

CCOP – Norway EPPM Program 3rd Seminar

11-12 November 2010, Bangkok, Thailand

NOTE FOR INFORMATION

Accommodation	<p>Holiday Inn Hotel Silom</p> <p>Address: 981 Silom road, Bangrak, Bangkok 10500, Thailand</p> <p>Tel. : +66 2 238 4300, Fax.: +66 2 266 7701</p> <p>Website: www.bangkok-silom.holiday-inn.com</p>	
CCOP Group Hotel Room Rates	<p><u>Superior Single room: THB 1,900.-</u> nett / room / night (incl. buffet breakfast)</p> <p><u>Superior Twin room: THB 2,200.-</u> nett / room / night (incl. buffet breakfast)</p> <p><i>The above rates are inclusive of service charge and government tax. Upon checking in at the hotel, delegates may be requested to provide your credit card imprint or cash payment for one-night accommodation for guarantee. Please be prepared for such request.</i></p> <p>CCOP, as the organizer, will reserve the hotel rooms on behalf of all delegates. Single rooms will be automatically reserved for each nominated delegate both sponsored and own-cost unless requested otherwise. Cancellation of room or no show will incur one night room charge which will fully be borne by the delegate. Any inquiry in regard to room reservation should be directed to the organizer.</p>	
Meeting Venue	Silom I Ballroom, Basement	
Meeting Package	2 coffee breaks and 1 Lunch during the seminar will be sponsored by the project to both sponsored and own-cost delegates.	
Internet in the guest room	24 hrs.: THB 300.- nett/user	
Evening Functions	<p>Welcome Dinner on Thursday 11 November (kindly hosted by CCOP-EPPM)</p> <p>Details to be announced, Round-trip transport from Hotel will be provided, if required</p>	
Airport Transfer	<p>Round-trip transfer service is arranged in coordination with Holiday Inn Hotel Silom to both sponsored and own-cost foreign delegates according to their flight schedules. Representatives from Holiday Inn Hotel Silom will wait at the arrival hall with <table border="1" data-bbox="1349 1591 1463 1640"><tr><td>CCOP</td></tr></table> signage.</p> <p>Note: Passengers no longer have to pay airport departure tax in Thailand.</p>	CCOP
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Visa Requirements	<p>Delegates will receive "Acceptance Letter" issued by the CCOP as organizer via fax and/or E-mail for the travel approval from their organizations and /or to apply & obtain entry visa to Thailand in advance, if it is required.</p> <p>Note: The delegates must possess a passport valid for at least six months upon arrival.</p>	

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Sponsorship	<p>Daily Subsistence Allowance (DSA): will be distributed to sponsored participants at registration on Thursday 11 November from 8:30-9:00 am. This DSA covers accommodation (based on single occupancy rate), meals and any incidental expenses. Sponsored participants are to settle the payment of their room and personal expenses with the hotel directly. In case of compulsory overnight transit, the cost of extra nights will also be calculated into the DSA and assistance can be provided for hotel reservation.</p> <p>Air-tickets: Sponsored participants are kindly requested to purchase the air-ticket for reimbursement upon the provision of original receipt indicating CCOP-approved airfare.</p>
Travel Insurance	Delegates are strongly recommended to obtain the travel insurance plan that suits their needs.
Activity Record	A USB drive will be provided to all participants to record the presentations, final name list with contact details of delegates and pictures.
Currency	USD 1 ~ THB 30.- (as of October 2010)
Climate	End of Rainy Season, temperature is 27-30°C
Time Zone	GMT+7
For more information, please contact	<p>Mr. Simplicio P. Caluyong EPPM Project Coordinator CCOP Technical Secretariat CCOP Building 75/10 Rama VI Rd., Phayathai, Ratchathewi, Bangkok 10400, Thailand Tel: +66 (0) 2644 5468 ext. 503, Fax: +66 (0) 2644 5431, Mobile +66 (0) 81 827 0527 E-mail: sim@ccop.or.th, Website: www.ccop.or.th, Skype: Sim Caluyong</p>