

**Regional Humanitarian Partnership Week (RHPW) - Asia Pacific 2023**  
**11-13 December 2023, Bangkok, Thailand**

**LOGISTICS GUIDE**

**VENUE:**

Asia Pacific Regional Humanitarian Partnership Week (2023RHPW) will be held in the [Holiday Inn Bangkok Sukhumvit](#), an IHG Hotel, at **Grand Ballroom, 7<sup>th</sup> Floor**.

Address: 1 Sukhumvit Alley 22, Klongton, Khlong Toei, Bangkok 10110, Thailand

Phone: [+66 2 683 4888](tel:+6626834888)

**REGISTRATION AND MEETING  
START AND END TIMES:**

Registration for the event will begin at 08:30 a.m. on Monday 11<sup>th</sup> December 2023. The event will close on Wednesday 13<sup>th</sup> December by 17:00 hours. Participants should be prepared to arrive in Bangkok by Sunday 10<sup>th</sup> December evening, and to remain in Bangkok until Wednesday 13 December evening.

**DRESS CODE:**

The dress code for the workshop is business-casual attire. Temperatures in Bangkok remain constant throughout the year, averaging around 32-35°C/90-95°F.

Please keep in mind that indoor spaces in Thailand are well air-conditioned. Bringing a sweater, light jacket or scarf may be advisable.

**MEALS:**

During the event, International Buffet Lunch will be offered to all participants registered to the event, as part of the conference package for three days i.e 11<sup>th</sup> December to 13<sup>th</sup> December 2023 at **Zeta Cafe** located on the 8<sup>th</sup> Floor of the hotel.

**INTERNET ACCESS:**

The hotel offers complimentary high-speed, wireless access in rooms as well as meeting areas.

**THAI VISA:**

Generally, foreign citizens who wish to enter the Kingdom of Thailand are required to obtain a visa from a Royal Thai Embassy or



a Royal Thai Consulate-General. However, nationals of certain countries do not require a visa if they meet visa exemption requirements ([Official Website of Thailand Electronic Visa \(thaiveisa.go.th\)](http://thaiveisa.go.th)).

#### VACCINATION REQUIREMENT:

Participants travelling from/through countries which have been declared Yellow Fever Infected Areas must acquire an International Health Certificate verifying the receiving of a Yellow Fever vaccination. For more information, please see list of countries which are declared yellow Fever Infected Areas.

[List of countries which require International Health Certificate for Yellow Fever Vaccination. - Ministry of Foreign Affairs, Kingdom of Thailand \(mfa.go.th\)](http://mfa.go.th)

#### TRANSPORTATION

The BTS and the MRT is the most convenient option for getting around Bangkok. The major shopping and dining areas can be easily accessed by these methods. Fares range between 15 THB to 42 THB depending on the distance travelled. There is a One Day unlimited travel pass on BTS available for 140 THB. It is non-refundable and valid only on the date of purchase.

For Taxi's it is suggested to download the Grab app. <https://www.grab.com/th/en/download/>

Grab is available from the airport too, with pick-up at Suvarnabhumi Airport (BKK) on the same level as arrivals (one level above the taxi stand).

#### CURRENCY

Baht is the local currency in Thailand. The current exchange rate is approximately 36THB per 1USD. Major credit cards are widely accepted with a 3-5 percent surcharge. Foreign currency can be exchanged at various places, including Superrich <https://www.superrich1965.com/home.php> and banks of which there are a few near the hotel. There are also plenty ATMs in Bangkok accepting both credit cards and regular debit cards. ATMs dispense Thai Baht notes.

#### GENERAL INFORMATION ABOUT BANGKOK AND THAILAND

Bangkok is the largest city in Thailand, as well as being its capital and main port. It is the cultural, educational, political and economic center of Thailand, and its only metropolis. Bangkok has expanded to include the area of Thon Buri, which had at one point been the



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capital of Siam, and the combined area is commonly known as Krung Thep Mahanakhorn.

**SURROUNDING AREA:**

Located in Bangkok city center, the Holiday Inn hotel is just minutes' stroll from the Asok BTS station and Terminal 21 shopping mall. The hotel has few restaurants and bars open from 6.00 a.m. to 1.00 a.m.

**LANGUAGE**

English is fairly widely understood and spoken in most tourist areas of Bangkok. Bilingual Thai / English are found on all road signs, Sky train stations (BTS), subways (MRT), and some local buses

**CLIMATE:**

A tropical city known for its hot climate and plentiful sunny weather, temperatures in Bangkok regularly stay well above 30°C / 86°F all through the year. The climate in Bangkok is at its hottest from March to August, while the rainy season tends to fall between June and October.

**ELECTRICITY**

In Thailand the standard voltage is 220 V and the frequency is 50 Hz. You can use your electric appliances in Thailand, if the standard voltage in your country is in between 220 - 240 V (as is in the UK, Europe, Australia and most of Asia and Africa). Manufacturers take these small deviations into account. If the standard voltage in your country is in the range of 100 V - 127 V (as is in the US, Canada and most South American countries), you need a voltage converter in Thailand. You can also consider a combined power plug adapter/voltage converter.

**EMERGENCY CONTACTS:**

Police emergency: 191  
Tourist Police Emergency Hotline: 1155  
Ambulance and Rescue: 1554

**COMPLAINT FEEDBACK  
MECHANISM:**

The RHPW Asia Pacific 2023 will ensure having a robust Complaint Feedback Mechanism (CFM) that will allow participants, speakers, organisers, and other stakeholders of the conference to raise any concerns or complaints related to the quality, accountability, or conduct of the event. Our CFM system will aim to ensure that the event is conducted in a safe, respectful, and inclusive manner, and that any issues are addressed promptly and effectively.



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A Complaints Response and Feedback (CFM) Box will be placed at the venue throughout the course of the RHPW'23 which will regularly be checked by the organising team. We encourage anyone who has a complaint to drop their concern in the CFM Box or share with the organising team as soon as possible. Our team will acknowledge receipt of the complaint and will inform the complainant of the next steps and will also take appropriate actions to resolve the complaint and prevent recurrence.

**FOCAL CONTACTS:**

ADRRN: Takeshi Komino [t.Komino@cwsjapan.org](mailto:t.Komino@cwsjapan.org)

CWSA: Palwashay [palwashay.arbab@communityworldservice.asia](mailto:palwashay.arbab@communityworldservice.asia)

ICVA: Asma Saleem [asma.saleem@icvanetwork.org](mailto:asma.saleem@icvanetwork.org)

OCHA: Juliana Teoh [juliana.teoh@un.org](mailto:juliana.teoh@un.org) ; Daniel Gilman [gilmand@un.org](mailto:gilmand@un.org)

