

**Asia Pacific Civil Society Forum on Beijing +20
(CSO Forum on Beijing +20)
14 to 16 November 2014
Bangkok, Thailand**

**GENERAL CONFERENCE LOGISTICS
(For all CSO Forum participants)¹**

I. SCHEDULE AND VENUE OF MEETINGS

| <u>DATE /TIME</u> | <u>MEETING</u> | <u>VENUE</u> |
|-------------------------------------|---|--|
| 13 November 2014 | Civil Society Advisory Group (CSAG) Meeting | TBC |
| 14 November 2014 9:00 – 11:30 AM | Beijing +20 Civil Society Organizations Steering Committee (B+20 CSO-SC) Meeting | Meeting Room “G” United Nations Conference Center (UNCC), |
| 14 November 2014 13:00 – 17:00 | CSO-Forum on Beijing +20: Opening Plenary | Conference Room 1 UNCC |
| 15 November 2014 9:00 – 18:00 | CSO-Forum on Beijing+20: Workshop Sessions | Trang Hotel <u>Workshop Rooms:</u> <ul style="list-style-type: none"> • Sri Trang 1 @ 2nd floor • Sri Trang 2 @ 2nd floor • Sri Trang 3 @ 2nd floor • Meeting Rm #1 @ 2nd floor • Meeting Rm #2 @ 2nd floor • Trang Ballroom @6th floor <p>(Please see Programme Annex: Workshop Sessions for exact workshop room assignments. Note that some workshops are open only to CSOs; some are open also to Observers.)</p> |
| 16 November 2014 9:00 – 12:00 | B+20 CSO-SC Drafting Committee Meeting | Sri Trang Room 2-3 Trang Hotel |
| 16 November 2014 13:00 – 17:00 | CSO-Forum on Beijing+20: Closing Plenary | Grand Ballroom @ 3 rd Floor, Trang Hotel |
| 17-18 November 2014 9:00 – 18:00 | Beijing +20 Review Conference: Senior Officials Segment | UNCC |
| 19-20 November 2014 9:00 – 18:00 | Beijing +20 Review Conference: Ministerial Segment | UNCC |

¹ For CSO Forum funded participants (i.e., CSAG members, Steering Committee members and funded CSO Representatives), please also refer to the Final Logistics Notes sent to you by Beatrice Passe (beatrice.passe@gmail.com) from DAWN/Co-Secretariat CSO Forum. The said logistical notes contain complete information on your hotel accommodation, per diem, travel incidentals and Hotel-UN transfers.

II. MEALS

Meals will be available for all registered forum participants at no extra cost in the conference area, as follows:

- November 14, 2014 – Afternoon Snacks
- November 15, 2014 – Morning Snacks, Lunch, and Afternoon Snacks
- November 16, 2014 – Afternoon Snacks

Meal cards will be given to you along with your conference badges upon registration. Please make sure you have them after registering. Present your meal card when claiming your meal allocations.

III. CONFERENCE VOLUNTEERS

There will be VOLUNTEERS around the conference area, wearing **VOLUNTEER** badges. You may approach them for any query or assistance regarding the conference.

IV. WIFI INTERNET & ELECTRICITY

There will be wifi internet available in the conference areas – both in UNCC and Trang Hotel Bangkok. Passwords will be distributed upon registration.

V. AIRPORT TRANSFERS TO UNCC AND TRANG HOTEL BANGKOK

The Opening Plenary Session on 14 November 2014 afternoon will be held at the **United Nations Conference Center (UNCC)**, Rajdamnern Nok Avenue, Bangkok 10200, The Workshop and Closing sessions will be held at the **Trang Hotel Bangkok** 1/99 Wisutkasart Road, Bangkok 10200.

The UNCC and Trang Hotel Bangkok are both around 35 kilometres from Suvarnabhumi Airport via expressway and takes about 30-45 minutes on non-traffic congested days.

Please note that there **will be no** airport pick-up vehicle for CSO Forum participants. You have several options to get from the airport to the hotel and back.

1. **Metered Taxi.** This mode of transportation is the most convenient to take from the airport to UNCC or the Trang Hotel. Once you pass the customs section, take the escalator to Level 1- Ground Level and look for the “PUBLIC / METER TAXI” sign and follow the directions to the waiting taxis – near entrances 3,4, 7 and 8. Taxis are available 24 hours. The taxi fare to the hotel is approximately THB 500.00, which includes THB50.00 surcharge plus toll way fees. Toll way fees would be around THB 65.00 (THB40 + THB25). Taxis may accommodate a maximum of three (3) persons.

2. **Airport Link (Train).** Take the **Blue/City Commuter Line**. It operates from 6:00 AM to 12:00 midnight. The **Blue Line** has seven (7) stops [Lat Krabang - Ban Tap Chang - Hua Mak - Ramkhamhaeng - Makkasan - Ratchaprarop - Phaya Thai]. The train trip costs THB45. The journey takes 27 minutes and runs every 15 minutes. If you take this line, get off at **PHAYA THAI** station and then take the taxi from there. UNCC and the Trang Hotel are both about 4 kilometres (around 10 minutes travel) away, and should cost **not more than One Hundred Thai Baht (ThB100.00)**.

3. **Limousine Service.** This is the most expensive mode of transportation. We strongly discourage you from taking this mode as your travel incidentals allowance will not be enough to cover this. Nevertheless, the limousine service counter is located at Baggage Claim Hall and Arrival Hall (2nd floor). Limousines are available round the clock and can accommodate a maximum of three (3) persons. Limousine fare varies from 900 to 1,400 Baht.

VI. VISA & PASSPORT

Please make sure that your passport is valid for at least six (6) months upon arrival in Bangkok; otherwise, you may not be allowed entry into Thailand. By now, you should have already ascertained your visa status, whether you: (1) need to obtain Thai visa in your country PRIOR to travel; or (2) can obtain visa on arrival at the Thai immigration at the Suvarnabhumi airport; or (3) are exempted from visa requirements. For more information, please visit this website: <http://www.mfa.go.th/main/en/services/123>.

VII. WEATHER AND CLOTHING

Weather in Bangkok in November is usually warm and humid, temperatures range from 32-35 (°C). Lightweight clothing is appropriate for Bangkok. However, we suggest that you bring a shawl or sweater for use inside the air-conditioned meeting rooms. A small umbrella may also come in handy when going around the city.

VIII. MEDICAL EMERGENCIES

Please make sure that you bring all your medications with you. Please have your travel insurance information ready with you as well. There will be first aid facilities at the UNCC, but none at the Trang Hotel. However, the hotel undertook to bring you to the nearest hospital in case of medical emergencies.

IX. CURRENCY EXCHANGE

Rate: 1 U.S. Dollar = approximately 32.00 Thai Baht (THB).

We suggest that you exchange a minimum amount of money at the airport on arrival (to cover your train/taxi fares). Since the exchange rate fluctuates daily, please check the latest rate on this web site: http://www.scb.co.th/scb_api/index.jsp. There is also a currency exchange at the Phaya Thai station (with better rates than at the airport), and at the reception of Trang Hotel.

X. CONTACT PERSONS:

CLAIRE AP LUCZON

Programme and Administrative Officer

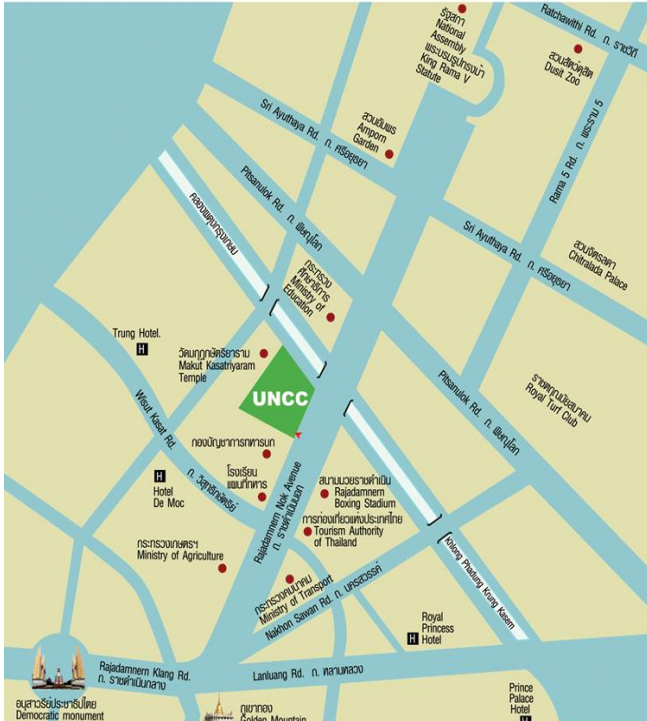
Development Alternatives with Women for a New Era (DAWN)

CSO Forum Co-Secretariat

+669 0217 5470 (Local Thai number), Email: claireapl@dawnnet.org; Skype: claireapl

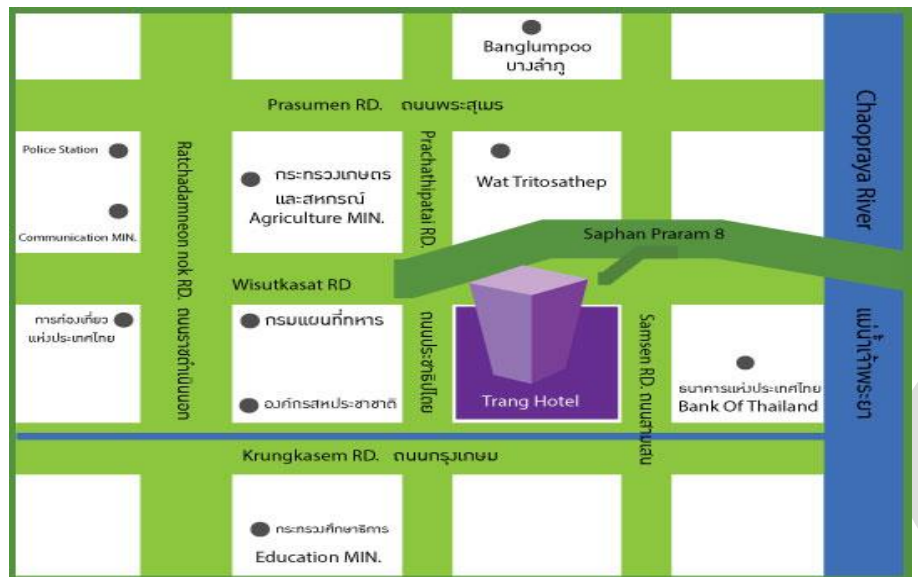
XI. UNITED NATIONS CONFERENCE CENTER AND TRANG HOTEL: ADDRESS AND MAP

แผนที่แสดงที่ตั้ง ศูนย์ประชุมสหประชาชาติ
UNITED NATIONS CONFERENCE CENTRE



Trang Hotel Bangkok
 1/99 Wisutkasart Road, Bangkok 10200
 Telephone: (66) 2-281-1402-3
 Fax: (66) 2-280-3610

ได้โปรดพาผู้โดยสารท่านนี้ ไปส่งยัง
 โรงแรมครึ่งกรุงเทพ
 ถนนวิสุทธิกษัตริย์ บางลำภู
 โทร **02 282 7100**
 แฟกซ์ **02 280 3610**



Please make a print out of this Conference Logistics for your reference during your travel.