



MINISTRY OF FOREIGN AFFAIRS  
OF THE KINGDOM OF THAILAND

## **INTERNATIONAL CONFERENCE ON THE IMPLEMENTATION OF THE HEALTH ASPECTS IN THE SENDAI FRAMEWORK FOR DISASTER RISK REDUCTION 2015-2030**

**10 – 11 March 2016, Bangkok Thailand**

### **Administrative Information**

#### **1. MEETING VENUE**

Royal Orchid Sheraton Hotel  
2 Charoen Krung Rd., Soi 30, (Captain Bush Lane) Siphya,  
Bang Rak, Bangkok 10400 THAILAND  
Tel. +66 2 266 0123 Fax. +66 2 266 0123  
Email : royalorchid@sheraton.com  
Webpage: <http://www.royalorchidsheraton.com/>

#### **2. TENTATIVE AGENDA AND PROGRAMME**

Please find the attached tentative programme. It will be also available on the conference website soon.

All participants are invited to the luncheons and dinner cruise reception as indicated in the programme.

#### **3. LANGUAGE**

The language of the conference is English. No simultaneous translation will be provided.

#### **4. Dress Code**

The dress code is business attire.

#### **5. REGISTRATION**

Participants are kindly requested to register by **Friday 19 February 2016** via:  
<http://www.unisdr.org/health-drr/registration/> [username: sendai\_health / password:  
Sendai2015-2030]

## 6. ACCOMMODATION

As the meeting will be convened at the **Royal Orchid Sheraton Hotel**, it is recommended for participants to stay at the Hotel. Self-sponsored participants should contact the hotel directly. Participants are encouraged to make reservation as soon as possible.

*[Special room rates for participants of the conference at the Royal Orchid Sheraton Hotel: single/double occupancy is 4,000 baht with breakfast and wi-fi access included.]*

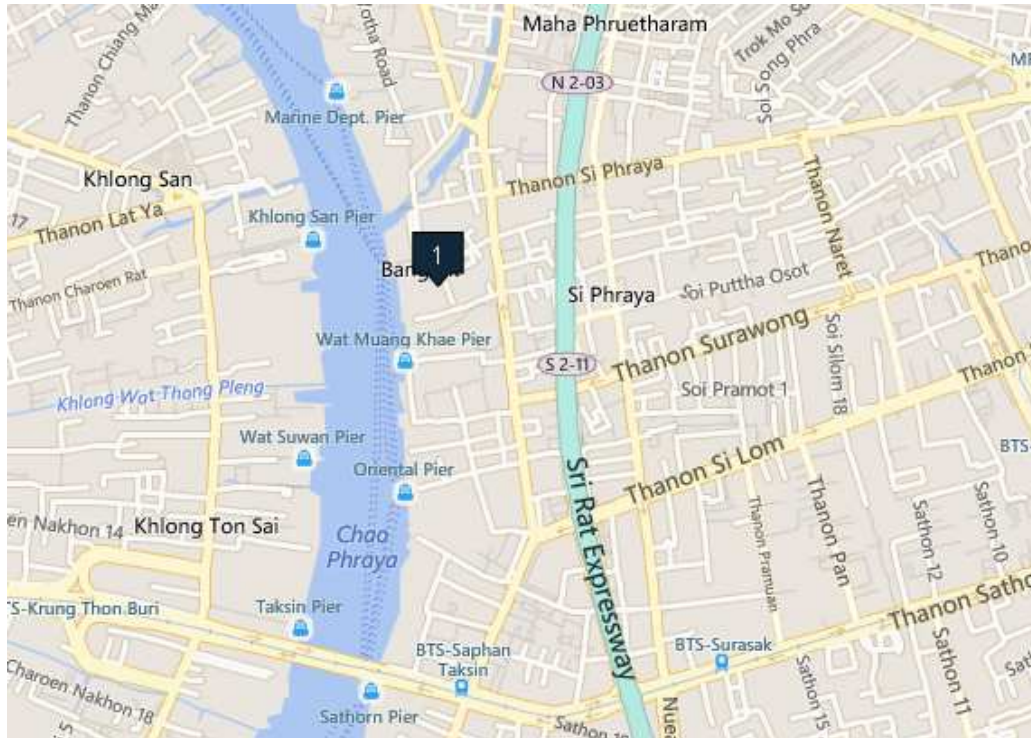
### **Reservation information:**

Tel: +66 2 665 3165

Fax: +66 2 665 3101

Email: res172royalorchid@sheraton.com

**For Sponsored Delegates:** Hotel reservations for sponsored delegates will be coordinated by the Ministry of Foreign Affairs of Thailand.



### **Location and Distance:**

- 34 km. from Suvarnabhumi International Airport
- 32 km. from Don Muang International Airport (International and domestic)
- 2 km. from Surasak BTS Station
- 5 km. from Phayathai Airport Rail Link Station
- 6 km. from the Grand Palace
- 4 km. from Siam Paragon (Shopping Mall)

### **Services & Facilities:**

- Located on a bend by the "River of Kings" close to Bangkok's business and prime shopping areas in the heart of the city. All rooms offer panoramic river views and five-star amenities including the famous Sheraton Sweet Sleeper Bed™. Complimentary shuttle boat service to the nearby skytrain station Saphan Taksin, superb restaurants, a luxurious spa and two pools surrounded by a tropical garden.
  
- The facilities and services include an outdoor tennis court, an adjacent family-friendly Garden Pool, and lush gardens, 24-hour Sheraton Fitness facility, Terrace Pool, Royal Orchid Mandarin Spa, 24-hour self-service business center, Concierge Desk, and high speed Internet Access in all public areas.

## **7. TRANSPORTATION**

Several options are available for transportation from Suvarnabhumi International Airport to the Royal Orchid Sheraton Hotel:

- AOT (Airports of Thailand) Limousine services are available 24 hours a day. The counters are located near the luggage pick up area at the Arrival Hall. More information is available at <http://www.aot-limousine.com>
- Commercial metered taxis are available from taxi stands at the airport, located on the first floor. One-way taxi-fare between the Suvarnabhumi International Airport and the Royal Orchid Sheraton Hotel is approximately 500 THB.
  - Direction for Taxi in Thai: “กรุณาส่งที่โรงแรมรอยัล ออร์คิด เซอราตัน”
- Airport Rail Link service between Suvarnabhumi Airport station and city center (Phayatai BTS Skytrain station) runs daily from 06.00 a.m. to midnight.
  - Take Airport Rail Link from Suvarnabhumi Station to Phayathai Station (Single journey takes approximately 40 minutes, not including waiting time which might take up to 30 minutes, and costs 45 THB).
  - Take BTS Skytrain from Phayathai Station to Surasak Station (Single journey takes approximately 15 minutes and costs 37 THB).
  - Take a metered taxi from Surasak Station to the Royal Orchid Sheraton Hotel (Single journey takes approximately 15 minutes and costs approximately 70 THB).

In addition, hotel transfer service may be requested via: +66 2 266 0123 ext. 3165 or 00172.info@sheraton.com. For price and more information, please visit: <http://www.royalorchidsheraton.com/en/airport-transfer-service>

***For Sponsored Delegates:*** Sponsored delegates are advised to travel by metered taxi from and to the airport. A reimbursement of 1,000 THB will be given to each delegate upon registration at the meeting venue.

## 8. VISA REQUIREMENTS

Please refer to <http://www.immigration.go.th/nov2004/en/base.php?page=voa> for lists of Countries and Territories entitled for visa exemption and visa on arrival. For nationals of Countries not entitled, please contact the Royal Thai Embassy/Consulate General responsible for consular affairs for your country. More information is available at <http://www.mfa.go.th/main/en/services/4908>

**If there is no Thai Embassy or Thai Consulate in your country**, please further provide the following information: date of arrival, arrival airline and flight number, date of departure, departure airline and flight number, AND a copy of your passport by email to [development.mfa@gmail.com](mailto:development.mfa@gmail.com) showing Passport Type, Passport Number, Passport Issued by whom, and Passport Expiration Date. ***In this case, please provide details at least one month in advance, or by 12 February 2016.***

## 9. GENERAL INFORMATION

***Climate:*** Bangkok weather is normally sunny, warm, and humid. March is the beginning of the hot season. Temperature in March typically ranges between 29–38 degree Celsius or 84-100 degree Fahrenheit.

***Currency and Exchange Rate:*** Thai currency is Thai Baht (THB). Currency exchange is available at Suvarnabhumi Airport, hotel reception and department stores. The exchange rates as of 22 January 2016 are 1 US Dollar: 36.15 Baht; or 1 Euro: 39.18 Baht.

***Internet Facilities:*** Wireless internet facilities will be available in the accommodation and the meeting venue.

***Telecommunication:***

The country code for Thailand is +66

Local area code for Bangkok is 02

Omit the 0 (zero) when dialing with the country code, followed by the phone number: +662...

For international call, please dial 001 + country code + area code + phone number

***Other practicalities:***

- Local time in Thailand is 7 hours ahead of the GMT.

- Electricity is 220V AC (2 or 3 pins). Wall receptacle design usually found in Thailand accommodates both flat prongs (like in the U.S. and Japan) and round prongs (like much of Europe and Asia).

## 10. CONTACT PERSONS

For further information on administrative issues related to the conference, please contact:  
*development.mfa@gmail.com* or

**Ms. Mayuree Winothai**

Foreign Relations Officer (Professional Level),  
Bureau of International Office of Permanent Secretary,  
Ministry of Public Health  
Tel: +66 2 590 1367  
Fax: +66 2 591 8562  
Email: m\_winothai@hotmail.com

**Ms. Pitchapoen Liwjaroen**

Second Secretary, Development Affairs Division,  
Department of International Organizations,  
Ministry of Foreign Affairs  
Tel: +66 2 203 5000 ext.12172  
Fax: +66 2 643 5080  
Email: pliwjaroen@gmail.com

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