

Logistics Note

Training Programme on Developing Project Proposals for Climate Change

7 – 11 August 2017

Asian Institute of Technology Conference Center (AITCC),
Thailand

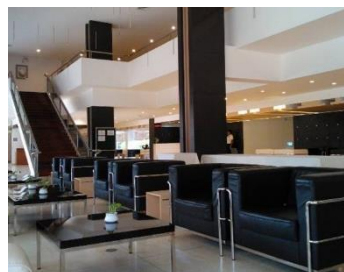
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Training Venue

The Training Programme on “Developing Project Proposals for Climate Change” will be held in training rooms **B225 and B108** of the Asian Institute of Technology Conference Center (AITCC) from 7-11 August 2017. Please see below the address of the venue in both Thai and English

เอไอทีเซ็นเตอร์ (AITCC)
สถาบันเทคโนโลยีแห่งเอเชีย (AIT)
58 หมู่ 9 คลองหนึ่ง ถนนพหลโยธิน
คลองหลวง ปทุมธานี
[Thai language]

AIT Conference Center (AITCC)
Asian Institute of Technology (AIT)
58 Moo 9 Klong Nueng,
Phaholyothin Road
Klong Luang, Prathumthani
[Close to Thammasat Rangsit]



Travel and Airport Transfer

Entry to Thailand

All participants should ensure that their passport is valid for at least 6 months beyond the travel date. Participants are responsible for obtaining appropriate entry visas for Thailand from a Thai diplomatic or consular mission at their point of origin or enroute to Thailand. The invitation letter may be regarded as a supporting document for visa purposes. Hotel bookings have already been provided by the organizers and will need to be submitted for the visa application.

Arrival at Suvarnabhumi International Airport

The organizers will arrange for the transportation between the Suvarnabhumi International Airport and the Hotel.

The driver will wait at the **Gate No. 10 in the Arrival Hall [2nd floor]**. Kindly look for a placard with the words “**ASIAN INSTITUTE OF TECHNOLOGY**”. Please be ready to identify yourself with a valid ID card or passport. Transportation service will be also provided for the return journey to drop off participants at the Suvarnabhumi International Airport.



MAP and Access to Bangkok City

AIT is approximately 20 kilometres from the Sky train (BTS Mo Chit) and Subway (MRT Chatuchak Park) stations.

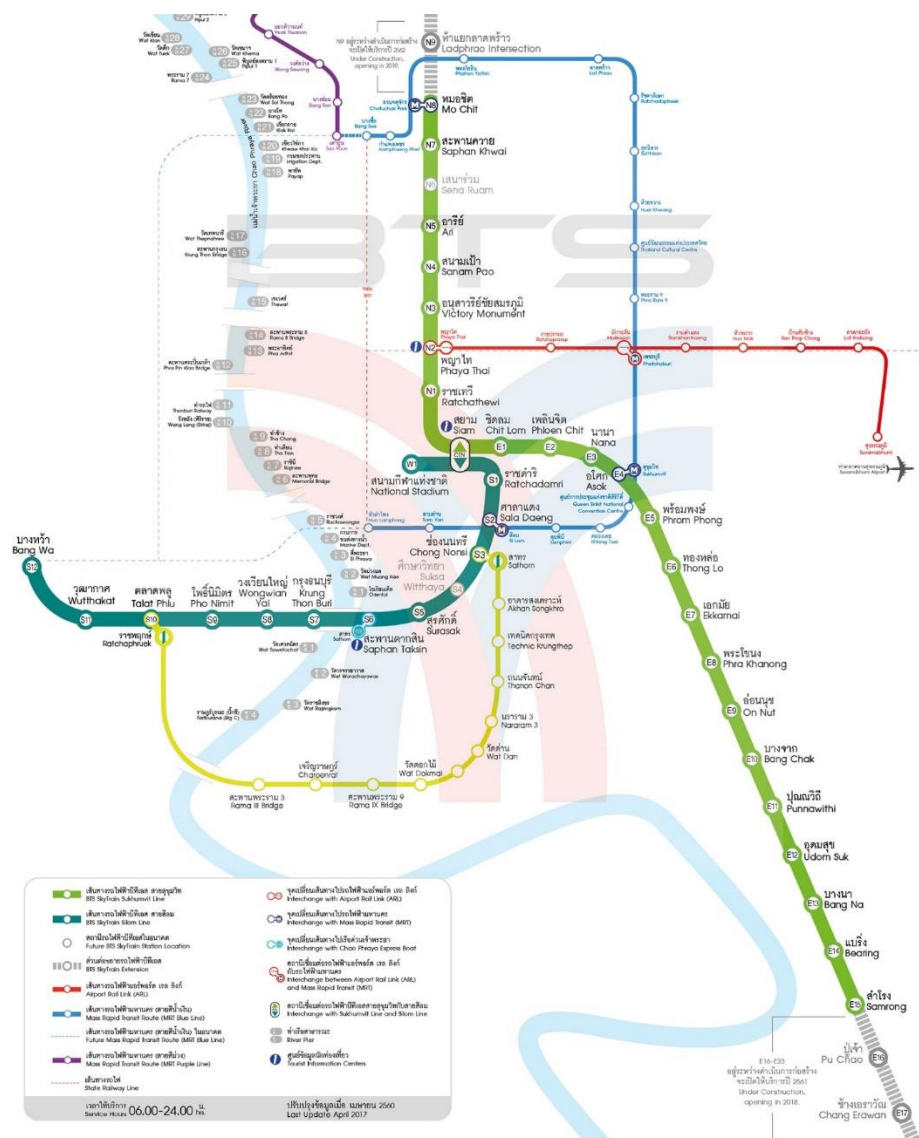
You may wish to explore Bangkok using the BTS system:

<http://www.bts.co.th/customer/en/06-travel-palace-01.aspx>

Subway - MRT Route: <http://www.transitbangkok.com/mrt.html>

Skytrain - BTS Route: <http://www.transitbangkok.com/bts.html>

Bangkok Mass Transit System Routes



Accommodation and Facilities

The organizers have arranged your hotel accommodations at the AIT Conference Centre, which is also the venue of the training. The address of the hotel and the meeting venue is provided below.

Asian Institute of Technology Conference Centre

58 Moo 9, Km 42, Paholyothin Highway

P.O. Box 4, Klong Luang

Pathumthani 12120, Thailand

Tel: (662) 516-2124

Website: <http://aitcc.ait.ac.th/accommodation.html>

Check-in: 14:00

Checkout: 12:00 (noon)

All rooms feature broadband and WIFI internet access, individually controlled air conditioning, electronic locking systems and personal in-room safes.

Participants are expected to cover all incidentals such as laundry service, domestic and international telephone calls, facsimile and whatever extra facilities usages. Participants should clear these directly with the hotel upon check-out.

The guest rooms are all provided with a minibar, IDD telephone (if required), wide variety of TV channels, and spare jack for modem connection. Guests may avail of the central safety deposit boxes adjacent to the Reception Desk.



Accommodation and Facilities (Cont.)

There is a Muslim prayer room, and several South and Southeast Asian (Halal) restaurants on the AIT campus. The restaurants are open from 8:30 – 11:00 daily.



Meals and allowances

Meals

The organizers will provide breakfast, lunch, coffee breaks, and dinner on all days of the workshop (7-11 August, 2017).

Breakfast and coffee breaks (during the day) will be arranged at the training venue.

For lunch and dinner, participants will be provided with an electronic cash card of Baht 400 on each day. These cards can be used in the AIT cafeteria and other Halal restaurants on campus.

Out-of-pocket and other allowances

Participants will be also provided with an additional out-of-pocket allowance of USD 25/day.

An extra one time allowance USD 30 will be paid to cater for incidental expenses such as airport transfers in the home countries, etc.

Visa fees will be reimbursed on actual cost basis in Thai Baht.

These allowances will be paid on the first day of the training programme. To facilitate this process, ***please present your original passport and all original boarding cards, original receipt of visa fee*** for ease of payment.

Contact and Emergency Calls

Secretariat Team Contacts

Organization	Name	Telephone and Email
AIT-RRCAP	Dr. Victor R. Shinde	+66 2 524 6236 Victor.Shinde@rrcap.ait.asia
AIT-RRCAP	Ms. Naritsara Bootdeekun (Jay)	+66 2 524 6236 Naritsara@rrcap.ait.asia
AIT-RRCAP	Ms. Lucksika Sabannga (Luck)	+66 2 524 6236 Lucksika.Sabannga@rrcap.ait.asia



Calling to Thailand

Exit Code 00 / 011	+	Country Code 66	+	Area Code 2	+	Target Local Number xxx-xxx
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Calling from Thailand

Exit Code 001/006/009	+	Country Code XX	+	Area Code XX	+	Target Local Number xx-xxxx-xxxx
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Tourist Police Call	Police (General Emergency call)	Ambulance and Rescue Call	Medical Emergency Call	Fire	Crime
1155	191	1554	1669	199	1195

General Information

Time Zone and Weather

Thailand is +07:00 hours ahead of GMT. The weather in Thailand is warm and humid; temperatures are expected to range between 35 to 40 °C. It is also advisable to carry appropriate clothing (a light jacket / shawl or scarf for ladies) for the air-conditioned meeting rooms.

Currency Exchange rate

The currency of Thailand is known as the Thai Baht (THB). Currently, the exchange rate is approximately THB 35 per 1 US Dollar.

The participants can exchange currency at the bank outlets or certified exchange booths at the airport, upon arrival. US Dollars can also be exchanged at the banks or certified exchange booths/branches in shopping malls and BTS stations.



General Information (Cont.)

Telephone and Internet Service

The AITCC Reception can assist you for telephone calls needed. Local sim card can also be bought at any convenience store such as 7-Eleven and 108 Lawson upon presentation of the passport.

Participants are required to bring their own notebooks/laptops with built-in wireless access. AITCC provides internet through WIFI or LAN cable found in all AITCC rooms. AIT username and password can be claimed for free at the AITCC reception.

Electrical appliances in Thailand operate based on 220 Volts. The plugs used have rectangle or round pins as shown in the picture below. If you will be using equipment such as personal computers from your country, you will need to bring an adaptor to fit the indicated power plug.



General Information (Cont.)

Hello / Hi / Goodbye	สวัสดี	<i>sa-wát dee</i>
See you later	เจอกันใหม่	<i>jer gan mài</i>
Pleased to meet you	ยินดีที่ได้รู้จัก	<i>yin-dee tée dai rók-ják</i>
How are you ?	สบายดีหรือ	<i>sa-bai dee réu</i>
I'm fine, thanks.	สบายดีขอบคุณ	<i>sa-bai dee kòrp khun</i>
And you ?	แล้วคุณล่ะ	<i>láew khun lâ</i>
Pardon ?	อะไรนะ	<i>arai ná</i>
Sorry / Excuse me	ขอโทษ	<i>kòr tòht</i>
Where ?	ที่ไหน	<i>tée nǎi</i>
How ?	ยังไง	<i>yang ngai</i>
When ?	เมื่อไหร่	<i>meua-rài</i>
What ?	อะไร	<i>arai</i>
Which ?	อันไหน	<i>an-nǎi</i>
Where is / are...?	...อยู่ที่ไหน	<i>...yòt tée nǎi</i>
Is it far ?	ไกลไหม	<i>glai mǎi</i>
How much / many ?	เท่าไร	<i>tào rài</i>
How much is this ?	อันนี้เท่าไร	<i>an-née tào rài</i>
What is this called in Thai ?	นี่ภาษาไทยเรียกว่าอะไร	<i>née pah-sǎh tai ríak wǎh arai</i>
What does that mean ?	นั่นแปลว่าอะไร	<i>nân bplae wǎh arai</i>
Do you understand ?	เข้าใจไหม	<i>kào jai mǎi</i>
I understand	เข้าใจ	<i>kào jai</i>
I don't understand	ไม่เข้าใจ	<i>mái kao jai</i>