

# Logistical Guide

## Regional Training Workshop on “Building Cities Resilience to Climate and Disaster Risks”

24 – 28 FEBRUARY 2020 | THE SUKOSOL HOTEL | BANGKOK, THAILAND

### Venue

The programme will be held at The Sukosol Hotel, Kamolmart Room on 6th floor between 24 – 28 February 2020. 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 at the Asian Institute of Technology (AIT RRC.AP) is responsible for the organization of this event and will provide round trip travel costs for sponsored participants from outside of Bangkok. Air travel will be arranged through the most direct route in **economy class** only, and a daily subsistence allowance (DSA) to cover expenses of the sponsored participants. AIT RRC.AP will contact the sponsored participants directly to coordinate travel arrangements.

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

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 participant will be responsible for covering any additional costs due to changes made.

## Accommodation

Payment for room accommodation on the nights of 23 – 29 February 2020 (6 nights) at the Sukosol Hotel will be covered by AIT RRC.AP and paid directly to the hotel. Daily breakfast and WIFI access are included.

Other expenses shall be paid by the participants on or before 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

For any participant traveling from outside of 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 and are still missing supporting documents (invitation letter, Hotel Booking confirmation), please inform Ms. Lucksika Sabannga (contact below) immediately. All participants are required to submit the original receipt of visa fee for reimbursement.

**Please ensure your passport is valid for at least 6 months from the date of arrival to be allowed entry to Thailand.**

## Daily Subsistence Allowance and Refunds

The sponsored participants will receive a total of THB 900 per day as daily subsistence allowance (DSA) and THB 900 for Airport transfer. The DSA and airport transfer 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, boarding pass, and official receipts of visa fee or airport tax (if any) for reimbursement to Ms. Lucksika Sabannga at the registration desk on 24 February 2020. Any reimbursement beyond the allowed expenses indicated above will not be granted.

# Local Transportation

## Arriving to the Hotel

### From Suvarnabhumi Airport

We advise that you take the Airport Link train located at the basement level of the airport to Phaya Thai BTS Station. You can buy tickets using the automated ticket machines (English language available) or ticket counters. Once in Phaya Thai Station, use Exit 4 to walk to the hotel (5 minutes).

### From Don Mueang Airport

We advise that you take a Taxi to the Skytrain Moo Chit BTS Station and transfer to Phaya Thai BTS Station. You can buy tickets at the ticket counter or at the automated ticket machines (English language available) using only coins. A coin exchange counter is also available. Once in Phaya Thai Station, use Exit 4 to walk to the hotel (5 minutes).

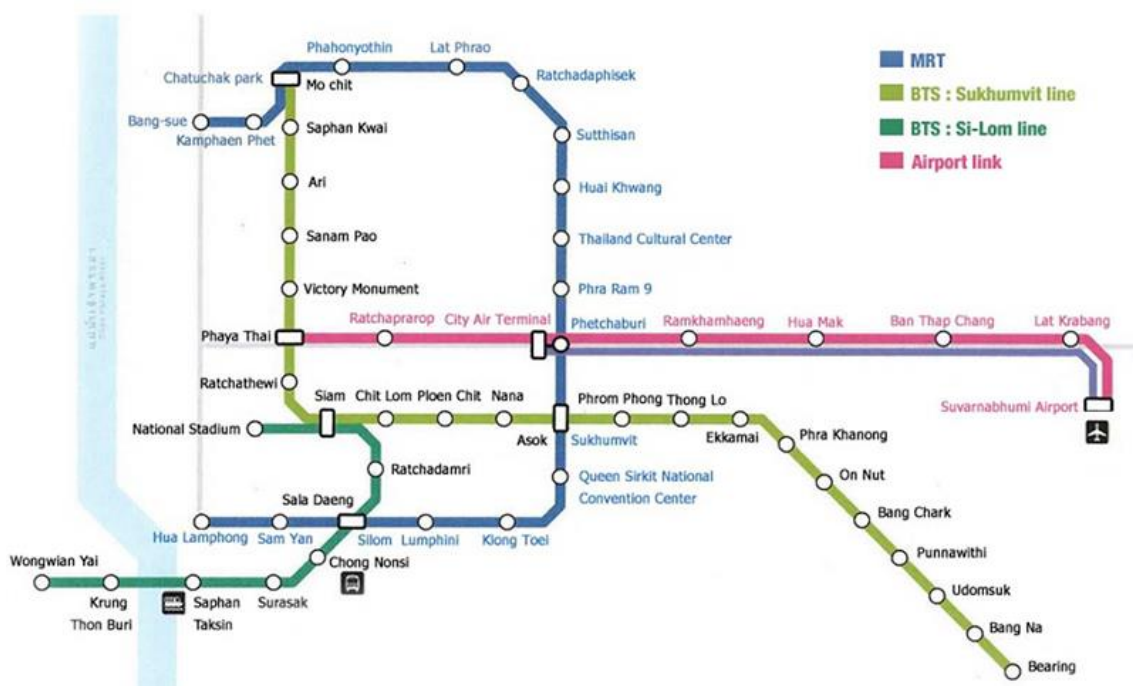
## Getting around Bangkok

### Public Transportation

There are two BTS Skytrain routes: Sukhumvit Line and Silom Line, which cover much of central Bangkok's commercial, residential and tourist areas. Trains run daily between 06:00 and 24:00 with frequent services, about every 5 minutes. From Phaya Thai Station you can easily change to the Silom Line at Siam Station. Additionally, the BTS Skytrain has interchange stations with the MRT underground line at Asok/Sukhumvit, Mo Chit, and Sala Daeng/Silom stations.

### Taxi

Bangkok's taxis are a convenient 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.



Transit Bangkok

<https://www.transitbangkok.com/>

# Green Meeting Practices

In efforts to reduce the environmental footprint of the upcoming event, please consider the following:

- ✓ **Transport need reduction:** the training venue and accommodation are within walking distance from public transport.
- ✓ **Energy and water consumption:** the training venue has energy and water-saving measures in place, including water-refill stations.
- ✓ **Waste minimization:** the event will avoid single packaged and disposable items, provide recycling facilities, and use reusable or recyclable signage and materials. Roughly 8 million tons of plastic are 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.
- ✓ **Food consumption:** meals and beverages will use recyclable or reusable service ware. We aim to source food, goods and services from local providers whenever possible, and offer plant-based food options to avoid the footprint derived from meat production. Livestock farming contributes 18% of human-induced greenhouse gas emissions worldwide; this is more than all direct emissions from ships, planes, trucks, cars and all other transport put together!
- ✓ **Paper consumption:** The training will avoid distributing paper documents during events. We will provide virtual copies of training materials and resources in order to minimize printing.

We invite you to contribute by taking the following actions:

- ✓ Use public transport.
- ✓ Avoid unnecessary use of electricity or water.
- ✓ Avoid single-use plastic, single-packaged and disposable items.
- ✓ Use the recycling facilities and water stations.
- ✓ Choose plant-based food options.
- ✓ Bring your computer to avoid printing

## Other

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

### Mobile connectivity

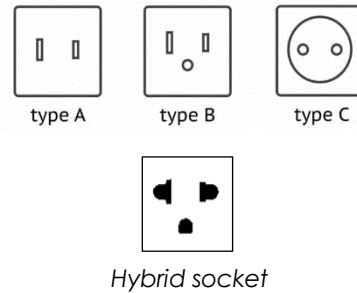
There are three main carriers offering mobile and data connection: AIS, Dtac, and TrueMove. Outlets for purchasing SIM cards are available at the arrival hall of the airport and require your passport.

### Laptops and Connectivity

We highly suggest participants to bring their own laptops since we will avoid providing printed materials. Wireless internet connection will be available in the training venue and in the hotel rooms.

## Electricity in Thailand

The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, B, or C. A hybrid socket is almost universally found, which accepts a combination of the above plug types. Participants are encouraged to carry their own adapters for use as the AIT RRC.AP will not provide.



## 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 hospital to the Sukosol Hotel is **Phaya Thai 1 Hospital**.

Emergency Contacts	
Tourist Police	1155
Police	191
Ambulance & Rescue	1554
Medical Emergency	1669
Fire	199

## About the Organizers

The **Asian Institute of Technology's Regional Resource Centre for Asia and the Pacific** (AIT RRCAP), supports countries towards achieving 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 and Resource Management. Currently the services of AIT RRCAP in climate change are geared towards building capacities 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*. To date, AIT has engaged over 900 stakeholders from nearly 40 countries across the region on activities focusing on climate action planning and access to finance, with a focus on the Adaptation Fund and Green Climate Fund.

## Contact Information

Ms. Lucksika Sabannga      Lucksika.Sabannga@rrcap.ait.ac.th  
(Thai Speaker)              +66 87 660 6554

Mr. Armen Rostomyan      arostomyan@outlook.com

Mr. Jonathan Brenes      Jonathan.brenes@rrcap.ait.ac.th

### Calling to Thailand



### Calling from Thailand

