



## GENERAL INFORMATION

1. **Meeting Venue:** The 9<sup>th</sup> CAN Meeting will be held at AIT Conference Center, which is located at the Asian Institute of Technology, Pathumthani, Thailand.
2. **Meeting Schedule:**  
**9<sup>th</sup> CAN Meeting:** 5 March 2009 (Thursday)  
Venue: Auditorium, AITCC  
Time: 0900 - 1730 hrs. (Registration at 0830 hrs.)
3. **Meeting Language:** English  
  
\* **Meeting Material** can be accessed through <http://www.rrcap.unep.org/about/can/index.cfm>
4. **Accommodation:** A single room accommodation at the rate of 1,700 baht/ night (exclusive of breakfast) will be reserved for each of participants at the Conference Center of Asian Institute of Technology:  
  
AIT Conference Center (AITCC)  
Asian Institute of Technology  
P.O. Box 4, Klongluang, Pathumthani 12120, Thailand  
Tel: 662-524 5252  
Fax: 662-524 5207  
Web: <http://www.ait.ac.th/aitcc>  
  
Payment for the room and other hotel expenses is required to be made directly at the Reception Counter before departure. The contact numbers of the AIT Center is: Tel: (66 2) 524-5250 / 524-5251; Facsimile: (66 2) 524-5207.
5. **Registration:** Registration will start at 0830 hrs on March 5<sup>th</sup> in front of the Meeting Room. You will be requested to sign/correct your contact detail.
6. **Travel Arrangement:** The sponsored participants shall issue the most direct economy round-trip air ticket (home country/ Bangkok/ home country) to arrive in Bangkok according to the meeting schedule and inform the UNEP RRC.AP the itinerary and provide a scanned copy of air fare receipt immediately after the travel arrangements have been finalized.
7. **Local Transportation:** Participants should arrange their own transportation from Bangkok International Airport (Suvarnabhumi Airport) to the AIT. We recommend that Participants use the Airport taxi. Airport taxis can be found at Level 1 (Ground Level) of the airport. You can take an escalator/elevator from Level 2 (Arrival Section) down to Level 1 where the taxi stand is. In addition to the fare indicated in the taxi-meter, a surcharge fee of 50 baht shall be paid to the driver after you reach your destination. For more detailed airport information please visit: <http://www.bangkokairportonline.com>. A one-way trip between the Hotel and the Suvarnabhumi Airport will take around 1 hour. For transportation to the airport on your departure, please contact the Hotel Reception Desk to arrange for a taxi.
8. **Daily Subsistence Allowance (DSA) and Reimbursement of air fare:** UNEP RRC.AP sponsored participants will be given their Daily Subsistence Allowance (DSA) (this includes hotel accommodation, local transportation and terminal fees) and a reimbursement of a round-trip economy class airfare to Bangkok, Thailand

based on the most direct route. Purchased air tickets will be reimbursed upon presentation of the official receipt. Payments may be claimed from the Meeting Secretariat during coffee breaks. A brown envelope will be provided during the Registration where you are requested to please put the following documents and present to the Meeting Secretariat immediately:

- a. Original travel invoice/receipt for your air ticket
- b. Air ticket
- c. Boarding pass
- d. Copy of passport

Please note that if these requirements are incomplete, your air ticket reimbursement will not be processed unless all requirements are completed and given to the Meeting Secretariat.

9. **Insurance:** UNEP RRC.AP does not provide insurance cover for participants or their belongings and participants are expected to make their own arrangement for accident, illness and luggage insurance, if desired.
10. **Reception Dinner:** We request the pleasure of your company at the Reception Dinner in honour of the Participants of the 9<sup>th</sup> CAN Meeting to be held on 5 March 2009, Thursday, at 18.30 hrs.
11. **Flight Reconfirmation:** Please contact the Hotel Reception Desk if you need to arrange for the reconfirmation of your flight. There will be no related charge for this service.
12. **Contact Details:** Should you have any clarification or further inquiry, please contact the CAN Meeting Secretariat:

**Ms. Sirinart Suanyam**

Tel.: +66 2 524 5394 (office)

Fax: +66 2 524 6233 or 2 526 2125

email: [Sirinart.Suanyam@rrcap.unep.org](mailto:Sirinart.Suanyam@rrcap.unep.org)

**Ms. Charina May Blanco**

Tel.: +66 2 524 5365 (office)

Fax: +66 2 524 6233 or 2 526 2125

email: [Charina.Blanco@rrcap.unep.org](mailto:Charina.Blanco@rrcap.unep.org)

**Dr. Aida Karazhanova**

Tel.: +66 2 524 6235 (office)

Fax: +66 2 524 6233 or 2 526 2125

Mobile: +66849148387

email: [Aida.Karazhanova@rrcap.unep.org](mailto:Aida.Karazhanova@rrcap.unep.org)

13. **Other Useful Information:**

- Climate: The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. The conference hall where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (72-73 degrees Fahrenheit).
- Electricity in Thailand: The local voltage is 220 volts.
- Currency: The Thai currency is Baht, abbreviated as Bht. The current exchange rate is US\$ 1 = Baht 34 (+/-)
- Time: GMT/UTC +7