



International Civil Aviation Organization

**ICAO WORKSHOP ON SYSTEM WIDE INFORMATION
MANAGEMENT (SWIM)**

Bangkok, Thailand, 16 – 18 May 2016

WORKSHOP BULLETIN

1. Schedule of Workshop

1.1 The opening session of the workshop will be held at 0900 hours on **Monday, 16 May 2016** at the Conference Building of the ICAO Regional Office, Bangkok.

1.2 Participants can access draft programme of the workshop at <https://authoring2010.icao.int/APAC/Meetings/Pages/2016-SWIM.aspx>

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the front of the ICAO Conference Room between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge all the time inside the ICAO premises.

3. Focal Point of Contact for the Workshop

3.1 Mr. Frederic Lecat, Regional Officer CNS, of the ICAO Asia and Pacific Office will be the focal point of the workshop. His contact address is as follows:

Mr. Frederic Lecat, Regional Officer, CNS
Tel: +66 (2) 537-8189 to 97 Ext. 155
Fax: +66 (2) 537-8199
E-mail: FLecat@icao.int

3.2 The daily Meeting service is the responsibility of Ms. Kirimoke B. Drollett, Administrative Officer, ICAO Asia and Pacific Office. Ms. Sriprae Somsri, Programme Assistant, will provide secretarial and administrative support.

3.3 Please be informed that free lunch will be provided to all participants during the Workshop.

4. Location of the ICAO Regional Office and hotel accommodation

4.1 The ICAO Regional Office is located at 252/1 Vibhavadi Rangsit Road, Ladyao, Chatuchak, Bangkok next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Sofitel Centara Grand Bangkok Hotel. It is 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 MRTA Sub-way system (the Underground Metro) are published in the APAC website <http://www.icao.int/apac/> under the heading “**Information for Visitors**”.

4.2 The nearest BTS (Skytrain) station to the Office is Mo Chit and the nearest MRTA station to the Office is Phahon Yothin. Detailed routing instructions are provided on the web site.

4.3 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.**

4.4 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.

4.4.1 Airport Taxi Services operate private limousine services from the airport to downtown Bangkok, at about Baht 1,000 per 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.

4.4.2 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.

5. Passport, visa and customs

5.1 All foreign nationals entering Thailand must possess valid passports or other valid documents for travel. Participants 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. Participants may wish to obtain information on entry requirements by accessing the web page <http://www.mfa.go.th/main/en/services/123>

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

5.3 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. (Current exchange rate US\$1 = Baht 36.00 approx).

6. Other Useful Information

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

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

6.3 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 during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

6.4 Weather in Bangkok is generally hot with high humidity. May is part of the hot season in Thailand, which lasts from March to June. More weather information can be obtained from the web site of the Thai Meteorological Department: <http://www.tmd.go.th/en/>

6.5 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.

6.6 Although the tap water in Bangkok is chemically treated, it is, however, recommended that participants drink only bottled water and beverages.
