



LOGISTICS GUIDELINES

REGIONAL HUMANITARIAN PARTNERSHIP WEEK – ASIA PACIFIC 2024

<p>Venue</p> <p>Agenda and Programme</p>	<p>The Regional Humanitarian Partnership Week Asia Pacific 2024 (#RHPW2024) will be held at the Grand Ballroom, 2nd Floor, Rembrandt Hotel Bangkok, 10-12 December.</p> <p>Address: 19 Sukhumvit Soi 18, Khwaeng Khlong Toei, Khlong Toei, Bangkok 10110, Thailand. Phone: +66 2 261 7100 https://www.rembrandtbkk.com/index.php</p> <p>To see the full program and agenda you can visit the following website at any point in time. We will keep this updated. RHPW Website</p> <p>Documentation: All RHPW2024 documents are available online. We hope to keep this event paperless. Participants are invited to use their laptops and smartphones for accessing documents. However, some printed agendas will be available at the registration desk and other printed documents on demand.</p> <p>On-Site Services Registration Desk: Located at 2nd Floor at Rembrandt Hotel right outside the Grand Ballroom, open on the 10th (morning). Information Help Desk: For any inquiries, visit the help desk in the main lobby, ground floor, Rembrandt Hotel. Wi-Fi Access: High-speed internet is available at the plenary hall and breakout rooms. For internet access in other areas of the venue, please use your hotel Wi-Fi.</p>
<p>Meals</p>	<p>International Buffet Lunch will be provided, for registered participants only, at the hotel's restaurant "Red Pepper" (1st Floor) from Tuesday to Thursday (10 – 12 December) in Rembrandt Hotel.</p> <p>However, given Thailand's great food options we also encourage participants to explore lunch places near the Rembrandt hotel, here are some of the suggestions:</p> <p>Coffee/tea Breaks: Coffee/tea breaks will take place outside of the plenary hall (Grand Ballroom).</p> <p>Dietary Needs: Should you have any specific dietary concerns, please contact us for assistance.</p>

<p>Accommodation Options near Rembrandt Hotel</p>	<p>If you haven't booked your accommodation yet, there are numerous hotels near the Rembrandt available for participants. Here is a recommended list for your convenience:</p> <ol style="list-style-type: none"> 1. Park Plaza 2. Maitria hotel 3. Novotel 4. Best Western 5. Courtyard 6. Golden Tulip hotel <p>Note: Please note that each participant will have to book their accommodation themselves, unless it is sponsored.</p>
<p>Thai Visa</p> <p>Vaccines/Health</p>	<p>Typically, foreign nationals wishing to enter the Kingdom of Thailand must obtain a visa from a Royal Thai Embassy or Consulate-General. However, citizens of certain countries may be exempt from this requirement if they meet the visa exemption criteria (Visa Exemption and Visa on Arrival to Thailand). Please consult the consulate information in your country or region for the most current details. If you enter without a visa or exemption, the co-organizers will not be able to assist you.</p> <p>Participants travelling from/through countries which have been declared <u>Yellow Fever Infected Areas</u> must acquire an International Health Certificate verifying the receiving of a Yellow Fever vaccination. For more information, please see the full list of countries that are declared as yellow Fever Infected Areas. Link</p> <p>Please be aware that COVID-19 is still present in Thailand. We kindly ask anyone feeling unwell or experiencing a fever to refrain from attending the conference that day or to wear a mask out of respect for others.</p>
<p>Transfers from the Airport to the Hotel</p>	<p>Bangkok has two international airports both with good transport options.</p> <p>If you are arriving at Suvarnabhumi International Airport, it is approximately 40 km from the city centre, where the hotel is located. Participants are required to make their own transportation arrangements from the airport to the workshop venue and back.</p> <p>Option 1: There is a very convenient Bangkok airport rail link from the airport to a key hub near the city where you can transfer to BTS/ or Taxi. The train takes approximately 20 minutes and costs 45 baht. See here for more information. https://www.bangkokairportonline.com/bangkok-airport-rail-link/</p> <p>Option 2: Metered taxis are readily available at the airport. Taxi stands are located on the 1st Floor Gate 4 and 7 of Suvarnabhumi Airport. Taxis are plentiful and are all metered and include some additional charge for driver and bags approx. 600-700 baht in total.</p> <p>If you are arriving at Don Mueang airport, this is in the north of the city. It is approximately 22.9 km from downtown where the venue is. Metered taxis are the best option and can be found at International Terminal 1, Floor 1, Gate 8. Cost is approximately same as above. See here for more information. https://donmueang.airportthai.co.th/</p> <p>Note Grab Taxi is available in Thailand and can be used to reach the airport on your way back.</p>

Dress Code	<p>The dress code for the RHPW is business-casual attire. Temperatures in Bangkok remain fairly constant throughout the year, averaging around 32-35°C/90-95°F and high humidity. Though December is winter and can get cool at night.</p> <p>Please keep in mind that indoor spaces in Thailand are well air-conditioned. Bringing a sweater, light jacket or scarf is advisable.</p>
Currency	<p>The local currency in Thailand is the Baht, and it is the only currency accepted. The current exchange rate is approximately 30 THB per 1 USD. Major credit cards are widely accepted, though a 3-5 percent surcharge may apply. Foreign currency can be exchanged at various locations, including Superrich and nearby banks. Additionally, there are numerous ATMs in Bangkok that accept both credit and debit cards, dispensing Thai Baht notes.</p>
Getting Around	<p>Bangkok is the largest city in Thailand, as well as being its capital and main port. It is the cultural, educational, political and economic center of Thailand, and its only metropolis. Traveling around Bangkok is best done via its excellent public transport system which can help beat the high levels of congestion. See more here: Transit information</p> <p>It is recommended that before you come to Thailand you download the Grab app https://www.grab.com/th/. This is the most common app for taxis in Bangkok.</p>
Surrounding Area	<p>Situated in the heart of Bangkok, the Rembrandt is just a short walk from the Asok BTS station and the Terminal 21 shopping mall. The hotel features several restaurants and bars, open from 6:00 a.m. to 1:00 a.m.</p>
Language	<p>English is widely understood and spoken in most tourist areas of Bangkok. Bilingual Thai / English are found on all road signs, Sky train stations (BTS), subways (MRT), and some local buses</p>
Climate	<p>A tropical city known for its hot climate and plentiful sunny weather, temperatures in Bangkok regularly stay well above 30°C / 86°F all through the year. The climate in Bangkok is at its hottest from March to August, while the rainy season tends to fall between June and October.</p>
Electricity	<p>In Thailand the standard voltage is 220 V and the frequency is 50 Hz. You can use your electric appliances in Thailand, if the standard voltage in your country is in between 220 - 240 V (as is in the UK, Europe, Australia and most of Asia and Africa). Manufacturers take these small deviations into account. If the standard voltage in your country is in the range of 100 V - 127 V (as is in the US, Canada and most South American countries), you need a voltage converter in Thailand. You can also consider a combined power plug adapter/voltage converter.</p>
Medical Facilities	<p>You can access healthcare in Thailand through the public healthcare system or private healthcare facilities. You'll need to show your passport to receive medical care at either type of facility. Thailand's healthcare is generally considered to be of good quality. Private hospitals in Bangkok are known for their high standards of care and shorter waiting times.</p>
Emergency Contacts	<p>Police emergency: 191 Tourist Police Emergency Hotline: 1155 Ambulance and Rescue: 1554</p>
Greetings	<p>In Thailand, the traditional greeting is the "wai," which involves pressing your palms together in a prayer-like gesture and bowing slightly. This is a respectful way to greet others without any body contact. It is important to note that physical contact, such as handshakes or hugs, is generally avoided in Thai culture, especially in formal or professional settings.</p>

Zero Policy on PSEA and Safeguarding	Our organisation maintains a strict zero-tolerance policy towards any form of sexual exploitation and abuse. All participants are required to adhere to this policy to ensure a safe and respectful environment for everyone. Our safeguarding policies are designed to protect against any form of harm, abuse, or exploitation, and we expect participants of RHPW to uphold these standards at all times.
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Contacts	<p>Ms. Asma Saleem asma.saleem@icvanetwork.org Deputy Regional Representative Asia Pacific ICVA</p> <p>Ms. Zainab Mir zainab.mir@communityworldservice.asia Regional program officer CWSA</p> <p>Ms. Rita Thakuri rthakuri@nset.org.np Network Coordinator ADRRN</p> <p>Ms. Lorena Dib Oliveira lorenna.diboliveira@un.org Associate Humanitarian Affairs Officer OCHA</p>
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