This note is intended to facilitate participants attending the Climate Public Expenditure and Institutional Reviews: Workshop on Past Experience and the Way Forward which is held in Bangkok during 10-12 September 2012 at the Amari Watergate Hotel.

- **Time of arrival:** Participants should arrive in Bangkok on **Sunday 9th September 2012**.

- **Climate Public Expenditure and Institutional Reviews: Workshop on Past Experience and the Way Forward** will last for three days, commencing at 08:00 hrs. on Monday 10th September 2012 and concluding at approximately 17.30 hrs. on Wednesday 12th September 2012. The plenary meeting room is at Ballroom A on the 6th Floor of the Amari Watergate Hotel.

- **Venue and accommodation:** The workshop will be held at the Amari Watergate Hotel located on Petchburi Road in Bangkok (The hotel is located in central Bangkok with convenient public transportation i.e. sky train (BTS), underground (MTR), taxi, buses and boats). Please visit [www.amari.com/watergate](http://www.amari.com/watergate) for more information. All participants will be staying at the Amari Watergate Hotel with breakfast provided. UNDP will cover the room costs for participants from participating countries with direct payment to the hotel. Lunch will be provided as part of the workshop package as well as coffee breaks. Early check-in can be arranged depending on the availability of the hotel rooms. Please note that the organiser will cover only hotel and breakfast costs while additional expenses i.e. phone calls, mini bar and laundry will be on participants’ own account.

**Hotel Map**

**Amari Watergate Hotel**

Address: 847 Petchburi Road, Bangkok 10400
Tel. +66 (0) 2653 9000
Fax. +66 (0) 2653 9045
[www.amari.com/watergate](http://www.amari.com/watergate)
- **Registration**: Please register your participation on the *attached Pre-registration form* sent to you by e-mail, indicating your departure and return date and flight details if already known as soon as possible, preferably by **Friday 17th August 2012**. Then, return it to natt.kraipet@aideffectiveness.org copy to siriluck.chiengwong@undp.org of UNDP Asia-Pacific Regional Centre. Upon receiving your completed registration form, Travel Authorisation will be sent by email to the UNDP Country Office Focal Point, copying you. This enables the Country Office to purchase your economy flight ticket and provide you the eligible subsistence allowance ideally prior to your travel.

- **Onsite registration**: One the first day of the workshop (Monday 10th September), registration will start at 8 AM. Meeting documents will be distributed there.

- **Costs and expenses** Costs of participants from partner countries will be met by UNDP and World Bank. Flight schedules can be extended for those who wish to sightseeing around Bangkok and cities nearby but subsistence for these additional days is the responsibility of the individual. Development partners who wish to attend must cover their own expenses.

- **Air access to Bangkok and airport transfer**: Flights direct to Bangkok’s airport (Suvarnnabhumi Airport) are available from all neighboring countries.

- **Airport transfer**: Referring to the DSA & terminal expense, the organizer pays US$38.00 per leg for local transportation. Participants are free to choose their own local transportation using the authorized terminal expense.

The Amari Watergate Hotel offers types of airport Limousine transfers as below. In case demanded, participants should contact Amari Watergate Hotel Bangkok directly at watergate@amari.com for reserving the hotel’s limousine service.

- Camry: THB 1,605.- net per car per way (maximum 3 persons)
- BMW Series 5: THB 2,354.- net per car per way (maximum 3 persons)
- BMW Series 7: THB 2,675.- net per car per way (maximum 3 persons)
- Van: THB 2,675.- net per car per way (maximum 6 persons)

For other options, there are various public transportations commuting to and from the Bangkok airport and downtown Bangkok in a more reasonable price i.e. the airport link, Airport limousine, Airport official taxi, public taxi and buses. More information, please visit [http://www.bangkokairportonline.com/node/52](http://www.bangkokairportonline.com/node/52)

- **Visa Requirement**: Participants are responsible to arrange their own visa to Thailand prior to departure (if require). UNDP Country office in participants’ respective countries could provide advice and this could be reimbursed as part of participants’ necessary travel costs.

- **General Bangkok information**: Bangkok is a city with diversity of technology, entertainment and ancient oriental culture. Please visit the Bangkok Administration Office’s official website [http://www.bangkok.go.th/th/index.php](http://www.bangkok.go.th/th/index.php) for more information.

- **Local Transportation**: The airport/hotel/airport transfer can be arranged upon request. Local public transportation i.e. (sky train (BTS), subway (MTR), taxi or buses can be accessed easily.
- **Currency:** Local Thai Currency is Thai Baht and the exchanged rate is approximately 1 USD =31.50 THB and ATM machines are available and can be easily found in public places.

- **Weather:** Thailand, especially Bangkok’s weather is normally humid with sunshine. However, September is a pretty good time of the year with little rain and not so hot. Umbrellas and sunscreen is suggested to be prepared and they can be purchased locally in any convenience store.

- **Time zone:** Standard Time is 7 hours ahead of Greenwich Mean Time (GMT+7).

- **Communication systems:** Internet access, phone and fax are available in the hotel. Internet access can be provided free at the workshop secretariat on your own lap-top. There are many internet cafes equipped with Skype etc.

- **Focal Points for the Meeting:**

  **Programme:**
  Mr. Thomas Beloe (thomas.beloe@undp.org )
  Advisor- Governance and Development Effectiveness

  **Logistics:**
  Ms. Siriluck Chiengwong (siriluck.chiengwong@undp.org)
  Programme Associate