



FAO Regional Office for Asia and the Pacific

**Regional Closing Workshop on
“ANALYSIS OF SUSTAINABLE WATER RESOURCE USE”
23 August 2012, Bangkok, Thailand**

INFORMATION NOTE

1. MEETING VENUE

The meeting will be held in Bangkok, Thailand, at **Courtyard Marriott Hotel, Meeting Room Erawan 1 on the Mezzanine Floor.**

The hotel is located in Bangkok’s embassy district and within walking distance of department stores and tourist attractions. A short walk from a BTS Skytrain station (Ratchadamri), Courtyard by Marriott Bangkok is a short distance from shops, offices, restaurants and entertainment outlets.



Address: 155/1 Soi Mahadlekluang 1, Rajdamri Road, Pathumwan, Bangkok 10330 Thailand

Telephone: +66 2690 1888 Fax: +66 2690 1899

<http://www.marriott.com/hotels/travel/bkkcy-courtyard-bangkok/>

(Please see the attached map of the hotel.)

2. ACCOMMODATION

Reservations have been made according to your requests at **Courtyard Marriott Hotel.**



Check-in and Check-out Time

- Check-in: 2:00 PM
- Check-out: 12:00 PM

High-Speed Internet

- Public Areas: Wireless
- Guest Rooms: Wired, Wireless

Participants arriving before 2:00 PM can store their luggage with the bellman until a room becomes available.

3. REGISTRATION

Registration will take place in front of the Meeting Room Erawan 1 from 09:00 – 09:30 hours on Thursday, 23 August 2012.

Participants are required to register and obtain meeting badges prior to the opening of the conference. Only the names of participants duly registered will be included in the list of participants. For reasons of security and easy identification, meeting badges should be worn visibly at all times during the meeting and at all social functions.

4. TRANSPORTATION BETWEEN THE AIRPORT AND THE HOTEL

Please be informed that there is no shuttle service provided by FAO. The easiest way of transport is to catch a TAXI. Suvarnabhumi Airport (BKK) is located approximately **45 minutes** from the hotel by taxi and depending on traffic conditions.

Airport Taxi

Located on the 2nd level of the Arrival Hall of Suvarnabhumi Airport taxis from the airport are readily available. As most taxi drivers do not speak English, it is advisable to contact the taxi hiring station to assist you communicating with the driver; however, additional fee 50 baht will be charged and paid directly to the taxi driver. The one-way fare from the airport to the hotels is approximately **350 - 450 Thai Baht** and highway toll charges are additional (around **30 - 45 Baht** each).

Hotel address in Thai for the taxi driver

โรงแรมคอร์ทยาร์ด แมริออท
(Courtyard Marriott Hotel)
ซอยมหาดเล็กหลวง 1 ถนนราชดำริ
ปทุมวัน กรุงเทพมหานคร

Airport Rail Link

Located on the basement level of the passenger terminal, the **Airport Rail Link** offers a high-speed train service to downtown Bangkok. Trains run from 6AM till midnight every day. Two different services are operated:

- **The Express Service** is a **15-minute** non-stop journey between the airport and the City Terminal with a fare at **150 Baht per trip**.
- **City Line** commuter trips, with set fares at **15 – 45 Baht**, take **30 minutes** to reach the last station, departing from Suvarnabhumi, Lat Krabang stations, Ban Thap Chang, Hua Mak, Ramkhamhaeng, Asoke, Makkasan, Ratchaprarop and will end at the last stop of Phaya Thai.

* From Paya Thai station you need to transfer to BTS Sukhumvit Line which takes about 5 minutes to Siam Station, and then from this station you need to transfer again to BTS Silom line which will bring you to the destination, Ratchadamri in 5 minutes. The ticket is about 30 Baht for the entire trip.

** For your convenience and to avoid getting confused, it is advisable to **catch a taxi from the Paya Thai station to the hotel**. It takes around 15 – 30 minutes and the fare is approximately 70 – 150 Baht, depending on traffic.



For more information please contact Customer Relations Center Tel : 0 2624 5200 or www.bangkokmetro.co.th

Airport Express Bus

There is a stop outside the first (ground) floor exit for the **Airport Express bus**. To get there, walk to the far end of the first floor to your left. There is a desk selling tickets just before the exit door. It costs a flat 150 Baht, operates hourly from 7AM until midnight and takes about 1.30 hours to the **Courtyard Marriott Hotel**, depending on traffic. **Use the bus route AE1.**

AE1: The bus travels from Suvarnabhumi airport to Silom area. (Get off at Ratchadamri BTS station)

For further information, please contact Airport Express Counter Level 1, near Entrance 8.

Alternate Transportation by the Hotel

Limo Service

- Per trip: THB 1,500 each way, maximum 2 guests
- Round trip: THB 2,800 per car, maximum 2 guests

Van Service

- Per trip: THB 2,000 each way, maximum 5 guests
- Round trip: THB 3,600 per van, maximum 5 guests

The above prices are quoted per vehicle, per way and are inclusive of prevailing tax and service charge. Prices are net-non-commissionable.

*24 Hour cancellation notice required otherwise full charges will be applied to the individuals account.

Note: At least one-day-advance booking is required. For arrangement and enquiries, please directly contact:

Ms. Mantana Janjaidee

Event Manager

Courtyard by Marriott Bangkok

Tel: +66 2690 1888

Fax: + 66 2690 1711

E-mail: mantana.j@courtyard.com

5. DAILY SUBSISTENCE ALLOWANCE (DSA)

Participants will receive a daily subsistence allowance, determined in accordance with the United Nations procedures and paid by FAOR in Rome. DSA is meant to cover expenses for airport transfer, visa arrangement and meals during the period of meeting. It should also be used to pay for any additional personal expenditures which participants may have. Please note that there will be no reimbursement for any reasons.

Please be informed that all of the following expenses will be charged to Food and Agriculture Organization (FAO) of the United Nations:

- Room with breakfast
- Meeting Facilities including lunch and coffee break
- Reception Thai Set Dinner inclusive of soft drink only

*Individual participants will be responsible for any incidentals which may occur by themselves.

Lunch and breakfast buffets will be served at MoMo Café on the Lobby floor of the hotel.

The reception dinner will be organized from 18.00 – 20.00 hours at MoMo Café Restaurant on the Lobby Floor of the hotel.

6. CURRENCY AND FOREIGN EXCHANGE SERVICES

The monetary unit of Thailand currency is the Thai Baht. The current exchange rate (Aug 2012) is approximately: USD 1 = Baht 31.50 All major credit cards are readily accepted in Thailand. US dollar traveler cheques can be conveniently cashed at the banks and authorized money changers. Exchanged facilities are available at the Airport in Bangkok and in tourist areas.

7. CLIMATE

Thailand has a tropical climate with 3 distinct seasons: summer from March – May, rainy season from June – October and cool season from November – February. At present, the weather is hot and humid, and scattered to fairly widespread thundershowers are expected. The temperature is around 27 – 36 Celsius.

8. ELECTRICITY

The electricity current is 220 Volt AC (50 cycles) throughout the country. There are many plugs and sockets in use. Traveler with shavers, tape recorders and other appliances should carry a plug-adaptor kit.

9. CONTACTS

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