UNDRR
UN Office for Disaster Risk Reduction

ADMINISTRATIVE & LOGISTICS INFORMATION

REGIONAL CONSULTATIVE WORKSHOP ON DISASTER RISK REDUCTION AND HUMANITARIAN-DEVELOPMENT NEXUS
12 DECEMBER 2019

THE SUKOSOL BANGKOK HOTEL
BANGKOK, THAILAND
1. SCHEDULE AND VENUE OF THE WORKSHOP

The Regional Consultative Workshop on Disaster Risk Reduction and Humanitarian-Development Nexus will be held on **12 December 2019** at the Sukosol Bangkok Hotel, Thailand. The detailed agenda and concept note will be shared in due course.

Meeting venue:

**The Sukosol Bangkok Hotel** (Map below)
477 Si Ayuthaya Road, Thanon Phayathai, Ratchathewi, Bangkok 10400, Thailand
Tel: +66 2 247 0123
Email: [thesukosol@sukosolhotels.com](mailto:thesukosol@sukosolhotels.com)
The meeting room is **Kamolporn Room** (ground floor) of the Sukosol Bangkok Hotel.

If you take the BTS skytrain, the nearest station is Phya Thai (N2), please use exit no. 4.
2. PARTICIPATION

2.1 Website
Information and documents related to this workshop can be found online at: https://www.preventionweb.net/go/69371

2.2 Registration
Participation is by invitation only. Participants are required to register by sending an email to Mr. Yanick Michaud-Marcotte at yanick.michaudmarcotte@un.org, with copy to Mr. Jiradej Mahawannakij (mahawannakij@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.

3.2 UNDRR-Sponsored participants

3.2.1 Sponsorship Inclusions
UNDRR will provide travel and daily subsistence allowance (DSA)/per diem to nominated delegates. This will be provided according to the UN rules and regulations and will include:

- Round trip air ticket by the most economical class and route
- DSA at the current UN rate¹
- Airport terminal expenses

UNDRR 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, Thailand on Wednesday, 11 December 2019 and depart from Bangkok on Friday, 13 December 2019.

Sponsored participants are not authorized to purchase their own tickets without approval from UNDRR and reimbursement of air tickets bought by sponsored participants without approval by UNDRR is not permissible under UN rules. However, participants can request for self-ticketing option in case this is considered practical for arrangement. In order to process for self-ticket, participants must receive confirmation from UNDRR on the maximum amount of reimbursement before buying the ticket. Participants should bear in mind the maximum amount of reimbursement given by UNDRR when making a purchase. The reimbursable amount is the actual amount paid by meeting participant for air tickets (as indicated on the receipt). The amount in currency other than USD will be converted using the current UN operational rates of exchange. If the actual paid amount is higher than the approved maximum amount, UNDRR will reimburse only the approved maximum amount.

For self-ticket option, receipt of the ticket must be to the name of meeting participant only. UNDRR cannot reimburse the cost of the ticket if it is purchased by participant’s organisation.

3.2.2 Allowances

¹ Current DSA rate for Bangkok is USD 252.00 and may change in December 2019.
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.

The sponsored participants should confirm their nomination not later than 03 December 2019 with their copy of passport, and nomination form. DSA and terminal expenses will be disbursed at the meeting venue on 12 December 2019. Sponsored participants must provide the following documents to Travel Administrator (Mr. Jiradej):

- Original boarding pass(es)
- Original receipt for air ticket (for authorised self-ticket only)

### 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 Thailand in their 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. UNDRR 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

Meeting participants are requested to arrange their own accommodations. As the meeting will be held at the Sukosol Bangkok Hotel, UNDRR would recommend this hotel for accommodation.

Room rates at the Sukosol Bangkok Hotel varies from **THB 2,900 to THB 4,500** per room per night depending on the selected room type. Breakfast and internet WIFI are included in the room rate.

Kindly contact the hotel directly using the reservation form attached and please note that the accommodation request 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 cards.

##### 4.3 Airport pick up

UNDRR will **NOT** provide local transportation to participants. From the airport, the journey to the hotel takes around 1 hour. Participants can choose the following options for public transportation.

**A. Airport rail link**

Bangkok Airport Rail Link is a commuter rail line connecting Suvarnabhumi Airport to Phaya Thai (BTS) station via Makkasan Station (MRT Phetchaburi).
The Airport Rail link operates daily from 06:00 to 24:00, with commuter City Line trains departing every 10 minutes during peak hours (06:00-09:00 and 16:00-20:00) and 15 minutes off peak and weekends.

Fare from Suvarnabhumi Airport to Phayathai Station (BTS – skytrain interchange) is 45 baht and the estimated time is 26 minutes.


B. Public taxi

Public taxi from the airport which costs around THB 500-1,000. Participants can request the hotel for the airport pick up, the cost is approximately THB 1,600-2,000 per car per way (Please contact the hotel directly using the 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 Dec 2019: 1 USD = THB 30.23.
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:

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.

6. CONTACT PERSONS

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

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