



Asian Disaster Preparedness Center

COURSE GENERAL INFORMATION

5th International Training Course on Hospital Emergency Preparedness and Response (HEPR-5)

15-19 October 2007
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, 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 Suvarnabhumi 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 (14-20 October 2007)

The **main venue** for the course will be held at the **Amari Boulevard Hotel** in Bangkok, Thailand. The hotel is 40 kms from the airport and it will take around 40 minutes drive by car depending on the flow of the traffic. Please refer the hotel's website at <http://www.amari.com/boulevard/index.asp> 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. The hotel is conveniently located near the BTS Sky Train Nana Station.

Contact Details – Amari Boulevard Hotel Bangkok

Location: 2 Soi 5 Sukhumvit Road, Bangkok 10110
Contact Person: Ms Orawan (Ms Pik) Vicharnarong, Sales Executive
Tel: +66 (0) 2255 2930, +66 (0) 2255 2940
Mobile Phone No: + 66 (0) 81 657 7897
Fax No: +66 (0) 2255 2950 Email: sales@boulevard.amari.com (Attention: Ms Orawan)
Website: <http://www.amari.com/boulevard/index.asp>

Arrival Day

Course participants are encouraged to arrive during the afternoon of **Sunday, 14 October 2007**. 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 Suvarnabhumi 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 (**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 Suvarnabhumi International Airport depending on the flow of the traffic. The taxi-fare is approximately Thai Baht350-400 (approximately US\$11). **Please instruct the taxi driver to bring you to AMARI BOULEVARD HOTEL (Sukhumvit Road, Bangkok). Please note that Amari has 4 other chains of hotels within the city. Please refer map attached.**





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COURSE REGISTRATION and IDENTIFICATION

Registration will start from **8:00am - 8:45 am in front of PANORAMA 2 Training Room, 4th Floor of the Hotel on Monday, 15 October 2007**. 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 be on time.

Please hand over your Registration Forms to the Course Organizers. For administrative arrangements and for record purposes, the participants are requested to bring one (1) copy of 1"x1" or passport size photo and photocopy of passport (with the page(s) showing your photo and personal information only).

The Course Introduction and Overview will follow after the Registration.

FORMAL COURSE OPENING CEREMONY

The **Formal Opening Ceremony** of the Course will start at **9:00 am on Monday, 15 October 2007**. The ADPC Executive Management and some invited guests 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.

FORMAL COURSE CLOSING and GRADUATION CEREMONY

The last scheduled session goes through **Friday, 19 October 2007**. 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 the graduation 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 **Saturday, 20 October 2007** so that we can expect full participation in all the course activities. All rooms must be vacated no later than 12:00 noon. At the end of the course, if participants are unable to depart on Saturday 20, October 2007, the Course Organizers recommend that you check with the hotel management if you wish to extend your stay.

TRAINING HOURS

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. **All participants are requested to be on time. All mobile phones will be remained "off" during classroom sessions.**

Required Materials on Hospital Emergency Preparedness: *Participants are required to bring their Hospital Emergency/Disaster Plan for the group exercise.* May we also urge you to bring your recent publications, video films and other materials about emergency management/preparedness from your country for sharing with participants and the ADPC library.

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.



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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 33. 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 or send documents by fax with fees. Please check on rates with the front desk staff.

The Course 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 cards which are available in any convenient stores outside the hotel.

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 the hotel rooms or with 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 Organizers in case of an emergency that requires your missing any part of the course.





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ADPC COURSE ORGANIZERS CONTACT INFORMATION

Public Health in Emergencies (PHE)
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COURSE VENUE (AMARI BOULEVARD HOTEL) AND BANGKOK MAP

