



**Indigenous Peoples' Foundation
for Education and Environment
(I.P.F)**



ASIA INDIGENOUS PEOPLES PACT FOUNDATION

108 Moo 5 Soi 6, Tambon Sanpranate, Amphur Sansai, Chiang Mai 50210, Thailand
Tel. No.: +66(0)53 380168; Fax: +66(0)53 380752
Email: aippmail@aipnet.org Website: www.aippnet.org

Warm welcome to Chiang Mai!

We are delighted to welcome all delegates to the Asia-Pacific Indigenous Peoples Dialogue with the FCPF. Below are some logistical information which will guide you and make your participation in the dialogue as productive and efficient as possible. Please read it carefully.

1. ACCOMMODATION. We have booked single rooms for all participants. If you would like to share a room with other friends, please let us know so we will arrange it with the hotel staff accordingly. You need to leave your key at the Front Desk if you are going out of the hotel. We advise you to take hotel's business card with you in case you want to go out and come back to the hotel by taxi or Tuk Tuk (Tricycle).

The hotel address is:
The Empress Hotel, Chiang Mai
199/42 Chang Klan Road
Chiang Mai 50100, Thailand

Tel. + (66-53) 253 199
Tel. + (66-53) 270 240

2. REGISTRATION:

A registration table shall be set-up near the reception desk on 24 – 26 September 2012. The Secretariat staff will welcome you and attend to your arrival and registration needs. After registration, you will receive:

- Kit and ID
- Per diem for your dinners
- Souvenir
- Wifi password
- Reimbursement form

There will be another desk set-up for registration in front of the meeting room on 25-26th September.

3. REIMBURSEMENT FOR FUNDED PARTICIPANTS

You should start filling up the reimbursement form as soon as you are settled down. Check your airfare and other receipts, boarding passes and other supporting documents, fill in the form, then put this in the envelope provided with the supporting documents.

Submit this envelope to Sao and Kanyarat on 25th or 26th September.
Reimbursements will be done on 26th afternoon – till 27th morning.



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Please be guided that only travel related items can be reimbursed (local travel, food in transit, accommodation in transit). Toiletries and other types of expenses cannot be reimbursed.

3. Venue

The venue of the dialogue will be at the **‘The Imperial Ballroom’** room located at the 3rd floor of the hotel. You can take the lift or use stair cases.

4. IMPORTANT INFORMATION FOR YOUR GUIDANCE

4.1 MEALS. On your arrival day and during the duration of the meeting, meals shall be served at the hotel except dinners on certain nights. Dinner allowance shall be provided and will be given to you when you register. All meals will be served at the Restaurant at the ground floor of the hotel. The restaurant is open for breakfast 06.00 -10.00, lunch 12.00 – 13.00 and dinner 19.00 – 22.00. For those arriving late evening on the 24th and 25th, arrangements had been made with the Hotel to have some food for you so you can ask the reception about this.

4.2 DISPLAY and SALES. If you have goods to sell, or want to display your work, publications, photos, etc., please approach **Pattara and Lakpa**. There will be tables and boards provided for this.

5. PROGRAM

5.1 DAILY AGENDA. Please review the final programme to make sure that you are familiar with the daily agenda. If you have concerns on the programme content and methodology, please feel free to approach Joan or Secretariat staff.

5.2 TIME MANAGEMENT. Please be on time for the daily programme. Session starts at 08.30 am so you need to be in the conference room prior to this time. Kindly also observe the time provided for snack breaks and lunch breaks. There shall be time-keepers to ensure participants are in the conference room in time for the sessions.

5.3 INTERPRETATION. For those using interpretation equipment, please approach Lakpa. They will assist you on using the translation equipment and in grouping those needing translation. We will provide the required number of translation equipment to country needing interpretation. One country representative needs to sign out the equipment indicating the number of equipment taken. He/she shall be responsible to return the equipment to Lakpa at the end of every day. If any problem occurred with the translation equipment during the meeting, please approach Lakpa.



5.4 PARTICIPATION. Participants are expected to focus on the programme. The use of laptops during sessions is highly discouraged. Only documenters and presenters are expected to use their laptops during sessions.

5.5 WORKSHOPS. Venues/spaces for workgroups shall be assigned and will be posted on the wall of the conference room for the guidance of participants. Workshop materials shall be provided for the workgroups. For any technical and logistics concerns relating to the workgroups, please approach Bunhieng and Shree.

5.6 PRESENTATIONS. Please submit your presentations to Pattara or Lakpa on the day of your presentation and find time test your presentation on the projector.

5.7 DOCUMENTATION. Make sure to submit to Robie a copy of presentations, notes/ minutes or outputs of workgroups etc.

6. Reception dinner. Reception dinner will be on 25th evening at 18.30 hr. It is an informal introduction among participants. The place will be on the 3rd floor room 'Phetcharat'.

7. SOLIDARITY NIGHT. The Solidarity Night will be on the **26th, Wednesday**, so make sure that you have prepared presentations. Kindly coordinate with other participants from your own country for your presentation/s.

8. SPECIFIC NEEDS. For specific needs during the meeting, you can approach the following:

1. Flight matters – Ale
2. Food and other hotel concerns – Ale and Kan
3. Translation equipment – Lakpa
4. Medical – Ale
5. Documentation – Robie and Athing
6. Information about shopping and tourist areas in Chiang Mai – Ale
7. Reimbursements – Sao and Kan
8. Field Visit matters – Pat

9. FIELD TRIP.

Please read the information on the three sites to be visited. There will be a sign-up sheet during the registration. Please note that those needing interpretation per country shall stay together during the field visit.

- Assembly point: Hotel lobby at 8:00 am. Trip # 3 will leave at 7.30 am.
- Departure time: 08.15 am
- **Site 1: Mae Sa Mai (Hmong village)**
Duration of travel to site 1: 1 hour



- **Site 2: Baan Mae Laan Kham (Karen village)**
Duration of travel to site 2: 2 hour
- **Site 3: Khun Tae (Karen village)**
Duration of travel to site 3: 3 hours
- Expected duration of stay at the site: 4-5 hours
- Expected time of return to the hotel: 4 pm

10. DEPARTURES.

Please check with Ale if flight departure is recorded. The schedule for transportation to the airport on your date of departure will be posted later.

Those planning to stay longer shall make their own arrangements, including their travel to the airport.

11. IMPORTANT NUMBERS

AIPP Regional Secretariat Staff	Mobile numbers
Ale (Thai and English)	0866701725
Pi (Thai and English)	0869179697
Ms. Robie (English):	0846877081
Mr. Pat (Thai and English):	0811667787
Mr. Kittisak (Thai and English):	0818831360

We hope that you would find your participation in the dialogue productive and have a pleasant stay in Chiang Mai.

Secretariat Team