

**Eighth International Training Course on
Public Health in Complex Emergencies (PHCE-8)**

6-18 July 2009
Bangkok, Thailand

Course General Information

Dear Participants,

On behalf of the Asian Disaster Preparedness Center we would like to provide you with information to facilitate your travel and stay in Bangkok for the Eighth International Training Course on Public Health in Complex Emergencies (PHCE-8) to be conducted from 6-18 July 2009 in 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 ACCOMODATION

The main venue for the workshop 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
Tel: +66 (0) 2255 2930, +66 (0) 2255 2940
Mobile Phone No: + 66 (0) 81 810 0381
Fax No: +66 (0) 2255 2950 Email: sales@boulevard.amari.com (Attention: Ms. May)
Website: <http://www.amari.com/boulevard/index.asp>

Upon checking in, please quote the name of the Workshop (as indicated above) and the Workshop Organizer, "**ADPC**". Please refer to the contact details of the hotel:

ARRIVAL DAY

Course participants are encouraged to arrive on **Sunday, 5 July 2009**. 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. 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 (**colored cabs**) from the counter outside the arrival terminal of the airport. Drivers will ensure you will 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\$12). **Please instruct the taxi driver to bring you to AMARI BOULEVARD HOTEL, Soi 5 Sukhumvit Road, Bangkok.** Please refer map attached. **Please note that AMARI has 4 hotels located in Bangkok City.**

WORKSHOP REGISTRATION and IDENTIFICATION

Registration will start from **8:00am - 8:30 am** on **Monday, 6 July 2009** in front of **PANORAMA 2** Training Room, 4th floor of the Hotel. 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 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).

COURSE OPENING CEREMONY

The **Opening Ceremony** of the Course will start at **8:30 am on Monday, 6 July 2009**. The ADPC Executive Management 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 Opening Ceremony will be followed by the Introduction and Overview of the Course.

CLOSING and GRADUATION CEREMONY

The last scheduled session goes through **Saturday, 18 July 2009**. The **Formal Closing Ceremony will take place on Saturday, 18 July 2009 at 5:30 pm**. ADPC Executive Management and 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.

GROUP DINNER

All participants, invited guests and course organizers are invited to a **GROUP DINNER**. Venue and time will be announced later. Attire is casual.

DEPARTURE DAY

Participants should plan their departures as of **Sunday, 19 July 2009** (all rooms must be vacated no later than 12:00 noon on **19 July 2009**).

At the end of the course, if participants are unable to depart by **Sunday, 19 July 2009**, 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 (6 - 18 July 2009)

Week 1:

Monday, 6 July – Saturday, 11 July (6 days training in Bangkok City)

Sunday, 12 July: Free Day/Day Off

Week 2:

Monday, 13 July – Saturday, 18 July (Continuation of Training in Bangkok, 6 days)

Classes will begin at approximately 8:15am 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.**

PRE AND POST TESTS

Please be informed that on **Monday, 6 July 2009**, 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, 18 July 2009**. You will be given **30 minutes** 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, 12 July 2009

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

MEALS

Full board is included with the course fee – daily breakfast, lunch and dinner, beginning with dinner, Monday, 6 July. **Daily meals are served at the Peppermill Restaurant located at the Ground Floor of the hotel.** Daily refreshments will also be served during the training. Please refer below the daily meal schedule during the training:

- Breakfast starts at 5:30 am
- Group Lunch from 12:30pm -1:30 pm
- Group Dinner from 6:45-10:00 pm

Participants will be given a cash allowance based on ADPC Travel Policy to cover the following:

- Dinner on Sunday, 5 July (*depending on the participants travel schedule/arrival in Bangkok*)
- Lunch and Dinner on Sunday, 12 July (*Free-Day*)

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 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 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



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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 national 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% 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 34.46**. 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 hotel has Internet facilities at the lobby for **free** (wireless connection) where participants can check emails during the coffee and lunch break periods only, using their personal notebook computers. Nearby internet facilities are available at a very reasonable price.

The Course Organizers will provide Internet facilities (limited access only) where participants can check emails during the coffee and lunch break periods only.

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.

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

LAUNDRY

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



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COMPLIMENTARY ITEMS

All rooms are equipped with hair dyers, towels and toiletries. Other complimentary items include daily English newspapers, free use of gym, swimming pool, coffee/tea making facilities and drinking water glass bottles daily - two (2) bottles per room. Please note that the mineral water in plastic bottles is for sale.

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.

Please note that ADPC will not be will not be responsible for any medical expenses incurred by the participants during the training

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.

ADPC COURSE ORGANIZERS CONTACT INFORMATION

Public Health in Emergencies (PHE)
Asian Disaster Preparedness Center
Office Address: SM Tower, 24th floor
979/69, Paholyothin Road
Samsen Nai, Phayathai
Bangkok, 10400

Tel : (66-2) 298 0682 to 92

General Email: phe@adpc.net

Fax : (66-2) 298 0012 to 13

URL: www.adpc.net

Please contact any of the following ADPC staff during office hours (8:30 am – 5:30 pm Monday-Friday):

Ms. Naristsara Bootdeekun

Email: nartisara@adpc.net

Tel. 66 (0) 298 0681 ext. 406

Mr. Sanjeeb K. Shakya

Email: sanjeeb@adpc.net

Tel. 66 (0) 298 0681 ext. 401

Ms. Janette Lauza-Ugsang

Email: janette@adpc.net

Tel. 66 (0) 298 0681 ext. 404

Ms. Elizabeth Cromie

Email: elizabeth08@adpc.net

Tel. 66 (0) 298 0681 ext. 407

Mr. Bradford Philips

Email: philipsb@adpc.net

Tel. 66 (0) 298 0681 ext. 400

Or call the PHE Team Official Mobile phone numbers for urgent matters or in case of emergency during the course:

+66 (0)81 499 4 120 (Ms Naritsara)

+66 (0)81 815 8 001 (Ms Janette)

Course Venue (Amari Boulevard Hotel) and Bangkok Map

<http://www.amari.com/boulevard/index.asp>

