ASIA PACIFIC PEOPLES’ FORUM FOR SUSTAINABLE DEVELOPMENT 2019
Strengthening Peoples’ Power for Development Justice in an Unequal and Divided World

24 – 26 March 2019 | Ibis Styles Khao San Viengtai Hotel, Bangkok, Thailand

LOGISTICAL GUIDE FOR PARTICIPANTS

We look forward to welcoming you to the Asia-Pacific Civil Society Forum on Sustainable Development and Asia-Pacific Forum on Sustainable Development 2019.

This is practical information you may need when you travel to attend the meeting. Please download and save it in your phone, or print and bring it with you to Bangkok, Thailand. This note covers arrangements for the People’s Forum. For arrangements on the Asia-Pacific Forum on Sustainable Development see: https://www.unescap.org/apfsd/6/infoNote in particular the requirements for pre-registration online, and registration on the first morning of the meeting.

Organizers:

THAILAND HLPF ALLIANCE

With the support from:
DATE AND VENUE

1. Asia-Pacific People’s Forum on Sustainable Development, 24th-26th March 2019: Strengthening Peoples’ Power for Development Justice in Unequal and Divided World will take place from 24 to 26 March 2019 March at Ibis Styles Bangkok Khaosan Viengtai, 42 Rambuttri Road, Banglampu 10200, Bangkok, Thailand (Map – Annex 1).

2. Asia-Pacific Forum on Sustainable Development (APFSD), 27th-29th March 2019

Some of you will have also received confirmation to attend the 6th Asia-Pacific Forum on Sustainable Development (APFSD) 2019. The three-day meeting will take place from the 27th to 29th of March 2019 at the United Nations Conference Centre, Bangkok, Thailand.

SESSION ARRANGEMENT

The Peoples’ Forum will take place from 09.00 hours to 18.00 hours every day from 24-26 March 2019. It will be conducted in English.

REGISTRATION AND IDENTIFICATION BADGES

Participants are requested to register and obtain meeting badges at the registration counter on the 7th Floor, in front of the Rambuttri Meeting Room, from 7:30 hrs-9:00 hrs on 24th March 2019. Participants who are not able to register during the time indicated above are requested to do so upon their arrival before entering the meeting room. Only the names of duly registered participants will be included in the list of participants.

It is very important for all participants to wear their identification badges and sign the attendance sheet in all three days of Peoples Forum.

HOTEL ACCOMMODATION

Fully funded participants

Please refer to the acceptance e-mail which indicates the conditions of sponsorship.

Accommodation for sponsored participants will be provided at the People’s Forum venue - Ibis Styles Bangkok Khaosan Viengtai, 42 Rambuttri Road, Banglampu 10200 Bangkok, Thailand.

The organizers will directly settle with the hotel the accommodation expenses for those whom accommodation is provided This will include the standard room rate, including breakfast.

Participants will need to settle all additional expenses (i.e. additional nights, additional meals, telephone bills, mini-bar, etc.) at their own responsibility.

If you wish to arrive earlier than 24th March and stay on after March 26th (for those only attending the People’s Forum) or 29th March (for those attending APFSD, depending on the ticket you receive), then you will be responsible for covering the cost incurred during those extra days.
Non-sponsored participants

Non-sponsored participants who would like to stay at Ibis Styles Khaosan Viengtai may take advantage of a special rate for participants of THB 1800 per night for a twin-sharing room, including breakfast for two people. **You will still need, however, to make your own reservations directly with the hotel. Please contact** H9906-RE@accor.com **Subject: CSO Forum and APFSD to make your personal reservation and copy** Kit del Leon – info.planbstrategies@gmail.com **to ensure that your request for the lower rate can be confirmed, during the period of the conference** – check in on 23 March, check out no later than 30 March.

*The following Check-in/Check-out times apply at the IBIIS Styles Hotel*

| Check-in after 1400 hours | Check-out not later than 1200 hours |

Hotel options near Ibis Styles Khaosan Viengtai and ESCAP are provided in Annex 2.

**TICKET AND SUBSISTENCE ARRANGEMENTS – FUNDED PARTICIPANTS**

The organizers will cover the hotel accommodation cost and air ticket costs (via the least costly and most direct route) for fully-funded participants. If you have to come earlier and stay longer due to your flight connections, please consult with the secretariat in advance. A subsistence allowance will be provided per day of travel and meeting days to cover your expenses including transportation and other miscellaneous costs.

**Please travel with copies of your passport, and be ready to submit the copy with your boarding pass(es) to receive payment.**

For **those funded by ESCAP/UNDESA**, subsistence allowances and terminal allowance will be provided by ESCAP at the meeting in two parts – for the Peoples’ Forum and then for the APFSD (if attending the APFSD also), with specific details on dates and times of payment to be announced. Visa application fees are not reimbursed directly.

For **those funded by other partners**, you have to sign every day in front of the meeting room as you receive the subsistence allowance.

**FORMALITIES FOR ENTRY INTO THAILAND**

Please note that foreigners seeking entry into the Kingdom of Thailand must possess a passport or travel document with validity of not less than 6 months. Participants are advised to contact a Thai Embassy or Consulate-General at their point for origin about this. The visa exemption rule allows participants from 48 countries to enter without visa and granted a stay of maximum 30 days. Please find the information here: [http://www.thaiembassy.com/thailand/changes-visa-exempt.php](http://www.thaiembassy.com/thailand/changes-visa-exempt.php).

For other participants, please check with your travel agent and/or apply to Thai Embassy/Consulate in your country for the visa requirement. For more information, please refer to the following websites: [www.thaiembassy.org](http://www.thaiembassy.org) or [www.mfa.go.th/web/2637.php](http://www.mfa.go.th/web/2637.php).

**TRANSPORTATION BETWEEN AIRPORT AND THE HOTEL**

Participants need to arrange their own transport between the airport and the hotel. Suvarnabhumi International Airport (BKK) is located approximately 45 minutes from the city. Some participants may arrive via Don Muang Airport, which is primarily serviced by taxis.
Detailed information about Suvarnabhumi Airport can be found at www.suvarnabhumiairport.com. Transport options include taxis (public), private hired cars, and a the airport rail-link from the airport to the center of the city. Please check the website for details: http://www.srtet.co.th/en/.

Metered taxis are readily available on the 2nd level of the Arrival Hall of Suvarnabhumi International Airport and outside of the exit gates of Don Muang Arrivals terminal.

The one-way fare from Suvarnabhumi Airport to the city is approximately 350-400 Baht plus 50 Baht surcharge for the driver and highway toll charges are additional (around 25-45 baht each). There is a lower fare from Don Muang.

CURRENCY AND FOREIGN EXCHANGE SERVICES

The currency is the Thailand Baht. The exchange rate is around US$1 = 31 Baht, but fluctuates daily. There are cash machines (ATM) and money exchangers widely available. US dollars are not widely accepted in Thailand. Visa and Mastercard are most widely in use, others may not be accepted, and you are advised to ensure that you to keep some Thailand Baht at hand. It is advised that you exchange some of your money into Thai Baht

OTHERS

Accessibility

The venue for the Peoples’ Forum has specially equipped hotel rooms for wheelchair accessibility, and wheelchair-accessible restroom facilities on the ground floor. The venue for the APFSD is fully wheelchair accessible. Captioning and international sign language interpretation may be available. Please contact Duangta Pawa (pawa@un.org) to signal accessibility needs in these or other areas, if you have not already alerted the meeting secretariats.

Climate and Clothing

Thailand is a humid tropical country with monsoonal climate. Average minimum and maximum temperature is at 27-30 and 32-36 degree Celsius respectively.

Insurance

The participants are encouraged to arrange their travel insurance that covers both health and accident. The organizer will not be responsible for travel or health insurance coverage.

Electricity

The electricity current is 220 Volt AC (50 cycle) throughout the country. There are many types of plugs and sockets in use. Traveler with shavers, tape recorders and other appliance should carry a plug adapter kit. The following is the standard electric plug used in Thailand:
Medical and Dietary Requirements

Please inform organizers of any medical or dietary requirements you have and for participants on medication, please remember to bring your medication.

Faxes and Telephones

These can be arranged directly through the hotel’s Business Center. Participants are responsible for the costs of using any of these services.

Publications

Please feel free to bring along any brochures, posters and materials about your organization for distribution and sale.

CONTACT

All correspondence concerning the Peoples’ Forum should be addressed to Jazminda Lumang (jlumang@aprnet.org), Beth (info.planbstrategies@gmail.com) and escap-cso-apfsd@un.org

Phone number: Beth (+66816271033), Jaz (+632-9276981) and Nica (+639177579453 via Whatsapp)
Annex 1.

Map Location of Ibis Styles Bangkok Khaosan Veingtai
Ibis Styles Bangkok Khaosan Viengtai
42 Rambuttri Road, Banglampu 10200
Bangkok, Thailand
Tel: (+66)2/2805434
Fax: (+66)2/2818153

Contact email for reservations (participants not funded by ESCAP or other partners): H9906-RE@accor.com Subject: CSO Forum and APFSD
Check-in from 1400h    Check out up to 1200h
## Annex 2: Other Accommodations

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<thead>
<tr>
<th>Name and address</th>
<th>Driving distance to UNCC (min.)</th>
<th>Room type</th>
<th>Daily room rates (Baht)</th>
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<tr>
<td>Royal Princess LarnLuang Hotel</td>
<td>5-10</td>
<td>Superior</td>
<td>2,800/a/b/c</td>
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<td>269 Larnluang Road, Bangkok</td>
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<td>Superior Plus</td>
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<td>Tel: (66-2) 2813088</td>
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<td>Deluxe</td>
<td>3,400/a/b/c</td>
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<td>Fax: (66-2) 2801314</td>
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<td>3,000/a/b/c</td>
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<tr>
<td>E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a></td>
<td></td>
<td></td>
<td>3,300/a/b/c</td>
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<tr>
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<tr>
<td>Hotel De Moc</td>
<td>15-20</td>
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<td>78 Prajatipatai Road Pranakorn Bangkok</td>
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<td>Nouvo City Hotel</td>
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<tr>
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<td>Email: <a href="mailto:sales-gov@nouvocityhotel.com">sales-gov@nouvocityhotel.com</a></td>
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