



GENERAL INFORMATION FOR PARTICIPANTS

Asia – Pacific Waster Management Outlook Academic Curriculum on Waste Management Knowledge Management Platform

**Asian Institute of Technology, Pathumthani, Thailand
18th – 22nd April 2016**

This information sheet describes the arrangements for the meeting Information *on costs to be met by organizer relates only to participants whom AIT RRC.AP will bear the travel expenses. All other participants shall bear their own costs.*

1. Venue of the meeting

The Asia – Pacific Waste Management Outlook, Academic Curriculum on Waste Management, Knowledge Management Platform Meetings will be held at room **B108 of the Asian Institute of Technology Conference Center (AITCC) on 18 – 22 April, 2016.**

Asian Institute of Technology (AIT)
58 Moo 9, Km 42, Paholyothin Highway
P.O. Box 4, Klong Luang,
Pathumthani 12120, Thailand
Tel: (662) 516-2124
Website: www.ait.ac.th; <http://www.rrcap.ait.asia/>

The meeting is jointly organized by United National Environment Programme (UNEP) International Environmental Technology Centre (IETC), Asian Institute of Technology (AIT) Regional Resource Center for Asia and Pacific. The meeting will be conducted in English and all documentation will be provided in English. No interpretation service will be available.

2. Travel arrangement

For sponsored participants, a roundtrip economy class airplane ticket will be purchased following the most direct and economical route from the participants' home country to Bangkok. Nominated participants will be provided a flight itinerary for their approval, after which an e-ticket will be issued. ***Boarding cards for all flights should be kept and presented to the Secretariat staff to obtain the daily allowance.*** Should there be any request for deviation in airfare and travel arrangements, the participants will bear the additional costs. Any extended stay in Thailand will be the responsibility of the participant.

Entry to Thailand

All participants should ensure that their passport is valid for at least 6 months from their travel dates. Participants from countries who will need entry visa to Thailand are responsible for obtaining one from a Thai diplomatic or consular mission at their point of origin or enroute to Thailand. The invitation letter may also be regarded as a supporting document for visa application. Hotel accommodation will be booked for sponsored participants and **will be attached to the visa application.**

3. Accommodation

According to your schedule and flight itinerary, the Meeting Secretariat will arrange for your hotel accommodations at the AIT Conference Center (AITCC), which is the same as the venue of the meeting. The following indicates the address of the hotel and the meeting venue.

Asian Institute of Technology (AIT)

58 Moo 9, Km 42, Paholyothin Highway

P.O. Box 4, Klong Luang

Pathumthani 12120, Thailand

Tel: (662) 516-2124

Website: <http://aitcc.ait.ac.th/accommodation.html>

Hotel Check-in: 14:00

Hotel Checkout: 12:00 noon

For sponsored participants, the organizers will book for a single room at the hotel during the period of stay for the meetings. The organizers will pay the accommodation costs directly to the hotel. For self-supported participants, the organizers can make the reservations at the promotional rate; however, payments should be made by respective participant directly to the hotel upon check-in.

All rooms feature broadband and WIFI internet access, individually controlled air conditioning, electronic locking systems and personal in-room safes.

All participants, both sponsored and self-supported, are expected to cover all incidentals such as laundry service, telephone calls domestically and internationally, facsimile and whatever extra facilities usages. Participants should clear them directly with the hotel upon check-out.

Please note that the checkout time is 12:00 PM.

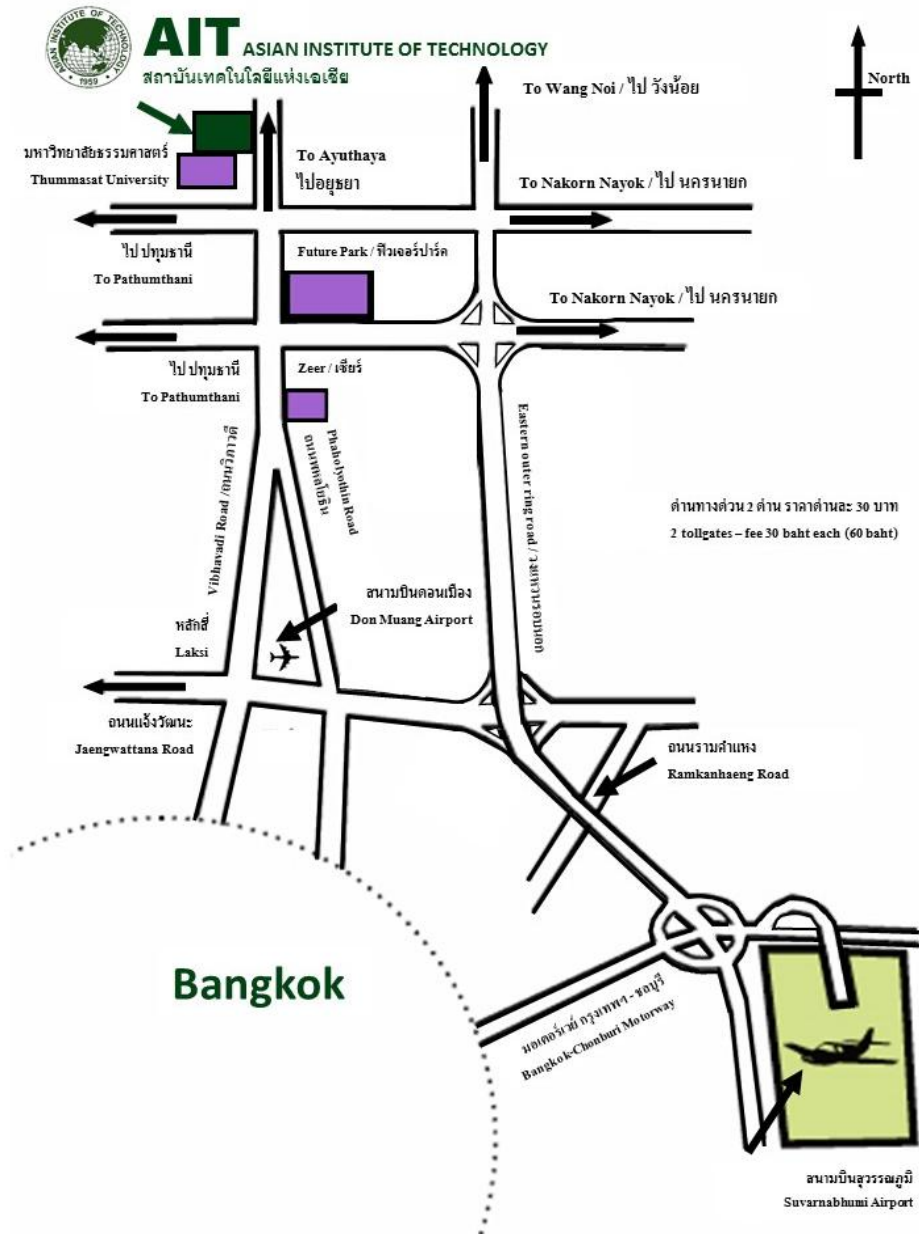
4. Local Transportation & Map

We suggest the participants to take a taxi to AIT, Pathumthani from Suvarnabhumi Airport. Public Taxi stand is located on Level 1 (Ground level), near entrances 3,4,7 and 8. The metered taxi fare is around 600 – 700 plus THB 50.- airport surcharge, and any expressway fees. The distance from Survarnabhumi Airport to AIT [Thammasat Rangsit] is about 70 Km.

For your reference, please find below the complete address of AIT Conference Centre in Thai Language. Map from Suvanarphumi airport to AIT is attached in Thai and English.

เอไอทีเซ็นเตอร์ (AITCC)
สถาบันเทคโนโลยีแห่งเอเชีย (AIT)
58 หมู่ 9 คลองหนึ่ง ถนนพหลโยธิน
คลองหลวง ปทุมธานี

AIT Conference Center (AITCC)
Asian Institute of Technology (AIT)
58 Moo 9 Klong Nueng,
Phaholyothin Road
Klong Luang, Prathumthani



5. Daily subsistence allowance (DSA) and Insurance / incidental expenditures

5.1 The sponsored participants will be given their Daily Subsistence Allowance (DSA) [this includes hotel accommodation, local transportation and terminal fees]. **A photocopy of the air ticket, copy of passport and boarding pass** will be requested as supporting documents to claim your DSA. Payments may be claimed from the Meeting Secretariat during meeting period.

5.2 You are advised to arrange (at your own expense or that of your organization) insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting including the journey to and from Thailand. Organizers will not assume responsibility for any other expenditure, including the following:

- a) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of departure in your home country;
- b) Salary and related allowances for the participants during the period of meeting/workshop;

- c) Cost incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees while attending the meeting/workshop;
- d) Compensation in the event of death or disability of participants in connection with attending the meeting/workshop;
- e) Any loss of or damage to personal property of participants while attending the workshop/meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- f) Any other expenses of a personal nature not directly related to the purpose of the meeting/workshop.

6. Meals

Breakfast: is included in the room charge. You can have breakfast at the “Dining Room” located at the Ground Floor of AITCC. The Dining Room is open daily from 07.00 – 22.00 hrs.

Lunch: All lunch during the period of the meetings (18-22 April 2016) will be provided by the Organizer.

Dinner: A reception dinner will be organized on 19 April 2016 for guests and participants.

7. Telephone and Internet Service

The AITCC Reception can assist you for telephone calls needed. Local sim card can also be bought at any convenience store such as 7 eleven shop located anywhere in Thailand. It is available at 108 Lawson, located inside the AIT campus.

Participants bringing their own notebooks/laptops, with built-in wireless access will be able to use the wireless internet free of charge in the hotel rooms and the hotel Lobby area. AITCC also provides internet through LAN cable found in all AITCC rooms. You may request from the hotel reception if needed. AIT username and password can be claimed for free at the AITCC reception.

Electrical appliances in Thailand operate based on 220 Volts. The plugs used have rectangle or round pins as shown in the picture below. If you will be using equipment such as personal computers from your country, you will need to bring an adaptor to fit the indicated power plug.



8. Currency Exchange

The currency of Thailand is known as the Thai Baht (THB). Currently, the exchange rate is approximately THB 36 per US Dollar.

The participants can exchange currency at the bank outlets at the airport, upon arrival. US Dollars can also be exchanged at the banks or certified exchange booths/branches near by the campus.

9. Time Zone and Weather

Thailand is +07:00 hours ahead of GMT. The weather in Thailand is warm and humid; temperatures are expected to range between 30 to 40 °C. It is also advisable to carry appropriate clothing (a light jacket / shawl or scarf for ladies) for the air-conditioned meeting rooms.

10. Meeting Secretariat

Should you have any clarifications or further inquiry on the meeting and logistical arrangements, please contact the following:

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