



International Civil Aviation Organization
**Second Meeting of the Asia Pacific Regional Aviation Safety Team
(APRAST/2)**
Bangkok, Thailand, 21 – 24 August 2012

MEETING BULLETIN

1. Date, Venue and Schedule of Meeting

1.1 The Second Meeting of the Asia Pacific Regional Aviation Safety Team (APRAST/2) will be held at Kotaite Wing of ICAO Asia and Pacific Office from 21 to 24 August 2012.

1.2 The opening session of the **APRAST/2** meeting will be held at 08:30 hours on Tuesday, 21 August 2012 at the Conference Hall, Kotaite Wing of the ICAO Asia and Pacific Office, Bangkok Thailand.

1.3 The ICAO Regional Office is located at 252/1 Vibhavadi Rangsit Road, Chatuchak, Bangkok 10900, Tel: +66-2-537-8189 to 97, Fax: +66-2-537-8199, E-mail: icao_apac@bangkok.icao.int, Website: <http://www.bangkok.icao.int>.

1.4 The meeting will start at 08:30 hours each day.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk in the lobby of the Kotaite Wing between 07:30 and 08:30 hours on the opening day of the meeting. Participants are also requested to wear the identification badge all the time while inside the ICAO premises.

3. Officers and Secretariat Concerned with the Meeting

3.1 Mr. Amal Hewawasam, Regional Officer Flight Safety, ICAO Asia and Pacific Office, will act as the Secretary of the meeting. The daily meeting services are the responsibility of Ms. Sarangtip Sundarachampaka, Administrative Officer and Ms. Patoomrat Kamboonrat, Secretary Flight Safety Section.

4. Meeting Documents, Papers for Distribution. etc.

4.1 Participants are kindly requested to note that working or information papers for the meetings must reach this office by **03 August 2012**. Meeting documents will be available on ICAO APAC website (<http://www.bangkok.icao.int/>) prior to the meeting. A hotspot for Wi-Fi connection to the Internet is also available in the premise of the APAC Office to allow viewing papers on-line.

5. Passport, visa and customs

5.1 Participants may wish to obtain information on Thailand entry requirements by accessing the web page <http://www.mfa.go.th/web/12.php>.

5.2 Participants must be medically fit and in possession of medical insurance coverage to meet expenses for any sickness or medical emergency during the meeting.

5.3 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. (Current exchange rate US\$1 = Baht 30.00 approx).

5.4 International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

5.5 Following items can be brought in duty free:

- a) Personal effects such as clothing etc.
- b) 200 cigarettes or 250 grams of cigar or tobacco.
- c) 1 litre alcoholic beverages.
- d) Perfume for personal use.

6. Hotel reservations, arrival and departure

6.1 Information giving the details of the address, fax number, tariff, etc. of hotels is provided at ICAO APAC website <http://www.bangkok.icao.int>. Participants may contact recommended hotels directly. It is recommended that reservations are made well in advance of the event. On request, the Regional Office may assist participants in making hotel reservation. **While making reservations, participants should mention that they are attending ICAO Meeting to get the special room rate.**

6.2 Participants are requested to make their own arrangements for transportation from the Airport to the city. When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

6.2.1 Airports of Thailand (AOT) operate limousine services from the Airport to downtown Bangkok, at about Baht 1000 per vehicle. Public taxi meter service called "Suvarnabhumi Airport Taxi Center" is also available at the Arrival of the Airport, in addition to the fare indicated in the taximeter, 50 Baht extra surcharge is required to be paid for hiring a taxi from Airport to city plus express way toll charges if any. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

6.3 Participants are requested to make their own arrangements for transportation from their hotels to the venue of the meeting.

6.3.1 The nearest BTS (Skytrain) station to the ICAO Bangkok Office is *Mo Chit*. From *Mo Chit* Station, a taxi to the Office will cost approximately Baht 45.00. An instruction to be given to the taxi driver in Thai language is provided on the ICAO APAC website.

6.3.2 The nearest MRT sub-way station to ICAO Asia and Pacific Office is *Phahon Yothin*. At the station, take Exit No. 3 and walk over the Vibhavadi Rangsit Road through the pedestrian overpass.

6.4 Participants are requested to ensure that their return bookings are confirmed as required.

7. Other Useful Information

7.1 Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

7.2 International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

7.3 All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday and some keep the foreign exchange counter open until 2000 hours during weekdays. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

7.4 There are no restrictions on import of foreign currency. However, if the amount exceeds US\$10,000 it must be declared on entry. Foreign currencies may be taken out of the country up to the amount imported and declared. (Current exchange rate US\$1 = Baht 30 approx).

7.5 Information about Bangkok climate could be found on the ICAO APAC website. More weather information including 5-day forecasts can be obtained from the web site of the Thai Meteorological Department: www.tmd.go.th.

7.6 Tropical or lightweight and washable cottons will suffice.

7.7 Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

7.8 Although the tap water in Bangkok is chemically treated, it is recommended to drink only bottled water and beverages.

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