



AIT
Asian Institute of Technology



Empowered lives.
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SURVIVAL GUIDE

Training Programme on Managing Project Preparation for Climate Change Adaptation

11 - 15 September 2017
UNDP Service Building, 4th Floor
United Nations Building, Thailand

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Training Venue Information

The Training Programme on Managing Project Preparation for Climate Change Adaptation will be held on 11 – 15 September 2017
The address details of the training venue are as follows:

UNDP Service Building, 4th Floor
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Website: www.asia-pacific.undp.org



Visitor Entrance for AIT Participants



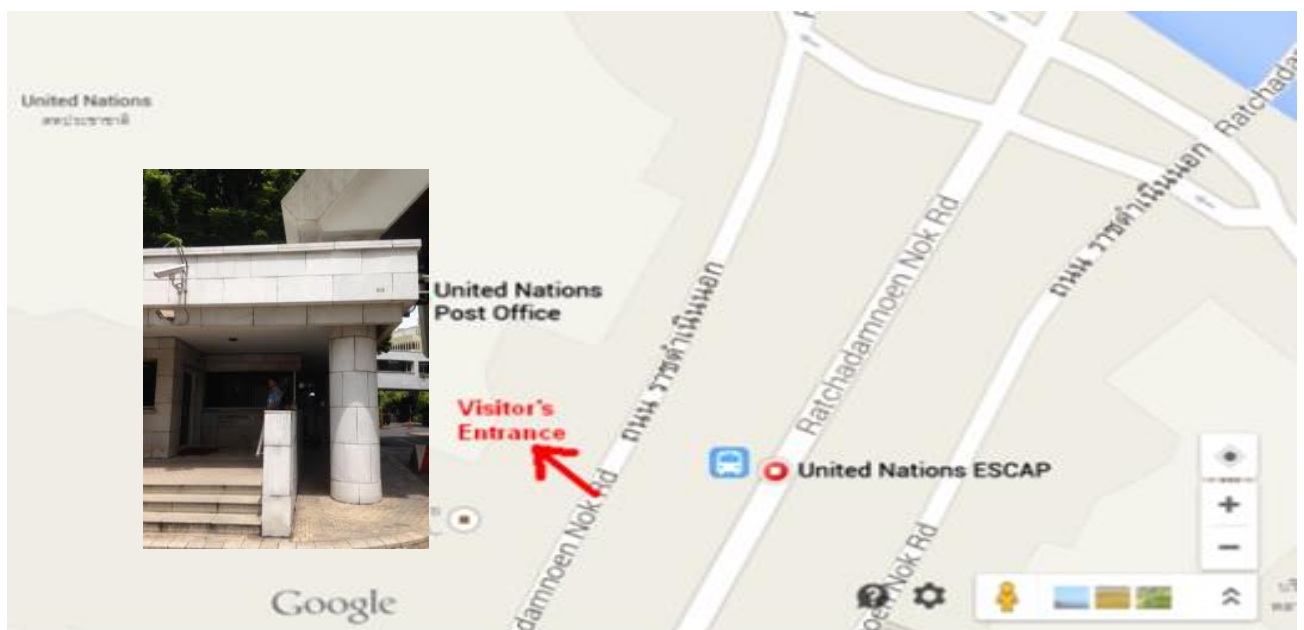
Getting Access to UN Building Premises

Participants are requested to bring an original passport and arrive at the Visitor's Entrance of United Nations Building at no later than 8:30 a.m. in order to facilitate smooth security clearance and entrance to the United Nations premises. The badges have been issued for all participants and are only valid the period of training programme from 11 – 15 September 2017. Please note that all badges must be returned to the organizers upon the conclusion of the training programme.

Participants can gain access to the premises strictly through the visitors' entrance on Rajdamnern Nok Avenue as indicated on the map below. After completing security formalities and obtaining entry badges, participants are requested to follow indications on events screens to the forum within the UNDP Conference Centre.

For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex.

The loss of a meeting badge should be immediately communicated to the UNDP and AIT RRC.AP staff, so that a new one can be issued.



Travel Plan and Airport Transfer

Entry to Thailand

All participants must possess a passport with a validity of at least six months before their travel dates. Participants who need a visa are required to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand. The invitation letter may also be regarded as a supporting document for visa purposes. Hotel booking will be provided by the organizers and will need to be attached to the visa application.

Arrival at Suvarnabhumi International Airport

We recommend the participants to take a train - SRT City Line - from Suvarnabhumi Station to Phaya Thai Station and take a taxi to the Hotel - the distance from Suvarnabhumi Airport to Nanda Heritage Hotel is about 32 Kilometres. Alternatively, participants may take a taxi to Nanda Heritage Hotel from Suvarnabhumi Airport. The public taxi stand is located on Level 1 (Ground level), near entrances 3, 4, 7 and 8. The metered taxi fare is around THB 400 plus THB 50 of airport surcharge, and expressway fees.

Below is the address of Nanda Heritage Hotel in Thai Language

โรงแรมนันทา เฮอริเทจ โฮเทล

632 ถนน วิสุทธิกษัตริย์ เขตพระนคร กรุงเทพมหานคร

ใกล้กับศูนย์การประชุมสหประชาชาติ

Nanda Heritage Hotel

632 Wisut Kasat Road. Pranakorn Bangkok 10200

[Close to United Nations Conference Centre]

Accommodation and Facilities

According to your schedule and flight itinerary, the organizers can arrange the accommodations at Nanda Heritage Hotel, which is located within close proximity of the training venue. The hotel address is as follows:

Nanda Heritage Hotel

632 Wisut Kasat Road.

Pranakorn Bangkok 10200

Tel : +(66) 2 282 2900

Fax : +(66) 2 282 2900

Website : www.nandaheritage.com

The organizers will book a single room accommodation with daily breakfast and free wifi during the period of the training programme at Nanda Heritage Hotel for sponsored participants. Payment for the room accommodation shall be covered by the organizers and will be made directly to the hotel. Except for room cost, which includes daily breakfast for one person, other extra expenses incurred shall be charged to the participants upon check-out.

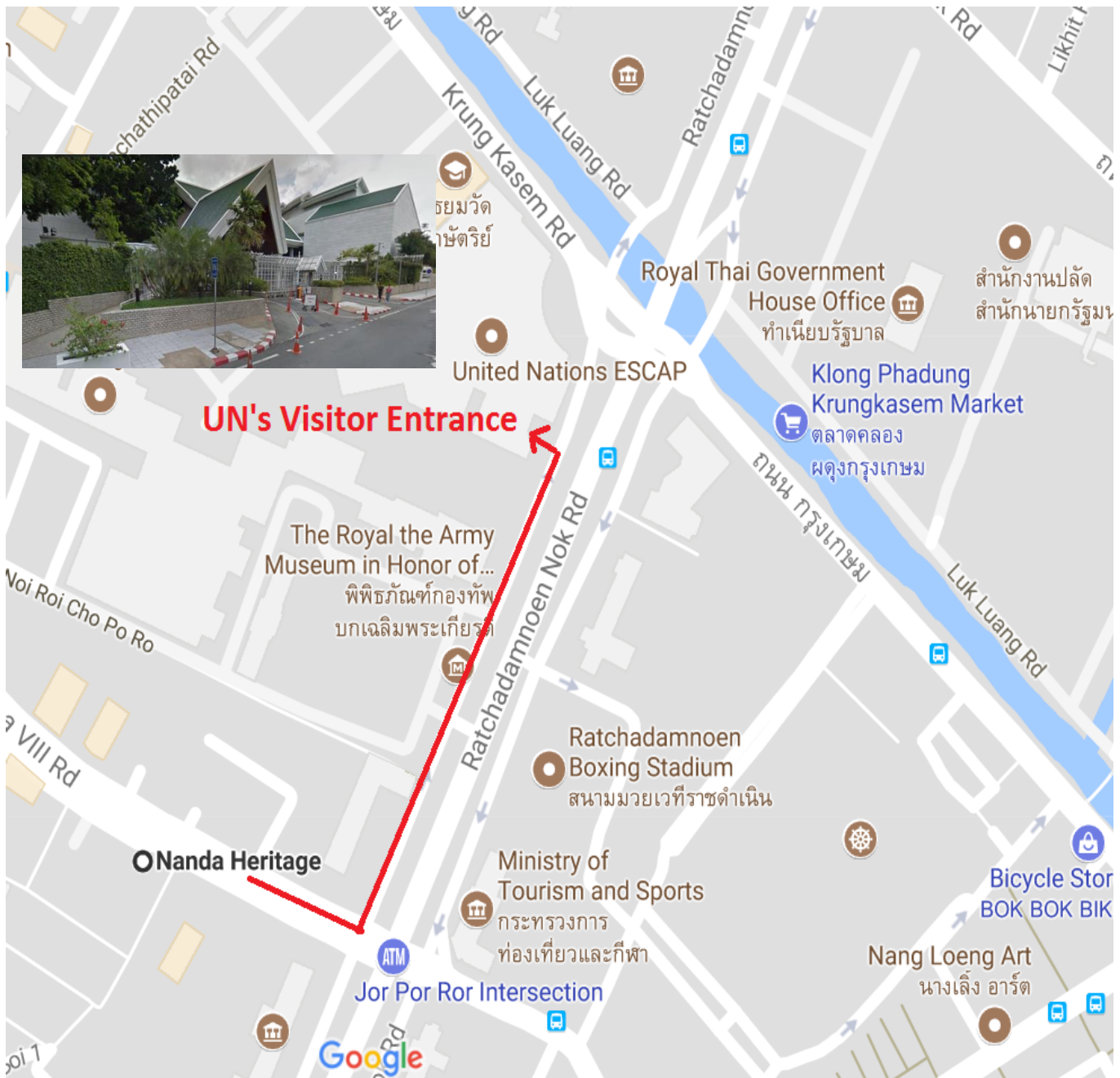
Self-funded participants of the training programme may take advantage of the discounted rate of THB 2,000 (USD 61) per night. Please contact the organizers if you need our assistance in booking your accommodation at Nanda Heritage Hotel. However, payment of accommodation should be made directly by respective participant to the hotel upon check-in. Payments can be made in cash or by credit card (Visa, Mastercard, PayPal).

All rooms feature key card access, electricity 220 volt, complimentary 2 bottles of water, bathroom amenities, hair dryer, slippers, in-room safety deposit box, individual air-conditioning, LED TV with satellite channels, desk and working area, hot and cold shower and kettle. Check-in time is 14:00 and check-out time is 12:00 noon.

Get to the Training Venue from the Hotel

From Nanda Heritage Hotel to UN's Visitor Entrance

Nanda Heritage Hotel is located within a 10-minute walk to the UN's Visitor Entrance. Participants are encouraged to take the same route as shown on the map below. For further assistance on how to get to the United Nations Building, please contact the receptionist at the hotel lobby.



Meals and Daily Subsistence Allowance

Meals

The organizers will provide coffee breaks on 11 – 15 September 2017 and Welcome Reception on 11 September 2017 for both sponsored and self-funded participants.



Daily Subsistence Allowance

All funded participants shall receive their Daily Subsistence Allowance based on Organizers' rules and policies. The DSA covers (1) meals that are not provided during the training programme, (2) the local transportation both from/to home country and Thailand (3) visa fee (if applicable) and (4) other incidental travel costs.

Please bring your original passport, boarding passes and any official receipts (e.g. visa fee) for reimbursement. Please note that without these supporting documents, the Secretariat will not be able to disburse the allowance. Daily allowance will be paid in Thai Baht.

Any reimbursement beyond expenses indicated above will be borne by participants.

AIT RRC.AP Green Meeting Guidelines for Participants

The environmental footprint of meetings - large and small - is gaining increasing attention, worldwide; and the AIT RRC.AP is no exception. The AIT RRC.AP, is working towards measuring and reducing the environmental footprint of its activities.

Accommodation and Hotel: Guiding principle for choosing the hotel for participants is one to ensure that the accommodation is located near public transport and within the walking distance from the UNDP conference facilities.

Vegetarian-only Food and Coffee Breaks: We will try to ensure that the participants would be offered vegetarian-only coffee breaks with no use of plastic bottles and recommend to choose a food that is as much as possible, environment-friendly.

Transport: Participants are highly recommended to take Airport link train instead of taxi.

Training Programme Documents: As part of the efforts by the AIT RRC.AP to reduce the amount of paper used in conjunction with its training programmes and events, no paper documents will be distributed to the participants.

Participants are kindly requested and highly encouraged to bring their own notebooks/laptops with them, at the event.

All training programme documents - including course content modules, agenda and evaluation forms - will be uploaded and made available online at the Training Programme website at <https://aitrrcap.wixsite.com/projprep>

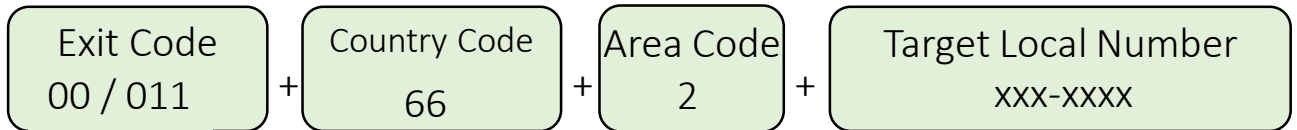
Contact and Emergency Calls

Secretariat Contact Information

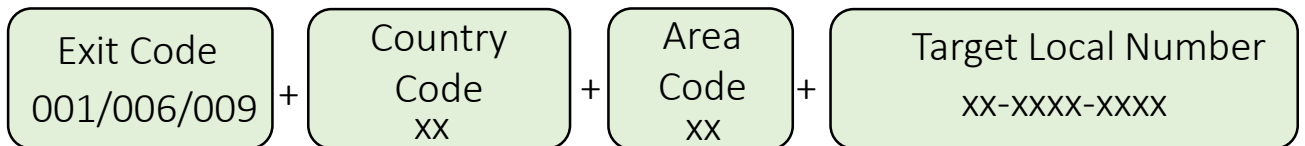
Organization	Name	Telephone and Email
AIT-RRCAP	Mr. Armen Rostomyan	+66 2 524 6236 Armen.Rostomyan@rrcap.ait.asia
AIT-RRCAP	Ms. Chochoe Devaporihartakula	+66 87 075 9599 chochoe@iges.or.jp
AIT-RRCAP	Ms. Lucksika Sabangga (Luck)	+66 87 660 6554 Lucksika.Sabangga@rrcap.ait.asia



Calling to Thailand



Calling from Thailand



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 Standard Time is 7 hours ahead of Greenwich Mean Time (GMT+7). Bangkok is a tropical city so it is pretty warm throughout the year. Average temperature in September is between 32 to 35 °C. The participants are encouraged to dress in appropriate clothing during the training programme and study tour.

Currency Exchange rate

Thai Baht is the local currency in Thailand. Major credit cards are accepted in big establishments. There are ATMs in Bangkok accepting both credit cards and regular debit cards. ATMs dispense Thai Baht notes.

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 banks or certified exchange booths/branches in shopping malls and BTS stations.



General Information (Cont.)

Laptops, Internet Connection and Calls

Please bring your own laptop to the training programme. Wifi connection will be provided at the training venue.

Electricity Supply

220V, 50Hz. Devices from other countries may require adaptors and/or transformers to accommodate these connections and current types.



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 róa-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>kǒr tóht</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>...yò tée nǎi</i>
Is it far ?	ไกลไหม	<i>glai mǎi</i>
How much / many ?	เท่าไหร่	<i>tào rài</i>
How much is this ?	อันนี้เท่าไหร่	<i>an-née tào rài</i>
What is this called in Thai ?	นี่ภาษาไทยเรียกว่าอะไร	<i>née pah-sǎh tai rīak wāh arai</i>
What does that mean ?	นั่นแปลว่าอะไร	<i>nān bplae wāh arai</i>
Do you understand ?	เข้าใจไหม	<i>kāo jai mǎi</i>
I understand	เข้าใจ	<i>kāo jai</i>
I don't understand	ไม่เข้าใจ	<i>māi kao jai</i>