



ESCAP/WMO Typhoon Committee
Forty-sixth Session of Typhoon Committee
10 – 13 February 2014, Bangkok Thailand

INFORMATION NOTE FOR PARTICIPANTS

Schedule of meetings

1. The 46th session of the ESCAP/WMO Typhoon Committee is scheduled to be held at the Atrium Bangkok Hotel, Bangkok, Thailand, from 10 to 13 February 2014. More details of the meeting venue and location map is provided in Appendix A.
2. Official opening of the session will be held on 10 February 2014 at Busarakam Ballroom, 2nd Floor, Atrium Bangkok Hotel. Subject to confirmation by the Typhoon Committee, the daily schedule, except the opening ceremony, will be from 08.30 to 12.00 hours, 14.00 to 16.30 hours.

Registration

3. Participants are requested to complete and submit the Registration Form (Appendix B) to the Local Organizing Committee (LOC) preferably via e-mail : loc_tc46@tmd.go.th (or fax : +662 3989875) by 24 December 2013. Online registration is also available at: <https://sites.google.com/site/tc46session>
4. A registration and Information Desk will be located in front of the meeting room, Busarakam Ballroom, 2nd floor, Atrium Bangkok Hotel, and will be operated during 10 – 12 February 2014 (08.00-16.30)

Working Language

5. The meeting will be conducted in English and all documentation will be in English only. No interpretation service will be available.

Internet Facilities

6. Complimentary wireless internet connection will be available in the meeting rooms for all participants. A number of computers with internet connection will also be available at the session venue.

Visa / Entry Requirements

7. Visitors entering the Kingdom of Thailand are generally required to have a valid passport and visa. All participants are recommended to contact the nearest Royal Thai Embassy/Consulate of Representative of Thailand in their respective countries and/or obtain information from <http://www.mfa.or.th> for visa requirements. An official invitation letter can be issued by the LOC for the purpose of visa application. Please contact LOC (Ms. Phanumat, email : loc_tc46@tmd.go.th) if any further assistance in obtaining entry visa to Thailand is required.



Accommodation

- 8. A number of accommodation rooms have been reserved at the Atrium Bangkok Hotel (Meeting Venue) for participants at special room rates below, and are available on a first-come, first-served basis.

Atrium Bangkok Hotel

| Room Type | Rate/room/night included daily breakfast | |
|----------------|--|--------------|
| | Single | Twin/Double |
| Superior Room | THB 2500 Net | THB 2700 Net |
| Deluxe Room | THB 3200 Net | THB 3400 Net |
| Executive Room | THB 4000 Net | THB 4200 Net |

- 9. Participants who wish to stay at the Atrium Bangkok (more details can be found in Appendix A), please complete and submit the Hotel Reservation Form (Appendix C) to the LOC as soon as possible but not later than 24 December 2013. Credit card is needed to pledge the accommodation cost when checking-in at the hotel. There is no other hotel within walking distance located surround the meeting venue. Participants who stay at the other hotels have to make their own transportation for daily travelling between hotel and meeting venue.

Airport Transfer

- 10. Complimentary airport transfer between Suvarnabhumi International Airport and hotels will be provided by the LOC. If participants would like to take the complimentary transfer, kindly fill in your flight details in the Hotel Reservation and Airport Transfer Form (Appendix C) and send to the LOC preferably via email : loc_tc46@tmd.go.th (or fax +662 3989875).

Currency

- 11. Thai currency is the Baht (THB). Information on the day-to-day exchange rates can be found at <http://www.bot.or.th> (USD1 @ THB 31.42 is of 8 November 2013). Foreign currency can be exchanged at the Bangkok International Airport upon arrival and in other banks located in Bangkok. Hotels and stores also accept major currencies at reasonable rates of exchange.

Electricity

- 12. The electric current is 220 volt AC (50 cycles) throughout the country. Many different types of plugs and sockets are in use. Travellers with electric appliances should carry a plug adapter kit.

Climate of Bangkok in February

Mean temperature 27°C
Mean Minimum temperature 22°C
Mean Maximum temperature 33°C
Mean Humidity 72 %
Chance of Rainfall 30 % of Bangkok area
Casual and light attire will be appropriate while warm clothing for air-conditioned premises is suggested.



Information and Contact Details

13. For any queries regarding local arrangements for your participation in the meeting, please contact the Local Organizing Committee (LOC) at : -

Ms. Phanumat Lewcharoenthrap
LOC Secretary
Thai Meteorological Department
4353 Sukhumvit Road, Bangna, Bangkok, 10260
Tel and fax : +662 3989875
E-mail : loc_tc46@tmd.go.th

Appendixes

Appendix A : Meeting Venue with Accommodation and Location Map

Appendix B : Registration Form

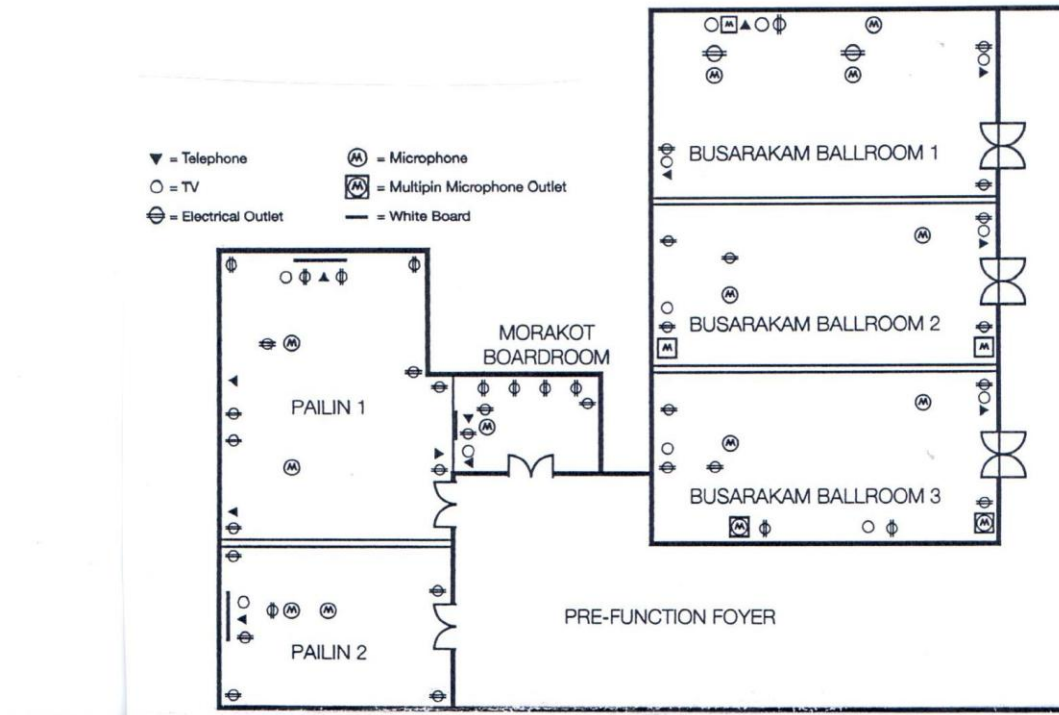
Appendix C : Hotel Reservation and Airport Transfer

Meeting Venue

Busarakam Ballroom, 2nd Floor
Atrium Bangkok Hotel (4 stars)
1880 New Petchburi Road,
Bangkai, Huay Kwang, Bangkok, 10310
Tel: +662 7182000-1
Fax : +662 718 2002
www.atrumbangkok.com



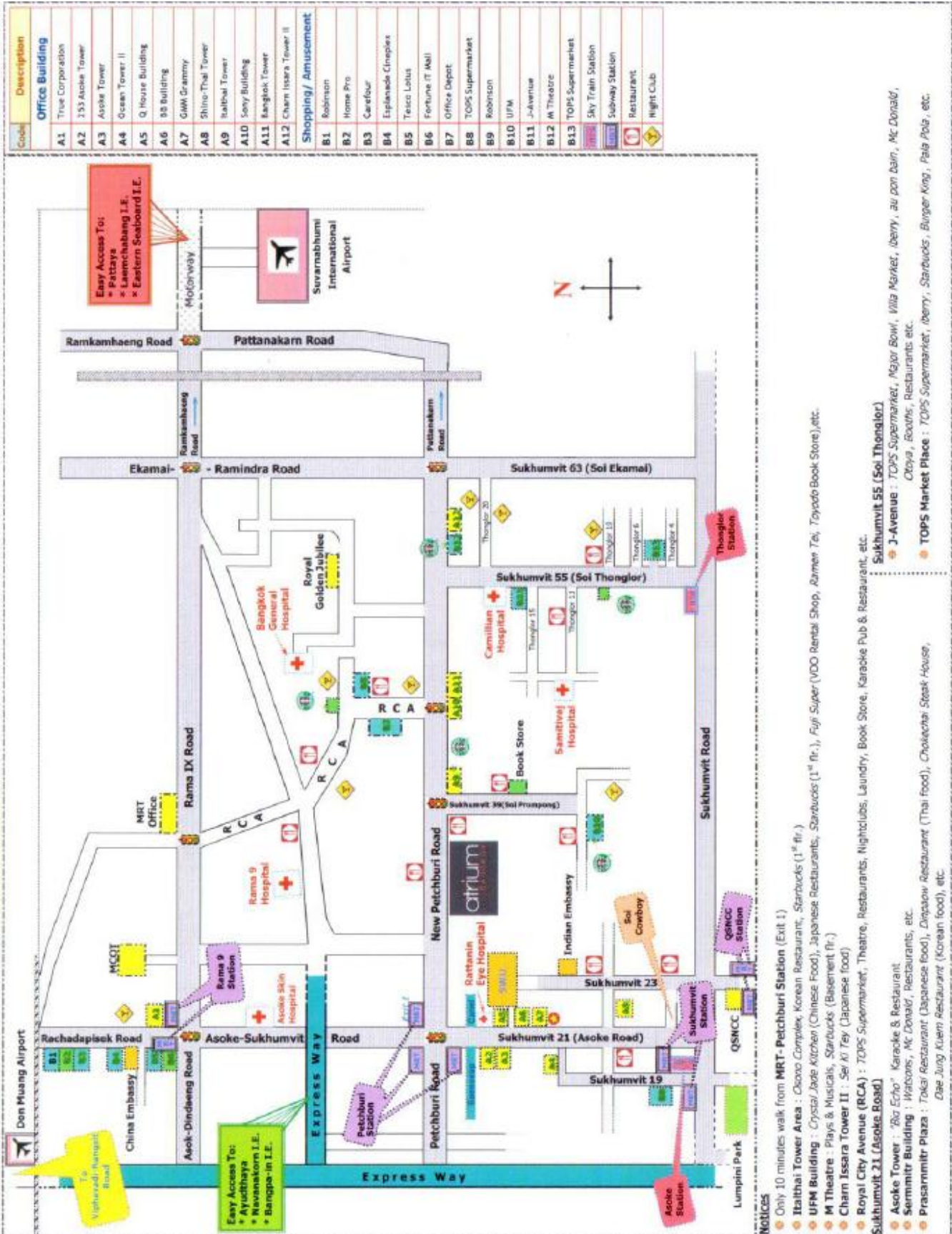
Atrium Bangkok Hotel



Meeting Room Floor Plan

Busarakam Ballroom (Room 1+2+3), 2nd Floor

LOCATION MAP





Accommodation

A number of accommodation rooms at the Atrium Bangkok Hotel have been reserved for participants at the special rates and are available on a first-come, first-served basis as below.

| Room Type | Room Rate/room/night included daily breakfast | |
|----------------|---|--------------|
| | Single | Twin/Double |
| Superior Room | THB 2500 Net | THB 2700 Net |
| Deluxe Room | THB 3200 Net | THB 3400 Net |
| Executive Room | THB 4000 Net | THB 4200 Net |

Check in time : on or after 14.00 hours.

Check out time : before 12.00 hours.

Superior Room and Deluxe Room guest will be entitled to the following privileges

- Daily International Buffet Breakfast at Cascade Restaurant
- Welcome fruit and flower in guest room upon arrival
- Welcome drink upon arrival
- Complimentary daily International newspaper
- Complimentary usage of the hotel's Clark Hatch Health Club, Sauna, Steam and swimming pool
- Complimentary in-room tea & coffee making facilities
- Complimentary Wi-Fi Internet access in guest room

Executive Room guest will be entitled to the following privileges

- Daily Breakfast in the privacy of the Executive Lounge on the 23rd Floor from 05:30 – 10:30 hrs
- Complimentary soft drink, coffee & tea whole day at the Executive Lounge on the 23rd Floor
- Complimentary Evening cocktail at the Executive Lounge on the 23rd Floor from 18:30 – 20:00 hrs
- Welcome fruit and flower in guest room upon arrival
- Complimentary 3 pieces of pressing per stay
- Welcome drink upon arrival
- Complimentary daily International newspaper
- Complimentary Wi-Fi Internet access in guest room
- Complimentary usage of the hotel's Clark Hatch Health Club, Sauna, Steam and swimming pool
- Complimentary in-room tea & coffee making facilities
- Complimentary late check out until 18:00 hrs.

Other Service

- Free hotel shuttle bus to shopping centers (Siam Square, MBK, BTS Siam Station, Central world Plaza, Pratunam Market, King Power Duty Free, Emporium Shopping Center, Chatuchak Weeken Market



Appendix B

Registration Form

Please complete and return to 46th TC Local Organizing Committee (LOC), preferably via email :
loc_tc46@tmd.go.th (or by fax : +662 3989875) or make a online registration at
<https://sites.google.com/site/tc46session> by 24 December 2013
Contact Person : Ms. Phanumat

PERSONAL INFORMATION

Member you are presenting : _____

Title : Prof. Dr. Mr. Ms. Others, please specify _____

Family / Last Name : _____

Given / First Name : _____

Position : _____

Organization : _____

Office Address : _____

Country : _____

Office Tel: _____

Office Fax : _____

Mobile Tel : _____

E-mail Address : _____

Special Dietary Requirements : Vegetarian Pork-free Beef-free
 Others, please specify : _____

Registration Category : Head of Delegation Representative Adviser
 Observer Other, Please specify : _____

Working Group Representing : Meteorology Hydrology Disaster Risk Reduction
 Training & Research
 Other, Please specify : _____



Appendix C

Hotel Reservation and Airport Transfer

Please complete and return to 46th TC Local Organizing Committee (LOC)
 Preferably via email : loc_tc46@tmd.go.th (or fax : +662 3989875) by 24 December 2013
 Contact Person : Ms. Phanumat

PERSONAL INFORMATION

Member you are presenting : _____

Title : Prof. Dr. Mr. Ms. Others, please specify _____

Family / Last Name : _____

Given / First Name : _____

Organization : _____

Tel: _____

Fax : _____

E-mail Address : _____

ACCOMMODATION

Participants who wish to stay at the Atrium Bangkok Hotel (Meeting Venue) and make reservation through LOC, please indicate your information below.

Atrium Bangkok Hotel

| Room Type | Room Rate/room/night included daily breakfast | |
|----------------|---|--|
| | Single | Twin/Double |
| Superior Room | <input type="checkbox"/> THB 2500 Nett | <input type="checkbox"/> THB 2700 Nett |
| Deluxe Room | <input type="checkbox"/> THB 3200 Nett | <input type="checkbox"/> THB 3400 Nett |
| Executive Room | <input type="checkbox"/> THB 4000 Nett | <input type="checkbox"/> THB 4200 Nett |

| | |
|---|--|
| Check-in Date : <input style="width: 100%;" type="text"/> | Check-out Date : <input style="width: 100%;" type="text"/> |
|---|--|

I will stay at other hotel (please specify hotel's name) : _____

There is no other hotel within walking distance located surround the meeting venue. Participants who are staying at the other hotels have to make their own transportation for daily travelling between hotel and meeting venue.

AIRPORT TRANSFER

Complementary airport transfer between Suvarnabhumi International Airport and hotels will be provided by LOC for all participants. Participants would like to take the complimentary transfer, kindly indicate your requirement and fill in your flight details for LOC's arrangement.

| | | |
|---------------------|---|---|
| Arrival Date | : | <input style="width: 100%;" type="text"/> |
| Arrival Flight | : | <input style="width: 100%;" type="text"/> |
| Flight Arrival Time | : | <input style="width: 100%;" type="text"/> |

| | | |
|-----------------------|---|---|
| Departure Date | : | <input style="width: 100%;" type="text"/> |
| Departure Flight | : | <input style="width: 100%;" type="text"/> |
| Flight Departure Time | : | <input style="width: 100%;" type="text"/> |

- I would like to take the complimentary transfer
- I will arrange transfer by my own