



United Nations Regional Task Force on Mobility and HIV Vulnerability Reduction in South East Asia and Southern Provinces of China (UNRTF)
and
Asian Development Bank (ADB)

will host the

2nd Workshop on HIV Prevention and the Infrastructure Sector in the GMS

Amari Watergate Hotel, Bangkok, Thailand
24-26 November 2008

General Administrative Arrangements

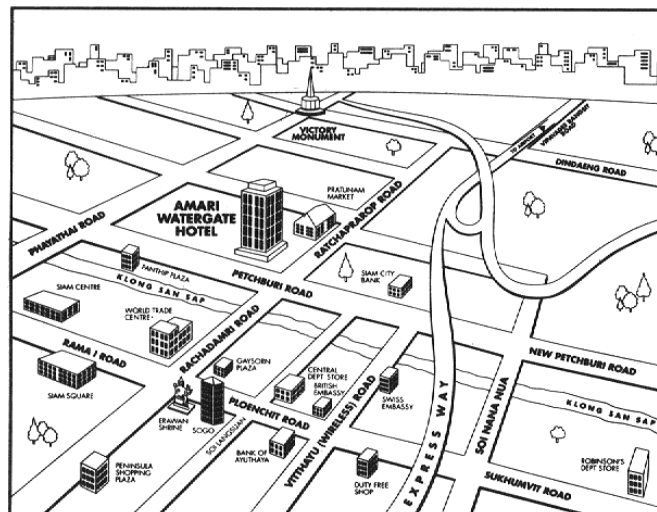
VENUE:

The above meeting will be held on **24-26 November 2008** at the **Amari Watergate Hotel** <http://amariwatergatehotel.com>.

The Amari Watergate Hotel is at 847 Petchburi Road, in the Pratunam market area – the heart of Bangkok's commercial and shopping district.

Telephone: +66 2653 9000. Fax: +66 2653 9045. Email: watergate@amari.com

The expressway is conveniently reached within minutes. The hotel is approximately 35 kilometres or an hour's drive from the *new* Suvarnabhumi Airport (not the old Don Muang International Airport which is in a different location).



VISA REQUIREMENTS:

Passport and Visas: All foreign visitors entering Bangkok must be in possession of a valid passport (with minimum validity of 6 months) and visa.

There are certain countries that have concluded an agreement with Thailand for the exemption of visa requirement. Those countries are listed on the following web link: <http://www.mfa.go.th/web/12.php>.

Please also check the following link for information related to visa requirement at the Royal Thai Embassies and Consulates at your duty stations: <http://www.thaiembassy.org>.

HOTEL ACCOMMODATION:

Hotel room reservations for participants have been made in a single deluxe room at the Amari Watergate Hotel. Accommodation for ADB-sponsored participants will be paid by ADB and UNRTF-sponsored participants by UNRTF.

These rates are only available through the Workshop Secretariat and not directly from the hotel. Kindly note that the hotel bill will be settled individually except for ADB- and UNRTF-financed delegates. For ADB- and UNRTF-financed delegates, ADB and UNRTF will only pay for the room charges. The organisers will not be responsible for extra room costs such as internet, laundry, telephone calls, mini bar, room service, and transport costs, among others.

Buffet breakfast and lunch: Breakfast is included in the room rate. Buffet lunches for each day of the meeting have been arranged and further details will be given during the workshop.

WORKSHOP REGISTRATION:

Participants are requested to obtain meeting badges/ID and registration forms at the Workshop Registration Desk located outside the meeting rooms. **Kindly return the completed Registration Forms to the Workshop Secretariat.**

AIR TICKETS AND DAILY SUBSISTENCE ALLOWANCE (DSA):

For UNRTF-sponsored participants

Room reservations will be paid by UNRTF. Breakfast is included in the room rate. Buffet lunches for each day of the meeting have been pre-arranged and further details will be given during the consultation.

Tickets will be issued electronically by the travel agent in UNDP country office. **You will be contacted by UNDP country office staff, for your ticket and per diem.**

Your per diem will include additional allowance to cover other costs (i.e. dinner) in line with UNDP regulations, and terminal allowance to cover costs of travel to and from airports in the home country and in Bangkok.

For ADB-sponsored participants

ADB Resident Missions (RM) in Cambodia, Lao PDR, the People's Republic of China, and Viet Nam will assist with arranging the air tickets of ADB-sponsored participants who will be booked on return economy class air ticket for the most direct route. The ADB RM in your respective

countries will contact you for your ticket. ADB-sponsored participants who purchase their own tickets will be reimbursed upon presentation of **original used boarding passes and a copy of air ticket and passport.**

ADB-sponsored participants will be provided with per diem and miscellaneous travel expenses allowance during the meeting **upon submission of original used boarding passes and a copy of air ticket and passport.**

ARRIVAL:

The meeting will start on 24 November at 08.30 and will finish around 17.30 on 26 November.

It is suggested that participants arrive in Bangkok on Sunday, 23 November.

Public transport from the airport to your hotel is available 24 hours. ADB and UNRTF will not be able to provide individual transfers for participants. Participants are encouraged to take taxi from and to the airport. The public taxi costs between Suvarnabhumi Airport and the hotel should not be more than 500 baht (including the two toll way fares). After exiting customs you turn to your left, walk along the concourse and exit onto the road on your right. Some distance along you will see a queue for the public taxis (as opposed to the more expensive limousine or private taxis). You should pay the meter plus two toll way charges (total 65 baht) and any tip. On the journey from the airport to the hotel you pay an additional 50 baht on top of the meter.

For more information on Suvarnabhumi Airport, visit: <http://www.airportsuvarnabhumi.com>

TIME ZONE:

Thailand Standard Time is 7 hours ahead of [Greenwich Mean Time](#) (GMT+7).

WEATHER:

The average temperature in Bangkok in November is between 23 -32°C.

CURRENCY:

The local currency is Thai Baht (THB). The exchange rate to the United States Dollar is currently around THB 34.50 to US\$ 1.00. You will find Bureau de Change at the airport and hotels. Banks in Thailand operate from 08:30 to 15:30 on Mondays through Fridays, excluding public and bank holidays. There are 24-hour ATMs in most prominent places in Bangkok, including the many shopping malls around the hotel.

TELEPHONE/FAX/INTERNET CONNECTION:

You may make telephone calls from your hotel room. Any expected incoming fax should be sent directly to hotel room. Telephone calls and outgoing fax messages will be charged to the hotel bill, for which you are responsible. **Wireless internet access is available in the lobby area of the hotel and is free of charge for its guests.** Broadband packages are available for your room for a charge, details of which can be obtained at the hotel reception.

IF YOU NEED ANY MORE INFORMATION PLEASE CONTACT:

On logistics:

For UNRTF-sponsored participants

Ms. Indali Panchitkaew
UNRTF Secretariat
UNDP Regional Centre in Bangkok
Ph: + 66 (0) 2 288 2704
Email: indali.panchitkaew@undp.org

For ADB-sponsored participants

Ms. Pie Jamon
Program Officer
Subproject: HIV/AIDS Prevention and the
Infrastructure Sector in the Greater Mekong Subregion (RETA 6321)
Asian Development Bank
Ph: +632 6325234
Email: rjamon@adb.org

On the programme:

For UNRTF-sponsored participants

Ms. Marta Vallejo Mestres
a.i. UNRTF Coordinator & HIV/AIDS Programme Specialist
UNDP Regional Centre in Bangkok
Ph: +66 (0) 2 288 1819
Email: marta.vallejo@undp.org

For ADB-sponsored participants

Ms. Charmaine Cu-Unjieng
Program Coordinator
Subproject: HIV/AIDS Prevention and the Infrastructure Sector in
the Greater Mekong Subregion (RETA 6321)
Asian Development Bank
Ph: +632 6324444 (ext. 70524)
Email: ccuunjieng@adb.org
