

ADMINISTRATIVE NOTE

Regional Training Workshop on Building Cities and Local Governments' Resilience to Climate and Disaster Risks

17-21 September 2018 in Bangkok, Thailand

Workshop Venue

The workshop will be held at The Sukosol Hotel, Kamolporn1-2 room on 17 - 19 September 2018 and Rattanakosin room on 20 - 21 September 2018. The full address and map are provided below:

The Sukosol Hotel

477 Si Ayuthaya Road,
Thanon Phayathai, Ratchathewi,
Bangkok 10400, Thailand
T: +66 2 247 0123
F: +66 2 247 0165
Website: <http://www.thesukosol.com>

[Google map link](#)



Travel Arrangements

The Regional Resource Centre for Asia and the Pacific (RRC.AP) is the institute within the Asian Institute of Technology (AIT) responsible for the organization of this event. AIT RRC.AP will provide round trip air ticket by the most direct route **in economy class only**, and daily subsistence allowance (DSA) to cover expenses of the sponsored participants. AIT RRC.AP will contact the sponsored participants directly to coordinate these travel arrangements.

Sponsored participants should **not** purchase their own ticket. **The request of reimbursement of air ticket purchased by sponsored participants is not permissible under AIT RRC.AP rules.**

After the ticket is issued, participants should contact directly the airline or the travel agent if they wish to request any changes. This will be considered as a **personal request**, and the participants will be responsible for covering from their own funds any additional cost due to changes made.

Accommodation

Payment for room accommodation on the nights of 16 – 21 September 2018 (6 nights) at the Sukosol Hotel will be covered by AIT RRC.AP, and paid directly to the hotel. Daily breakfast and free Wifi are also included.

Other extra expenses shall be covered by participants upon check-out. Check-in time is 14:00 and check-out is 12:00 noon.

Early check in is subject to room availability. Expenses will not be covered for participants who wish to stay before or beyond the official workshop period.

Visa for Thailand

Please check with the Royal Thai Embassy in your country for specific visa requirements. Note that passport holders of ASEAN member countries can enter Thailand without visa.

If you require a visa to enter Thailand, please inform **Ms. Lucksika Sabannga** as soon as possible so supporting documents can be provided for your visa application. Note that this should be done at the earliest opportunity.

All participants are required to submit a receipt of visa fee for reimbursement. Please ensure your passport is valid for at least 6 month for entry to Thailand.

Daily Subsistence Allowance and Refunds

The sponsored participants will receive a total of USD 50 per day as daily subsistence allowance (DSA) which excludes airport transfer costs. The DSA will be provided in Thai Baht to cover *meals that are not provided during the training, and other incidental travel costs*.

Please bring a copy of your passport, your boarding pass and any official receipts (e.g. visa fee) for reimbursement to Ms. Lucksika Sabannga at the registration desk after the session ends on 17 September 2018. Any reimbursement beyond expenses indicated above should be covered by participants.

Transportation Guidance

From the Airport to the Hotel:

From the airport, we advise that you take the **Airport Link train**, located at the **basement level**, to **Phayathai Station**. You can buy tickets using the automated (in English) ticket machines or ticket booth. Use **Exit 4** to walk to the hotel from Phayathai Station.

Getting around Bangkok:

There are two routes, the Sukhumvit Line and Silom Line, which cover much of central city and its many commercial, residential and tourist areas. Trains run daily between 06:00 and 24:00 with frequent services, about every 5 minutes. From Phayathai Station you can easily change to the Silom Line at Siam Station.

Taxi:

Bangkok's thousands of brightly coloured taxis are a good way to travel in the city, depending on traffic conditions. The meter charge is 35 Baht for the first 2km, then 4.50 Baht for each of the next 1km. All taxis have meters installed and drivers are supposed to use these, however sometimes this doesn't happen. Make sure to ask the driver to use the meter before accepting a taxi. You can also ask the hotel for assistance. Hotel porters in the main lobby will be happy to arrange a taxi for you.

Green Meeting Guidelines

We are happy to announce some efforts that we are undertaking in order to reduce the environmental footprint of our upcoming training programme:

- We have chosen a **venue location** that is close to public transport, and ensured that accommodation is provided within walking distance of the training facilities in order to reduce transportation needs
- We have chosen a venue location that has **energy-efficiency** and **water-saving** measures in place
- We have decorated the event using **reusable or recyclable signage and materials**, and will minimize the use of disposable items during the event
- We will provide food and beverages **using recyclable or reusable serviceware**. Did you know roughly 8 million tons of plastic is dumped into the world's oceans every year, and nearly 60% of this waste comes from just five countries: China, Indonesia, the Philippines, Thailand and Vietnam. Let's foster positive change and lead by example!
- We will **avoid single packaged items** and have **recycling facilities in place** at all times in order to minimize waste
- We will provide **water stations** instead of distributing bottled water
- We will source food, goods and services from **local providers** whenever possible
- We will offer **mostly vegetarian food** to avoid the footprint derived from meat production. Livestock farming contributes 18% of human produced greenhouse gas emissions worldwide; this is more than all direct emissions from ships, planes, trucks, cars and all other transport put together!
- We won't distribute paper documents during events; rather, we will **provide all training materials and resources online in order to minimize printing**
- We will not provide take away items

How can you contribute? We invite you to join our efforts by:

- **Using the public transport** when arriving from the airport and during the rest of your time in Bangkok
- Avoiding **unnecessary use of electricity or water** in the hotel rooms
- **Not buying plastic**, disposable, or single packaged items
- Using the **recycling** facilities and water stations
- Choosing **vegetarian food** options
- Bringing your computer to the training programme in order to **avoid printing materials**

Thank you for embracing a green meeting spirit!

Currency, Wifi, Attire, and Electricity in Thailand

Currency:

Thai Baht is the local currency in Thailand. Major credit cards are commonly accepted in establishments. There are also ATMs around the city that accept credit and debit cards.

Attire:

Comfortable business casual attire is recommended. The weather in Bangkok is usually warm and humid. Learn more about Bangkok's weather, [here](#).

Laptops and Connectivity:

We highly suggest participants to bring their own laptops to the training programme, since we won't provide printed material. Internet connection will be available in the training venue as well as in the hotel rooms.

Electricity in Thailand:

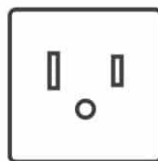
The power system in Thailand runs on 220V and the plug types used are either type A, type B, or type C. Hybrid sockets that accepts a combination of the above plug types are also common. Nevertheless, participants are encouraged to bring their own universal adapters if uncertain about the plug types.



Hybrid Sockets



type A



type B



type C

Medical Emergency and Travel Insurance

It is strongly advised that participants personally secure Travel/Medical Insurance before travelling.

The organizers will **NOT** cover any medical emergency and hospitalization costs. The nearest hospitals to the Sukosol Hotel are **Phaya Thai 1 Hospital**.

In case of emergency please contact:

Tourist Police	Police (Emergency Call)	Ambulance and Rescue Call	Medical Emergency Call	Fire
1155	191	1554	1669	199

About the Organizers

Regional Resource Centre for Asia and the Pacific (RRC.AP) at the Asian Institute of Technology:

Asian Institute of Technology's [RRC.AP](#) assists countries to advance their environment and sustainable development goals through the provision of capacity-building, knowledge sharing, policy advice, and research in the thematic areas of Climate Change, Air and Atmosphere, and Waste Management. Currently the services offered by RRC.AP's [Climate Change Cluster](#) are geared towards building capacity and skills of government officials and other stakeholders in Asia and the Pacific to effectively *access climate finance, advance climate change action, and enhance disaster risk reduction efforts*.

UNISDR Regional Office for Asia-Pacific:

The UNISDR [Asia Pacific Regional Office](#) supports ongoing disaster risk reducing actions of people, governments, United Nations Country Teams, regional and international organizations, and the many stakeholders exposed to various hazards and risks. It is one of the six UNISDR secretariat Regional Offices, covering 27 countries and 16 territories.

Contact Information:

Organizers	Name	Telephone and Email
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