

The Asia CBD COP Preparatory/Capacity Building meeting and the CBMIS Workshop

Holiday Inn Hotel, Chiang Mai, Thailand

1 – 7 June 2014

LOGISTICS INFORMATION

Warm welcome to Chiang Mai, Thailand!

AIPP, Tebtebba and SCBD would like to heartily welcome you to Chiang Mai, Thailand. This logistic information has been prepared to guide you during your travel and make your stay comfortable in Chiang Mai, Thailand.

This is to inform you that AIPP, Tebtebba and SCBD jointly are organizing The ASIA CBD COP Preparatory/Capacity Building Meeting and CBMIS Workshop in Chiang Mai, Thailand from 1 - 7 June 2014 back to back **(1 June WIPO Meeting; 2 Field trip to two villages in Thailand, 3-5 June CBD COP Preparatory/Capacity Building meeting and 6-7 CBMIS workshop)**. Therefore, all participants attending respective meetings are expected to arrive a day before the event and depart on the following day from Chiang Mai. You will receive the invitation letter; as per the events you will be attending the meeting. All the documents and related materials of the training will be provided to you on your arrival day.

Kindly book the most economical flight as soon as you have identified your participants and confirm the validity of their passport to be active for 6 months prior to arrival in Thailand. Kindly fill up all the information in the confirmation form and send back to the email address given below by **23 May 2014 (Friday)**.

I. Travel and related information:

1. Date of arrival

The Asia CBD COP Preparatory Capacity Building meeting and the CBMIS workshop will be held in Chiang Mai, Thailand from Sunday, 1 – 7 Saturday 2014. The arrival date of all participants shall be a day before the event. Those participants, who are attending WIPO meeting should arrive Chiang Mai on 31 May 2014. Those participants attending CBD COP and CBMIS both should arrive Chiang Mai on 1 June 2014, before the field trip and those participants attending only CBMIS should arrive on 5 June 2014.

2. Booking ticket and Flight details

Kindly book your ticket according to the meeting you are attending and send the copy to Ms. Len Regpala of Tebtebba (l.regpala@tebtebba.org) together with confirmation form before confirming the ticket. Kindly make sure that it is also cc to Ms. Ale of AIPP (ale@aippnet.org).

Please send your flight details on or before May 23 so that we can arrange for your airport pick-up with the hotel.

3. Visa information

Thailand requires your passport to be valid for 6 months following the date of your arrival to Thailand. Please make sure to check this information prior to booking your flight.

Please follow the link below to access detailed information on the visa requirements:

<http://www.mfa.go.th/main/en/services/123>

Even if you do not require visa to enter Thailand, you are advised to bring the printed copy of the invitation letter along with you while traveling. There are cases that you may be requested by immigration authorities from your country and or Thailand to show a letter of invitation.

4. Airport Transportation to and from the venue of the meeting

The hotel will provide free shuttle service from airport-hotel-airport on your arrival and departure from Chiang Mai. Please make sure that you send your complete travel itinerary to us by May 23, 2014 to enable us to coordinate it properly to the hotel staff for airport pickup and drop off. **Chiang Mai international airport** is a small airport so you should not have any problems. In case you are arriving in the domestic terminal, kindly indicate this otherwise the hotel staff will miss you.

After you exit from the customs (gate), kindly look for the hotel staff holding a placard **“CBD/AIPP”**. In case you miss the hotel staff, you can get a taxi outside the airport. **You should change some money before you leave the airport so that you can pay for your Taxi in Thai Baht.** The cost of Taxi from the airport to the venue is around 150 baht (Approximately 5.00 USD). You can find airport taxi service near to the exit gate, where you can approach and show them the address of the hotel. The taxi stand is located at the end of the domestic terminal. As you exit, you have to turn left (from either of the international or domestic terminals) and look for the sign hanging from the ceiling to direct you to the taxi stand. You are advised to print out this travel advisory and show the address and map to the driver. The travel time from the airport to the hotel is about 15minutes.

5. Accommodation and venue of the meeting and workshop

The accommodation for the participants is booked in the hotel Holiday Inn, Chiang Mai for the meeting. The address of the hotel is given below; you may show this address to the airport taxi service, in case you couldn't find the placard.

Holiday Inn Chiang Mai

318/1 Chiang Mai-Lamphun Road, T. Wat Kate, A. Muang, Chiang Mai 5000 Thailand

Tel: +6653275300/ Fax: +6653275299

Website: <http://www.holidayinn.com/hotels/us/en/chiang-mai/cnxcn/hoteldetail>

If you have any problem at the airport and need some help please contact:

- Ms. Ale (Thai and English) - Mobile: +66 (0) 86 6701725
- Ms. Pi (Thai and English) - Mobile: + 66 (0) 869179697
- Mr. Shree (English) - Mobile: + 66 (0) 896319859
- Ms. Athing (English) - Mobile: + 66 (0) 851060622

All the participants will be accommodated at Holiday Inn Chiang Mai. The accommodation for participants will be for single occupancy except to those who want to share a room. The participants planning to arrive earlier or leave later for personal reasons should inform us earlier so that we can arrange accordingly with the hotel. Kindly keep that in mind that the participants shall bear the additional cost of accommodation and food by themselves for additional stay in Chiang Mai. The organizers won't pay for additional stay of the participants for their personal businesses AIPP is provided with a special rate so you can avail of this rate if booking is done by AIPP. The special rate for single room is 1,600 baht/day (54.00 USD) to include breakfast and free Internet in the room.

Accommodation Benefits to the guest free of cost

- Free Internet WIFI
- Transfer Pick up from and to Airport
- Complimentary use of Fitness Center
- Complimentary coffee/tea making facilities
- Complimentary 2 bottles of drinking water
- In room safe box

Aside from these benefits, the participants have to bear the charges themselves for extra drinks from the mini-bar, laundry, massage, phone calls, etc.

5.1. Internet and Communications in hotel

Free wireless Internet is available in the rooms and the meeting room. You can also buy a SIM card for your mobile phone in Thailand at low cost. Mostly SIM cards are being distributed in the Chiang Mai International airport

5.2. Conference Room Facilities:

The hotel has a large conference room with sound system and LCD Projector that can accommodate 60 persons. These facilities shall be used for the meeting.

5.3. Meals

Breakfast, lunch, and tea/coffee and snacks will be provided during the meeting period. Meals shall be served in the dining area of the hotel, while snacks will be served just outside the Conference room. Thai food is generally spicy, though the food in the hotel is more a mix of Asian and international food on the menu.

For those with dietary requirements (vegetarians, non-pork, non-beef eaters, etc.) please inform Ale in order for us to make the necessary arrangement with the Hotel. Kindly feel free to send the information on dietary requirements in the confirmation form as well.

Meal allowances will be given to the participants to cover for dinner. Holiday Inn Chiangmai is ideally located on the banks of the Mae Ping River with easy access to the restaurants and shopping markets.

The hotel likewise provides complimentary shuttle service to the Chiangmai Night Bazaar daily from 6:00pm to 10:00pm that leave hotel every 30 minutes, and to the Saturday and Sunday Night Markets departing 4:00pm and return 9:00pm

6. Reimbursement of travel and related costs

You are requested to bring the original receipts/invoices. Kindly submit the receipts to the organizer at the registration table and take note that you will not be reimbursed for items without original receipts/invoices. The reimbursement form will be distributed to you during registration, which will be collected later by the organizers and the reimbursement will be made accordingly.

III. General Information

General Information about Thailand

1. Electricity

The electric current in use throughout Thailand is 220 volts at 50Hz. Electrical sockets are typically three or two-pin (see image below). It is possible to purchase adaptors locally.



2. Currency and Credit Cards

- The currency of Thailand is the Baht. The exchange rate is US \$1 = Thai Baht 30. Since the exchange rate fluctuates daily, participants should check the latest rate on this **web site: www.xe.com/ucc/**. There are exchange facilities at the airport, opposite the international arrival lounge. There are also ATMs and foreign currency exchange near the hotel.

- Major Banks (i.e. Bangkok Bank) around Chiang Mai accept credit cards and it is possible for those with the appropriate cards to withdraw cash from ATMs.
- Banks are open between 8:50 p.m. to 3.30: p.m., Monday to Friday. Western Union is open on seven days a week.

3. Security and Safety Issues

All participants are advised to take care of their personal belongings when walking or travelling in the city. Please inform the organizers when leaving the training venue. It is also important that participants keep their travel documents in a safe place at all times when inside and outside the workshop venue.

4. The information about Thailand

The **Kingdom of Thailand** is an independent country that lies in the heart of Southeast Asia. It is bordered to the north by Laos and Myanmar, to the east by Laos and Cambodia, to the south by the Gulf of Thailand and Malaysia, and to the west by the Andaman Sea and Myanmar. Its maritime boundaries include Viet Nam in the Gulf of Thailand to the southeast and Indonesia and India in the Andaman Sea to the southwest. The capital and largest city of Thailand is Bangkok. It is also the country's centre of political, commercial, industrial and cultural activities. Thailand is the world's 50st-largest country in terms of total area (slightly smaller than Yemen and slightly larger than Spain), 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. About 95% of the population is Buddhist. Thailand is one of the most devoutly Buddhist countries in the world. The national religion is Theravada Buddhism which is practiced by more than 95% of all Thais. The cultures and traditions in Thailand are significantly influenced by those of India, China and many western countries. 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. The King is recognized as the Head of State, the Head of the Armed Forces, the Upholder of the Buddhist religion, and Defender of the Faith. Thailand is the only country in Southeast Asia that has never been colonized by a European power. During the Second World War, the country was however occupied by the Imperial Japanese Army. 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.

5. Information about Chiang Mai

Chiang Mai, also sometimes written as "Chiengmai", is the largest and most culturally significant city in northern Thailand, and is the capital of Chiang Mai Province. It is located some 700 km (435 mi) north of Bangkok, among some of the highest mountains in the country. The city stands on the Ping river, a major tributary of the Chao Phraya river. In recent years, Chiang Mai has become an increasingly modern city; and although it lacks the cosmopolitan

nature of Bangkok, it has many attractions for the thousands of foreign visitors who come each year. Chiang Mai's historic importance is derived from its strategic location on an ancient trade route. Long before the modern influx of foreign visitors, the city served as a major centre for handcrafted goods, umbrellas, jewellery (particularly silver) and woodcarving.

While officially the city (*thesabannakhon*) of Chiang Mai only covers most parts of the Mueang Chiang Mai district with a population of 150,000, the urban sprawl of the city now extends into several neighboring districts. This Chiang Mai Metropolitan Area has a population of nearly one million people, more than half the total of Chiang Mai Province.

The city itself is subdivided into four wards (*khwaeng*): Nakhon Ping, Srivijaya, Mengrai, and Kavila. The first three are on the west bank while Kavila is located on the east bank of the Ping River. Nakhon Ping district covers the north side of the city. Srivijaya, Mengrai, and Kavila cover the west, south, and east side respectively. The central part (the old walled town) is covered mostly by Srivijaya and partly by Nakhon Ping and Mengrai wards.

The city of Chang Mai is serviced by the Chiang Mai International Airport is located less than 10 minutes from the city centre by taxi. More information about the airport can be found at:<http://www.chiangmaiairportonline.com/>. The meeting venue is located less than 15 minutes from the city center.

6. Official language in Chiang Mai, Thailand

The official language of the country is Thai and no foreign languages are commonly spoken. English can be managed by a few people.

7. Weather and time zone information

June is a rainy season in Thailand so you can expect rain during the workshop. The temperature would be between 25 - 35°C. You are advised to bring with you light clothing and also umbrella or rain cloths. Current weather conditions in Chiang Mai and time zone (UTC/GMT +7 hours) can be found at:<http://www.timeanddate.com/worldclock/city.html?n=1955> and <http://www.worldweather.org/089/c00567.htm>
