



18th Meeting of the Regional Consultative Committee
of Asian Disaster Preparedness Center (ADPC)



Logistics Information

Important Contacts

Venue Related	Ms. Katevilai Nil-On (Kate) Katevilai@adpc.net Mobile: +668 1753 0939	Ms. Watcharaporn Usomchat (Book) Watcharaporn.u@adpc.net Mobile: +669 6226 8805
Registration	Ms. Varisa Ngankhayan (Fon) varisa@adpc.net Mobile: +668 6363 9084	Ms. Sita Madsalae (Pop) sita.madsalae@adpc.net Mobile: +668 2206 6757
Accommodation	Ms. Katevilai Nil-On (Kate) Katevilai@adpc.net Mobile: +668 1753 0939	Ms. Watcharaporn Usomchat (Book) Watcharaporn.u@adpc.net Mobile: +669 6226 8805
Reception Dinner	Ms. Apitsada Wetchakit (Alice) Apitsada.wetchakit@adpc.net Mobile: +668 6334 6034	Mr. Weerapon Sripongchai (Pon) Weerapon.s@adpc.net Mobile: +668 9783 7983
Media Management	Ms. Ogulgerek Annayeva ogulgerek.annayeva@adpc.net Mobile: +666 2178 1858	Ms. Apitsada Wetchakit (Alice) Apitsada.wetchakit@adpc.net Mobile: +668 6334 6034

Venue

The Berkeley Hotel Pratunam

Location: 559 Ratchaprarop Rd, Makkasan, Ratchathewi, Bangkok 10400

(<https://maps.app.goo.gl/TSzVg8XtGxLr5Yir9>)

Tel: +660 309-9999

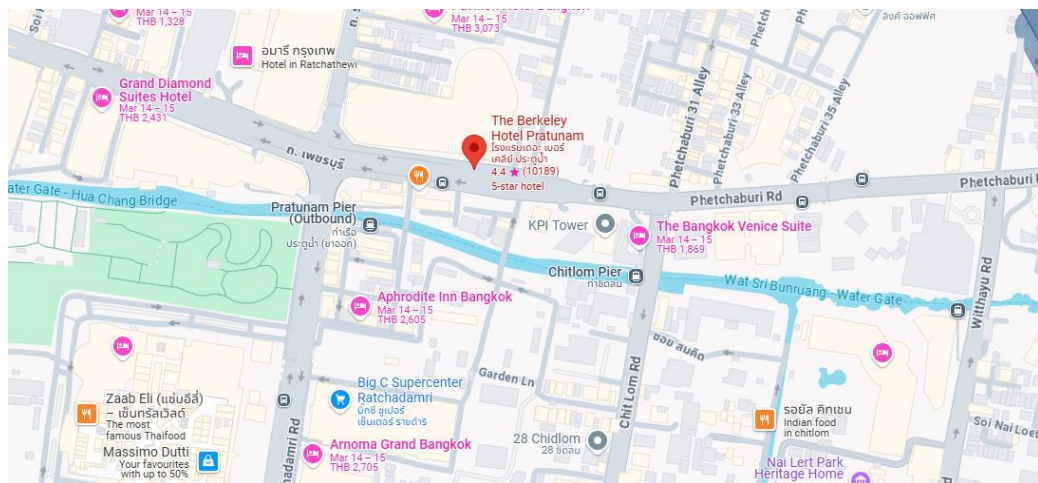
Fax: +660 2309 9900

Website: <https://berkeleypratunam.com>

Access by public transport:

- ❖ 40-minute drive from Suvarnabhumi International Airport
- ❖ 40-minute drive from Donmueang International Airport
- ❖ A 10-minute walk by skywalk from Chidlom and Siam BTS stations
- ❖ A 10-minute walk from Ratchaprarop Station

For more details, please visit the hotel's website



Conference Room:

The meeting will be held at the Jubilee Ballroom on the 11th Floor of the Berkeley Hotel Pratunam, Bangkok

Registration:

Registration for the meeting will start from 08:30-09:30 hrs. on Thursday 23rd January 2025. The registration desk is located just outside Jubilee Ballroom

Meals:

Tea & Coffee breaks are prepared in the foyer outside the Jubilee Ballroom and lunch will be served in the Berkeley Dining Room on the 11th Floor

Inauguration Session:

The inauguration session will start promptly at 09:30 hrs. Please ensure that you take your seat and be ready for the session to start

Gala Dinner Reception:

Date: 23 January 2025

Time: 18:30 – 20:30 hrs

Venue: Somerset Ballroom, 5th Floor, The Berkeley Hotel, Pratunam

Dress Code: Lounge suit or National Attire

Holding Room:

The VIP participants' holding room is located in the Board Room 01, on the 11th Floor of the Berkeley Hotel, Pratunam

Visa to Thailand/ Entry Requirements:

International travelers to Thailand should arrange for the entry visas as far in advance as possible at the closest Embassy or Consulate of Thailand in his/her country to cover the whole period of stay in Thailand. Please make sure that an appropriate visa for this purpose will be obtained prior to the departure.

Please note that citizens of ASEAN Member countries (i.e., Brunei Darussalam, Singapore, Malaysia, Philippines, Indonesia, Vietnam, Myanmar (Official Passport) and Lao PDR) can get a visa on arrival for a one-month period from the Immigration Authorities at Bangkok Suvarnabhumi International Airport and Donmueang International Airport.

Some nationalities can also obtain the same privilege. The participants are advised to check this provision in their home country.

Medical and Overseas Travel Insurance:

The ADPC RCC Secretariat will not take responsibility for medical or travel insurance for the participants. We strongly recommend all participants to have their own travel insurance

Meals:

Meeting lunch and refreshments will be provided during the meeting on 23-24 January 2025

Language & Translation:

English – Thai- English simultaneous translation is available. For equipment, please deposit an ID card

Arrival & Departure Days:

All participants are advised to arrive in Bangkok by the evening of Wednesday, 22 January 2025 and depart by Monday, 25 January 2025

Transportation To/From the Airport:

We recommend that you hire a taxi/cab from the public taxi counter at the arrival terminal of the airport. Taxi stands can be found at the ground level of the airport. Transportation costs for metered taxis include the public taxi fare plus 50 Baht airport surcharge, as well as expressway fees. The taxi fare from the airport to the hotel is approximately Thai Baht 300 - 350 (approx USD\$ 9) for the Berkeley Hotel Pratunam and Novotel Bangkok Platinum Pratunam.

It is safe to take a Public Metered Taxi from the authorized stand (at the airport's ground level). Please note that other private companies like AOT and Hertz offer limousine transfer services at higher rates. Limousine transfer service stands can be found at the arrival area.

Dress Code:

The dress code for the meeting is formal or national attire.

Foreign Exchange:

Thailand's currency is the Thai Baht. The current approximate exchange rate of Thai Baht to a US dollar is approximately USD1 = THB 34. The day-to-day exchange rate can be found at <http://www.bot.or.th>

Currency Exchange facilities are available at Suvarnabhumi International Airport, Donmueang International Airport, hotels, as well as at authorized exchange centers

normally found in shopping malls, and some commercial banks. Banks are open from 08:30 to 15:30 from Monday to Friday only, while foreign exchange centers in the shopping malls are open from 10:00 to 20:00 every day.

Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveler's cheques, draft, letter of credit or other banking instruments which may be exchanged for Thai currency. However, participants may be required to declare the amount of traveler's cheques or currency in their possession on arrival at Suvarnabhumi International Airport in Bangkok. Travelers bringing foreign currency more than USD 20,000 or its equivalent into or out of Thailand are required to make a report to Customs.

Major credit cards are also commonly accepted at hotels, banks, some restaurants and shopping malls.

The meeting may be recorded in videos and images. These videos and images may be sent out to the media with a press release, used for our publications or on our website. Hence, we would like to seek your permission for these to be used by ADPC and its partners to promote in publications, press articles, promotional material, and websites, exclusively for non-profit-making purposes.

Accommodation:

The Berkeley Hotel Pratunam

Location: 559 Ratchaprarop Rd, Makkasan, Ratchathewi, Bangkok 10400

(<https://maps.app.goo.gl/TSzVg8XtGxLr5Yir9>)

Tel: (662) 309-9999

Fax: +66 2 309 9900

Website: <https://berkeleypratunam.com>

Access by public transport:

- ❖ 40-minute drive from Suvarnabhumi International Airport
- ❖ 40-minute drive from Donmueang International Airport
- ❖ A 10-minute walk by skywalk from Chidlom and Siam BTS stations
- ❖ A 10-minute walk from Ratchaprarop Station

For more details, please visit the hotel website



Novotel Bangkok Platinum Pratunam

Location: 220 Phetchaburi Rd, Khwaeng Thanon Phetchaburi, Khet Ratchathewi, Bangkok 10400

(<https://maps.app.goo.gl/EkZapQkpNqYJ94Sh9>)

Tel: (662) 309-9999

Fax: +66 2 309 9900

Website: <https://novotelbangkokplatinum.com/>

Access by public transport:

- ❖ 40-minute drive from Suvarnabhumi International Airport
- ❖ 40-minute drive from Donmueang International Airport
- ❖ An 8-minute walk by skywalk from Ratchathewi BTS stations
- ❖ A 10-minute walk from Siam BTS Station

Access to the meeting venue: A 3-minute walk from the Berkeley Hotel Pratunam

