



## FCPF Regional Workshop on Capacity Building for Social Inclusion in REDD+ Readiness

Bangkok, Thailand / April 30 – May 3, 2013

### MEETING VENUE AND HOTEL ACCOMMODATION:

#### Shangri-La Hotel

89 Soi Wat Suan Plu,

New Road, Bangrak,

Bangkok 10500

Tel: +66 (0) 2236 7777

Fax: +66 (0) 2236 8579

E-mail: [chaturaporn.pongpattarrine@shangri-la.com](mailto:chaturaporn.pongpattarrine@shangri-la.com)

Website: [www.shangri-la.com](http://www.shangri-la.com)

Accommodation reservations will be made at the Shangri-La Hotel, Bangkok from April 29-May 4, 2013. **All workshop participants, including those living in Bangkok, should plan to stay at the Shangri-La Hotel for the duration of the workshop.** For FCPF-sponsored participants, the FMT will reserve rooms checking in on Monday, April 29 and departing on Saturday, May 4, unless you notify us of different travel needs. If you are planning to stay additional days for personal reasons, please note that you will have to make your own hotel reservations. The group rate at Shangri-La Hotel for the World Bank's participants is THB 3,400 net per room per night for both single and double occupancy. Please note that room availability is on a first-come-first-served basis.

**Important Notice:** Hotel rooms have been secured and paid for by the FCPF FMT for sponsored participants; however, sponsored participants will be responsible for covering any incidental expenses (such as room services, mini bars, phone calls, etc.).

### FLIGHT ARRANGEMENTS FOR FCPF-SPONSORED PARTICIPANTS:

Flight arrangements will be made by American Express (AMEX) or BCD Service, the World Bank's two travel agencies. You will receive an itinerary from one of these two agencies, in economy class, restricted and non-refundable. **The travel agent will ask you to carefully read and confirm your itinerary** and let him/her know as soon as possible if there is any mistake or if any change is necessary. After you confirm that your itinerary is fine, AMEX or BCD will issue you an electronic ticket.

NOTE: After the ticket is issued, it cannot be changed or cancelled. **In case you prefer to make your own flight arrangements, please let us know as we will need to authorize the cost of your ticket.** In this case, reimbursement will be processed after the meeting to your personal bank account by bank wire transfer and **upon submission of your original expense receipts.** We cannot make a transfer to your company or organization. Further details on the World Bank rules of this process will be provided to you if you fall in this category.

### VISA INFORMATION:

Formal letters of invitation from the World Bank that can be used for, among other things, applying for Thai entry visa are being sent to all participants. Most nationals of East Asia are required to show a valid entry visa for a short-term stay in Thailand except for those from a few South East Asian countries such as Malaysia and Philippines, among others.

(Visit <http://www.mfa.go.th/web/2637.php> for more details on Thai visa application or contact your local Thai Embassy / consulate in your home country.)



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Participants are advised to start applying for entry visa (where required) as soon as they confirm their participation to the workshop.

### **IN-OUT TRANSPORTATION:**

The hotel is approximately 35 minutes away from Bangkok Suvarnabhumi International Airport. Public taxi is available on the 1<sup>st</sup> floor of the airport and the maximum meter cost for public taxi is THB 500. We will reimburse the taxi fare (max US\$40) upon submission of original receipts.

### **PER DIEM:**

For World Bank–sponsored participants, the cost of your travel to and from Bangkok will be covered by the Bank. Please bring your passport or identification document to collect per diem. We will provide per diem (to cover MTV=meals, tips, valet) for all meeting days and for your arrival and departure days, depending on your itinerary. Please note that as breakfast and lunch/refreshments will be provided during the meeting, the per diem will be reduced for those days.

### **WEATHER INFORMATION:**

<http://www.weather.com/weather/today/Bangkok+THXX0002:1:TH>

### **IN CASE OF EMERGENCY, PLEASE CONTACT:**

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Ms. Chutima Lowattanakarn: [clowattanakarn@worldbank.org](mailto:clowattanakarn@worldbank.org), Mobile: +66 86982 3972

### **VISITING THAILAND:**

The official website of the Tourism Authority of Thailand:

<http://www.tourismthailand.org/>