

PRACTICAL INFORMATION FOR PARTICIPANTS

Regional Resilience Initiative Mid-Term Retreat

3 – 5 February 2016 | Thailand

Welcome note

The International Federation of Red Cross and Red Crescent Societies (IFRC) extends our warmest welcome to all participants of the **Regional Resilience Initiative Mid-Term Retreat** that will be conducted in Nakorn Pathom between 3 – 4 February and in Bangkok on 5 February 2016 !

Arrival and Departure

IFRC will arrange the transportation from IFRC office in Bangkok (map in *Annex 1*) to Nakorn Pathom on 2 February at 15.00 hrs. Please plan your flight to arrive Bangkok by 2 February no later than 12.00 hrs. in order to reach IFRC office prior to the time indicated. The return flight could be arranged based on the agenda.

Participants are requested to inform their flight schedule to Warongrong Tatrakom (Ying) at warongrong.tatrakom@ifrc.org.

Accommodation and Meeting venue

3 – 4 February 2016

‘ Sampran Riverside ’

21 Moo 2 Petsaken rd., Sampran, Nakorn Pathom

Tel: +66 (0) 034-322-544, 034-225-205

Check-in time is 14:00 hrs. and check-out time is 12:00 noon.

Hotel map in Annex 2



5 February 2016

‘ Column Bangkok ’

48 Sukhumvit soi 16, Klongtoey, Bangkok

Tel: +66 (0)2-302-2555

Check-in time is 11:00 hrs. and check-out time is 16:00 hrs

Hotel map in Annex 3



Tip: Though the hotels spray for mosquitoes, it is recommended to bring a mosquito repellent with you.

PRACTICAL INFORMATION FOR PARTICIPANTS

The participants will stay in a *Single Occupancy* bedroom unless a specific request is made prior to the commencement of the meeting. Free internet (Wi-Fi) password will be provided by the hotel.

The Federation will cover the accommodation, meeting package and welcome dinner costs. All guests staying in Federation provided accommodation must adhere to the Federation's Code of Conduct (2007) and be approved by Bangkok Delegation prior to the commencement of the meeting.

Please note that **other costs including telephone, laundry, room service, mini bar, early arrival and extended stay will be met by the participants.**

Meeting

The meeting on 3 – 4 February, attended by IFRC, Canadian Red Cross and SEA National Societies, in Sampran Riverside will take place at *Rose Corner*. It will run from 8:30 – 17:30 hrs each day.



The meeting on 5 February, attended by IFRC and Canadian Red Cross, in Column Bangkok will take place at *Column 2* (2nd floor). It will run from 8:30 – 15:00 hrs.

The Federation will provide lunch and coffee breaks for all participants.

Group photo

A group photo will be taken on 3 February. Participants are requested to bring their Red Cross Red Crescent polo or t-shirts with them for this occasion.



PRACTICAL INFORMATION FOR PARTICIPANTS

Welcome Dinner



A **Welcome Dinner** for all participants will be held at 19:30 hrs. on Tuesday 2 February at *Rimnam Restaurant* at Sampran Riverside.

Dinners on 3 – 5 February will be covered by participants. There are restaurants inside Sampran Riverside and around Column hotel.

Transportation

Please note that airport transfers will not be provided. The participants will be expected to make their own way to IFRC office.

From Suvarnabhumi Airport to IFRC office, the most convenient transportation is by taxi.

After you claim/collect your luggage and pass through airport's customs channels, you will enter the arrival hall. The public metered taxi service is **located outside at level 1** (i.e. one floor down from the arrival floor). At the curb, there will be automatic ticket machines which will give you the number of your designated taxi lane. You then find your taxi stall, meet the driver there and tell him/her your destination (and/or its address).

See passenger guide: <http://www.suvarnabhumiairport.com/en/99-international-flight>

Cost and Payment: All public taxis are metered. Estimated cost from the airport to IFRC office is around 300 Baht (approx. 40 min / 30 km drive from the airport, depending on traffic). You will need to pay for the meter reading (a taxi meter starts at 35 Baht), plus a speedway toll fare (75 Baht) and an airport service charge (50 Baht). **Never take a taxi whose driver refuses to put the meter on.** Very few taxis provides a receipt. If you do not get the receipts, please remember how much you paid to get reimbursement.

Food

Food without pork or pork products as well as vegetarian dish will be available at the welcome dinner, coffee/tea break snacks and lunch menu during the event. Please advise Ying at the email address above if you have any strict dietary requirements.

Weather

Thailand has a tropical climate. It is usually considered to be very hot and humid. Average temperature ranges from 25 to 37°C, depending on the time of the year. The forecast during the event period is as shown on the right. Bringing an umbrella and raincoat is advised. The meeting room will be air-conditioned; participants are advised to bring a light jacket/pullover for the meeting hours.

Tuesday	Wednesday	Thursday	Friday
2	3	4	5
Hot with high clouds	Mostly cloudy and less humid	Clouds and sun with a shower	Clouds and sun
36° Lo 24°	33° Lo 24°	33° Lo 24°	33° Lo 23°
Hist. Avg. 32° Lo 21°	Hist. Avg. 33° Lo 21°	Hist. Avg. 33° Lo 21°	Hist. Avg. 33° Lo 21°

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Electricity

Thailand uses 220 volts, and the electrical outlets are 2 or 3 flat pin sockets. However, bringing universal/travel plug adapter is advised.



Language

Thai is the official language. English is commonly spoken by the younger generation and those in the tourist industry.

Currency

The local currency is Thai Baht, with 36 Thai Baht being equivalent to one US dollar. Currency can be exchanged at the airport or at any bank, at the hotel or exchange bureau. Automated teller machines (ATM) are readily available.

Reimbursement

Reimbursement for transportation will only be made on the basis of the **original receipts and the boarding pass** (please keep all original receipts and boarding pass). If reimbursement is required through a Federation country delegation, endorsement letters will be provided by Bangkok office.

The currency for payment/reimbursement in Thailand is Thai Baht (THB) only, due to IFRC financial regulations.

Contact for meeting arrangements

For all logistical, administration and financial arrangements please contact:

Ms. Warongrong Tatrakom (Ying)

Mobile: +66 (0)87 995 5225

Email: warongrong.tatrakom@ifrc.org

For any substantive matters regarding the training/meeting please contact:

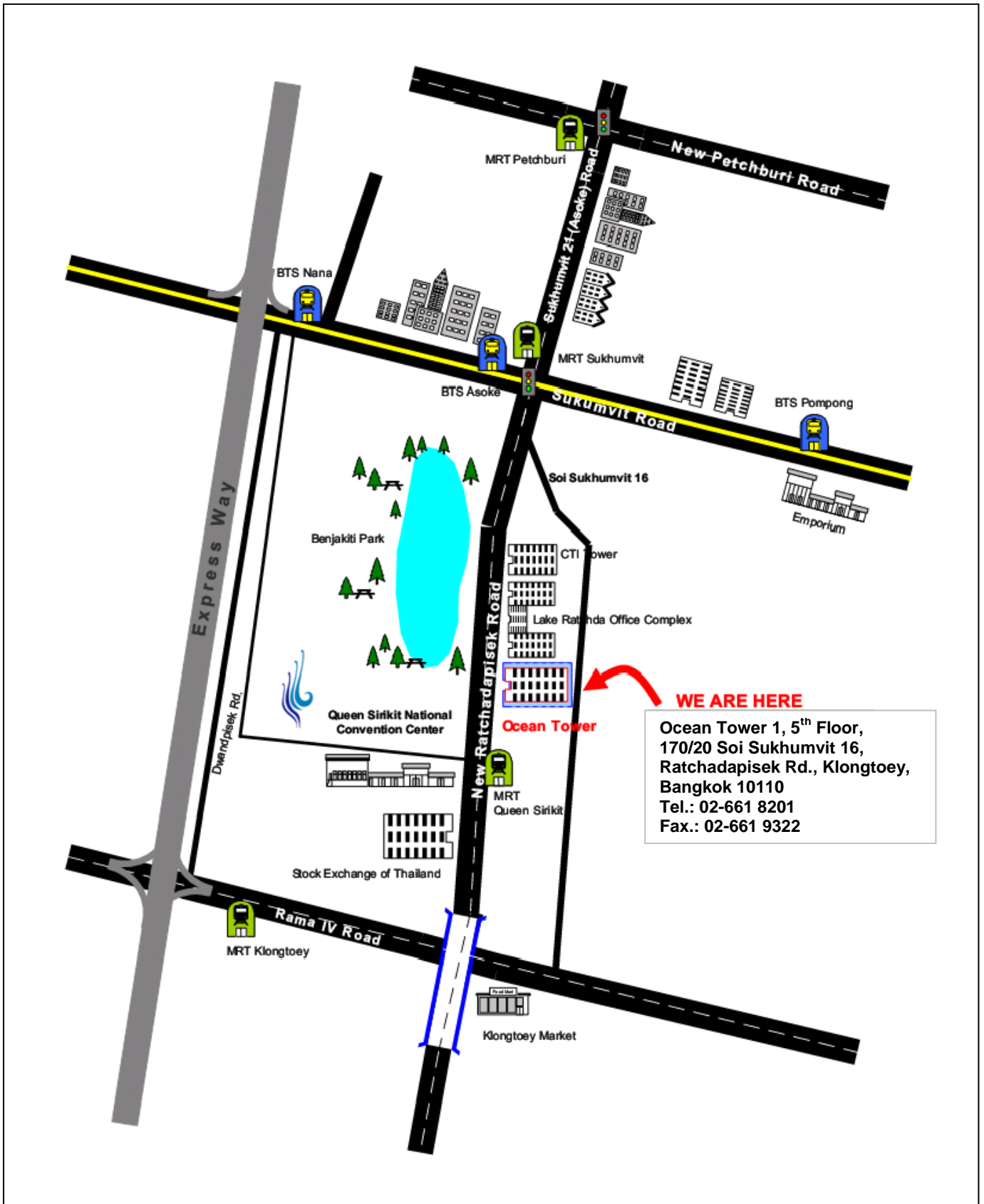
Mr. Hervé Gazeau

Mobile: +66 (0)81 937 3078

Email: herve.gaeau@ifrc.org



Map to IFRC Office





Direction from Suvarnabhumi airport to IFRC SEARD, Sukhumvit 16

(Thai version is shown below)

From Suvarnabhumi Airport to the hotel, take the motorway direction Bangkok and then Rama 9 Expressway. Then take North Ploenchit exit, turn left onto Sukhumvit Road. Go straight to Asok junction and turn right at Asok junction, then go straight on about 700 meters. The Ocean Tower 1 is on your left. Please request taxi to drop you off at dropping area in front of the building.

เส้นทางจากสนามบินสุวรรณภูมิไปตึกโอเชียนทาวเวอร์ 1

(ตรงข้ามสวนเบญจกิติ ศูนย์การประชุมแห่งชาติสิริกิติ์ สุขุมวิท 16)

- จากสนามบินเข้ามอเตอร์เวย์ทางไปกรุงเทพ จากนั้นขึ้นด่วนพระรามเก้า แล้วลงทางออกเพลินจิตเหนือ
- เลี้ยวซ้ายตรงทางลงทางด่วนเพื่อเข้าถนนสุขุมวิท จากนั้นแล่นตรงไป ซิดเลนขวาเมื่อใกล้ถึงแยกอโศก เพื่อเลี้ยวขวาที่แยกอโศก แล่นตรงโดยอยู่ทางเลนซ้าย ประมาณ 700 เมตร ตึกจะอยู่ด้านซ้ายมือ
- กรุณาเลี้ยวซ้ายเข้าจอดหน้าตึกเพื่อส่งผู้โดยสาร

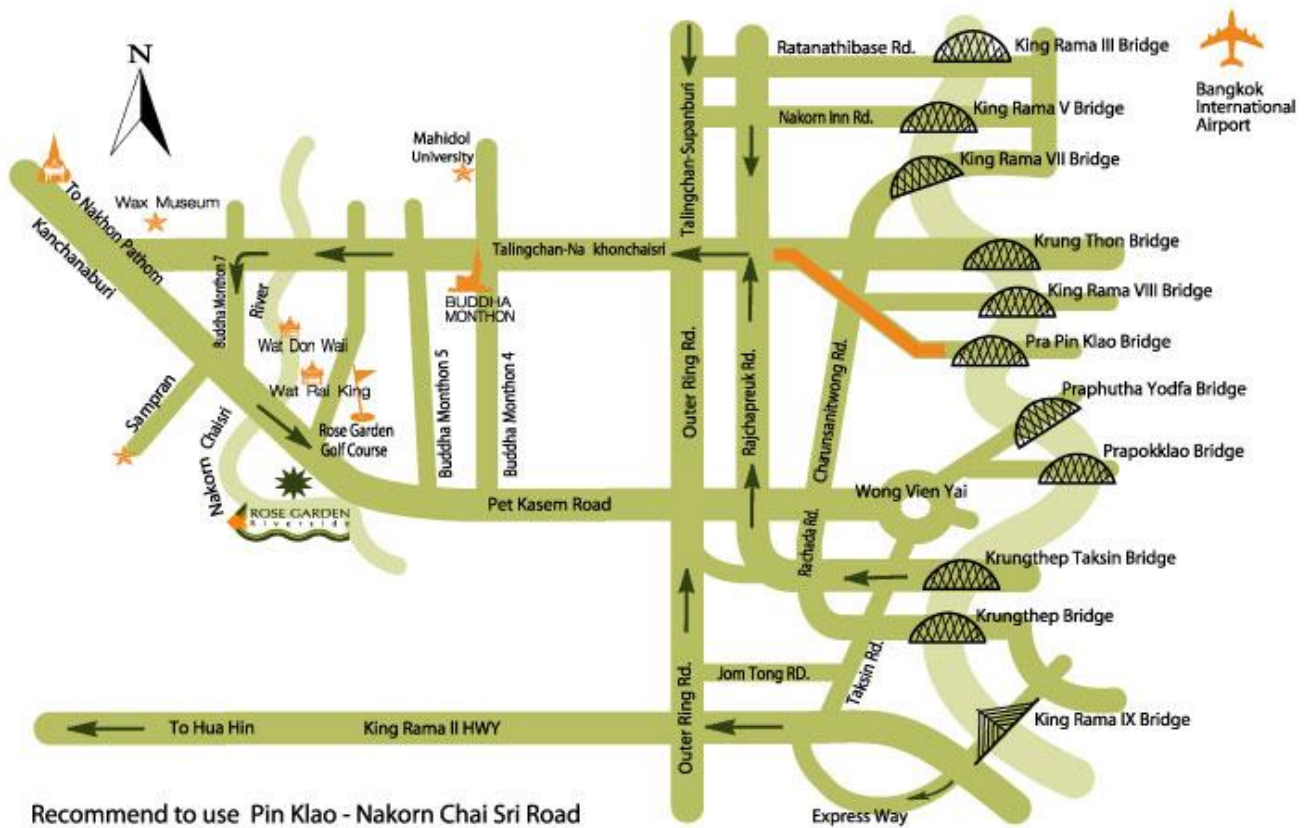
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ANNEX 2



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ANNEX 3



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