



COURSE GENERAL INFORMATION

Public Health in Complex Emergencies (PHCE)

Training Program

9-21 MAY 2005

Asian Disaster Preparedness Center

Bangkok, Thailand

THAILAND VISA/ENTRY REQUIREMENTS

International travelers to Thailand should arrange for the entry visas as far in advance as possible at the closest Embassy or Consulate of Thailand in his/her country to cover the whole period of stay in Thailand. Please make sure that an appropriate visa for this purpose will be obtained prior to the departure.

Please note that citizens of ASEAN Member countries (i.e. Brunei Darussalam, Singapore, Thailand, Malaysia, the Philippines, Indonesia, Cambodia, Vietnam, Myanmar and Lao PDR) can get visa on arrival for one-month period from the Immigration Authorities at the Bangkok Don Muang International Airport. Some nationalities can also obtain the same privilege. The participants are advised to check this provision in their home country.

COURSE VENUE and ROOM ACCOMODATIONS (May 9-21, 2005)

The main venue for the course will be held at the **Asia Hotel** in Bangkok, Thailand. The hotel is 24 kms from the airport and it will take around 40 minutes drive by car. Please refer the hotel's website at <http://www.asiahotel.co.th> to see additional information on Bangkok's weather, current exchange rate, and many more. The location map for coming to the hotel from the airport is also available in this website.

Participants will move to the **Asia Hotel** in Pattaya, a lovely resort approximately 1.5 hours from Bangkok, the evening of Saturday, May 14. Sunday, the 15th will be a day off to sightsee in Pattaya and on the 16th and 17th the course will be held in Pattaya. Participants will return to Bangkok on the 17th.

All participants, facilitators and organizing staff will be staying at the same hotel. All participants will have single rooms with air-conditioning, satellite TV, IDD phone connections, and a private bathroom.

Contact Details – Asia Hotel Bangkok

Location: 296 Phayathai Road, Rajthevee, Bangkok, 10400, Thailand
Contact Person: Mr. Pattarapol (Khun Jim) Deepankaew, Sales Manager
Mobile Phone No.: + (66-9) 324 1392 / + (66-9) 121 1392
Fax No.: + (66-2) 215 9005 / + (66-2) 215 2653
Email: navamon@asiahotel.co.th (Attention to Khun Jim)
Website: <http://www.asiahotel.co.th>

Contact Details – Asia Hotel Pattaya

352 Moo 12 Pratamnak Road,
Nongprue, Pattaya City, Cholburi
20150 Thailand



Tel : (66-38) 250401-11
Fax: (66-38) 250496

Arrival Day

Course participants are encouraged to arrive during the afternoon of **Sunday, 8 May 2005**. Please come directly to the lobby of the hotel to register, receive your room key, additional materials, etc.

TRANSPORTATION TO/FROM THE AIRPORT

Overseas participants will be arriving at the Bangkok Don Muang International Airport. For secure, cheap and reliable transportation from the international airport to the hotel, we recommend to the participants to hire a taxi/cab (**yellow and green colored cabs**) from the counter outside the arrival terminal of the airport. Drivers will ensure you reach the destination. The hotel is around 40 minutes drive from the airport depending on the flow of the traffic. The taxi-fare is approximately Thai Baht300-350 (approximately US\$10). **Please instruct the taxi driver to bring you to ASIA HOTEL (Rajthevee Road, Bangkok).** Please refer map below.

COURSE REGISTRATION and IDENTIFICATION

Registration is from **8:00am - 8:30am at the Lobby Lounge, 2nd Floor**. Name badges and training kits will be distributed to all participants on this day. All participants are required to have their name badges on at all times.

Please hand over your Registration Forms to the Course Organizers. For administrative arrangements, the participants are requested to bring one (1) copy of 1"x1" or passport size photo for our record.

The Course Introduction will follow after the Registration.

FORMAL COURSE OPENING CEREMONY / COURSE OVERVIEW

The **Formal Opening Ceremony** of the Course will start at **9:45 am on Monday, 9 May 2005**. The ADPC Executive Director, Dr. Suvit Yodmani, and the Course Director, Dr Marcel Dubouloz, will welcome the course participants. A group photo will be taken after the ceremony. If you wish, you can wear your national dress or formal attire (suit) for this purpose. However, this is optional but all participants, facilitators and guests are requested to dress appropriately for this event.

The Course overview will follow after the Opening Ceremony.

GET-TOGETHER COCKTAILS

All participants, invited guests and course organizers are invited to a **Get-together Cocktails** which begins at **6:30pm on Thursday, 19 May 2005 at the hotel**. Attire is casual.

FORMAL COURSE CLOSING and GRADUATION CEREMONY

The last scheduled session goes through Saturday, 7 August 2004.

The **Formal Closing and Graduation Ceremony** will take place at **4:00 pm**. Invited guests will come to grace this event. An individual and group photo will be taken during and after the ceremony. If you wish, you can wear your national dress or formal attire (suit) for this purpose. However, this is optional but we would like to request all participants, facilitators and guests to dress appropriately for this event.

Departure Day



Participants should plan their departures as of **Sunday morning, 22 May 2005** (all rooms must be vacated no later than 12:00 noon).

At the end of the course, if participants are unable to depart on Sunday, 22 May 2005, the Course Organizers recommend that you check with the Hotel management if you wish to extend your stay at your own cost.

INSTRUCTION DAYS/SCHEDULE

Week 1:

Monday, 9 May – Saturday, 14 May: (6 days training in Bangkok City)

Saturday, 14 May evening: * Check-out at Asia Hotel Bangkok and Travel to Pattaya City
* Arrival in Pattaya City and check-in at Asia Hotel Pattaya

Sunday, 15 May: Day Off in Pattaya

Week 2:

Monday, 16 May – Tuesday, 17 May: (2 days training in Pattaya City)

Tuesday, 17 May evening: * Check-out at Asia Hotel Pattaya and travel to Bangkok City
* Arrival in Bangkok and check-in at Asia Hotel Bangkok

Wednesday, 18 May – Sunday, 21 May: Continuation of Training in Bangkok

Classes will begin at approximately 8:30am and conclude at 5:30pm each day. Informal evening sessions and participant presentations will be scheduled after dinner on most nights. **Cellular or mobile phones will be remained “off” during classroom sessions.**

Pre and Post Tests

Please be informed that on **Monday, 9 May 2005 in the morning**, the Course Organizers will be handing out the **pre-test** questionnaires to all the participants. A **post-test** will be given at the end of the course on **Saturday, 21 May at 3:00- 4:00 pm**. You will be given one hour to complete each test. The purpose of the pre and post-tests is to give the Course Organizers and the Facilitators an indication of the participants' acquired level of knowledge before and after the course. *The results are strictly confidential and for the Course Organizer's use only. Participants will be able to compare the progress that they have made during the course as well.*

“FREE DAY” – SUNDAY, 15 May 2005

Participants are free to sightsee, shop around Pattaya City. Please consult the hotel, local colleagues and participants for further information.

MEALS

Full board is included with the course fee - buffet breakfast, lunch and dinner daily, beginning with dinner, Sunday, 8 May. Daily coffee/tea breaks will also be served during the training. Snacks, drinks and meals taken outside the course will be at the participants' personal expense.

Please note that the prices of the items in the mini-snack bars in your room are very high. Therefore, participants are encouraged to purchase small food items at the convenient stores located outside the hotel.

DRESS CODE

Participants should dress casually. There will be no formal dress occasions during the course proper.



Training rooms are occasionally over-cooled, so you may want to bring a sweater or long-sleeved shirt in this event.

You are encouraged to bring something special to wear for either the Group Photo Day, or the Welcome and Closing Ceremonies --- either native dress, business attire, etc.

CLIMATE

Thailand is a warm and rather humid tropical country with monsoonal climate. Temperatures are highest in March and April with average temperature of 28 degree Celsius to 38 degrees Celsius and humidity averaging between 82.8 percent to 73 percent.

Seasons: *Dry:* March to May, *Rainy:* June to October, *Cool:* November to February.

CURRENCY/EXCHANGE RATES

Foreign currencies are **not** accepted in most shops so it is best for you to change your foreign currency to the local currency, which is Thai Baht. The current foreign exchange rate is approximately **USD \$1.00 = Thai Baht 38.36**. Money may be exchanged upon arrival at the international airport or at the hotel or leading banks. These rates are subject to market fluctuations so please check them again closer to your departure date.

CREDIT CARDS

Credit cards (VISA, MasterCard and American Express) are widely accepted at the hotel, major department stores and shopping centers in Thailand for personal charges. There are Automatic Teller Machines (Global ATM/cash machines) in Bangkok where you can draw money in local currency.

INCIDENTAL EXPENSES, PERSONAL FUNDS

Participant fees include full room and board; therefore, little cash is needed during the course. However, participants should expect some transportation costs (taxis) and excess baggage costs for materials (books, papers, etc.) which may be quite substantial in weight and price. For participants interested in taking drinks or meals on their own, shopping, gift purchasing, or outside entertainment, a very general sum of \$300-\$400 USD is suggested.

COMPUTERS/INTERNET/FAX

The hotel has a business center where the participants can call or send documents by fax with fees. Please check on rates with the front desk staff.

The Course Organizers will provide Internet facilities where participants can check emails during the coffee and lunch break periods only. Nearby internet facilities are available at a very reasonable price.

TELEPHONE

Telephones will be available in each room for local or international calls. Local calls can be made directly from the rooms. International telephone services can be routed through the telephone operators. All expenses incurred for these communications services are the responsibility of the participant. Please check on rates with the front desk staff.

LAUNDRY

Laundry service is available through the hotel. Prices are available through the Front Office and are the personal cost of each individual.



COMPLIMENTARY ITEMS

The hotel will provide 2 glass bottles of drinking water. Please note that the mineral water in plastic bottles are for sale.

All rooms are equipped with hair driers, towels and toiletries.

MAIL/POST SERVICE

Participants can post their mails at the Business Center of the hotel.

INSURANCE

Course participants are responsible for their own insurance coverage during the course (e.g. medical/health, emergency/accident, travel, life insurance). **Please** make sure you have a clear understanding of your own insurance policies prior to departing from your home country.

VALUABLES

All valuables brought to the course are the responsibility of the participant. A suitcase that can be locked is recommended for cameras, laptop computers or other valuable items you may wish to bring. Participants may also deposit valuable items in their safe deposit box, which is available at the Front Office Manager of the hotel for safekeeping.

COURSE CERTIFICATE AND ATTENDANCE POLICY

At the end of the course, a certificate will be awarded to the participants who were present for the **entire** duration of the course. Please speak to the Course Director in case of an emergency that requires your missing any part of the course.

COURSE ORGANIZERS

ADPC

PHE Director and Course Director: DR MARCEL DUBOULOZ email: marcel@adpc.net
Technical Manager: MR FREDERICK JOHN ABO email: fjbabo@adpc.net
Course Manager: MS JANETTE LAUZA-UGSANG email: janette@adpc.net

Office Contact Details:

Asian Disaster Preparedness Center, PO Box 4, Klong Luang, Pathumthani 12120, Thailand
Tel Nos. 662- 516 5900 to 5910 extension numbers: 424/404/351
Fax Nos. 662- 524 6360 / 524 5382
Website: <http://www.adpc.net>

WEI

Partner Representative: MS BETH GRAGG / MS KATHERINE SHIELDS

Office Contact Details:

World Education, 44 Farnsworth St. Boston, MA 02210-1211, USA
Tel No: 617-482-9485
Fax No: 617-482-0617
Email: katherine_shields@worlded.org / beth_gragg@worlded.org
Website: www.worlded.org



IRC

Partner Representative: MS LORNA STEVENS

Office Contact Details:

The International Rescue Committee (IRC)
122 E. 42nd Street, New York, NY 10168 USA

Tel No: 212-55-3005

Fax No: 212-551-3185

Email: lorna@irc.org or shortcourse@theirc.org

Website: <http://www.theirc.org/phce>

COURSE VENUE (ASIA HOTEL) AND BANGKOK MAP:

