

**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**THE FOURTH MEETING OF THE  
ASIA AND PACIFIC ANSP COMMITTEE  
(AAC/4)**

*(Bangkok Thailand, 11 – 12 March 2025)*

**MEETING BULLETIN**

**1. Dates and Venue**

1.1. The Meeting will be held at **Grande Centre Point Surawong Bangkok Hotel** from Tuesday 11 March to Wednesday 12 March 2025 (09:00 – 17:00 each day).

**Meeting Address:**

Grande Centre Point Surawong Bangkok Hotel

Tel: +66 2 079 5888

E-mail: [kittiphit.k@gcphotels.com](mailto:kittiphit.k@gcphotels.com)

Map: [here](#)

Website: <https://grandecentrepointsurawong.com/>

**For Taxi:**

โรงแรมแกรนด์ เซนเตอร์ พอยต์ สรวังค์

299 ถนนสรวังค์ แขวงสุริยวงค์ (แยกมเหล็ก)

เขตบางรัก กรุงเทพฯ

อยู่บนถนนสรวังค์ ก่อนถึงสี่แยกที่ตัดกับถนนมเหล็ก

โรงแรมแกรนด์ เซนเตอร์ พอยต์ สรวังค์ จะอยู่ทางซ้ายมือ

Link to direction in Thai: [here](#)

The meeting venue and programme is as shown below.

Time (UTC+7)	Programme	Involvement	Meeting Room
11 March, Tuesday			
0900 – 1200	AAC Work Stream (WS) meetings	WS 1	Meka 2 ( C Floor)
		WS 2	Meka 1 ( C Floor)
		WS 3	Dara ( C Floor)
		WS 4	Napha ( C Floor)
1200 – 1330	Lunch provided	All WS	Hua Restaurant (L Floor)
1330 – 1700	(Con't) AAC WS meetings	Same as morning	
1700 – 1730	Break		
1730 onwards	Welcome cocktail dinner hosted by AEROTHAI	AAC	Bangrak Grill (30 <sup>th</sup> floor)
12 March, Wednesday			
0900 – 1700	AAC meeting (Lunch provided)	AAC	Meka Ballroom (C Floor)
1200 – 1330	Lunch provided	AAC	Hua Restaurant (L Floor)
Should there be any dietary requirements, please inform us by <b>4 March 2025</b> .			

1.2. Participants are required to carry a valid government-issued identity card or passport for verification of their identity prior to entering the meeting rooms as stated above.

1.3. Participants are requested to register at the Registration Desk on the C floor, Grande Centre Point Surawong Bangkok Hotel before the start of the meetings and obtain an identification badge. Participants shall always put on the identification when inside the meeting room.

## **2. Officers and Secretariat**

Secretariat: Mr. Raphael GUILLET, Chief of the ICAO Asia Pacific Regional Sub-Office

Email: [rguillet@icao.int](mailto:rguillet@icao.int)

Officers from AEROTHAI: Ms. Prapasara Kongsawat, AEROTHAI Corporate Relations Manager

Email: [prapasara.ko@aerothai.co.th](mailto:prapasara.ko@aerothai.co.th)

## **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 <https://www.icao.int/APAC/Meetings/Pages/2025-AAC-4.aspx> prior to the meeting. Paper documents on hardcopy will not be available.

3.2. Wi-Fi connection to the Internet is available at the venue. 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](#); or <https://thaievisa.go.th/>.

4.2. 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.

4.3. 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/>.

4.4. 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 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.

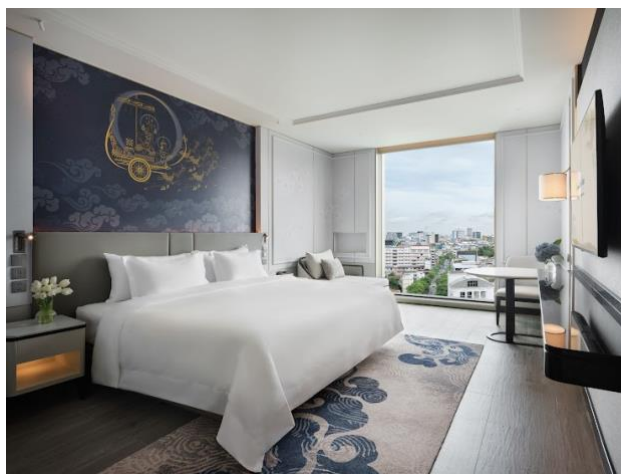
4.5. Application for a visa is the responsibility of the State/Administration or delegate concerned and should be requested well in advance as for certain countries visa processing time may be longer than others. **For visa category, please choose Business Visa (non-immigrant B) when applying for visa to enter Thailand.** In case a visa support letter is required, the appropriate authority, administration or State concerned should contact the ICAO APAC Office at [apac@icao.int](mailto:apac@icao.int); with a copy to the Secretariat, at least three (3) weeks prior to the start of the meeting/event.

4.6. 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 meeting. ICAO APAC Office 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.

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

## **5. Hotel Reservations and Transportation**

5.1. Participants are required to make their own accommodation arrangements. Participants who wish to stay at the venue hotel are requested to make the hotel reservation directly with the Grande Centre Point Surawong Bangkok Hotel to enjoy the special rates. Please complete the reservation form: <https://forms.gle/XVnXeEfU5YZpoMbw6> to secure your booking.



Room Rate	Single Occupancy	Double Occupancy
Premium Room	THB 4,000 net	THB 4,400 net

- Rates are quoted in Thai Baht (THB), per room, per night.
- Rates are inclusive of 10% taxable service charge and applicable VAT, currently 7% on room rates and service charge (a total of 17.7%) in effect at the time of check-out. Hotel reserves the right to adjust applicable VAT and/or other tax according to any change in the government tax structure.
- Rates are inclusive of breakfast and high-speed internet access for both single and double occupied rooms.
- Rates are inclusive of mini-bar, drinking water and coffee/tea in room.

- Pre-payment by credit card link is requested at the time of online reservation. The outstanding balance can be settled upon check-in.
- One-night payment and limousine (if applicable) is required and non-refundable in case of No Show.

## 6. **Direction to the venue of the meeting**

6.1. Participants are required to make their own transportation from their place of residence/stay to the Grande Centre Point Surawong Bangkok Hotel. For more information, please visit the link at <https://grandecentrepointsurawong.com/hotel/map-and-directions>.

## 7. **Further Information**

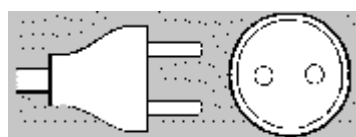
7.1. Information about weather conditions in Bangkok could be found on the website of the Thai Meteorological Department at [www.tmd.go.th/en](http://www.tmd.go.th/en). Tropical or lightweight and washable cotton will suffice, and woollens are not necessary.

7.2. Dress code for the meeting/event is business attire. Dress code for dinner is business casual.

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

7.4. 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.

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



Plug Type C

