

# Tripartite Regional Meeting on Social Protection and Formalization

15-16 November 2022 | Bangkok, Thailand  
*Pullman Bangkok Grande Sukhumvit*

## Administrative note

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### ▶ Place and dates

The regional meeting will be held in Bangkok, Thailand, from 15 November to 16 November 2022 at the **Pullman Bangkok Grande Sukhumvit Hotel**  
30 Sukhumvit 21 (Asoke) Road  
Bangkok 10110  
Thailand  
Tel: +66 (0)2 204 4017  
Website: [www.sm2@pullmanbangkokgrandesukhumvit.com](mailto:www.sm2@pullmanbangkokgrandesukhumvit.com)  
(map available on website)

### ▶ Language

The meeting will be conducted in **ENGLISH**.

### ▶ Travel

Self-funded participants should fully make their own travel arrangements to the venue and back home. The International Labour Organization (ILO) will not cover any travel related costs for self-funded participants.

The ILO will cover the cost of air tickets for ILO-funded participants in accordance with the relevant ILO rules. Travel arrangements are made so as to ensure that the participants arrive in Bangkok one day prior to the meeting (14 November 2022) and leave at the end of the meeting, preferably on the same day the meeting ends.

The ILO will provide each participant with a pre-paid return economy class air ticket at the most economical fare and by the most direct route to cover the journey from his/her country to Bangkok. For participants who wish to upgrade their ticket, this will be at their own expense. It is emphasized that any deviation in the journey made by the participants when joining or leaving the host country will be at their own expense. Participants will obtain the air tickets at the relevant ILO Offices in the Region (unless otherwise informed).

All participants are advised to ensure that they have a confirmed reservation for the return journey prior to their arrival in Bangkok. No allowance will be paid beyond the specified date of the Meeting.

## Travel documents

Participants should make their 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.

## Visas

Appropriate visa or visas needed for the journey must be secured well in advance of the meeting. It is the participant's full responsibility to contact the Thai Embassy or Consulate without delay regarding visa issuance as well as the latest applicable immigration requirements. The ILO cannot bear any costs incurred in the processing of a visa.

## Arrival at Suvarnabhumi Airport & getting to the hotel

Participants should make their own transport arrangements from the airport to the hotel. Detailed information about the airport can be found at [www.suvarnabhumiairport.com](http://www.suvarnabhumiairport.com).

Upon arrival at Suvarnabhumi Airport, transportation to the hotel can be arranged in several ways:

- **Airport taxi:** 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-metre will charge according to the mileage-metre + THB 50 as a surcharge.
- **Public taxi:** Passengers who prefer to take a public taxi should present their boarding passes so as to enable them to take 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.

**It is strongly recommended that participants contact only the authorized staff at the official counters located in the airport arrival zone**, who, upon request, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination.

## Sickness or accidents insurance

Participants are advised to obtain insurance coverage, either at their own expense or at the expense of their 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, the participant should notify the organizer immediately.

## ► Accommodation

A block booking has been made at the Pullman Bangkok Grande Sukhumvit Hotel (meeting venue). Please inform us should your choice of accommodation be otherwise.

Accommodation costs for ILO funded-participants will be covered directly by the ILO for the duration of the meeting for single room accommodation (breakfast included) at the Pullman Bangkok Grande Sukhumvit Hotel.

The hotel bill for **room only** will be settled by the ILO for the funded-participants. All other personal expenditure incurred at the hotel (including room upgrading, mini-bar, room services, telephone and

internet usage) and any additional nights will be at the participants' own expense. Participants are responsible for settling accounts directly with the hotel prior to their departure from Bangkok.

### Daily subsistence allowance (DSA)

Lunch and coffee/tea breaks will be provided by the ILO to all participants (both ILO-funded and self-funded) for the duration of the meeting.

For ILO-funded participants an additional DSA will be paid in cash to cover other meals and incidentals during the meeting, in accordance with the relevant ILO rules, and will be made in Thai Baht equivalent to the existing UN exchange rate at time of payment.

### Currency exchange

The local currency for Thailand is "Thai Baht". Currency exchange can be made upon arrival at the airport or at the hotel reception counter. The UN operational rate of exchange for November 2022 is US\$1/Baht 37.92 (subject to frequent fluctuations).

### Weather in Bangkok

The average temperature in Bangkok is between 24°C and 32°C.  
Note that the meeting venue is air-conditioned.

## ► Emergency contact

In case of emergency please contact:

### **Mr Nuno Meira Simoes da Cunha**

Senior Technical Specialist on Social Protection

ILO-Bangkok

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### For travel arrangements, accommodation and confirmation of participation

### **Ms Amittada Boonmontira**

Logistical and Administrative Support

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