

## **Regional Training Course on Computer Assisted Personal Interviewing (CAPI) for Agricultural Surveys and Price Reporting**

3 – 7 October 2016,  
Bangkok, Thailand

### **INFORMATION NOTE FOR PARTICIPANTS**

(last updated on 19 September 2016)

#### **I. Regional Course-related Information**

##### Venue and opening session

1. *Regional Training Course on Computer Assisted Personal Interviewing (CAPI) for Agricultural Surveys and Price Reporting*, jointly organized by the Statistical Institute for Asia and the Pacific (SIAP) and the Food and Agriculture Organization (FAO) of the United Nations, will be conducted from Monday, 3 October to Friday, 7 October 2016 at the FAO Regional Office for Asia and the Pacific.

Maliwan Mansion  
Phra Atit Road  
Bangkok 10200, Thailand.

Phone: (+66 2) 697 4000  
Fax: (+66 2) 697 4445

2. The opening ceremony for the Regional Course will be held at 09:00 hours on Monday, 3 October 2016 at the Main Conference Room on the first floor of Building B.

3. All participants are requested to register at the Registration Desk in front of the Main Conference Room during 08:30 – 09:00 hours on the first day of the Regional Course. Name badges will be issued upon registration and they are to be worn during the Regional Course.

4. All participants are requested to bring their own laptop to the Course. In addition, for participants who have a Android tablet please bring it to the course, as tablets will be utilized during the course.

##### Working languages of the Course

5. The Regional Course will be conducted in English and all documentation will be in English. No translation/interpretation services will be provided.

Contacts of SIAP and Regional Course Coordinators

6. For any information regarding the Regional Course, participants may contact the Officer-in-Charge of SIAP as follows:

Ms. Margarita F. Guerrero  
Officer-in-Charge  
Statistical Institute for Asia and the Pacific (SIAP)  
JETRO-IDE Building  
3-2-2 Wakaba, Mihama-ku  
Chiba-shi, Chiba 261-8787  
Japan  
Phone: (81-43) 299-9796  
Fax: (81-43) 299-2521 and 299-9780  
E-mail: staff@unsiap.or.jp

7. For local logistics arrangements, participants may contact FAORAP as follows:

Anthony Burgard  
Maliwan Mansion  
Phra Atit Road  
Bangkok 10200, Thailand.  
  
Phone: (+66 2) 697 4182  
Fax: (+66 2) 697 4445  
E-mail: Anthony.Burgard@fao.org

**II. Travel and Accommodation Arrangements**

Travel arrangements

8. SIAP will make arrangements to issue the most economical air tickets for participants to travel from the country of their residence to Bangkok, Thailand (Suvarnabhumi International Airport) and return. The arrangements will be made to arrive at Bangkok on Sunday, 2 October 2016 and depart for their respective countries on Saturday, 8 October 2016. Participants are requested to refrain from changing their travel dates without prior consent from SIAP.

9. Participants are recommended to make a reservation at one of the following hotels in the vicinity of the meeting venue at your earliest convenience. If you need assistance with reservations, please contact Ms. Akiyo Shibya at [staff@unsiap.or.jp](mailto:staff@unsiap.or.jp):

|  | Option 1  | Option 2  | Option 3   |
|--|---|---|--|
| <b>Hotel:</b>  | Riva Surya  | Navalai River Resort  | New Siam Riverside   |
| <b>Address:</b>  | 23 Phra Athit Rd, Chana Songkhram, Phra Nakhon, Bangkok 10200   | 45/1 Phra Athit Rd, Phra Nakhon, Bangkok 10200                | 21 Phra Athit Rd, Chana Songkhram, Phra Nakhon, Bangkok 10200                                    |
| <b>Telephone Number:</b>                                     | (+66 2) 633 5000  | (+66 2) 280 9955  | (+66 2) 282 2795   |
| <b>Fax Number:</b>   | (+66 2) 633 5050  | (+66 2) 280 9966  | (+66 2) 629 0303   |
| <b>Email:</b>  | <a href="mailto:info@rivasuryabangkok.com">info@rivasuryabangkok.com</a>  | <a href="mailto:Rsv@navalai.com">Rsv@navalai.com</a>          | <a href="#">Website Enquiry</a>  |
| <b>Website:</b>  | <a href="http://www.snhcollection.com/rivasurya/">http://www.snhcollection.com/rivasurya/</a>                                   | <a href="http://www.navalai.com/">http://www.navalai.com/</a> | <a href="http://www.newsiam.net/news/newsiam4.php">http://www.newsiam.net/news/newsiam4.php</a>  |
| <b>Room Rate</b><br>(approximate fee per night):             | 1. Urban Room (Standard City View) – 3,182 Thai Baht (91 USD)<br>2. Riva Room (Standard River View) – 3,717 Thai Baht (107 USD) | 1. Standard Room (city side) – 2,400 Thai Baht (69 USD)       | 1. Standard (twin) – 1,600 Thai Baht (46 USD)<br>2. Standard (double) – 1,900 Thai Baht (55 USD) |
| <b>Distance to venue:</b><br>(click on link for directions): | <a href="#">120 meters</a> (adjacent to meeting venue)  | <a href="#">130 meters</a>                                    | <a href="#">130 meters</a>   |

10. Participants shall pay their own room charges and other expenses upon checking out.

Daily Subsistence Allowance (DSA)

11. SIAP-funded participants will be paid DSA at Bangkok rate in accordance to UN regulations. Participants will also be provided additional terminal fee (if applicable), which will be for the purpose of providing transportation between airport and departure point/accomodation.

12. DSA will be paid to the SIAP-funded participants at the Regional Course venue. If for any reason a participant is unable to attend the full duration of the Regional Course, the appropriate portion of the allowance must be returned to the Institute. Participants are requested to carry sufficient funds with them to cover expenses for transit/stopover and stay in Bangkok until they receive their DSA.

13. For SIAP-funded participants, no other allowances will be provided except when stopovers/early arrival/extended stay in Bangkok are unavoidable due to the unavailability/cancellation of flights. In such case, claims for DSA and other reimbursements for actual stopovers, etc. must be made with proof including boarding passes, e-tickets and hotel receipts after the travel has been completed. The various receipts and documents must be sent by email addressed to Ms. Eunyoung Lee, Program Management Assistant ([staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)) and the original receipts must be sent to SIAP (for address, refer to page 2).

14. Participants are requested to bring their passports with them to the Regional Course venue on the first day of the training (3 October 2016) for verifying their identities. Participants are also requested to submit their e-tickets and inbound boarding passes.

15. SIAP and FAO will not assume responsibility for any expenditure, such as:

- (i) Salary and related allowances for participants during the period of the Regional Course;
- (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the course;
- (iii) Compensation in the event of death or disability of participants in connection with their attending the course;
- (iv) Any loss or damage to personal property of participants while attending the course or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- (v) Any other expenses.

#### Visa requirements

16. Participants must check with the relevant diplomatic or consular mission of the Kingdom of Thailand on visa requirements and, where required, obtain appropriate entry visas. Participants who need to stopover in other countries should also obtain appropriate transit visas.

17. It is the participant's responsibility to check whether their country has a VISA Waiver Agreement with the Kingdom of Thailand or is allowed for visa-free entry. Further information on this matter can be obtained at <http://www.consular.go.th/main/th/customize/62281-Summary-of-Countries-and-Territories-entitled-for.html> . If your country is not listed on the above-mentioned link, you are requested to obtain an appropriate entry visa from the Kingdom of Thailand diplomatic or consular mission at the point of origin or en route prior to entering the Kingdom of Thailand.

18. A Note Verbale file copy has been/will be sent to you via email. If the original Note Verbale is needed please contact Ms. Akiyo Shibuya, Staff Assistant ([staff@unsiap.or.jp](mailto:staff@unsiap.or.jp)).

### **III. Other Arrangements/Information**

23. Foreign Exchange -- Foreign currency exchange services may be found inside Suvarnabhumi International Airport and are available from local bank branches throughout the city. There is a foreign currency exchange booth and ATM directly across the road from Riva Surya.

24. Weather and Clothing -- The weather in Bangkok in October will be hot and humid with a chance of rain. Participants are advised to check the Internet on the weather forecast of Bangkok, 2-3 days before departure.

25. Electricity voltage -- Electricity in Thailand is 220 volts at 50hz. Most electrical outlets in Thailand will fit a plug with either two horizontally opposed flat pins or two round pins in the same configuration.

26. Further supplementary information will be provided on the first day of the Regional Course.

## Annex 1

### Map of FAO and recommended hotels in the area



The above map can be downloaded from the following link:

<https://drive.google.com/open?id=1NfEMD4Mb4jUfbTeljW08NzLmM6c&usp=sharing>