



Learning and Planning Meeting 28-30 April 2014, Bangkok, Thailand

Administrative Note

1. Venue and Dates

The event will be held at the **VIE Hotel Bangkok, Thailand**, from 28-30 April 2014. The address is 117/39-40 Phaya Thai Road Bangkok, Tel : + 66 (0) 2309 3939.

2. Travel

Travel arrangements are to be made by ILO officials directly.

The official has to ensure that travel arrangements will enable her/him to be at the venue by registration and start of the event **8:30 in the morning on Monday, 28 April 2014** until the end of the meeting, **1:30PM on 30 April 2014**. As such, it is advised that arrival be on the day before **Sunday, 27 April 2014** and departure on a late night flight on the **30 April 2014** or the day after should a late night flight be unavailable.

Travel cost for one official per Green Job Project or Country Office will be covered by Green Jobs Programme for Asia and the Pacific (GJ-AP). Additional participants are welcome, however with costs to be covered by the concerned Country Offices.

EPAs will be provided. In this regard, the participating ILO Official need to submit his/her confirmed itinerary to the contact person indicated below on or before **10 April 2014**.

3. Arrival at Bangkok Airport & Getting to the Hotel

The venue is accessible by the BTS as well as taxis.

The ILO official is however advised to take a taxi from the airport public taxi stand on the first level of the airport to the venue. The taxi fare is approximately THB400-500 (inclusive of the additional THB50 taxi tariff and toll fees).

4. Accommodation

A hotel reservation of a single standard room will be made at the **VIE Hotel Bangkok, Thailand**, at a special UN rate of **THB 3,100 Net/Night/Room**. The hotel bill needs to be settled directly with the hotel by the ILO official.

Given the security situation in Bangkok, it is encouraged that the ILO official stay at the designated venue. Nevertheless, should there be any very compelling reason to stay elsewhere, kindly inform the contact person immediately.

5. Contact Person

For any queries regarding administrative matters as well as for emergencies during the event, contact:

Mr Chet Thaochoo

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