



DIPLOMACY
TRAINING
PROGRAM

ARRIVAL INFORMATION PACK

Corporate Accountability: Tools to Promote Responsible Business Conduct

A Capacity Building Program for NGOs and Trade Unions

A partnership between OECD Watch and the Diplomacy Training Program
4-6 November, 2009, Bangkok, Thailand

Dear participant,

OECD Watch and the Diplomacy Training Program welcome you to the capacity building seminar Corporate Accountability: Tools to Promote Responsible Business Conduct. The following information has been prepared to assist you prepare for your arrival in Bangkok.

Arriving in Bangkok:

Once you have arrived at Bangkok Suvarnabhumi Airport (www.bangkokairportonline.com), you will need to go to immigration, collect your bags and go through customs. You should change some money before you leave the airport, so that you can pay for your taxi. Taxis are available outside the terminal building— we recommend that you take an **airport taxi**, as they have the best reputation. Please make sure your taxi uses the Metre! Before your ride, double-check that your taxi will give you a receipt at the end of your journey -- Please get an official receipt of the taxi fare and bring it to the training program. We will refund your taxi travel once you have reached the program. Expect to pay 300-400 THB for a taxi to the hotel Viengtai (see the heading "Information about Accommodation and Training Venue" for hotel address).

Arriving at the Viengtai Hotel

When you arrive at the Hotel Viengtai please go to the Check-in Desk and check into your room under the reference OECD Watch. You will be sharing with 1 other participant of the same sex, unless you have indicated objections in your participants note.

Please meet the program team at **19:00 on the November 3 at the hotel reception** if you would like to meet for dinner.

If you are not able to attend the dinner then please join the other participants in the Hotel Restaurant at **7:30 on Wednesday 4 November for breakfast**. Please check with hotel staff for the location of the dining room and training room.

We are looking forward to meeting you next week. Have a pleasant journey to Thailand.
Warm regards,

OECD Watch and Diplomacy Training Program



DIPLOMACY
TRAINING
PROGRAM

Contact details organisers

If you have a problem at the airport or hotel and need some help please contact:

Ms Virginia Sandjojo +31 6 12060229

Hotel Viengtai: +66 2 280 5434 45 (local number).

Ms Kata Lee (Bangkok Local support) (Thai speaker) MB: +66 XXXXX

Information about Accommodation and Training Venue

Both the training venue and accommodation facilities are situated at the Hotel Viengtai. Rooms will be allocated before you arrive in Bangkok. All rooms are clean and comfortable with basic provisions. The hotel has a swimming pool. The program organizers will meet the costs of your accommodation, meals and wireless internet. The participants must meet telephone, laundry, and other costs themselves.

The contact details for the hotel are:

Hotel Viengtai

42 Rambuttri Road

Banglumpu, Bangkok 10200

Thailand

Telephone: +66 2 280 5434-45

Fax: +66 2 281 8153

www.viengtai.co.th

The conference room where the training program will take place is Room Thepprathan 1.

Food

All meals will be covered for you while you are at the program from dinner on Tuesday November 3 2009 until breakfast on Saturday June 7 2009. Morning and afternoon refreshments and lunch will be provided daily. We will have one evening program that includes dinner. There are many restaurants and eating places all around the hotel.

Departure

OECD Watch and DTP will arrange for you to travel from the hotel to the Bangkok International Airport for your departure. We will provide you more details about this when you arrive in Bangkok. Departure tax is 700 Baht for international flights. This should be included in your airline ticket – please double-check your receipt before you arrive. Departure tax is 100 Baht for domestic flights.

Passport and Visa Requirements

Check your passport expiry date. Thailand requires that your passport be valid for 6 months following the date of your arrival in Thailand. Please check the website

www.mfa.go.th/web/2637.php for information regarding visas.



DIPLOMACY
TRAINING
PROGRAM

Travel Insurance

Travel and health insurance is strongly recommended for all overseas travel. Travelers should check with their insurer to make sure that their policy meets their needs. In particular, travelers intending to drive motor vehicles or ride motor cycles should confirm their policy provides coverage in the event of an accident. Travelers should also be aware that some insurance companies may not pay claims which arise when travelers have disregarded the Government's travel advice.

Communications

There are many local internet cafés near the hotel, most costing 20 to 30 baht an hour. If you will bring your own laptop Wifi internet access at the hotel can be arranged. You can also buy a SIM card for your mobile phone in Thailand at low cost.

Banks and Currency

The currency of Thailand is the Baht. US\$1 equals approximately THB 34. There are exchange facilities at the airport. Major outlets accept credit cards and it is possible for those with the appropriate cards to withdraw cash from bank cash machines.

Suggested Dress

The dress code for the program is semi-formal on Wednesday and Thursday. You do not need to wear a suit to the OECD Watch / DTP Capacity Building Program. As training room will be air-conditioned, please bring something warm for the training room. Those participants attending the OECD /UN-ESCAP conference may choose to wear more business style clothes.

What to Bring

The following is suggested for guidance only.

- Clothing for warm weather.
- Clothing suitable for a formal reception and attending the OECD / UN-ESCAP conference (for those attending)
- Personal toiletries
- Camera
- Business cards
- Information on your organisation you may wish to distribute to other participants
- Bathing suit – if you wish to swim in the pool at the Hotel
- Personal medication

Places of Worship

There are Buddhist Temples, churches, mosques, and a Hindu Temple in Bangkok, all of which can be reached by taxi or public transport. The hotel staff should be able to assist you with directions

Electricity

Electricity in Thailand is 220 Volts, alternating at 50 cycles per second. If you travel to Thailand with a device that does not accept 220 Volts at 50 Hertz, you will need a voltage converter.



DIPLOMACY
TRAINING
PROGRAM

Security and Safety Issues

The hotel is situated in The Old Town, in an area called Banglamphu. Program organisers advise participants to take care of their personal belongings when walking or travelling in the city, and particularly around Khao San Road. Please advise either other participants or program staff/organisers if leaving the training venue. We also recommend you go out in the evening in small groups, rather than alone. It is also important that participants keep their identity documents in a safe place at all times when inside and outside the training venue.

Health Information

Please check with your doctor that all adequate health precautions (such as immunizations) have been completed before your arrival in Thailand. Immunization is your responsibility. You are reminded that travel insurance is your responsibility and is strongly recommended.

General Information about Thailand

The **Kingdom of Thailand** is an independent country that lies in the heart of Southeast Asia. Thailand is the world's 50th-largest country in terms of total area, with a surface area of approximately 513,000 km² (198,000 sq mi), and the 21st most-populous country, with approximately 63 million people. About 75% of the population is ethnically **Thai**, 14% is of **Chinese** origin, and 3% is ethnically **Malay**; the rest belong to minority groups including **Mons**, **Khmers** and various hill tribes. The country's official language is **Thai**. The national religion is **Theravada Buddhism** which is practiced by more than 95% of all Thais. Thailand is a constitutional monarchy with King **Bhumibol Adulyadej**, the ninth king of the **House of Chakri**, as the ruling monarch. The King has reigned for more than half a century, making him the longest reigning Thai monarch and the longest reigning current monarch in the world. Thailand experienced rapid economic growth between 1985 and 1995 and today is a newly-industrialized country with an emphasis in exports and a flourishing tourism industry, thanks to various world-famous tourist destinations such as **Pattaya**, **Bangkok**, and **Phuket**. For further information on Thailand in general please visit: www.tourismthailand.org

Information about Bangkok

Bangkok, the capital of Thailand began as a small trading center and port community on the west bank of the Chao Phraya River before the establishment of the **Ayutthaya Kingdom**, the precursor of modern Thailand. Bangkok is now Thailand's center of political, commercial, industrial and cultural activities. Bangkok is considered to be one of the world's tourist hotspots. The city boasts some of the country's most visited historical venues such as the **Grand Palace**, **Wat Pho**, and **Wat Arun**. There are numerous projects to maintain Bangkok's historic sites in the Rattanakosin area and river districts. **Ratchaprasong** is at the forefront of Bangkok's shopping scene. The newly renovated **Central World Plaza** intends to serve as a square to Bangkokians. The popular **Chatuchak Weekend Market** in the north of the city is where many people head for cheap, used and high quality products. Public transportation facilities are the regular bus service provided by the **Bangkok Mass Transit Authority** (BMTA), an elevated two-line **Skytrain** and the **MRT** subway system. For further information on Thailand in general please visit: www.bangkoktourist.com