



# SECOND MEETING OF THE REGIONAL SCIENTIFIC AND TECHNICAL COMMITTEE (RSTC)

23-25 July 2024

Amari Hotel Bangkok, Thailand

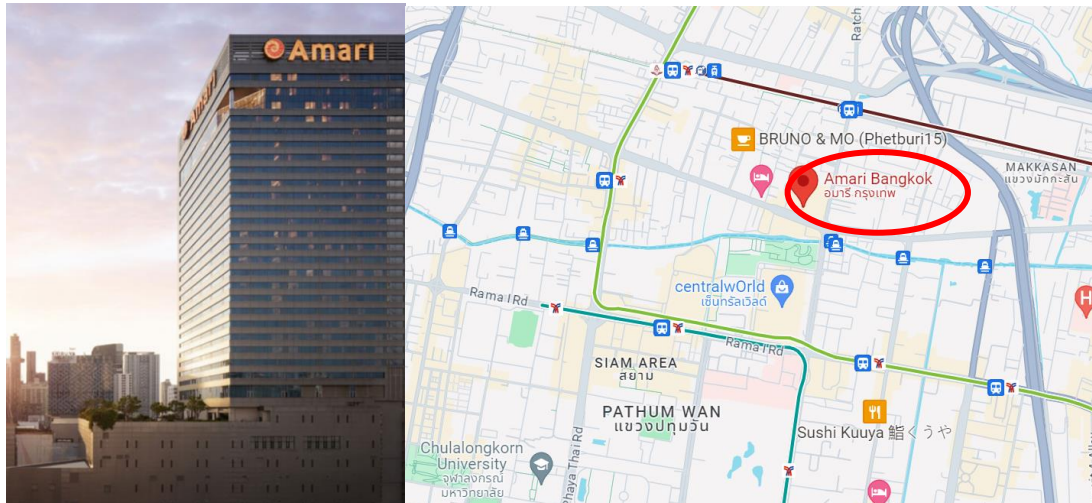
## LOGISTIC NOTE

The information below provides you with the logistic details for your participation in the upcoming Second Meeting of the Regional Scientific and Technical Committee (RSTC) on 23-24 July 2024, and Site Visit to Don Hoi Lot wetland on 25 July 2024. The meeting venue will be held at Amari Hotel Bangkok, Thailand. Please read the following information carefully, as it will help you to plan your meeting and travel to Thailand.

### 1. Schedule

Date	Time	Activity	Function Room
23 July 2024	9:00 - 17:15	2nd RSTC	5th Floor, Burirom Meeting Room
	18:00 - 20:00	Reception Dinner	8th floor, garden area
24 July 2024	9:00 - 14:15	2nd RSTC	5th Floor, Burirom Meeting Room
25 July 2024	7:15 - 16:00	Site Visit	DMCR Office No.8 Don Hoi Lot wetland

### 2. Accommodation



#### Amari Bangkok Hotel

847 New Petchburi Road, Ratchatewi, Bangkok 10400 Thailand

Tel: +66 2653 9000

Fax: +66 2653 9045

Check-in time: 14:00 p.m.

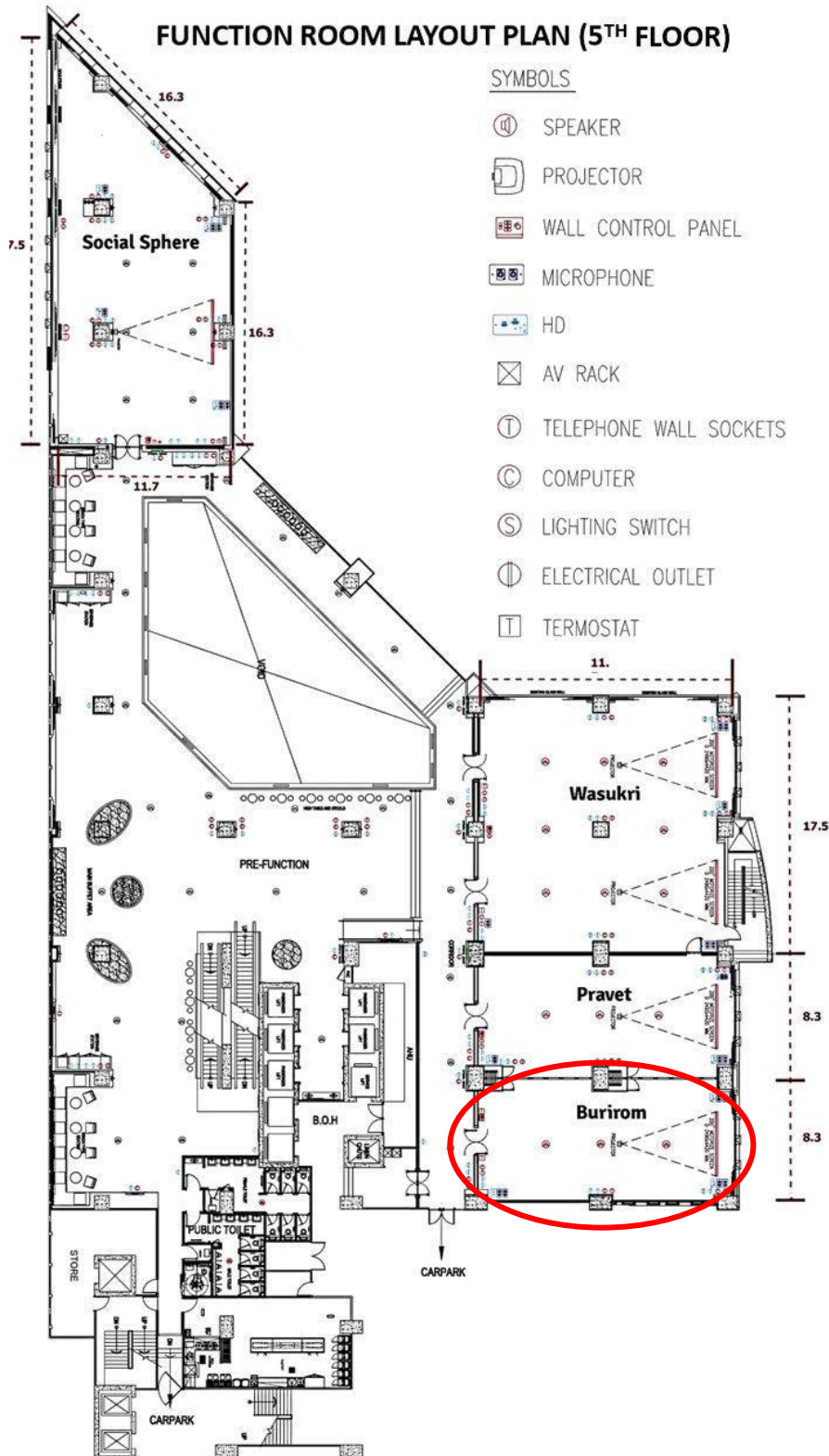
Check-out time: 12.00 p.m.

The organizer will take the responsibility for booking and paying for accommodation costs of the sponsored participants which cover room charge with breakfast only. Personal expenditures i.e. minibar, telephone, laundry or for any other expenses incurred shall be covered by the participants.

For non-sponsored participants i.e. participant's spouse or family members, the expenses will be the responsibility of the participants.

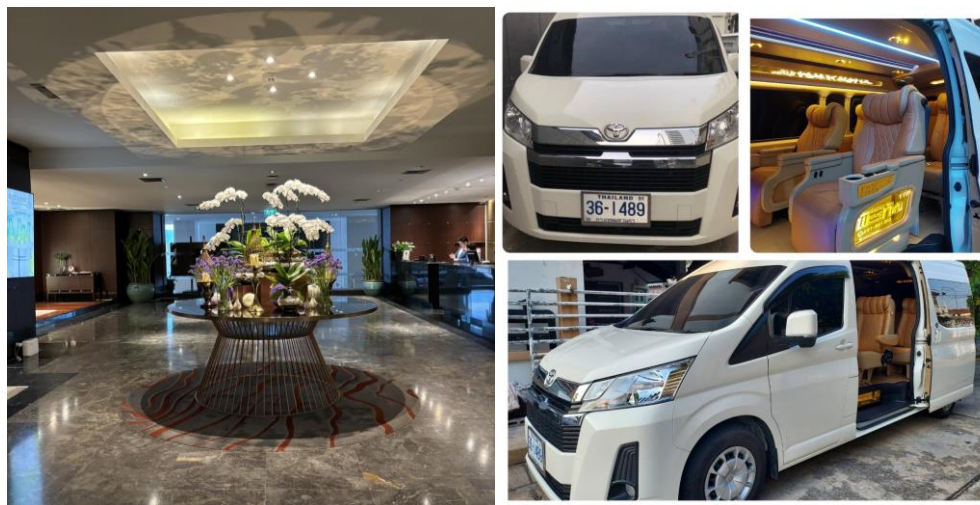
### 3. Meeting Venue and Registration

The 2nd Meeting of the RSTC (23-24 July 2024) will be held at Burirom Meeting Room, 5th Floor of the Amari Bangkok Hotel. Participants are requested to register and obtain meeting badges at the registration table from 8:30-9:00 a.m. The meeting will start at 9:00 a.m.



#### 4. Site Visit and Registration

The site visit (25 July 2024) will be at Don Hoi Lot wetland in Samut Songkhram. Please assemble at 7:15 a.m., the lower lobby (LL) of the Amari Bangkok Hotel. The departure time is at 7:30 a.m.



#### 5. Meeting Documents and Presentations

The meeting documents are available on the project Google shared drive.

<https://drive.google.com/drive/folders/1t9SsasAYcnwHirmq2L3Qhx5L-YA1WIRS?usp=sharing>

For those who are unable to access Google platform, please visit SCS SAP project website via <https://scssap.org/events>

Any additional documents will be uploaded on the above-mentioned platforms once available. Participants are requested to print and bring their copies to the meeting.

Participants who will be presenting are requested to send their presentations on or before 17 July 2024. Please send the presentations to Ms. Ob-Orm Utthasit ([obormu@unops.org](mailto:obormu@unops.org)) and cc. Mr. Reynaldo Molina ([reynaldom@unops.org](mailto:reynaldom@unops.org)).

#### 6. Remote (Virtual) Participation

Participants who will not be able to attend the meeting onsite will be provided with the Zoom meeting invitation link to access and join the meeting. Participants who will speak and present at the meeting will be given access to speak and present following the Zoom meeting features and operations.

#### 7. Daily Subsistence Allowance and Payment

Participants will be provided with the Daily Subsistence Allowance (DSA) via UNOPS' disbursement into your banking account.

For participants who have not yet registered your banking information in the UNOPS system, please complete the **supplier registration form** [Click](#) and submit the form to Ms. Victoria Ballester ([victoriab@unops.org](mailto:victoriab@unops.org)) and Ms. Ob-Orm Utthasit ([obormu@unops.org](mailto:obormu@unops.org)) on or before 10 July 2024.

#### 8. Travel Arrangements

Once the confirmation for participation has been made by the participants, the organizer will contact the participants directly for travel arrangements.

Please ensure that your passport is valid for at least 6 months by the time of your arrival in Thailand.

## 9. Transportation

The daily subsistence allowance (DSA) that participants will receive includes the transportation cost between airport and hotel. Participants have choices of airport transfers as follows:

### Transfer from Suvarnabhumi Airport to Amari Bangkok Hotel

The hotel is about 31 kilometres or 50-min drive from Suvarnabhumi International Airport. It is located in the centre of the vibrant Pratunam neighborhood in downtown Petchburi, one of the liveliest areas in Bangkok and surrounded by office buildings, hotels, shopping malls, and plenty of restaurants.

#### → By Public Taxi (Floor 1)

Public taxi stand is located on Level 1 (Ground Level). Take the lane for Regular Taxi and get a ticket queue number. Then proceed to the taxi lane following the number indicated on the ticket. Taxi fare is based on metered taxi fare plus 50 Baht airport surcharge, and expressway toll fees.

#### → By Airport Rail Link Train (Floor B)

You can use the Suvarnabhumi Airport Rail Link (ARL) train located at the Basement level of the passenger terminal.

- Take the ARL train to go to Ratchaprarop ARL Station
- At Ratchaprarop ARL Station, take Exit 1
- You may opt for 10-min walk (700 m) to the hotel, or take taxi directly to the hotel considering that you have luggage



For further details and information, please see the following: Airport Rail Link Information [Click](#)

## 10. Safety and Security

For your own safety and security, we suggest you see this [Security Briefing Note](#), and follow the UNDSS advice/ recommendations.

For UN participants, please submit a Security Clearance Request through TRIP and get it approved/cleared before the actual travel (<http://dss.un.org>). You must also complete the UN mandatory online training as applicable to their rank/role including the BSAFE (<https://training.dss.un.org>).

All participants are expected to download the **eTA Apps** (see photo) from either Google Play or the App Store onto their mobile devices, with their 'location service' activated/switched on at least for the duration of the event.



## 11. Meals

Participants will be provided with breakfast and lunch at Amaya, 4th floor of the Amari Bangkok Hotel. Participants are expected to assume responsibility for their dinner arrangements.

The reception dinner will be held on 23 July 2024, from 18:00-20:00 p.m. at the 8th floor (garden area) of the Amari Hotel Bangkok.

## 12. Dress Code

2nd Meeting of the RSTC	Business casual
Site Visit	The location is wetland where it is muddy and wet, please bring/ adjust your outfit accordingly. You may consider bringing an umbrella, hat, or a change of clothes just in case you get soaked.

## 13. Internet and Wi-Fi Access

Free Internet and Wi-Fi access will be provided by the hotel at the accommodation and meeting room.

## 14. Electricity

The electrical current in Thailand is 220 volts with electrical outlets such as Two pin flat (US type) and Round (European type). Participants are advised to bring a suitable adaptor, in case needed.

## 15. Currency

The official currency of Thailand is “Thai Baht”. The currency is THB.

## 16. Time

The standard time in Thailand is GMT+7 hours.

## 17. Contact Persons

For further details and information about the meeting arrangements, agenda and documentation, please contact the following:

**Mr. Reynaldo Molina**

Mobile: 062 – 0099921

E-mail: [reynaldom@unops.org](mailto:reynaldom@unops.org)

**Ms. Ob-orm Utthasit**

Mobile: 090-9865822

Email: [obormu@unops.org](mailto:obormu@unops.org)