



ICAO

International Civil Aviation Organization

ICAO AERODROME PAVEMENT WORKSHOP

Bangkok, Thailand, 7 to 9 February 2024

WORKSHOP BULLETIN

1. Dates and Venue

1.1. The Workshop will be held at the Kotaite Wing (Conference Building) of the ICAO Asia and Pacific Office from Wednesday, 7 - 9 February 2024. The workshop will start at 09:00 hours (local time, UTC+7) each day. The ICAO Regional Office is located at:

International Civil Aviation Organization
(ICAO) Asia and Pacific Regional 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

Please [Click here](#) for ICAO APAC Office map.

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 โกลด์พรีเมียม ป.ต.ท.

2. Officers and Secretariat

NAME	TITLE	CONTACT
Mr. Punya Raj Shakya	Regional Officer Aerodromes and Ground Aids	Email: pshakya@icao.int ;

3. Registration and Access

3.1. All participants are strongly encouraged to pre-register using the registration form available on the ICAO website page, and to follow the instructions to complete their pre-registration.

3.2. Participants are required to carry a valid government-issued identity card for citizens of the host State 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 ample time for security clearance.

3.3. Participants are requested to register at the Registration Desk in the reception area of Kotaite Wing (Conference Building) 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.

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

4. **Workshop materials**

4.1. Participants shall bring their own laptop and install FARFIELD application.

5. **Wi-Fi**

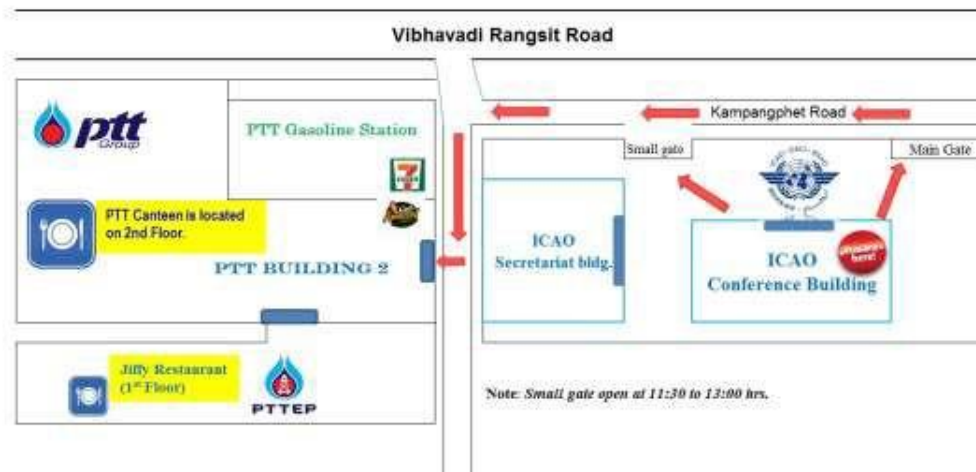
5.1. Wi-Fi connection to the ICAO APAC Internet is available. Please select ‘**icaoapac**’ to access ICAO’s wireless services while on-site.

6. **Food and Catering Arrangements**

6.1. Tea and Coffee will/ be provided for the morning and afternoon breaks during the meeting.

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/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 workshop will resume promptly at the programmed time following the lunch break (normally 1 hour).

7. **Visa, Insurance and Customs**

7.1. 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](#).



7.2. Application for a visa is the responsibility of the State/Administration or delegate concerned and should be requested well in advance as certain countries visa processing time may be longer than others. In case a visa support letter is required, the appropriate authority, administration or State in question should contact the ICAO APAC Office at apac@icao.int; with a copy to the Secretariat, at least three (3) weeks prior to the start of the meeting.

7.3. 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 meeting. ICAO APAC 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.

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

8. Hotel Reservations and Transportation

8.1. 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/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 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 is encouraged. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

8.2. 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](#) [CABB](#) [BOLT](#) are the mostly used Apps for taxi services in Bangkok.

9. Direction to the ICAO APAC Office

9.1. Participants are required to make their own transportation from their place of residence to the ICAO APAC office to attend the meetings.

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

9.3. The nearest BTS (Skytrain) Stations to the ICAO APAC Office are *Ha Yaek Lat Phrao station*, 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 Regional Office website.

9.4. 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.

10. Private Vehicle Access and Parking

10.1. 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 available on their event’s ICAO website page. The form is available on the ICAO APAC website (www.icao.int/APAC/Pages/info-for-visitors.aspx) to retain “Agreement and Release of Liability ICAO APAC Parking Garage”

10.2. Parking at the ICAO APAC facility is at the drivers' own risk. ICAO APAC will not be responsible for any incident concerning the parking of vehicle in ICAO facilities.

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

10.4. Taxis are not permitted to enter the ICAO premises.

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

11. Further Information

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

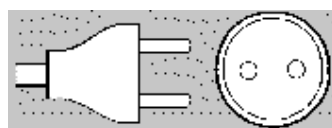
11.2. Information about weather conditions may be found on the website of the Thai Meteorological Department at www.tmd.go.th/en. Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

11.3. Dress code for the meeting is business attire.

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

11.5. 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 / exchanges are located in the department store and 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 Saturdays and Sundays and on public holidays from 10:00 to 20:00 hours. Passport is required for processing foreign exchange services.

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



Plug Type C



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

Tel: +66-2-537 8189

Fax: +66-2-537 8199

E-mail: apac@icao.int
