



ICAO

International Civil Aviation Organization

ICAO Seminar on Frequency Use

Bangkok, Thailand, 16-18 September 2024

THE SEMINAR BULLETIN

1. Schedule of the Seminar

1.1 The opening session of the ICAO Seminar on Frequency Use will be held at **0900 hrs. ICT (UTC +7)** on **Monday, 16 September 2024**. ICAO APAC will provide the option to join via video teleconference using Microsoft Teams platform upon request.

1.2 The venue of the Seminar 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
Web: www.icao.int/APAC

1.3 The program of the Seminar will be available on the Seminar webpage.

2. Officers and Secretariat concerned with the Seminar

2.1 Secretary of the Seminar:

Mr. LUO Yi, Regional Officer CNS
Tel: +66 (2) 537 8189 Ext. 158
Fax: +66 (2) 537 8199
E-mail: yluo@icao.int

3. Registration of Participants

3.1 All participants are strongly encouraged to pre-register using the online registration form available on <https://www.icao.int/APAC/Meetings/Pages/2024-Freq-Use-Seminar.aspx> **no later than 30 August 2024**, and to follow the instructions to complete the pre-registration.

3.2 Documentation requirement for Registration

A formal letter or email of Designation/Nomination from a Member State/Administration is required for registration(s). The letter should be on official letterhead and signed by the appropriate authority or authorized signatory for the government entity of the State/Administration. The letter/email should be addressed to the ICAO Regional Director in response to AP071/24 (CNS): The ICAO Seminar on Frequency Use (16 - 18 September 2024, Bangkok, Thailand).

Please include the full name, title, and email address of each nominee.

- International organizations: Please note that only international organizations which are recognized by ICAO can register to attend in this category. The following link contains a list of recognized IOs: [List of International Organizations](#).
- Please submit the letter or email of Designation/Nomination to apac@icao.int; with a copy to the Secretariat.

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 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.

3.4 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 seminar and obtain a seminar 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').

4. Seminar materials

4.1 The Secretariat will upload the Seminar materials (i.e., documentation, papers, templates, instructions, etc.) available in electronic format prior to the Seminar on the ICAO APAC Office Seminar webpage at <https://www.icao.int/APAC/Meetings/Pages/2024-Freq-Use-Seminar.aspx>

4.2 Participants should visit the Seminar webpage to review and download all Working and Information Papers before the Seminar discussion sessions.

4.3 Wi-Fi connection to the Internet is available on the ICAO premises to enable participants to access the Seminar material online. Wi-Fi details are as follows (Note: password not required):

SSID: icaoapac

4.4 Participants wishing to submit papers for consideration by the Seminar must do so, via e-mail to the ICAO APAC Office at: apac@icao.int with copies to yluo@icao.int as early as possible and in any case no later than 30 August 2024

5. Visa, Insurance and Customs

5.1 Participants from other countries must possess the valid 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, at <https://www.mfa.go.th/en/index>.

5.2 Application for entry 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. If 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 six weeks before the start of the Seminar. No personal invitations can be issued by ICAO.

5.3 Participants must be medically fit and possess insurance coverage to meet expenses for any unexpected event, including illness or medical emergency, during the Seminars. ICAO will not take responsibility for any expenses incurred concerning participation in its Seminars/events. Information for

vaccination shall be obtained from the local Thailand Embassy or Thailand immigration <https://www.immigration.go.th/en/>.

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.

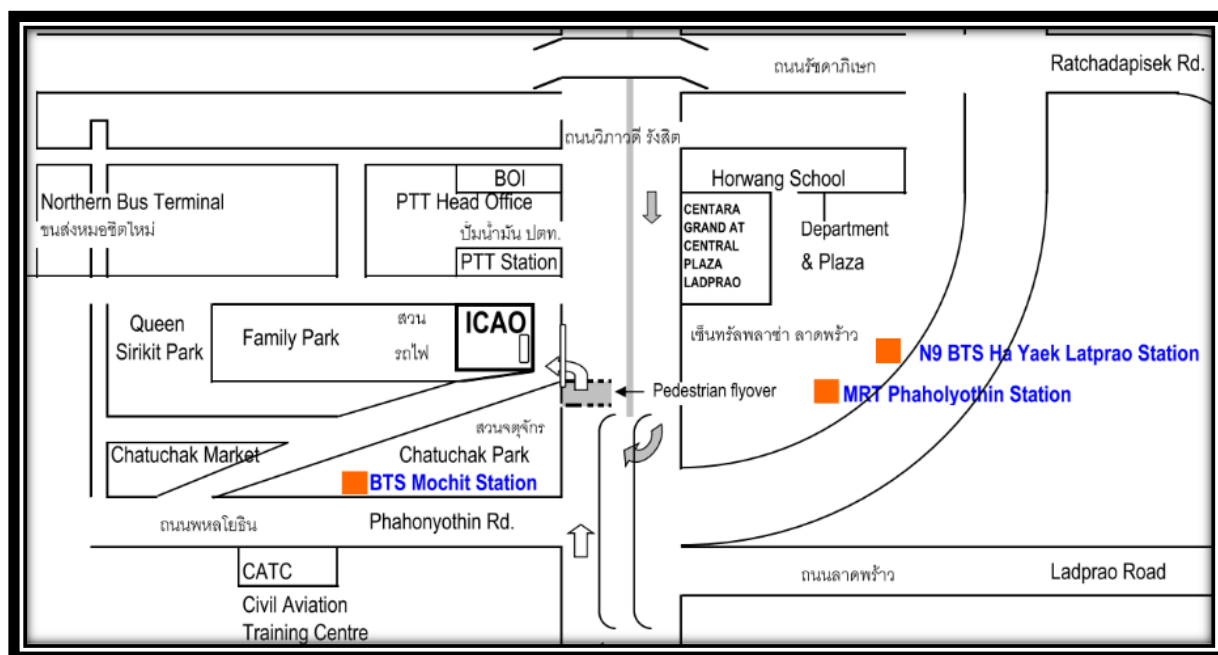
6. Hotel Reservations, Transportation and Parking

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 Seminar 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 stations to the ICAO Bangkok Office are BTS (Skytrain) Ha Yaek Ladprao (N9) or MRT (Subway) Phahon Yothin (BL14), where they are close to each other. At the BTS Ha Yaek Ladprao station, take Exit No. 1, and at the MRT Phahon Yothin station, take Exit No. 3 and walk through pedestrian ways and then walk across the park then over the Vibhavadi Rangsit Road using the pedestrian overpass to the ICAO Office which should take around 10 minutes. Participants may download an instruction at: <https://www.icao.int/APAC/Documents/apacmap.pdf>.



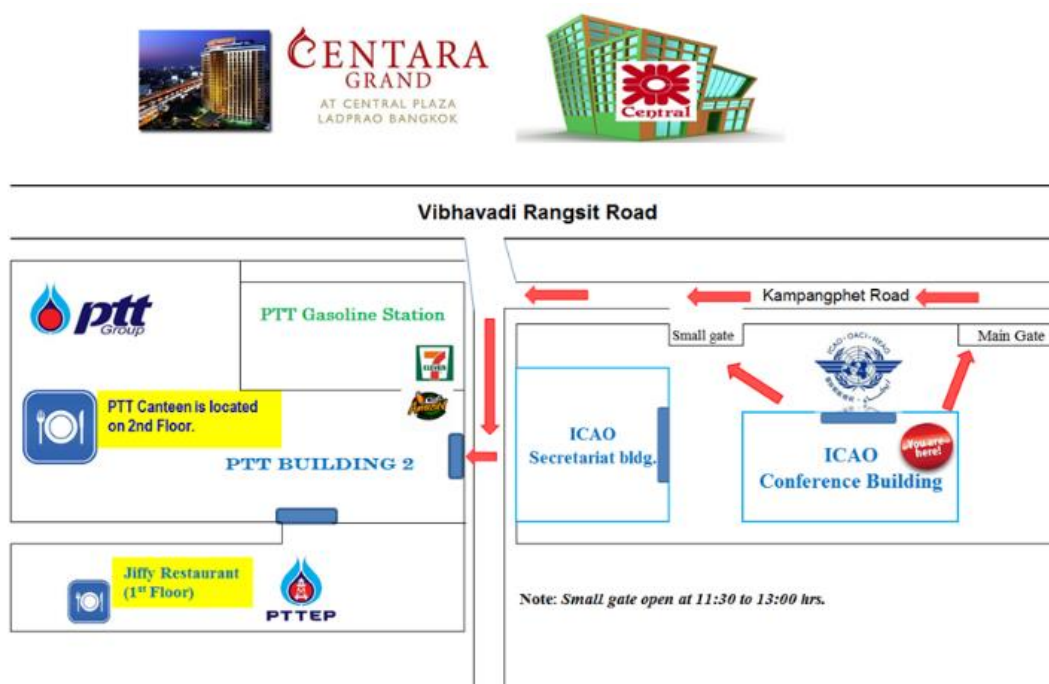
6.5 Limited parking space is available for Diplomatic, United Nations and Government vehicles with official registration only. Vehicle information must be sent to ICAO APAC 72 hours prior to access. Parking at the ICAO facility is at the drivers' own risk. ICAO APAC will not be responsible for any incident concerning parking of vehicle in 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 participants with coffee/tea during the scheduled coffee/tea breaks and drinking-water dispensers in the common areas.

7.2 However, unless advised otherwise, the ICAO APAC Office will not provide lunch. Therefore, during the scheduled lunch breaks, the Seminar participants are responsible for their lunch arrangements. They may bring their lunch (to eat in the common areas) or purchase meals from restaurants and cafeterias near the Office, as indicated on the map below.



7.3 Participants should note that the Seminar will resume promptly at the scheduled time following the lunch break (approx. 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). Tropical or lightweight and washable cotton clothing will suffice in Bangkok, whereas woollens are unnecessary.

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

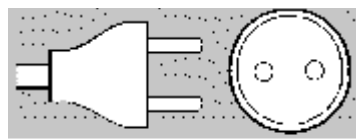
the Seminar.

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:



Plug Type C



8.8 Additional 'House Keeping' information is available through the 'About APAC' link on the ICAO APAC Office website.

8.9 If you require further information, please get in touch with the Secretariat at:
apac@icao.int.
