO APAC RO premises. Please allow adequate time for security clearance.

3.4. Participants are requested to register at the Registration Desk in the reception area of Conference Building (Kotaite Wing) between 08:30 and 09:00 hours on the opening day of the meeting and obtain a meeting identification badge. Identification badge must be always worn visibly while on the ICAO premises.

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

4. Wi-Fi

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

5. Food and Catering Arrangements

5.1. Tea and Coffee will be provided for the morning and afternoon breaks during the event. Lunch will be provided.

5.2. In accordance with the ICAO APAC RO 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.**

5.3. Participants should note that the Order of Business will resume promptly at the programmed time following the lunch break (normally 1 hour).

6. Visa, Insurance and Customs

6.1. 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](#); or <https://thaievisa.go.th/>.

6.2. 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.

6.3. 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/>.

6.4. 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



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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.

6.5. 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 COSCAP-SEA Programme, Administrative Assistant at least three (3) weeks prior to the start of the event.

6.6. 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 event. ICAO APAC RO/COSCAP-SEA Programme will not take responsibility for any expenses incurred concerning participation in its meetings/events. Information for required vaccination shall be obtained from the local Thailand embassy or Thailand immigration website.

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

7. **Hotel Reservations and Transportation**

7.1. 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 Office 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.

7.2. Participants are required to make their own transportation arrangements from the airport to the city. When departing, the hotel can be requested to arrange for transportation to the airport. The cost 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](#) /[BOLT](#) are the mostly used Apps for taxi services in Bangkok.

8. **Direction to the ICAO APAC Office**

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

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

8.3. 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.

8.4. 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.



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9. **Private Vehicle Access and Parking**

9.1. 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 “Agreement and Release of Liability ICAO APAC Parking Garage” available on the ICAO website. The form is available on the ICAO APAC website www.icao.int/APAC/Pages/info-for-visitors.aspx.

9.2. Parking at the ICAO APAC facility is at the drivers’ own risk. ICAO APAC RO will not be responsible for any incident concerning the parking of vehicle at ICAO premises.

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

9.4. Taxis are not permitted to enter the ICAO APAC RO premises.

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

10. **Further Information**

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

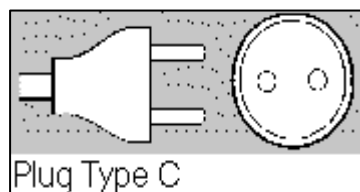
10.2. Information about weather conditions in Bangkok could be found on the website of the Thai Meteorological Department at www.tmd.go.th/en. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

10.3. Dress code for the event is business attire.

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

10.5. 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 / 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.

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



http://www.koh-chang.cz/images/zasuvka_thai.jpg

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

Tel: +66-2-537 8189 ext 135, 136

E-mail: sksingh@icao.int; sjuntarapratin@icao.int