1. SCHEDULE AND VENUE OF THE MEETING

The ISDR Asia Partnership (IAP) Forum will be held on 14-15 December 2017 in Bangkok.

The venue of the meeting is:

**Pullman Bangkok King Power Hotel**
8-2 Rangnam Road, Thanon Phayathai Ratchathewi, Bangkok 10400
Tel. +66 (0) 2 680 9999
Fax. +66 (0) 680 9998
[http://www.pullmanbangkokkingpower.com](http://www.pullmanbangkokkingpower.com)
GPS: 13.759045, 100.537610 (Map below)

The conference rooms include:

- Plenary meetings: Eternity Ballroom (Ground Floor)
- Breakout rooms: Beta Room 1 and 2 (2nd Floor)
- Reception: Botanical Garden (Ground Floor)

Map: Location of Pullman Bangkok King Power Hotel

Remark:
Pullman Bangkok King Power currently provides a complimentary one-way shuttle van service to Siam Paragon shopping mall everyday.

Please kindly check with our welcomer for the drop-off and more details.

Notes:
- Kindly reserve seats with our welcomer as seats are subject to availability on a “first-come, first-served” basis.
- Please be at our lobby 10 minutes before departure time.
- Our van can accommodate maximum 8 guests.
2. PARTICIPATION

2.1 Meeting Website
All information concerning the IAP Forum can be accessed at 
www.preventionweb.net/go/55818.

2.2 Registration
All the participants are required to register for the meeting by sending an email to Ms 
Kamolwan Thaninkitiwong (thaninkitiwong@un.org).

2.3 Working Language
The official working language of the meeting is English with no simultaneous interpretation. 
All the meeting documents will be provided in English only.

3. TRAVEL ARRANGEMENTS

3.1 Self-Sponsored participants
All self-sponsored participants are requested to make their own travel arrangements. They 
can still avail the negotiated hotel rates at the venue of the meeting (see Section 3.1 below).

3.2 UNISDR-Sponsored participants

3.2.1 Sponsorship Inclusions
UNISDR will provide travel and daily subsistence allowance (DSA) for ONE DRR/Sendai 
Framework focal point from governments upon request. This will be provided according to 
the UN rules and regulations and will include:

- Round trip air ticket by the most economical route only
- DSA at the current UN rate
- Airport terminal expenses

UNISDR will directly contact sponsored participants for travel arrangements. Air ticket will 
be issued by the UN Travel Agent. It is recommended that participants should arrive in 
Bangkok on Wednesday, 13 December 2017 and depart from Bangkok on Saturday, 16 
December 2017.

Sponsored participants are not authorized to purchase their own tickets without approval 
from Travel Unit UNESCAP. Reimbursement of air tickets bought by sponsored 
participants without approval by UNISDR is not permissible under UN rules.

After the ticket is issued, participants should contact the airline themselves for any changes. 
Any additional cost for such changes in itinerary or air travel will be borne by participants.

3.2.2 Allowances
DSA and terminals will be paid to the sponsored participants according to the UN rules and 
regulations. DSA paid to the participant covers all related costs of hotel accommodation and 
meals and miscellaneous expenses (i.e. visa fee, airport transfer, airport tax, etc) during the 
period of the meeting. Any additional expenses (e.g. room service, laundry, telephone, mini 
bar, etc.) are at personal expense of the participant. Participants who wish to stay beyond 
the official mission dates have to bear any additional costs related to travel and 
accommodation.

DSA will be paid in USD (cash) on Thursday, 14 December 2017 in the afternoon during 
coffee break in front of the Eternity Ballroom meeting room.
To collect your DSA, please submit the following documents to Ms. Kamolwan Thaninkitiwong in the morning of 14 December for document verification:

- Copy of passport
- Copy of air ticket/e-ticket
- Original boarding pass(es)
- Copy of Passport with Immigration Stamp
- Original receipt for air ticket (for authorised self-ticket only)

DSA will be paid to each sponsored participant upon submitting the complete documents listed above. Your signature will be required upon receipt.

3.3 Visa

Participants must hold a passport valid for at least six months from the final date of travel. Participants requiring a visa should apply to the consular office or embassy of the Thailand in your respective countries. The official invitation letter will be sent to a provided email address if requested.

3.4 Travel Insurance

All participants are strongly recommended to buy travel insurance before travelling. UNISDR will NOT be liable to pay any costs towards hospital/medical claims in case of an accident or illness.

4. LOGISTICAL ARRANGEMENTS

4.1 Accommodation

UNISDR will make a hotel room reservation for sponsored participants. UNISDR can also facilitate a hotel reservation for other self-sponsored participants upon request.

The room rate in Pullman Bangkok King Power Hotel is as below:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Room Rate (Baht net) per room/per night (incl. of Daily Buffet Breakfast)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Single Room</td>
<td>3,055 THB</td>
</tr>
<tr>
<td>Superior Double/Twin Room</td>
<td>3,269 THB</td>
</tr>
</tbody>
</table>

(Rates are inclusive of 10% service charge and inclusive of 7% government VAT)

Standard Check-in and Check-out Time:
- Check-in time at 14:00 hrs. and check-out time at 12.00 hrs.
- 50% of the room rate will be applied for check in before 14:00 hrs.
- 100% of the room rate will be applied for check in before 08:00 hrs.
- 50% of the room rate will be applied for late check out until 18:00 hrs.
- 100% of the room rate will be applied for late check out after 18:00 hrs.

Early Departure: To avoid an early departure fee, kindly reconfirm your departure date prior to the date of arrival. An early departure charge at room rate will be applied if the departure date is earlier than the original committed date of check in.

No-Show Policy: 100 percent of the total payment will be charged.
**Accommodation Booking:**
Kindly confirm your accommodation request by sending the Hotel Accommodation Form (attached) to The Pullman Bangkok King Power Hotel, Reservation Department, by email: rsvnmgr@pullmanbangkokkingpower.com and MICE1@pullmanbangkokkingpower.com with copy Mr. Surachai Srisa-ard, UNISDR at srisa-ard@un.org by Thursday, 30th November 2017. Accommodation requests after 30 November is subject to room availability.

### 4.2 Payment Method
The hotel reservation for all participants will be made under the participant's name. Participants are responsible for all hotel expenses. At the check-out, please contact the Reception/Front Office Desk and settle your bill accordingly. The hotel accepts payments in cash or major credit/debit cards.

### 4.3 Transportation Options to/from the Hotel:
- **Suvarnabhumi International Airport:** 25 km or 60 minutes by car via expressway
- **Victory Monument BTS Station:** 2.5 km or 10 minutes by car
- **Hotel Complimentary Shuttle Service:** Tuk Tuk Shuttle Service, transferring all guests from/to hotel – Victory Monument BTS Station. This complimentary shuttle service remains at standby for all guests beside the hotel. The service starts from 07:00-22:00 hrs daily.

### 4.4 Airport pick up
UNISDR will **NOT** provide local transportation to participants. From the airport, the journey to the hotel takes around 1 hour. Participants can take a public taxi from the airport which costs around THB 350-500 / USD 15. Participants can also request the hotel for the airport pick up, the cost is THB 1,850- per car per way (Please see the detail in the hotel form attached).

### 5. ABOUT THAILAND
Thailand is located at the centre of the Indochinese peninsula in Southeast Asia. It has a total area of approximately 513,000 km² (198,000 sq mi) and is the 20th-most-populous country in the world, with around 69 million people. Bangkok is the capital and most populous city of the Kingdom of Thailand.

#### 5.1 Language
Thai, the official language of the country, is the principal language of education and government and spoken throughout the country. English is widely spoken and understood in Bangkok.

#### 5.2 Time Zone
UTC+7

#### 5.3 Currency and Credit Cards
Thailand uses Thai Baht (THB) as the currency. UN Exchange Rate as of Nov 2017: 1 USD = THB 33.25. Most credit/debit cards are widely accepted. There are several ATMs dispensing local currency around the city.
5.4 Electricity
Thailand uses 220 volts, 50 Hz electricity. The power sockets are of type A, B, C, F and O. Power outlets most commonly feature two-prong round or flat sockets. The following plugs are used:

![Plug Types]

5.5 Security
The security situation in Thailand is good and the police are present, ready to provide support or help. Registered taxis are available at all places. Usual precautions at public places and hotels are advised.

5.6 Weather
The weather in Bangkok is dominated by a tropical monsoon climate with three main seasons: hot season from March to June, rainy season from July to October and cool season between November and February. Despite being the winter season, average temperature in mid-December is expected to be in the range of 23-33 deg. C. with moderate to high humidity levels.

CONTACT PERSONS
For further administrative information, registration and travel arrangements, please contact the following staff in the UNISDR Regional Office for Asia and the Pacific:

Ms. Kamolwan Thaninkitiwong
Staff Assistant
Tel: (+66-2) 288 2745
Mobile: (+66 89) 609 5142
Fax: (+66-2) 288 1050
E-mail: thaninkitiwong@un.org

For hotel booking, please contact:
Mr. Surachai Srisa-ard
Administrative Assistant
Tel: (+66-2) 288 1779
Mobile: (+66 97) 154 9891
Fax: (+66-2) 288 1050
E-mail: srisa-ard@un.org

For invitation letter (for visa purpose), please contact:
Mr. Jiradej Mahawannakij
Staff Assistant
Tel: (+66-2) 288 2749
Mobile: (+66 86) 622 5130
Fax: (+66-2) 288 1050
E-mail: mahawannakij@un.org