

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

**FINAL LOGISTICAL NOTES**

**I. SCHEDULE & VENUE**

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

## II. HOTEL ACCOMODATION & MEETING VENUE

Unless you made prior clear arrangements with the CSO-Forum Secretariat (**Secretariat**), you are booked to stay on twin-sharing basis at the **Trang Hotel, Bangkok, 1/99 Wisutkasat Road, Khaosan / Grand Palace, Bangkok, Thailand 10200, Tel: 02-281-1402-3, 02-282-2141-4, Website: [www.tranghotelbangkok.com](http://www.tranghotelbangkok.com)**. The **Secretariat** will cover your hotel accommodation and meals on the following dates:

	<b>Check-In</b>	<b>Check-Out</b>
CSAG Members	Nov 12	Nov 21
B+20 CSO Steering Committee Members	Nov 13	Nov 21
CSO Representatives	Nov 13	Nov 21

Any earlier check-in date or later check-out date will no longer be covered and therefore shall be to your account. Those who have made prior arrangement to stay in a single room, please note that we will deduct the corresponding cost from your per diem or travel incidents.

Upon check-in, the hotel may ask for your credit card as guarantee for any cost you may incur outside the room cost which the CSO-Forum will cover. If you do not have a credit card, they may require a cash deposit. Please prepare your credit card or the cash amount accordingly. Make sure that you **do not forget to get your total or partial refund upon check-out**.

## III. GETTING TO THE HOTEL FROM THE SUVARNABHUMI AIRPORT

The hotel is around 35 kilometres from Suvarnabhumi Airport via expressway and takes about 30-45 minutes on non-traffic congested days.

Please note that the Secretariat **will not** provide any vehicle for your airport pick-up and drop off. However, cost for this forms part of the travel incidentals that will be provided to you in Bangkok during the meeting.

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 the 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 a maximum of 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. The hotel is 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.

#### IV. MEALS

13-20 November	Daily Breakfast	Complimentary with the room. Served at the garden area near the pool, daily from 6:00 to 10:30 AM. Please indicate your room number availing of the breakfast.
14 November	AM Snacks, Lunch & Dinner	On your own, charged to per diem
	PM Snacks	Will be served during the meeting
15 November	AM/PM Snacks & Lunch	Will be served during the meeting
	Dinner	On your own, charged to per diem
16 November	AM Snacks, Lunch & Dinner	On your own, charged to per diem
	PM Snacks	Will be served during the meeting

#### V. TRAVEL INCIDENTALS & PER DIEM

A modest amount for **TRAVEL INCIDENTALS** and **PER DIEM** shall be provided to you during the meeting in Bangkok. The travel incidental is intended to cover your airport transfer costs (at most, via metered taxi) to and from the hotel; and other expenses upon your arrival in and departure from Bangkok. The per diem is intended to cover your dinner and other incidental expenses for the duration of the meetings. Please bring a valid ID when claiming these. For any claim of reimbursement for VISA FEES, please bring corresponding original receipts or invoices.

Other expenses (laundry, telephone calls, mini-bar in your rooms, and the like) shall not be covered and these will be to your account, which you have to settle and pay directly to the hotel. For those staying extra nights in the hotel, please transact directly with the hotel immediately upon arrival, for payment and other arrangements.

Please claim your per diem and travel incidentals from **SANDRA LAUREANO** or **REMY GAMBOA** at the following:

Date	TIME	Where to Claim
Nov 14	9:00 – 11:00 AM	Meeting Room “G”, United Nations Conference Center (UNCC)
Nov 15	9:00 – 11:00 AM	CSO-Forum Secretariat Booth 2 <sup>nd</sup> Floor

	2:00 – 3:00 PM	(outside Meeting Rooms 1 & 2) Trang Hotel
Nov 16	9:00 – 11:00 AM	CSO Forum Secretariat Booth, 3 <sup>rd</sup> Floor (outside the Grand Ballroom) Trang Hotel

For those who have booked a single room, please be reminded that the cost of half of the room will be deducted from your per diem/travel incidental allowance.

**VI. TRANSPORTATION FROM TRANG HOTEL TO THE UNCC**

A van will be available to transport a limited number of participants from the Trang Hotel to the UNCC on a first-come first-serve basis – complimentary from the hotel. The van will leave on the following schedule:

Date	Trip Time
Nov 14, 2014	Trip 1: 8:00 – 8:30 AM Trip 2: 11:00 AM – 12:00 PM
Nov 17 – 20, 2014	Trips 1 & 2: 8:00 – 8:30 AM

There will be **NO** complimentary van that will take you from UNCC to Trang Hotel. You will have to be on your own on your way back.

Taxis are also available to take you from the hotel to UNCC and back. The hotel is around 1 kilometer away from the UNCC and it takes less than 5 minutes to get either way by taxi. Taxi fare is around ThB50.00.

**VII. INTERNET AND ELECTRICITY**

Wifi internet access will be free all over the hotel. Please inquire from the hotel upon check-in the procedure for logging in. If you wish to have mobile internet while in Bangkok, prepaid 3G SIM cards (DTAC or TRUE MOVE) may be purchased at the airport, or the nearest 7-11 and other convenience stores. Free internet wifi connection will be available at the UN building.

The electricity in Thailand is 220 volts, 50 cycles/sec. The photo on the right shows the plug design on the wall that is usually found in Thailand.



**VIII. 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>.

If you have not yet done so, please contact us immediately for any document you may need from DAWN in regard to your visa application.

## **IX. 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.

## **X. MEDICAL EMERGENCIES**

Please make sure that you bring all your medications with you. Please have your travel insurance information ready with you. The hotel undertook to bring you to the nearest hospital in case of medical emergencies.

## **XI. 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](http://www.scb.co.th/scb_api/index.jsp). There is also a currency exchange at the reception of the hotel; as well as ATMs and foreign currency changers near the hotel.

## **XII. CONTACT PERSONS:**

### **CLAIRE AP LUCZON**

Programme and Administrative Officer, DAWN  
+669 0217 5470 (Local Thai number)  
Email: [claireapl@dawnnet.org](mailto:claireapl@dawnnet.org); Skype: claireapl

### **LAKSIKA CHINNABUTR**

Director of Sales, Trang Hotel Bangkok  
Tel: (66) 2-281-1402-3; Mobile Number: (66) 81 8758947  
Email: meejakin@hotmail.com

Please note that the Secretariat will be on-site starting 13<sup>th</sup> November at 8:00 AM.

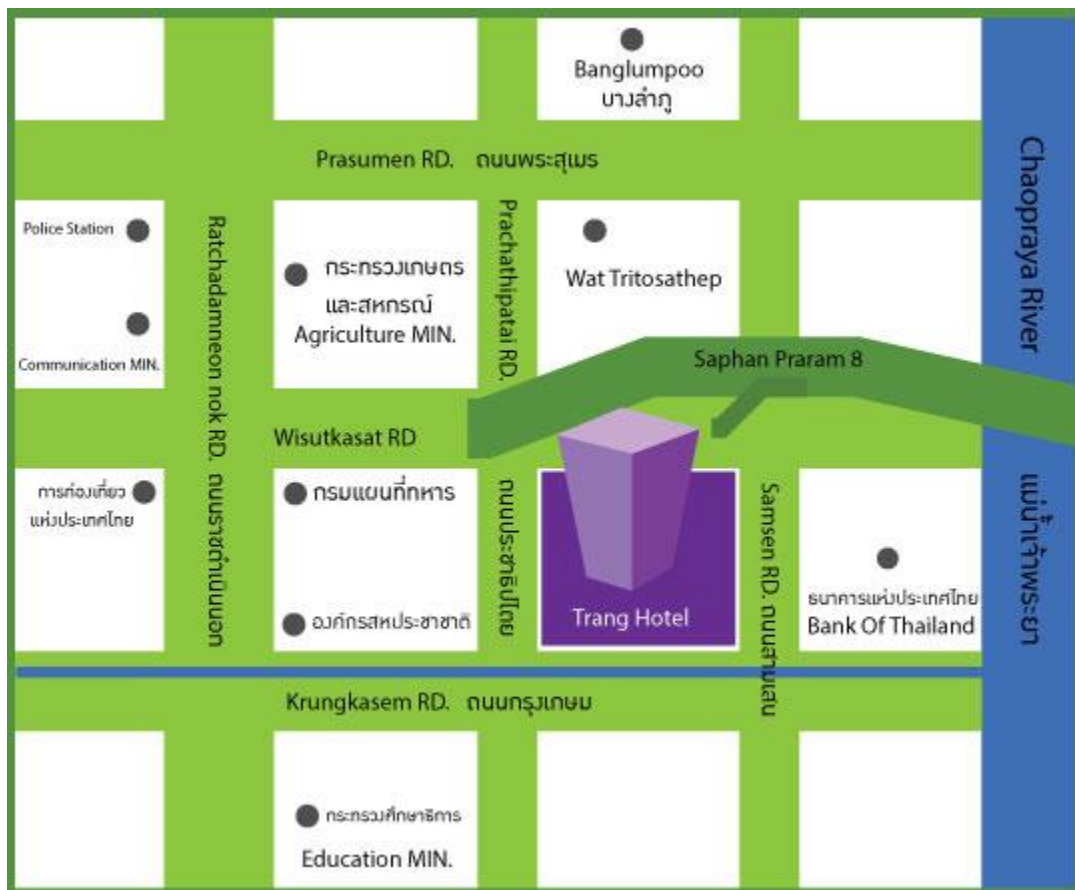
### XIII. HOTEL NAME & ADDRESS IN THAI AND MAP TO THE HOTEL

Below is the map, address and direction to the hotel, in English and Thai characters. Make sure to print out a copy of this page to show to the taxi driver to facilitate communication.

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



ได้โปรดพาผู้โดยสารท่านนี้ ไปส่งยัง  
โรงแรมตรังกรุงเทพ  
ถนนวิสุทธิกษัตริย์ บางลำภู  
โทร 02 282 7100  
แฟกซ์ 02 280 3610



*We suggest that you have a print-out of this Logistical Notes with you while travelling.*

***Have a safe trip and see you soon in Bangkok!***