

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICETHE THIRD MEETING OF THE
SOUTH ASIA, INDIAN OCEAN AND SOUTHEAST ASIA ATM COORDINATION GROUP
(SAIOSEACG/3)*(Bangkok Thailand, 16 – 19 April 2024)*

MEETING BULLETIN

1. Dates and Venue

1.1. The Meeting will be held at the Kotaite Wing of the ICAO Asia and Pacific Office from Wednesday 16 April to Friday 19 April 2024. The meeting 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>

FOR TAXI:

องค์การการบินพลเรือนระหว่างประเทศ (ICAO)
ถนนวิภาวดีรังสิต
อาคาร 3 ชั้น ไกล่ปี่ม่น้ำมัน ป.ต.ท.
ถึงก่อน อาคาร ป.ต.ท. สำนักงานใหญ่
ตรงข้ามเซ็นทรัลพลาซ่า ลาดพร้าว
ด้านหน้าสวนรถไฟ

1.2. Participants are required to carry a valid government-issued identity card 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.

1.3. Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing between 0830 and 0900 hours on the opening day of the meeting and obtain a meeting identification badge. Participants shall wear the identification badge at all times when inside the ICAO premises.

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

2. Officers and Secretariat

2.1. Mr. XU Zhi Feng, Regional Officer, Air Traffic Management (zxuu@icao.int)

2.2. Dr. KWON Hyuk Jin, Regional Officer, Air Traffic Management (hykwon@icao.int)

3. Meeting Documents, Papers for Distribution etc.

3.1. Participants are requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. Meeting documents will be available on the ICAO APAC website prior to the meeting. Paper documents on hardcopy will not be available.

3.2. Wi-Fi connection to the Internet is available on the premises of the ICAO APAC to allow viewing papers online. Access information to Wi-Fi will be available at the Registration Desk.

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 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 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 meeting. 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 meeting. ICAO 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.

5. Hotel Reservations, Transportation and Parking

5.1. 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 special 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 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 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](#) 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 the ICAO APAC office to attend the meetings.

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* and *Mo Chit* stations, it is less than ten minutes to walk, or a taxi to the Office 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.

5.3.2. The nearest MRT subway 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 the parking of vehicle in ICAO facilities.

5.4.1. Parking of private vehicle 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 morning and (where programmed) afternoon breaks.

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.

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

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

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 conditions may be found on the website of the Thai Meteorological Department at <https://www.tmd.go.th/en>. Tropical or lightweight and washable cotton will suffice and woollens are not necessary.

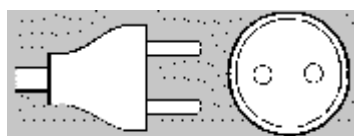
7.3. Dress code for the meeting is formal. Casual clothing is not suitable for the meeting.

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, JCB, Visa, Master Card, Union Pay, 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 on 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



Food Services Direction



**CENTARA
GRAND**
AT CENTRAL PLAZA
LADPRAO BANGKOK

