Towards an ASEAN Roadmap for the Elimination of the Worst Forms of Child Labour by 2016: Tripartite Consultative Review Meeting
Bangkok, Thailand: 28-29 June 2010

Administrative Note

1. Seminar Venue
The Tripartite Consultative Review Meeting will take place at the United Nations Convention Centre on 28 and 29 June 2010. The Meeting venue is “Meeting Room G”.

United Nations Convention Centre (UNCC)
UNESCAP, Rajdamnern-Nok Avenue
Bangkok 10200, Thailand
Tel: (66) 0 2288 2112, (66) 0 2288 2571, (66) 0 2288 1174
Fax: (66) 0 2288 3022
E-mail: escap-conference-services@un.org
Website: http://www.unescap.org/uncc/

More information on the Meeting is available at ILO website:

2. Travel and Daily Subsistence Allowance
The ILO will cover travel, accommodation and subsistence costs, in accordance with the relevant ILO rules, for the duration of the Meeting.

Laos: Air tickets for participants from Laos will be arranged by ILO ROAP in Bangkok.

Cambodia, Indonesia, Philippines, and Vietnam: Relevant ILO Country Offices will be requested to assist in the issuance of air tickets to the participants from these countries.

Brunei Darussalam, Malaysia and Singapore: Participants from these countries are requested to purchase their own most direct route, round trip economy class (excursion or special fare) air tickets, which will be reimbursed in Bangkok upon presentation of the original official bill/receipt. Participants will be reimbursed the actual amount paid up to the maximum of economy class (excursion or special) airfare.

3. Hotel Accommodation
Single room accommodation (breakfast included) has been booked for the participants during 27 to 29 June 2010 at the Centre Point Petchburi 15.

Centre Point Petchburi 15
6 Soi 15, Petchburi Rd. Rajchathewi, Bangkok 10400 Thailand.
T: (662) 653-6690-8
F: (66) 255-3845
E: reservations@centrepoint.com
W: http://www.centrepoint.com/bangkok-apartments/petchaburi/

The hotel bill for room only will be settled by the ILO for the ILO-funded participants. All other personal expenditure incurred at the hotel (including room upgrading, mini-bar and room services) are at the participants’ own account.
4. Travel Documents
Participants should make your own arrangements in order to obtain passports, visas and other travel documents as well as any required inoculation or vaccination certificates. The ILO does not reimburse the cost of obtaining passports, visas, vaccinations, airport taxes, excess baggage, and airport transfer.

5. Arrival at Suvannabhumi Airport & Getting to the Hotel
Upon arrival at Suvannabhumi Airport, transportation to the hotel can be arranged in several ways:

- **Airport (AOT) Taxi (recommended):** Contact the taxi registration booth located in front of Gates 5, 7 and 8 on Level 1. There is taxi-meter queue service for the arriving passengers. The taxi-meter will charge according to the mileage-meter + THB 50 as a surcharge.
- **Public Taxi:** Passengers who prefer to take public taxi should present their boarding passes to enable them taking the airport shuttle bus which will bring them to the Public Transport Centre where public buses and taxis are available.
- **Limousine:** Counter service of Avis, Hertz and Budget are located on Level 2, Gate 6 area.

7. Sickness or Accidents Insurance
Before proceeding to attend the Meeting, participants are advised to obtain insurance coverage, either at your own expense or at the expense of your nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Meeting, and the journey to and from the host country. The ILO cannot accept responsibility or liability for such contingencies. In case of accident or sickness during the Meeting, you should endeavour to notify the organiser immediately.

8. Accommodation, Meals and Coffee Breaks
Lunch and coffee/tea breaks will be provided by the ILO for the duration of the Meeting.

9. Currency Exchange
The local currency for Thailand is the “Thai Baht”. Currency exchange can be done upon arrival at the airport or at the hotel reception counter. There is also a bank located in the UN Building. The UN operational rate of exchange for June 2010 is US$1/Baht 32.54 (although note that this value is subject to frequent fluctuations).

10. Weather
Weather in Bangkok in June: average temperatures between 24ºC - 33ºC, with high humidity and rainfall. Note that the Meeting venue is air-conditioned.

11. Medical Services
An on-call doctor is available and can be arranged by the hotel upon request with service charges.

12. Emergency Contact
In case of emergency please contact:

Ms Simrin Singh, Senior Specialist on Child Labour
Tel: (66) 0 2288 1744, E-mail: singhs@ilo.org

Mr David Braun, Technical Officer, Child Labour and Youth Employment
Tel: (66) 0 2288 1762, E-mail: braun@ilo.org