

ACI Global Training Training Venue Fact Sheet

Bangkok, Thailand

Location: International Civil Aviation Organization (ICAO) Asia and Pacific Office
252/1 Vibhavadi-Rangsit Road
Chatuchak, Bangkok 10900

The ICAO Bangkok Regional Office is located at 252/1 Vibhavadi-Rangsit Road, Chatuchak, next to the Petroleum Authority of Thailand (PTT) Headquarters and opposite the Central Plaza Ladprao Shopping Mall, Bangkok. It is about 35 km away from the Suvarnabhumi International Airport and about 12 km from the Sukhumvit Road, where most of the recommended hotels are located.

Location of the Regional Office and the route map of the Bangkok Mass Transit System (BTS, also known as the Sky train) and MRTA Sub-way system (the Underground Metro) are published on the APAC website <http://www.icao.int/APAC/Pages/default.aspx> under the heading "Information for Visitors".

Meeting point: Classroom is located on the 2nd Floor at the "Kotaite Wing"

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Class Start/End Time 0830 – 1630 (5 days)

First day of class: Students are requested to register at the Registration Desk between 0800 and 0830 hours on the first day of the training. Participants are also requested to wear the identification badge at all the times inside the ICAO premise.

Please allow for sufficient time to arrive in the classroom before the course is due to begin. Locate and meet the Global Training on-site administrator and/or the course instructor(s). Meet your fellow course participants. **Enjoy the GT course.**

Security clearance: Please bring one piece of ID. See [ICAO Information for Visitors](#)

Hotel

Accommodations: See [ICAO List of Hotels](#)

Reservation process: Participants may contact recommended hotels listed in the APAC website directly. Participants are advised to make their reservation as soon as possible. The Regional Office would be pleased to assist participants in making their hotel reservation, if required. **While making reservations, participants should mention that they are attending ICAO Meetings to get the special room rate.**

Transportation: Participants are requested to make their own arrangements for transportation from the Airport to the hotel/city.

Thai Airways International and Airport Taxi Services operate private limousine services from the Airport to downtown Bangkok, at about Baht 1000-1200 per vehicle. Public taxi meter service is also available at the Airport. In addition to the fare indicated in the taximeter, 50 Baht extra surcharge is required to be paid for hiring a taxi from Airport to city plus expressway toll charges if any. The Bangkok Mass Transit Authority operates Airport Bus service to the city centre.

Participants are requested to make their own arrangements for transportation from their hotels to the venue of the training.

When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

Participants are requested to ensure that their return bookings are confirmed as required.

Visa requirements: All foreign nationals entering Thailand must possess valid passports or other valid travel documents. Participants from certain countries are not required to obtain visas for a temporary visit not exceeding 15 days. It should, however, be noted that the temporary visas issued upon arrival at the Airport cannot be extended beyond the period of 15 days except under extraordinary circumstances. It is, therefore, suggested that all participants consider obtaining official visas from the Royal Thai Embassy or Consulate prior to their arrival in Thailand.

Please visit the Ministry of Foreign Affairs of the Kingdom of Thailand website for more information on Visa's: www.mfa.go.th

Note: The above list is subject to change at short notice; please check with the Thailand Consulate or Embassy closest to you before traveling. ACI GT will provide a letter of invitation (if required) upon payment of the registration fee. **Please be sure to obtain your visa well in advance of your departure.**

Health requirements: International certificates of vaccination against yellow fever are required if arriving within 6 days after leaving or transiting an infected area.

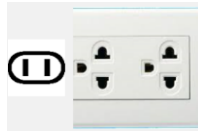
Please see the Ministry of Foreign Affairs of the Kingdom of Thailand website for more information: www.mfa.go.th

Cell/Mobile phone systems:

GSM

Electricity and plugs

220-240AC



Local currency and Exchange:

Money can be changed at banks, bureaux de change and some hotels. Proof of identity may be requested, therefore, it is advisable to carry a passport. International credit cards such as American Express, Diners Club, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

All commercial banks exchange major foreign currencies and are open from 0830 to 1530 hours from Monday through Friday and some keep the foreign exchange counter open until 2000 hours during weekdays. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

ATMs are available all over the city including shopping malls and stations, and accept all international debit and credit cards. Almost all hotels, shops and restaurants, and even national parks and game reserves accept credit cards.

Traveller's cheques are valid at banks, hotels, restaurants and some tourist-orientated shops. To avoid additional exchange rate charges, travellers are advised to take traveller's cheques or Canadian Dollars.

About Thailand

Time in Thailand is 7 hours ahead of Co-ordinated Universal Time (UTC+7).

Information about Bangkok climate could be found on the ICAO APAC website. More weather information including 5-day forecasts can be obtained from the web site of the Thai Meteorological Department: www.tmd.go.th.

Tropical or lightweight and washable cotton clothing/dresses will suffice.



Most hotels add a 10% service charge to the room rate in addition to the government tax of 7%. Baggage boys at hotel expect a tip of at least Baht 20. At restaurants, a tip of about 10% is expected unless a service charge has been added to the bill.

Although the tap water in Bangkok is chemically treated, it is, however, recommended that participants drink only bottled water and beverages.

Tourism Authority of Thailand: www.tourismthailand.org
Suvarnabhumi Airport: suvarnabhumiairport.com/en

For additional information please contact the ACI Global Training team at training@aci.aero