

# ASIA PACIFIC PEOPLES' FORUM ON SUSTAINABLE DEVELOPMENT 2018: Defending Environment and Redefining Resilience: Our Collective Actions to development justice

25 March – 27 March 2018 | Chaloe Rajakumari 60 Building, Chulalongkorn University, Bangkok

## LOGISTICAL GUIDE FOR PARTICIPANTS

It is our pleasure to invite you to Asia-Pacific Civil Society Forum on Sustainable Development and Asia-Pacific Forum on Sustainable Development 2018 (CSO Forum). 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.

Asia-Pacific Civil Society Forum on Sustainable Development is organized by the United Nations Economic and Social Commission for Asia and the Pacific, United Nations Environment Programme, Asia Pacific Forum on Women, Law and Development on behalf of the Asia-Pacific Regional CSO Engagement Mechanism

Organizers:



UN DESA



THAILAND HLPF ALLIANCE  Chulalongkorn University  
จุฬาลงกรณ์มหาวิทยาลัย

With the support from:

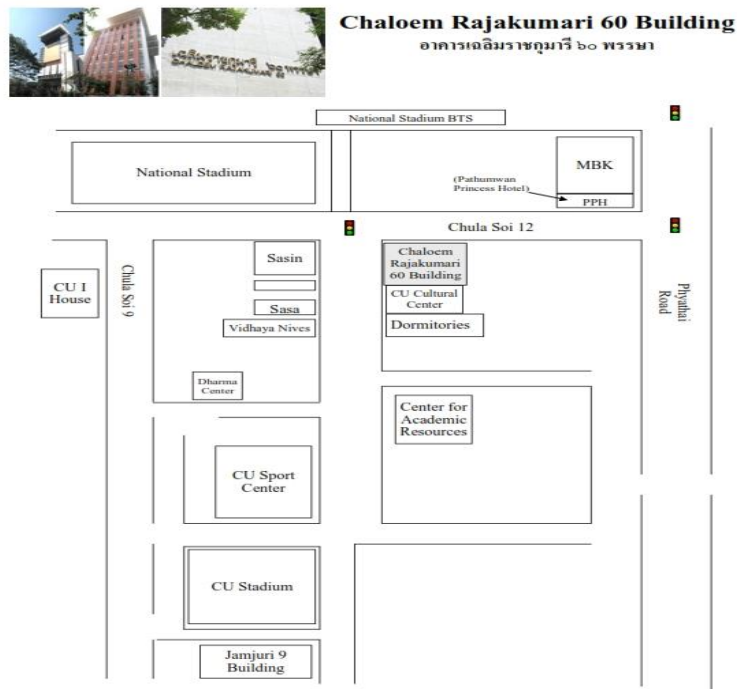


## DATE AND VENUE

**1. Environment Defenders Meeting,** will take place on 24<sup>th</sup> March 2018 at Chaloem Rajakumari 60 Building, Chulalongkorn University, Bangkok, and will be inaugurated at 9:00 am on 25 March 2018 on 16<sup>th</sup> Floor.

**2. Asia-Pacific Civil Society Forum on Sustainable Development:**

*Transformation Towards Sustainable and Resilient Societies in Asia and the Pacific* will take place from 25<sup>th</sup>-27<sup>th</sup> March 2018 at Chaloem Rajakumari 60 Building, Chulalongkorn University, Bangkok, and will be inaugurated at 9:00 am on 25 March 2018 in auditorium 801



### **Chaloem Rajakumari 60 Building**

Auditorium: No. 801  
the 7<sup>th</sup> Floor at  
Chaloem Rajakumari 60 Building, Chulalongkorn University,  
Phayathai Rd, Chula Soi 12, Phatumwan,  
Khet Pathum Wan, Bangkok 10330, Thailand  
Telephone: +66 2 218 3501

**3. Asia-Pacific Forum on Sustainable Development (APFSD), 28<sup>th</sup>-30<sup>th</sup> March 2018**

For participants who attend the APFSD 2018, the three-day consultation will take place from 28<sup>th</sup> to 30<sup>th</sup> March 2018 at the **United Nations Conference Centre, Bangkok, Thailand**

## SESSION ARRANGEMENT

CSO Forum will take place from 09.00 hours to 18.00 hours. The agenda is attached. The CSO Forum will be conducted in English. For the APFSD, Interpretation (English/Chinese/French/Russian/Thai) will be provided during the meeting.

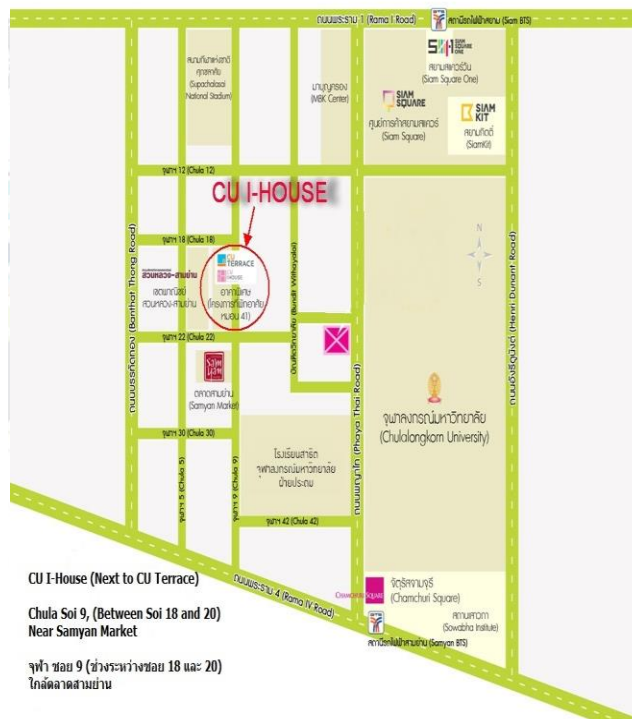
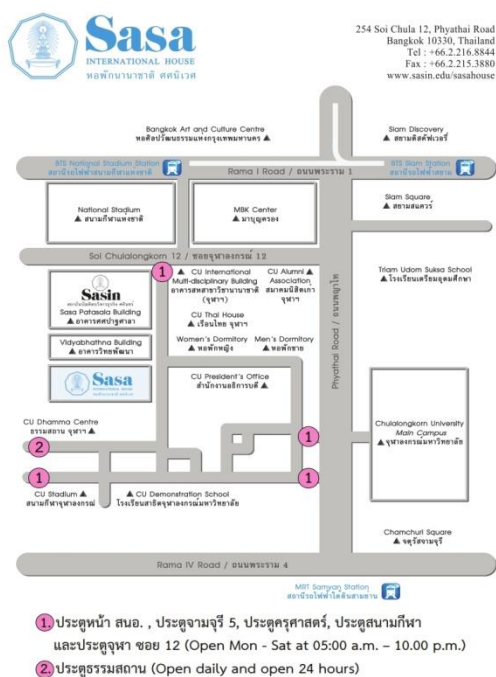
## REGISTRATION AND IDENTIFICATION BADGES

Participants are requested to register and obtain meeting badges at the registration counter, on the 7<sup>th</sup> Floor at Chaloem Rajakumari 60 Building, Chulalongkorn University, from 7:30hrs-9:00hrs on 25<sup>th</sup> March 2017. 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.

## HOTEL ACCOMMODATION

### Fully funded participants

Accommodation for sponsored participants will be provided at the CU iHouse (Chulalongkorn University International House) which is 500 meters far from the conference venue and Sasa International House which is 100 meters from the conference venue. We will send you further email on which hotel you will be staying at.



### Full address of CU iHouse

**Chula Soi 9, Phatumwan,**  
Khet Pathum Wan, Bangkok 10330, Thailand

Phone: (+66)2 217 3188

Website: <http://www.sa.chula.ac.th/cu-i-house/>

### Full address of Sasa International House

254 Soi Chula 12, Phayatai Road

Bangkok, 1033, Thailand

Phone: (+66)2 218 6644,

Website: [www.sasin.edu/sasahouse](http://www.sasin.edu/sasahouse)

The accommodation during the APFSD2018 will be at **Nouvo City Hotel**.

**Address:** 2 Samsen 2, Samsen Rd., Banglamphu, Pranakorn, Bangkok 10200

**Phone:** (+66)2 282 7500

Please refer to the acceptance letter which indicates the conditions of sponsorship. We will send you a letter to inform on your specific travel accommodation shortly.

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

**Please note that CU iHouse doesn't have any breakfast service. Breakfast for funded participants will be provided for the participants at SASA International House** which take 5 minutes walk from your accommodation (map attached) at 7.00hrs.- 9.00 hrs. 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 24<sup>th</sup> March, 2018 (except for those of you who attending the UNEP Environmental Defenders Meeting) and stay on after March 28<sup>th</sup> (for those only attending CSO Forum) or March 31<sup>st</sup> 2018 (for those attending APFSD), then you will be responsible for covering this cost.

### Non-sponsored participants

Non-sponsored participants are requested to book directly with the hotel of their choice, and settle directly with the respective hotels upon departure, such as for local and long-distance telephone calls, internet use, business centre use, laundry, room service and hotel transportation services, as well as mini-bar items and restaurant and bar services.

The following hotel options near Chulalongkorn University are provided for information:

Name and address	Driving distance to Chulalongkorn University (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Evergreen Place Hotel Bangkok</b> 318 Phayathai Road, Rachathewi, Bangkok Thailand 10400	5-10	Deluxe Suite	2,300	2,300

Name and address	Driving distance to Chulalongkorn University (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Tel: +66(0)2219 1111 Fax: +66(0)2219 4321 E-mail: <a href="mailto:info@evergreenplacebangkok.com">info@evergreenplacebangkok.com</a> Website: <a href="http://www.evergreenplacebangkok.com/contact.php">http://www.evergreenplacebangkok.com/contact.php</a> Contact person: Ms Nattaporn Rittichainuwat (Nungning)				
<b>Asia Hotel Bangkok</b> 296 Phayathai Rd, Khwaeng Thanon Phetchaburi, Khet Ratchathewi, Krung Thep Maha Nakhon 10400 Tel: +66(0)2217 0808 Fax: +66(0)2217 0109 E-mail: <a href="mailto:marketing25@asiahotel.co.th">marketing25@asiahotel.co.th</a> Website: <a href="http://www.asiahotel.co.th/asia_bangkok/">http://www.asiahotel.co.th/asia_bangkok/</a> Contact person: Mr Kosol Thongchan	5-10	Superior	1,600	1,800
<b>Reno Hotel</b> 40 SoiKasemsan 1 Rama 1 Road Patumwan Wangmai Bangkok 10330 Tel: (+66)2215 0026-7, (+66)2612 30967 Fax: (+66)2215 3430 E-mail: <a href="mailto:info@renohotel.co.th">info@renohotel.co.th</a> Website: <a href="http://www.renohotel.co.th/">http://www.renohotel.co.th/</a>	5-10	Deluxe	1,750	1,750

Name and address	Driving distance to Chulalongkorn University (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Lab D Siam Square</b> 925/9 Rama I Rd, Khwaeng Wang Mai, Khet Pathum Wan, Krung Thep Maha Nakhon, 10330 Tel: +66(0)2612 4999 Email: <a href="mailto:sales.bkk1@lud.com">sales.bkk1@lud.com</a> Website: <a href="https://www.lud.com/">https://www.lud.com/</a> Contact person: Ms Kulthida Niyom (Bom)	5-10	Deluxe (no breakfast)	1,400	1,400

The following hotel options near UNCC are provided for information:

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Royal Princess LarnLuang Hotel</b> <sup>12722</sup> 269 Larnluang Road, Bangkok Tel: (66-2) 2813088 Fax: (66-2) 2801314 E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a> Website: <a href="http://www.royalprincesslarnluang.com">www.royalprincesslarnluang.com</a> Contact person: Ms. BenjaratRusakul	5 -10	Superior Superior Plus Deluxe	2,800 <sup>a/b/c</sup> 3,100 <sup>a/b/c</sup> 3,400 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup> 3,300 <sup>a/b/c</sup> 3,600 <sup>a/b/c</sup>
<b>Nanda Heritage hotel</b> 632 Visutkasat Rd. Khwaeng Ban Phan Thom, Khet Phra Nakhon, Bangkok 10200 Tel: +66 2 282 2900	15-20	Superior	2,200	2,200

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Email: <a href="mailto:info@nandaheritage.com">info@nandaheritage.com</a> Website: <a href="http://www.nandaheritage.com/">http://www.nandaheritage.com/</a> Contact person: Khun Kongpang Ounsri				
<b>Hotel De Moc</b> 78 Prajatipatai Road Pranakorn Bangkok Thailand 10200 Tel: +66(0)2629 2100-4 Email: <a href="mailto:booking@hoteldemoc.com">booking@hoteldemoc.com</a> Website: <a href="http://www.hoteldemoc.com/">http://www.hoteldemoc.com/</a> Contact person: Khun Nakorn Saiyawong (Geng)	15-20	Standard	1,500	1,500
<b>Nouvo City Hotel</b> <a href="#">2 Samsen 2, Samsen Road</a> , Pranakorn, Banglamphu, Bangkok 10200, THAILAND Tel: +66 2 282 7500 Email: <a href="mailto:sales-gov@nouvocityhotel.com">sales-gov@nouvocityhotel.com</a> Website: <a href="http://www.nouvocityhotel.com/">http://www.nouvocityhotel.com/</a> Contact person: Suwannee Tangpornpaisan (Nee)	15-20	Superior	1,500	1,700
<b>Trang Hotel Bangkok</b> 99/1 Wisutkasat Road, Phranakorn 10200 Bangkok Thailand Tel: +66 2 282 7100 Email: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a> Website: <a href="http://www.tranghotelbangkok.com/en-us">http://www.tranghotelbangkok.com/en-us</a> Contact person: Khun Panuwat	15-20	Standard	1,200	1,400

## Check-in/Check-out time:

Participants of the Environmental Defenders Meeting: Check-in 23<sup>rd</sup> March, 2018 after 12.00 hours

Participants of the CSO Forum: Check-in on 24<sup>th</sup> March, 2018 after 12.00 hours

Participants of the CSO Forum: Check-out on 28<sup>th</sup> March, 2018 not later than 12.00 hours

Participants of the APFSD: Check-in on 27<sup>th</sup> March, 2018 after 12.00 hours at Novou City Hotel

Participants of the APFSD: Check-out on 31<sup>st</sup> March, 2018 not later than 12.00 hours

**\*\*For funded participants who have to participate in both CSO Forum and APFSD, please check out from CU-iHouse before 7.00 hrs. and bring all your luggages to the hotel's lobby, the organizer will transfer them to Nouvo hotel at around 7.00 hrs.- 7.30 hrs. PLEASE HAVE YOUR NAME TAG FOR ALL OF YOUR LUGGAGES**

## LOGISTIC ARRANGEMENTS

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 soon in advance.

The DSA with APWLD standard will be provided per day of travel and meeting days to cover your expenses including transportation and other miscellaneous costs. The person allocating your DSA will be different depending on your funding source. **You have to sign everyday in front of the auditorium as your receipts of the DSA.**

**For those airfares arranged by ESCAP, DSA will be provided by UNESCAP on-site.**

**For those airfares arranged by UNEP and APWLD, DSA will be provided by APWLD on-site.**

## 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 not less than 6 months. Participants are advised to contact a Thai Embassy or Consulate-General at their point of origin 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>.

For other participants, please check with your travel agent and/or apply to Thai Embassy/Consulate in your country for the visa requirement. An entry visa costs USD 35 or equivalent convertible currency. Organizers will reimburse your visa fee, so please keep the original visa receipt. 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 SUVARNABHUMI 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 and is primarily serviced by taxis.



Detailed information about Suvarnabhumi Airport can be found at [www.suvarnabhumiairport.com](http://www.suvarnabhumiairport.com). There is also a shuttle train from the airport to the center of the city. Please check their website for details: <http://www.srtet.co.th/en/>.

## METERED TAXI

Metered Taxis is considered the most convenient option to travel to the hotel. Taxis from the airport are readily available on the 2<sup>nd</sup> level of the Arrival Hall of Suvarnabhumi International Airport.

The one-way fare from the airport to the city is approximately 350-400 Baht plus 50 Baht surcharge for the driver and highway toll chargers are additional (around 25-45 baht each).

## REIMBURSEMENT

Funded participants who have purchased a roundtrip economy-class air ticket to Bangkok, Thailand. For reimbursement, participants must notify the secretariat of the estimated cost of the airfare, and receive confirmation before issuing the ticket. Apart from the airfare, organizers will also reimburse visa fee and transit accommodation costs (if required). Please kindly be informed that the organizers will not reimburse your local transportation costs both in your home country and in Thailand as it's already covered in your DSA travel days.

Please bring your original receipt/invoice from travel agent and a copy of the air ticket to receive reimbursement payment. Claim/ reimbursement forms will be provided for you. Please fill out the form and attached all the invoices / receipts and references listed below;

- Original invoice or receipt of your airfare (Preferably the amount in US Dollars).
- A copy of your air-ticket or e-ticket. Please kindly make a photocopy for us so that we will not have to use the photocopy facility in that hotel which will be very expensive.
- Original receipt of your visa fee. In case you lost the receipt, please make a photocopy of your passport's page which indicated the amount of visa fee.
- Original receipt of airport tax if it is not included in your ticket yet.
- Boarding pass.

**\*\* For those airfares arranged by ESCAP, please bring all the reference documents to UNESCAP on the 28<sup>th</sup> March, 2018 at the "DSA payment" counter in front of the meeting room of APFSD**

**\*\*For those airfares arranged by UNEP, please give your boarding pass of your flight to Bangkok to APWLD at the registration counter. For the boarding pass of your flight back to your country, please scan and email back to UNEP**

## CURRENCY AND FOREIGN EXCHANGE SERVICES

The currency is the Thailand Baht. The exchange rate is US\$1 = 31 Baht. Since the exchange rate fluctuates daily, participants should check the latest rate on the following web site: [www.xe.com/ucc/](http://www.xe.com/ucc/). There are cash machines (ATM) and money exchangers at the airport and also in town. US dollars are not widely accepted in Thailand. Credit cards are not generally used in most shops and restaurants and cards other than Visa and Master card may not be accepted in most places, you need to keep some Thailand Baht in your hand. It is advised that you exchange some of your money into Thailand Baht at the airport.

**\*\*If you would like to get the reimbursement in your own exchange rate, please prepare the reference document/information for that exchange rate**

## OTHERS

### 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.

### MEDICAL AND DIETARY REQUIREMENT

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

### FAXES, TELEPHONE

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

### PUBLICATION

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

### CONTACT

All correspondence concerning the consultation should be addressed to Wardarina ([rina@apwld.org](mailto:rina@apwld.org)), Kaew ([kaew@apwld.org](mailto:kaew@apwld.org)), and [escap-apfsd@un.org](mailto:escap-apfsd@un.org)

Phone number: Kaew (+66)815959061 and Wardarina (+66)979579319