



Global Strategy

IMPROVING AG-STATISTICS

ASIA PACIFIC REGION



**Third meeting of the Regional Steering Committee for Asia and the Pacific
for the Global Strategy to Improve Agricultural and Rural Statistics**
Bangkok, Thailand, 13-14 November 2014

Main Conference Room, FAO Regional Office for Asia and the Pacific, Bangkok

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The *Third meeting of the Regional Steering Committee for Asia and the Pacific for the Global Strategy to Improve Agricultural and Rural Statistics* is scheduled to be held at FAO Regional Office for Asia and the Pacific, Bangkok, on 13-14 November 2014.

Participants are requested to attend a Briefing on the Global Strategy for Agricultural and Rural Statistics in Asia and the Pacific on the morning of 13 November 2014.

Address:

FAO Regional Office for Asia and the Pacific
39 Phra Atit Road
Bangkok 10200
Thailand
Tel: 66 (0) 2 697-4000
Fax: 66(0) 2 697-4445

See map at <http://www.fao.org/asiapacific/rap/contact-us/en/>

The meetings will be conducted in English.

2. The registration will occur between 09:00-09:30 hours on Thursday 13 November 2014 in Main Conference Room, FAO-RAP. The session of the Briefing Meeting will be held from 09:30-12:30 on 13 November and the Third meeting of Regional Steering Committee for Asia and the Pacific will be held from 13:30-16:30 on 13 November and 09:30-16:00 on 14 November.

REGISTRATION AND IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges in front of the Main Conference Room, located on the ground Floor, FAO-RAP, between 09:00-09:30 hours on 13 November 2014.

4. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings.

PASSPORT, AIR TICKET

5. The applicant must be in possession of a passport with a validity of at least six months or an appropriate travel document recognized by the Government of Thailand;
6. The applicant must be in possession of a confirmed onward or return air ticket which is usable within 15 days from the date of entry.

WEATHER

7. Thailand has a tropical climate with 3 distinct seasons – summer from March - May, rainy season from June - October and cool season from November - February. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The average temperature in November is around 26 - 34 °C. It is recommended that participants bring along some light jacket while attending the meeting as it might be cold in the meeting room.

FOOD

8. Please let us know as soon as possible if you have any special dietary requirements so we can plan meals accordingly. Please note that we can only provide food choices for vegetarian if you notify us in advance.

ELECTRICITY

9. The electricity current is 220 Volt AC (50 cycle) 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.

FOREIGN CURRENCY DECLARATION

10. Any person who brings or takes an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare the amount of foreign currency to a Customs Officer. Failure to declare upon bringing foreign currency that exceeds the amount restricted by law or its equivalent into or out of the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence.

11. The monetary unit of Thailand currency is the Thai Baht. The current UN exchange rate (October 2014) is approximately: *US\$1 = Baht 32-33*. All major credit cards are readily accepted in Thailand. US dollar traveler cheques can be conveniently cashed at the banks and authorized money changers. Exchange facilities are also available at the airport and hotels.

AIRLINE RESERVATIONS

12. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through GBT Thailand Co. Ltd. Office located on the ground floor of Building B, room number B104 in FAO Office Compound.

HOTEL ACCOMMODATION

13. Accommodation may be reserved at the request of participants at the hotels listed below which are close to FAO-RAP.

All sponsored participants will be accommodated at the Riva Surya Bangkok Hotel.

Name and address	Driving distance to FAO (minutes)	Room type	Room rates (Baht)	
			Single	Double
Riva Surya Bangkok Hotel 23 Phra Arthit Road, Phranakorn, Bangkok 10200, Thailand Tel: +66 2 6335000 Fax: +66 2 6335050 E-mail: info@rivasuryabangkok.com Website: http://www.snhcollection.com/rivasurya/	Next door to FAO's main gate	Standard	3,060*/**	3,360*/**
Royal Princess Larnluang Hotel 269 Larnluang Road, Pomprab Bangkok 10100 Thailand Tel: +66 (0) 2 281 3088 Fax: +66 (0) 2 280 1314 E-mail: info@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com	20	Superior	2,600*/**	2,800*/**
New Siam Riverside Guest House 21 Phra Athit Road Chanasongkram, Pra Nakorn Bangkok 10200 Thailand Tel/Fax: 66 (0) 2 629 3535 Website: http://www.newsiam.net/ns/newsiam4.php	Next door to FAO's main gate	Standard	1,390*	1,390*

* *Inclusive of daily breakfast, service charge and government tax.*

** *Free internet access.*

14. To facilitate hotel reservations, participants are requested to send the registration form as soon as possible to Ms Waraporn Onnom, the Regional Office for Asia and the Pacific for Global Strategy to Improve Agricultural and Rural Statistics, FAO-RAP at (e-mail: waraporn.onnom@fao.org or fax: +662-697-4445)

15. All rooms block-booked will be available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified at least 48 hours in advance.

PAYMENT OF HOTEL ACCOUNTS

16. Before departure from Bangkok, participants are expected to settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business center use, laundry, hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

TRANSPORT FROM AND TO AIRPORT

17. Participants should make their own transportation arrangements from Suvarnabhumi International Airport to their hotel. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.airportsuvarnabhumi.com>.

18. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** The officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination.

Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Suvarnabhumi Airport.

The following are the prevailing rates:

Public metered-taxi	Fare shown on meter, plus Baht 50 surcharge Toll way fee is exclusive (75 Baht)
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Normally, the one-way fare from the airport to FAO Office by public metered-taxi is approximately 300-350 Baht plus 50 Baht surcharge for the driver and highway toll charges are additional (–currently 75 Baht). For more information, please visit http://www.suvarnabhumiairport.com/to_from_public_taxi_en.php

CONTACT PERSON

19. For logistic and travel arrangements, please contact:

Ms Waraporn Onnom
Project Secretary
Regional Office for the Asia and the Pacific for Global Strategy to Improve
Agricultural and Rural Statistics
FAO Regional Office for Asia and the Pacific
Bangkok 10200
Thailand
Tel: (662) 697-4106
E-mail address: waraporn.onnom@fao.org

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