

“Social Protection Floor rapid assessment, costing and design: from tools and methodology to practical implementation”

15-19 October 2010

Administrative Note

1. Workshop Venue

The Workshop will take place in Seminar Room 1, UNESCAP Learning Centre (3rd Floor), United Nations Conference Center (UNCC), Rajdamnern Nok Ave., Bangkok. (see the floor plan below)

2. Accommodation

An accommodation has been booked for each international participant at **the Centre Point**.

Address: The Centre Point, Soi 15, Petchburi Rd., Rajchathewi, Bangkok 10400

Tel: (662) 653-6690-8; Fax: (662) 255-3845

Special check-in and check-out time will be arranged with the hotel once flight schedules are confirmed and special requests from the participants are identified.

3. Travel and Daily Subsistence Allowance

Travel and Daily Subsistence Allowance (DSA) will be provided on the first day of the training, which will cover meals, including lunch which may be taken at the cafeteria or the coffee room.

4. Arrival at Suvarnabhumi Airport & Getting to the Hotel

Upon arrival at Suvarnabhumi Airport, transportation to the hotel can be arranged in several ways:

- **Public (Metre) Taxi:** Contact Taxi counter, Level 1 - Ground Level, near entrances 3, 4, 7 and 8. There is a taxi-metre queue service for the arriving passengers. The taxi-metre will charge according to the mileage-metre + THB 50 as a surcharge.
- **Airport Link:** Take the Airport link (Train) to Phyathai station. The promotional rate (until the end of 2010) is now 15 Bath per trip per person. It is running from 6am to midnight. Then, take a taxi to the hotel.
- **Limousine service:** Contact Limousine Counter, Level 2, Baggage Claim Hall and Arrival Hall.

5. Transport between the hotel and UNCC

The training organizer will provide shuttle services between the hotel and UNCC in the morning and in the evening. (the time will be confirmed)

6. Contact information

Please note down the following mobile numbers to contact while in Bangkok:

Celine Felix: 085-558-3825

Jo, Hyung Kyu: 087-054-9916

Myo Ghettae: 085-248-1295

7. Contact details of DWT-Bangkok

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Floor plan of UNCC 3rd floor

