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والزراعة للأمم  
المتحدة

联合国  
粮食及  
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Food and  
Agriculture  
Organization  
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Organisation des  
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pour  
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et l'agriculture

Продовольственная и  
сельскохозяйственная  
организация  
Объединенных  
Наций

Organización  
de las  
Naciones Unidas  
para la  
Alimentación y la  
Agricultura

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## Roundtable Meeting on the 2020 World Programme for the Censuses of Agriculture, Bangkok, Thailand, 19-23 September 2016

### INFORMATION NOTE FOR PARTICIPANTS

#### 1. VENUE AND ACCOMMODATION

The meeting will be held in Bangkok, Thailand at the Royal Orchid Sheraton Hotel & Towers, a five-star hotel along the Chao Phraya River.

##### **Address:**

Royal Orchid Sheraton Hotel & Towers  
2 Charoen Krung Road Soi 30  
(Captain Bush Lane), Siphaya  
Bangrak, Bangkok 10500, Thailand

Tel: (66-2) 266-0123  
Fax: (66-2) 639-5480  
Website: <http://www.royalorchidsheraton.com/>

##### **Address (in Thai):**

รอยัลออคิดเชอราตันไฮเทล แอนด์ ทาวเวอร์ส  
2 ถนนเจริญกรุง ซอย 30 (ซอยกัปตันบุช)  
สี่พระยา, บางรัก, กรุงเทพมหานคร 10500

โทร: (66-2) 266-0123  
แฟกซ์: (66-2) 639-5480  
Website: <http://www.royalorchidsheraton.com/>

#### 2. MEETING ARRANGEMENTS

The normal working hours of the roundtable meeting will be 08.30 to 17.00 hours, unless specified by the Secretariat. The roundtable meeting timetable and detailed arrangements will be communicated directly to the accepted participants in due course.

##### **Working language:**

The roundtable meeting will be conducted in English.

#### 3. ACCOMMODATION

FAO has secured accommodation bookings for all participants at the Royal Orchid Sheraton Hotel & Towers. Accommodation is inclusive of daily breakfast plus privileges for participants including unlimited use of wireless internet in their rooms.

##### **Check-in / Check-out time:**

Check-in 18 September 2016 after 15.00 hours  
Check-out 24 September 2016 before 12.00 hours

#### **4. REGISTRATION**

All participants that registered with the Secretariat filling the form at Annex-A sent with the invitation will obtain hotel reservation and visa support. This information will also support the Secretariat in preparation of roundtable meeting badges and documentation for the participants which can be collected from the registration desk on Monday, 19 September 2016 from 08.30 – 09.00 hours at the venue.

#### **5. LOGISTIC ARRANGEMENTS**

FAO will cover air ticket costs (via the least costly and most direct route) for participants through the Agricultural and Food Marketing Association for Asia and the Pacific (AFMA). Participants are required to make an advanced purchase of their own tickets once AFMA approves the costs of the tickets. The participants will receive reimbursement upon registration at the roundtable meeting venue. FAO will cover hotel accommodation cost for sponsored participants and AFMA will settle the bill with the hotel directly. In addition, the participants will receive a reduced Daily Subsistence Allowances (DSA) for Bangkok (after discounting the hotel bill and some meals that will be provided by the organizers) plus a flat sum of terminal expenses as per FAO regulations.

#### **6. FORMALITIES FOR ENTRY INTO THAILAND**

Please note the foreigners seeking entry into the Kingdom of Thailand must possess a passport or travel document with validity note less than 6 months. Visa is not required for participants from the ASEAN Economic Community (AEC). Those holding a diplomatic/official passport may enter Thailand without a visa. However, it is advised that participants should contact a Thai Embassy or Consulate-General at their point of origin of the most up-to-date information on visa requirements. For more information, please refer to the following websites: <http://www.thaiembassy.org/>

#### **7. TRANSPORTATION BETWEEN SUVARNABHUMI AIRPORT AND THE HOTEL**

Participants need to arrange their own transport between the airport and the hotel. Suvarnabhumi International Airport (BKK) is located approximately 45 minutes from the city and is primarily serviced by taxis.

##### **Public Taxi**

Taxi from the airport are readily available located on the 2<sup>nd</sup> level of the Arrival Hall of Suvarnabhumi International Airport. As most taxi drivers do not speak English, it is advisable to contact the taxi hiring station to assist you in communicating with the driver. The one-way fare from the airport to the city is approximately 350-400 Baht surcharge for the driver and highway toll charges are additional (around 25-50 Baht each).

#### **8. CURRENCY AND FOREIGN EXCHANGE SERVICES**

The monetary unit of Thailand currency is the Thai Baht. The current exchange rate (June 2016) is approximately: USD1 = THB35. All major credit cards are readily accepted in Thailand. US Dollar traveler cheques can be conveniently cashed at the banks and authorized money changers. Exchange facilities are available at the Airport, at the banks and at exchange counters in many location in Bangkok.

#### **9. CLIMATE**

Thailand has a tropical climate with 3 distinct seasons: summer from March – May, rainy season from June – October and cool season from November – February. The climate in September in Bangkok should be humid and rainy. Temperature ranges from 28°C to 30°C.

#### **10. ELECTRICITY**

The electricity current 220 Volt AC (50 cycle) throughout the country. There are many types of plugs and sockets in use. Traveler with shavers, tape recorders and other appliances should carry a plug-adaptor-kit.

## **11. CONTACT**

Correspondences concerning technical aspects of the roundtable meeting should be addressed to:

**Mr. Jairo Castano**

Senior Statistician and Leader  
Agricultural Censuses and Surveys Team  
Statistics Division, FAO Rome

Tel: (39-06) 57055166

E-mail: [jairo.castano@for.org](mailto:jairo.castano@for.org)

Correspondences concerning logistic arrangements of roundtable meeting should be addressed to:

**Ms. Sutisa Loganit**

Administrative Assistant  
Agricultural and Food Marketing Association  
for Asia and the Pacific (AFMA)  
202/1 Larn Luang Road  
Bangkok 10100, Thailand

Tel: (66-2)-2823136-7

Fax: (66-2)-2823138

E-mail: [sutisa.loganit@afmaasia.org](mailto:sutisa.loganit@afmaasia.org)



## Roundtable Meeting on the 2020 World Programme for the Censuses of Agriculture, Bangkok, Thailand, 19-23 September 2016

### REGISTRATION FORM

1. Name: \_\_\_\_\_  
Family name Given names
2. Country/organization: \_\_\_\_\_
3. Title and position: \_\_\_\_\_
4. Address (postal): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. Number of accompanying persons : \_\_\_\_\_

6. Passport Details : **(Please attach copy of your passport)**

Name	Date & Place of Birth	Passport No	Date of Issue	Expiry Date	Issuing Office

7. Arrival information: Date : \_\_\_\_\_ Time : \_\_\_\_\_  
 Airline and flight No.: \_\_\_\_\_ From (city): \_\_\_\_\_
8. Departure information: Date : \_\_\_\_\_ Time : \_\_\_\_\_  
 Airline and flight No.: \_\_\_\_\_ From (city): \_\_\_\_\_

9. Hotel room desired **(Hotel room booking through AFMA only)**

Deluxe Single    
   Deluxe Double/Twin    
   Extra bed

If double occupancy, please specify roommate's name:

\_\_\_\_\_

10. Please indicate if you have special requirements

Diet: Please specify : \_\_\_\_\_

Others (please specify) : \_\_\_\_\_

NOTE: Each participant is required to complete this form **(Annex A)** in duplicate and send one copy to each of the addresses below as soon as possible, but not later than **25 July 2016**, even if complete flight information is unavailable. You may email flight information details at a later date.

Ms. Sutisa Loganit Administrative Assistant AFMA Bangkok, Thailand E-mail: <a href="mailto:sutisa.loganit@afmaasia.org">sutisa.loganit@afmaasia.org</a>	Mr. Adriana Neciu Statistician FAO Rome, Italy E-mail : <a href="mailto:adriana.neciu@fao.org">adriana.neciu@fao.org</a>
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