
GENERAL INFORMATION

1. Meeting Venue:

The meeting will be held at the Conference Room of the UNEP Regional Resource Center for Asia and the Pacific c/o Asian Institute of Technology 3rd Floor, Outreach Building P.O. Box 4, Klongluang, Pathumthani 12120, Thailand.

2. Accommodation and Transportation

A single room has been reserved on your behalf at AIT Hotel. Kindly contact the Hotel Reception Desk upon arrival and settle your hotel room charges personally and directly with the hotel upon check-out. Public Taxi charging per meter operates at AIT, -you may call to order via internal number 6300 or ask Hotel Reception Desk for help.

3. Daily Subsistence Allowance (DSA)/ Payment for air ticket: Please prepare to bring the following to the meeting venue with you and present to the NSDS Project Secretariat:

- (1) Original travel invoice for your air ticket
- (2) Air ticket
- (3) Boarding pass
- (4) 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 NSDS Project Secretariat.

4. Flight Reconfirmation: Please approach the hotel reception desk if you need to arrange for the reconfirmation of your flight. There is no related charge to reconfirm your flight at AIT.

5. Contact Details: Should you have any clarification or further inquiry, please contact the Project Secretariat:

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6. Amenities

AIT is located 40 km away from the Center of the Bangkok City. Please refer to the map to reach the campus. and at the web site: <http://www.ait.ac.th/about/aitcam.jpg/view>. The AIT campus has the bank, restaurants, students cafeteria, sport facilities, water pool. AIT Center offer the massage service in your spare time.

Please find the campus map at <http://www.ait.ac.th/about/aitloc.gif/view>. The closest shopping mall is Future Park, located 10 km away from AIT and costs 120 Baht by taxi in one way.

7. Other Useful Information:

- Useful URL: <http://www.tourismthailand.org/>
- Climate: Thailand enjoys a warm mild climate throughout the year, with temperatures averaging about 29° C.
- 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 33 (+/-)
- Time: GMT/UTC +7

