

**Capacity Building Programme on the Economics of Adaptation
Supporting National/Sub-national Adaptation Planning and Action**

Logistics and Preparation Note

Logistics

The meeting will be held at **The Grand Millennium Sukhumvit Hotel**, Bangkok, Thailand, where the sponsored participants will also be accommodated. The address of the hotel is:

The Grand Millennium Sukhumvit Hotel
30 Sukhumvit 21,
Asoke Road, Bangkok, 10110
Tel: (66) 02 204 4000
Hotel Website: www.grandmillenniumskv.com

Participants who would like to extend their stay beyond the meeting date will need to arrange it at their own expense.

1. Hotel Rate and Meals

Standard check-in time at the Grand Millennium Sukhumvit Hotel is at 14:00 and check-out time is before 12:00 noon. The organizer will cover for a single room for each sponsored participant for the entire period of the workshop. Any extended stay will be at participants' cost. The Deluxe Room per night rate for single occupancy is THB 2,800 (USD 90.32) and THB 3,200 (USD 103.20) for double occupancy. Room rates are inclusive of breakfast, as well as 10% service fee and 7% government tax.

The organizers will provide lunch and coffee breaks during all five workshop days and a welcome reception on the first day (30 September 2013).

2. Travel Arrangements and Daily Subsistence Allowance (DSA)

An economy class direct round trip air ticket to Bangkok, Thailand will be provided for all participants sponsored by ADAPT Asia-Pacific.

For participants supported by UNDP, namely those from Bangladesh, Cambodia, Lao PDR and Nepal, the UNDP Country Office in your country will provide the DSA to you prior to your travel to Bangkok. The UNDP Country Office will get in touch with you regarding necessary documents and information. For all other participants, DSA will be provided in US dollars on the first day of the workshop at the time of registration. The DSA amount is fixed for all sponsored participants and will be given in US dollars. DSA is intended to cover the following:

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- Local transportation to and from airport (at origin and destination)
- Meals that are not provided by organizers during the event

Transfer between Suvarnabhumi Airport and The Grand Millennium Sukhumvit Hotel

Participants will be given a fixed reimbursement for the airport transfers (which will be included with the DSA) and are therefore expected to arrange this on their own. There are two options for the airport transfer:

Public Taxi

A public taxi can be found at the arrival section of the airport, where the rate will be about THB 300-400 (depending on the meter and expressway fees) and a surcharge of THB 50 for airport taxi service. Alternatively, you can take a taxi from the departure section (level 4 of the airport) outer curb. The charge will also be THB 300+ but should be no extra surcharge. Please insist that the taxi meter be used.

Airport Link

The most economical way to reach the hotel is via the airport link which can be accessed at the basement of the Suvarnabhumi International airport. It provides service from 06:00 to 24:00 daily. We suggest **City Line** as it is a train service that transports passengers between Phayathai Station and Suvarnabhumi Airport within 30 minutes and stops at every station along the way (8 stations in total). You can then transfer to the BTS Sky-train at Phayathai station and take BTS to Asoke station. The hotel is located just a few minutes' walk from Asoke station. The fare for the airport link is about THB 45 (one way) and the fare for the BTS is THB 42.

3. Passport and Visas

All foreigners entering Thailand must have a passport valid for **not less than 6 months**. Participants whose nationality requires a Thai visa must ensure that they will either have a visa prior to their travel to Thailand or prepare to obtain the visa on arrival. For more information whether visa requires for Thailand, please visit www.immigration.go.th/nov2004/en/base.php?page=voa

4. Payment of Hotel Accounts

For participants sponsored by ADAPT Asia-Pacific and UNDP, the hotel accommodation will be paid directly by the organizers for check in on 29th Sep, and check out immediately after the workshop. If a sponsored participant would like to stay longer than the above stated days, participant will have to bear the accommodation cost for any additional days of stay.

Similarly, if a participant avails of any additional facilities in the hotel besides those complimentary with the room rate, costs related to that will have to be borne by the participant at the time of check-out, including costs for all telephone calls.

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5. Insurance

ADAPT Asia-Pacific will provide its sponsored participants with limited accident and health insurance for the period of their travel for the workshop. However, the insurance policy does not cover pre-existing conditions or complications arising from them, and therefore ADAPT Asia-Pacific cannot assume financial liability or medical expenses that may be incurred for such treatment. This does not apply to the UNDP sponsored participants.

Preparation for the meeting

Laptop: Please ensure at least one member of the team has an IBM-compatible computer. Much of the training for the workshop will be hands-on, and will include economic assessment exercises using mathematical functions and statistical analysis. STATA, the statistical software we will be using, requires an IBM-compatible system for installation.

Workshop Documents and Statistical Software

Workshop documents and resource materials will be posted on the UNDP website and the ADAPT Asia-Pacific website (<http://www.adaptasiapacific.org>) and the Adaptation Learning Mechanism UNDP website (<http://www.undp-alm.org/projects/cca-economics>). You can visit the websites to download materials after the 25th Sep 2013. For the STATA software, the software installation will be provided by the organizers on 30th Sep.

We look forward to seeing you at the 2nd regional training workshop for the Capacity Building Programme for the Economics of Climate Change Adaptation!

Please contact us should you have any questions.

Organizers Address

UNDP-APRC

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Focal Points for the Workshop

Name	Organization	Email	Purpose
Ms. Mariana Simoes	UNDP/ADAPT Asia-Pacific	mariana.simoes@undp.org	General queries/Logistics/technical queries
Mr. Jaturong Napadol	ADAPT Asia-Pacific	jnapadol@adapt-asia.org	Travel/Hotel Arrangements for all participants
Mr. Pradeep Kurukulasuriya	UNDP	pradeep.kurukulasuriya@undp.org	Technical queries
Mr. Robert Dobias	ADAPT Asia-Pacific	rdobias@adapt-asia.org	Technical queries

<u>Emergency Numbers:</u>	
Police	<u>191</u>
Fire Department	<u>199</u>
Ambulance	<u>1691</u>
Tourist Police	<u>1699</u>
Directory Enquiry	<u>1155</u>
Police General Hospital	<u>02 207 6000</u>
Suvarnabhumi Airport	<u>02 132 1888</u>