



Australian Government
Department of Agriculture,
Fisheries and Forestry



**Asia-Pacific
Economic Cooperation**



**Asian Disaster
Preparedness Center**

WORKSHOP GENERAL INFORMATION

APEC Funded Exercise Management Workshop

30 April – 4 May 2007

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, Malaysia, the Philippines, Indonesia, Cambodia, Vietnam, Myanmar and Lao PDR) can get a visa on arrival for one-month period from the Immigration Authorities at the Bangkok International Airport. Some nationalities can also obtain the same privilege. The participants are advised to check this provision in their home country. Information on Thai visa is available at the website of the Thai Ministry of Foreign Affairs (MOFA) at <http://www.mfa.go.th/web/12.php> Please visit this site for more details.

MATERIALS TO BRING WITH YOU

As part of the workshop, you are asked to bring with you some examples of response plans and exercise management/simulations materials (books, CDs, manuals, etc.) that are used in your organizations/countries. These may be used in group work and, if you agree, will be added to the ADPC reference library as a resource for others to use. Also, it is advisable to bring your notebook computers to be used during the group work exercises.

WORKSHOP VENUE and ROOM ACCOMODATIONS

The workshop will be held at the [Grand Mercure Fortune Hotel](http://www.fortunehotel.com) in Bangkok, Thailand. The hotel is 30 minutes drive by car from Suvarnabhumi International Airport. Please refer the hotel's website at <http://www.fortunehotel.com> to see additional information about the workshop venue. The location map for coming to the hotel from the airport is also available in this website. The hotel is conveniently connected to the MRT Subway Train Phra Ram 9 Station.

International participants and resource persons will be staying at the same hotel. Participants will have their own rooms with air-conditioning, satellite TV, IDD phone connections, and a private bathroom. Upon checking in, please refer to "ADPC" as the rooms are booked under ADPC for this workshop.

Hotel Accommodation Payment

Participants will be responsible in paying for the costs of their stay during the workshop. Please pay your room bills directly to the hotel. The rate for single occupancy is Thai Baht 2,200 per night (US\$63) and for double occupancy is Thai Baht 2,400 per night (US\$69). All rates are inclusive of daily breakfast.

Contact Details - Grand Mercure Fortune Bangkok

Location: 1 Fortune Town Bldg., Rachadaphisek Rd., Dindaeng, Bangkok 10400, Thailand.

Contact Person: Mr. Wirat Suksang (Khun Kai), Sales Manager

Mobile Phone No.: + (66-6) 319-0257

Fax No.: + (66-2) 641-1530

Email: sales@grandmercurefortunebkk.com (Attention to Khun Kai)

Website: <http://www.fortunehotel.com>



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Arrival Day

International workshop participants are encouraged to arrive **Sunday, 29 April 2007**. Please proceed to the reception counter of the hotel to register, receive your room key, additional materials, etc.

TRANSPORTATION TO/FROM THE AIRPORT

International participants will be arriving at the Suvarnabhumi International Airport. As there will be **no airport pick up available**, please take note of this recommendation on how to get to the venue. 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 30 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 GRAND MERCURE FORTUNE HOTEL BANGKOK (Rathchadaphisek Road, Bangkok).** Please refer map attached.

WORKSHOP REGISTRATION and IDENTIFICATION

Registration will be from 8:30am - 9:00am in front of Fortune Function Room, 3rd Floor, Grand Mercure Fortune Hotel on **Monday 30 April 2007**. Name badges and workshop kits will be distributed to all participants on this day. All participants are required to have their name badges on at all times. Please be on time.

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

WORKSHOP OPENING

The workshop opening session will commence at **9:00am on Monday 30 April 2007**. ADPC Executive Management, Australian Embassy, DAFF, APEC and other invited guests will welcome the Workshop 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.

WORKSHOP CLOSING

The workshop closing ceremony will be on **Friday, 4 May 2007 at 2:00 pm**. Invited guests will come for this event.

FAREWELL DINNER

All participants, invited guests and course organizers are invited to a **FAREWELL DINNER** on **Thursday, 3 May**. Venue and time will be announced later. Attire is casual.

DEPARTURE DAY

Depending on the availability of flights, international participants should plan their departures either on **Friday evening, 4 May 2007, preferably after the formal closing ceremony** or on **Saturday, 5 May 2007** (all rooms must be vacated no later than 12:00 noon).

At the end of the workshop, if participants are unable to depart on Saturday, 5 May 2007, the Workshop Organizers recommend that you check with the hotel management if you wish to extend your stay at your own cost.

WORKSHOP SCHEDULE

The workshop will begin at 8:30am and conclude at 5:00pm daily, except for the last day. All participants are requested to be on time.



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MEALS

Lunch and morning/afternoon refreshments are provided during the workshop hours. Snacks, drinks and meals taken outside the Workshop will be at the participants' personal expense.

Please note that the prices of the items in the mini-snack bars in your hotel rooms 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 appropriately during the workshop proper. Workshop rooms are occasionally over-cooled, so you may want to bring a jacket or sweater in this event.

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% to 73%.

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 35. 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.

COMPUTERS/INTERNET/FAX

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

The Workshop Organizers will provide Internet facilities (limited access only) 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. Surcharge rates are normally high when placing a call from your room. To avoid unnecessary problems and expenses, please check on the rates with the front desk hotel staff before making any calls.

You can also purchase an international pre-paid telephone card, which are available in any convenient stores outside the hotel.

All expenses incurred for these communication services are the responsibility of the participant.



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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 two (2) bottles complimentary drinking water daily. All rooms are equipped with hair dyes, towels and toiletries.

MAIL/POST SERVICE

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

INSURANCE

Workshop participants are responsible for their own insurance coverage during the Workshop (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 Workshop 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 the hotel rooms or with the Front Office Manager of the hotel for safekeeping.

ADPC WORKSHOP ORGANIZERS CONTACT INFORMATION

MR JONATHAN ABRAHAMS, Director, PHE Team

Email: jabrahams@adpc.net Tel. 662- 516 5900 to 5910 ext. 424

Mobile: +661 804 7361

MS. JANETTE LAUZA-UGSANG, Project Manager, PHE Team

Email: janette@adpc.net Tel. 662- 516 5900 to 5910 ext. 351

MS NITTAYA SAENGOW, Admin Assistant, PHE Team

Email: nittayas@adpc.net Tel. 662- 516 5900 to 5910 ext. 245

Office Contact Details:

Public Health in Emergencies Team

Asian Disaster Preparedness Center

PO Box 4, Klong Luang, Pathumthani 12120, Thailand

Fax Nos. 662- 524 6360 / 524 5382

Website: <http://www.adpc.net>



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WORKSHOP VENUE MAP

“GRAND MERCURE FORTUNE HOTEL BANGKOK”

Major Attractions:

- Airport (20 mins)
- Queen Sirikit National Convention Center (QSNCC) (15 mins)
- Bangkok International Trade and Exhibition Center (BITEC) (15 mins)
- IMPACT Exhibition Center (20 mins)
- Board of Investment (BOI) (15 mins)
- Department of Export Promotion (DEP) (10 mins)
- Expressway (7 mins)
- Grand Palace (25 mins)
- Business & Shopping on Silom Road (15 mins)
- Business & Shopping on Sukhumvit Road (10/ mins)

- BTS SKY TRAIN
- SUBWAY LINE
- EXPRESSWAY
- ROAD
- SHOPPING AREA
- CONVENTION CENTER



Address : 1 Rachadaphisek Road, Fortune Town Building, Dindaeng, Bangkok 10320
 Tel: (662) 641 -1500 Fax: (662) 641-1530



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BANGKOK MRT SUBWAY LINE

