



International Civil Aviation Organization

**EIGHTH MEETING OF THE ASIA/PACIFIC OPMET MANAGEMENT
TASK FORCE (OPMET/M TF/8)**

Bangkok, Thailand, 23 – 25 March 2010

MEETING BULLETIN

1. Schedule of Meeting

1.1 The opening session of the meeting will be held at 0900 hours on Tuesday, 23 March 2010 at the “*Kotaite Wing*” of the ICAO Regional Office, Bangkok.

1.2 The daily order of business will be announced on the first day of the meeting.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the “*Kotaite Wing*” of the ICAO Regional Office between 0830 and 0900 hours on the opening day of the meeting. Participants are also requested to wear their identification badge all the time inside the ICAO premises.

3. Officers and Secretariat concerned with the Meeting

3.1 Mr. Christopher Keohan, Regional Officer MET will be the contact person whose address is as follows:

Mr. Christopher Keohan, Regional Officer, MET
Tel: +66 (2) 537-8189 to 97 Ext. 153
Fax: +66 (2) 537-8199
E-mail: ckeohan@bangkok.icao.int

3.2 The daily meeting service is the responsibility of Ms. Sarangtip Sundarachampaka, Administrative Officer. Ms. Sriprae Somsri will provide secretarial support.

4. Meeting documents for distribution

4.1 Participants wishing to make presentations or present papers for distribution during the meeting are requested to submit electronic copies to the Secretariat as early as possible, and preferably **no later than 9 March 2010.**

4.2 Any ICAO publications required by the participants may be obtained from the ICAO Regional Office Library located on the first floor of the Secretariat building. These publications may be purchased or borrowed for reference during the meeting and returned to the Librarian at the end of the meeting.

5. Location of the ICAO Regional Office and hotel accommodation

5.1 The ICAO Regional Office is located at 252/1 Viphavadi-Rangsit Road, Ladyao, Chatuchak, Bangkok next to the PTT Public Company Limited (PTT) Headquarters and opposite the Sofitel Centara Grand Bangkok Hotel. It is located about 40 km away from the

Bangkok/Suvarnabhumi International Airport and about 12 km from the Sukhumvit Road, where most of the recommended hotels are located. Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the Skytrain) and MRT Sub-way system (the Underground Metro) are published in the APAC website www.icao.int/apac/ under the heading “Information for Visitors”. The nearest BTS (Skytrain) station to the Office is “*Mo Chit*” and the nearest MRT station to the Office is “*Phahon Yothin*”. Detailed routing instructions are provided on the web site.

5.2 Information about the venue, hotel accommodation in Bangkok and other information of interest to the participants could be found on the ICAO APAC website at: <http://www.bangkok.icao.int>

5.3 Participants may contact the hotels listed directly by telephone/fax/e-mail for reservation. Due to heavy demand for hotel accommodation reservations should be made as early as possible. The Regional Office would be pleased to assist participants in making hotel reservation, if required. **When making reservation, participants should mention that they are attending ICAO Meeting to get the special room rate.**

5.4 Participants are requested to make their own arrangements for transportation from the airport to the city and from their hotels to the venue of the meeting.

5.4.1 Thai Airways International and Airport Taxi Services operate private limousine services from the airport to downtown Bangkok, at about Baht 950 to Baht 1,100 per vehicle depending on type of vehicle. Public taxi service is also available at the taxi stands at the airport. In addition to the fare indicated in the taximeter, 50 Baht surcharge is required to be paid for hiring a taxi from airport to city. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

5.4.2 When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

6. Passport, visa and customs

6.1 All foreign nationals entering Thailand must possess valid passports or other valid documents for travel. Visitors from certain countries are not required to obtain visas for a temporary visit not exceeding 15 days. It should, however, be noted that the temporary visas issued upon arrival at the airport cannot be extended beyond the period of 15 days except under extraordinary circumstances. It is, therefore, suggested that all participants consider obtaining official visas from the Royal Thai Embassy or Consulate prior to their arrival in Thailand. Detailed information regarding entry visa requirements could be found on: <http://www.mfa.go.th/web/2637.php> .

6.2 Participants who require assistance in visa application are requested to notify the Regional Office at least one month in advance and provide their itineraries, passport details i.e. full name, nationality, passport number, date of issue and expiry.

6.3 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

6.4 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$ 10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared.

7. Other useful information

7.1 Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

7.2 International credit cards such as American Express, Diners Club, Visa, Master Card, are normally accepted at major hotels and department stores.

7.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday. Some banks 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 during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

7.4 The unit of currency in Thailand is the Baht. The current rate of exchange for US \$ is US \$ 1 = Baht 33.50 approximately.

7.5 Weather in Bangkok is generally hot with high humidity. More weather information can be obtained from the web site of the Thai Meteorological Department: www.tmd.go.th.

7.6 Tropical or lightweight clothes and washable cottons will suffice.

7.7 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

7.8 Although the tap water in Bangkok is chemically treated, it is recommended to drink only bottled water and beverages.
