



Asia Pacific Refugee Rights Network

10 YEARS IN ADVANCING REFUGEE RIGHTS

7TH ASIA PACIFIC CONSULTATION
ON REFUGEE RIGHTS

ORIENTATION GUIDE

WORD FROM THE APRRN SECRETARIAT

Dear participant,

The **7th Asia Pacific Consultation on Refugee Rights**, hosted by the Asia Pacific Refugee Rights Network (APRRN), is just around the corner and we are very much looking forward to meeting everyone in Bangkok!

As previous attendees are no doubt aware, APCRR7 serves as platform to bring together refugee rights practitioners from around the region to discuss and strategise ways to address challenges and share best practices from around the region and the globe. This year's key theme is "**10 years of APRRN**". APCRR is also the general body meeting for APRRN and is the forum where members elect the APRRN Steering Committee and provide the blueprint for the APRRN strategic plan in moving forward.

We have a wide and exciting range of participants from around the region and we hope that this will contribute to a stimulating, exciting and productive event for all of us.

This welcome guide contains information for your trip to Bangkok and for the consultation:

1. Venue and Map of the Area
2. Accommodation/Check-In
3. Transportation to the Hotel/Venue
4. Logistical information
5. Contact and Emergency Numbers
6. Other useful information
 - A. Opening hours, Money & Electricity
 - B. Things to do around the venue
 - C. Getting around Bangkok by Public Transport

Should you have any further enquiries, kindly contact matt@aprrn.info.

Warmest regards,
Asia Pacific Refugee Rights Network (APRRN) Secretariat

VENUE

The 7th Asia Pacific Consultation on Refugee Rights will be held at the **Narai Hotel**. For your convenience, the venue for this event and the accommodation will be at the same location.

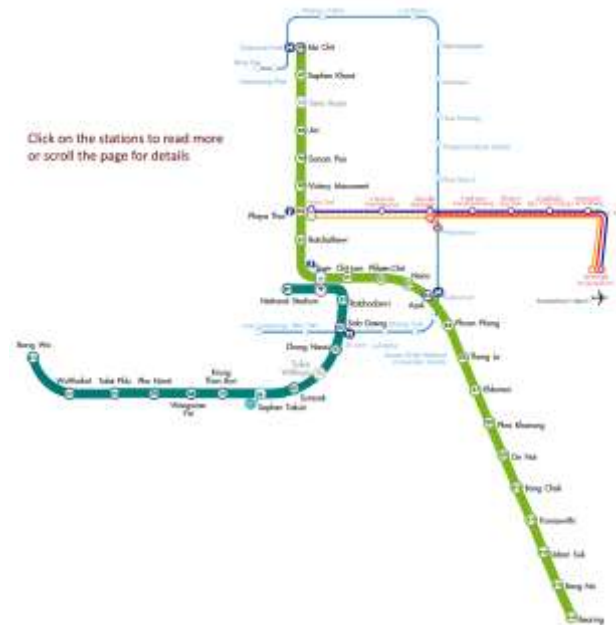
Narai Hotel
222 Si Lom, Khwaeng Suriya Wong
Khet Bang Rak, 10500

Should you need to contact the hotel, you may call Narai at **+66 02 237 0100**

MAP OF THE AREA



Map of the Silom area



Map of the BTS Skytrain and MRT System



Map to The Narai Hotel

ACCOMMODATION AND CHECK-IN

APRRN FUNDED PARTICIPANTS

Each funded participant will be provided with accommodation in a **Twin Sharing Room** at The Narai Hotel. Kindly note that any costs for accommodation change to single rooms and/or stay at The Narai Hotel outside the conference period must be borne by participants themselves.

For check-in, kindly show your passport to the hotel staff and they will assist you.

SELF-FUNDED PARTICIPANTS

Upon prior confirmation of accommodation arrangements at The Narai Hotel by the APRRN Secretariat, kindly show your passport to the hotel staff for check-in. Do note that a deposit will be required upon check-in and full payment can be made at the end of your stay.

For those who have yet to register for accommodation but wish to stay at The Narai Hotel for a special rate of 2,200 THB for a Twin Sharing Room or 2,000 THB for a Private Room, please contact APRRN at wongun@aprrn.info. Both rates include breakfast and WIFI.

IMPORTANT: Kindly note that availability of rooms after the registration deadline cannot be guaranteed. Alternatively, you may also make your own bookings at any other hotels in Bangkok. Please feel free to contact the APRRN Secretariat should you require any assistance.

GENERAL HOTEL INFORMATION:

- Breakfast is included for the duration of your stay
- Free WIFI is available in the rooms and common areas
- Check-in time: 2.00PM
- Check-out time: 12.00PM
- Early check-in and late checkout is subject to room availability. For more information, kindly approach the Narai Hotel staff directly
- Facilities include: Pool, fitness center

TRANSPORTATION TO THE HOTEL/VENUE

Upon arrival in Bangkok, participants are expected to make travel arrangements to and from the respective airports. The following guide will provide the different travel options to The Narai Hotel.

From Bangkok International Suvarnabhumi Airport (BKK)

AIRPORT RAIL LINK

From Suvarnabhumi Airport, take the City Line which departs every 10 to 15 minutes and alight at the last stop i.e. **Phaya Thai Station**.



You will then switch from the Airport Rail Link to the BTS Skytrain system, heading to **Chong Nonsi BTS Station**. Kindly note that in your journey, you will be required to make an interchange at the **Siam BTS Station**, toward the direction to **Bang Wa**. Once you have arrived at the Chong Nonsi BTS station, the hotel is a 5 to 10-minute walk. Please refer to the 'Map of the Area'.

From Bangkok Don Muang International Airport (DMK)

AIRPORT SHUTTLE BUS: A1

From Don Muang Airport, take the Airport Shuttle Bus A1 located at the Arrival Platform, Entrance 7 to **Mochit BTS Station**. The bus operates every 20 minutes, from 8.30AM to 11.30PM. You will then take the BTS Skytrain from Mochit BTS Station to **Chong Nonsi BTS Station**. Kindly note that in your journey, you will be required to make an interchange at the **Siam BTS Station**, toward the direction to **Bang Wa**. Once you have arrived at the Chong Nonsi BTS station, the hotel is a 5 to 10-minute walk. Please refer to the 'Map of the Area'



TAXI AND 'GRAB' RIDE HAILING SERVICES

Metered taxis can be found outside the arrivals hall. Please note that an extra 50 THB for airport fee and toll fees will be charged. Participants may also download the 'Grab' hailing application and utilise the services

LOGISTICS

REGISTRATION

Registration will commence from **7.30AM – 9.00AM** at the **Rattanakosin-Sukhothai Room**. We strongly advise for participants to come early for registration so that you can network with the other attendees. Kindly note that the registration fee of **US\$100** applicable to both funded and self-funded participants will be collected during registration. Participants may also pay the fee in Thai Baht, which amounts to **THB3000**.

MEALS AND REFRESHMENTS

For participants who are staying at the hotel, breakfast will be included and made available every morning. During the Consultation, lunch and coffee breaks will be served by the hotel. Vegetarian options are available for all meals. Kindly inform the APRRN Secretariat in advance if you have any other special dietary requirements.

DISPLAY OF MATERIALS

Participants may request the APRRN Secretariat for a table to display organisational materials or reports. For more information, please email APRRN at patcharin@aprrn.info.

REIMBURSEMENTS FOR FUNDED PARTICIPANTS

Kindly note that all reimbursement for fully funded participants i.e. flights, visa, transportation will be applicable to participant's travel within Bangkok only. APRRN does not reimburse transportation costs in the participant's home country. APRRN also does not reimburse any health-related expenses.

BTS SKYTRAIN

Transport to/from Bangkok airports will be reimbursed at the following rates:
Suvarnabhumi Airport: **156 Baht return**, Don Muang Airport: **148 Baht return**.

TAXI OR 'GRAB' RIDE HAILING SERVICES

Each reimbursement for taxi rides needs to be accompanied with receipts and/or proof of travel. In lieu of a receipt, participant will be required to take a photo of the taxi meter at the end of the trip, indicating the cost of travel and the ID of the driver. Kindly note that there will be airport and toll charges applicable. Kindly request driver for the toll receipt for the toll at the start of the trip.

HOW TO GET REIMBURSED?

For reimbursements processing, kindly approach the APRRN Secretariat staffs Patcharin Nawichai (Operations Coordinator), or Issaree Dinsamutra (Finance Manager) at the Registration table on Day 1 (23 October 2018) to obtain the Reimbursement Form. Please ensure that you have **all** the documents listed below, accompanying your submission of the form:

1. Copy of your passport
2. Original flight ticket purchase invoice, along with flight ticket receipt
3. Photocopy of travel itinerary
4. Other relevant original receipts (Transport and Visa). In lieu of a receipt, kindly send the photo of the taxi meter, indicating the cost of travel, along with the ID of taxi driver to issaree@aprrn.info
5. Original boarding passes (Arrival and Return) to be scanned and emailed to issaree@aprrn.info

IMPORTANT: All Reimbursement Forms must be submitted before the end of Day 1 (23 October 2018). Please ensure that you submit all of the documents required. APRRN will not be able to proceed with reimbursements should any one of these documents is lacking. All APRRN funded participants will be reimbursed by cash before the end of the APCRR7 event. Announcement for reimbursement payment will be made during the event.

APRRN CONTACT DETAILS

CONTACT INFORMATION

Should you encounter any difficulties or problems during your stay, please contact the following persons from the APRRN Secretariat:

GENERAL

Evan (Interim Secretary General) at evan@aprrn.info

ACCOMMODATION-RELATED

Patcharin Nawichai (Operations Coordinator) at patcharin@aprrn.info

OTHER USEFUL INFORMATION

OPERATION HOURS, MONEY AND ELECTRICITY

OPERATION HOURS

Regular bank operation hours in Bangkok are from 8:30AM to 3:30PM, Monday to Friday. Several banks have special foreign-exchange offices that are open for longer hours including weekends. Businesses generally start from 8:30AM to 5.00pm. Shopping malls usually open until 10.00PM every day of the week. Hours for restaurants and cafes vary from places to places

MONEY

Exchange booths and ATM machines are located at the airport and around the town. You may find them in shopping malls, supermarkets and in the BTS or MRT stations. Kindly note that ATMs usually charge a fee of THB 200 for international cards not associated with the bank.

ELECTRICITY

Electric current is 220V, 50 cycles in Thailand

EMERGENCY NUMBERS

- Tourist Police: 1155
- Emergency services: 191
- Phaya Thai 2 Hospital: +66 02 617 2444

THINGS TO DO AROUND BANGKOK

BAIYOKE TOWER

At 84 stories high, the Baiyoke Tower is an unmissable towering landmark in Pratunam area. The skywalk with large viewing windows on the 77th floor is the best place to get a bird's eye view of the city

SUAN PAKKAD PALACE

Suan Pakkad Palace has a tended tropical garden with serene ponds surrounding eight traditional Thai houses, each of which brims with fine arts, antiques and oddities belonging to Prince and Princess Chumbhot

PRATUNAM MARKET

Pratunam Market is a major market selling clothes, shoes, and fashion accessories at wholesale prices. It is located at the intersection of Ratchaprop and Petchburi roads, next to Amari Watergate Hotel