



The First Asian Regional Dialogue on Seagrass and Dugong Conservation Bangkok, Thailand, 20-21 February 2025

LOGISTICAL NOTE

Date: 20 – 21 February 2025

Time: 09h00 – 18h00

Venue: Pratunam Meeting Room,

7th Floor of the Amari Bangkok Hotel [Amari Bangkok](#)

Web site: [The First Asian Regional Dialogue on Seagrass and Dugong Conservation: From Gaps to Impactful Action | Coordinating Body on the Seas of East Asia \(COBSEA\)](#)

Participants are requested to register and obtain meeting badges at the registration table from 8:30-9:00 a.m. The meeting will start at 9:00 a.m.

ARRIVAL IN SUVARNABHUMI AIRPORT

We trust that you have received a copy of your flight ticket and itinerary. Any changes to your flight ticket will be in your own account. International Arrivals are on the level 2 floor. The following documents must be presented at the immigration and/or health control officers on arrival:

1. Passport with more than 6 months validity
2. Valid visa, if required
3. Return ticket
4. Proof of Accommodation

Please note that since 2022 Thailand Arrival Card 2024 which is the form that you need to submit when entering the country, has been lifted for the travellers entering the country by air; however, those foreign travellers arriving in Thailand by land or sea still need to fill it and submit to the immigration officer. After immigration clearance, you can proceed to collect your baggage and walk-through customs leading to the arrival hall.

Travel advisory and visa requirements

Participants are responsible for their own travel arrangements and necessary travel documents, including visa applications, if needed. [List of Countries entitled for Visa Exemption and Visa on Arrival](#).

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

1. The applicant must possess a passport from the list of countries whose nationals are eligible to apply for visa on arrival ([List of countries entitled for Visa on Arrival](#)) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.

2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
3. Advanced online application is available at [Visa on Arrival](#). Upon presentation of printed Transaction Reference Number (TRN), the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.
4. The applicant must provide proof of means of living expenses at the amount of THB 10,000 per person or THB 20,000 per family.

The Secretariat will not cover the cost of visa fees; however, this expense is expected to be part of the costs covered by Terminal Expenses provided to sponsored participants.

Participants can make their own transportation arrangements from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels.

For the Suvarnabhumi Airport Terminal Map, please visit:

<https://suvarnabhumi.airportthai.co.th/>

For the Airport Rail Link, an express and commuter rail connecting to Makkasan Station (MRT subway Petchaburi Station) and Phayathai Station (BTS Skytrain), passengers should go to Level B. Detailed information can be found at www.srtet.co.th/index.php/en/.



However, if you're traveling with heavy luggage then this option may not be recommended. The ticket will cost 15-45 baht depending on where you'll be getting off at. For more information, visit the [Bangkok airport website](#).

Electric taxis (EVSociety/VIP) are currently available at the Suvarnabhumi International Airport. The counter is located next to the main taxi area. The service is available 24 hours and can be pre-booked via:

- Line ID: @evsociety
- Phone: +66 2039 8888
- Email: taxivip@evsociety.co.th
- Facebook: [EV Society](#)

Metered-taxi and bus services are readily available at the airport. More information is available at www.bangkokairportonline.com

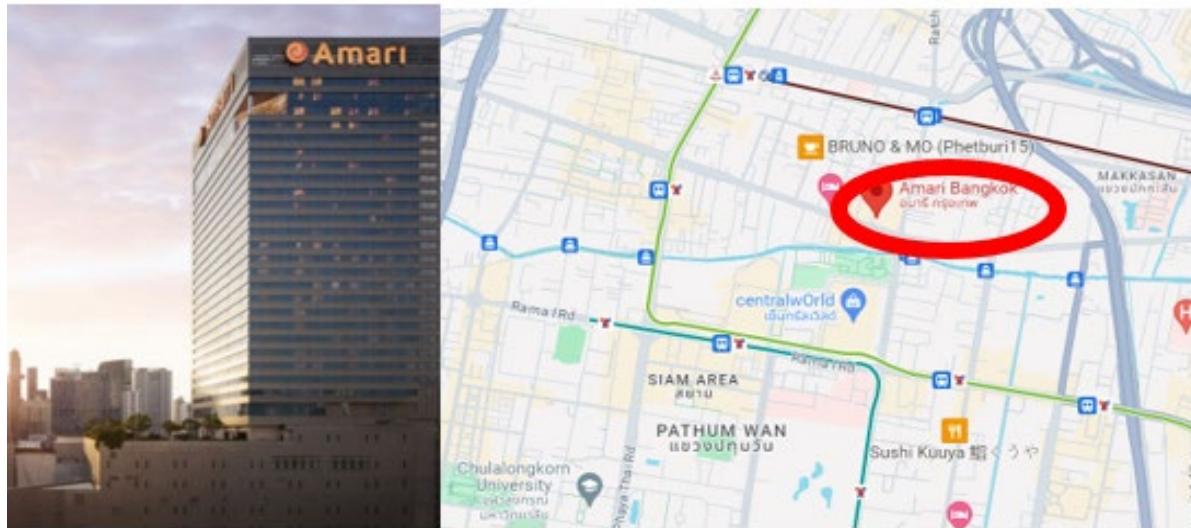
Participants need to make their own transport arrangements to and from the Amari Watergate Hotel. Please note that airport transfer expenses are part of the Terminal Expenses that the Secretariat will provide for sponsored participants. Metered taxis are readily available in the city and you may also book your transportation via applications such as Grab and Volt.

Money Changer and FOREX (Foreign Exchange)

There are 24-hour ATM machines in several places on arrivals. Please note that all banks charge 200-250 Baht or US\$4-5 for foreign cards.

There is also a large foreign currency exchange in the arrivals section just in case you need Baht to get to your hotel. Or you can also choose to exchange your currency in your hotel or with any branch of Superich Thailand, [SuperRich Currency Exchange](#).

ACCOMMODATION



Amari Bangkok Hotel [Amari Bangkok](#)
847 New Petchburi Road, Ratchatewi, Bangkok 10400 Thailand
Tel: +66 2653 9000
Fax: +66 2653 9045

Check in time starts from 15:00 on the day of arrival and check out time is by 12:00 on the day of departure. The hotel shall aim to facilitate check in as soon as rooms become available, however, to guarantee early check in rooms should be booked the night prior at group rate.

Amari Bangkok which is the meeting venue may be used by participants, should they choose to. The selection of hotels at walking distance from the meeting venue is encouraged to reduce participants' local travel emissions and their exposure to traffic.

Travelling participants are responsible for booking their own rooms at **Amari Bangkok Hotel** from 19 February to 22 February 2025. Amari Bangkok has provided a group rate that can be access through the following process:

1. Click this [reservation website](#) and reserve the room to Amari Bangkok booking engine, the discounted rate type will auto pop-up.
2. If the discounted rate does not auto pop-up, please enter the group's special rate code "**SEAG2025**", then filter "SEAGRASS".
2. Once the rates are displayed, choose "book now" for further reservation process.

The screenshot displays the Amari Bangkok hotel website interface. At the top, the Amari logo and navigation menu are visible. The search bar shows 1 Adult, 0 Children, with a check-in date of Wednesday, February 19, 2025, and a check-out date of Saturday, February 22, 2025. A '1 Code Applied' notification is present. The main section is titled 'Select a Room' and features a message: 'Your requested rates are applied to the following rooms. Prices shown include promotional rates.' Below this, there are filters for 'View By: Rooms', 'Sort By: Lowest Price', and 'Filters'. A 'SEAGRASS' filter is active, with a 'Clear all' option. Two room options are listed: 'Premier King' and 'Premier Twin'. Both rooms are shown with a photo, a 'Free Wifi' icon, and a 'Booked in last 1 hour' status. The Premier King room has 1 King bed, sleeps 4, and is 40 sq m. The Premier Twin room has 2 Twin beds, sleeps 4, and is 40 sq m. Both rooms are priced at THB 3,568 per night, with a total of THB 10,705 for 3 nights (excluding taxes and fees). The Premier King room includes a deposit and breakfast. A 'Book Now' button is available for both rooms. On the right side, there are promotional banners: 'Book Here, Benefit Now' with a list of benefits (500 THB credit, 10% off ONYX Rewards) and 'Need Help Finding Your Dream Getaway?' with a 'Contact Us' button. At the bottom right, it shows 'Your Cart: 0 Items' and 'Total THB 0'.

The special room rates at the Amari Bangkok Hotel are as follows:

Room category	Room rates THB inclusive breakfast, tax and service charge		
	Single	Double/Twin	Extra bed
Premier Room	THB 4,200 net (3,925.23 net ex. 7% VAT)	THB 4,500 net (4,205.60 net ex. 7% VAT)	N/A

Hotel reservation link is subject to room availability and requires full payment upon booking, which is non-refundable. Please note that hotel reservation link will be valid until 7 February 2025. After this date, kindly send any enquiries directly to hotel. The hotel will offer base on room availability.

Contact person: Punyanooch Charoenpol – Assistant Manager, Sales – Reactive
E-mail: punyanooch.c@amari.com

Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies.

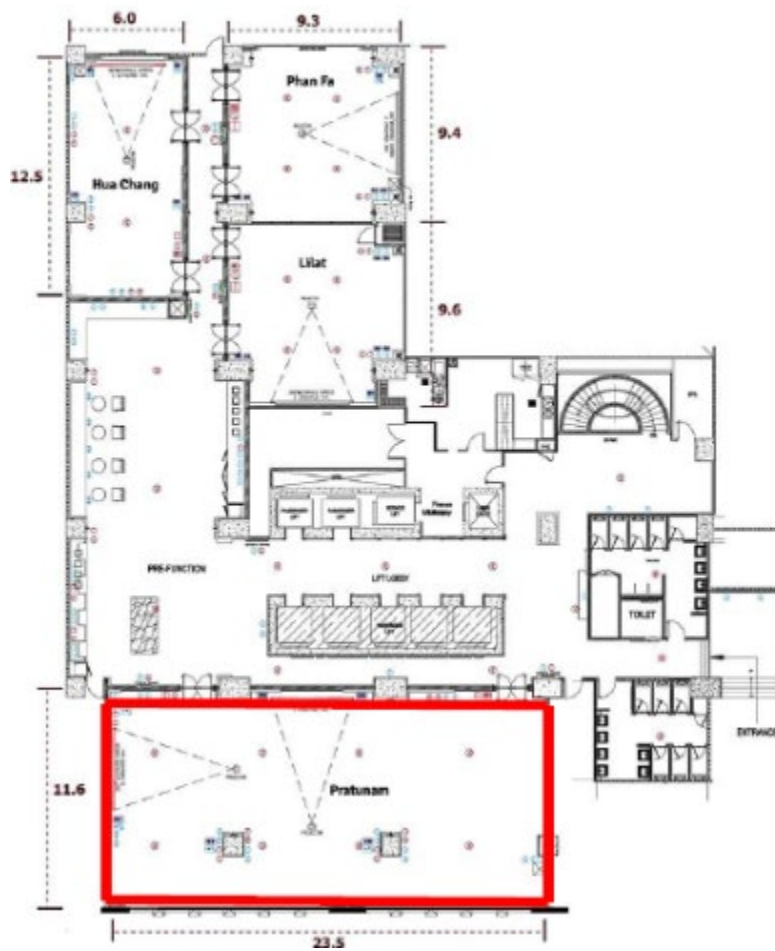
Please be reminded that before departure from Bangkok, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet usage, business center usage, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services.

Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

MEETING VENUE

The Meeting on 20-21 February 2024 will be held at **Pratunam Meeting Room**, 7th Floor of the Amari Bangkok Hotel. Participants are requested to register and obtain meeting badges at the registration table from 8:30-9:00 a.m. The meeting will start at 9:00 a.m.

FUNCTION ROOM LAYOUT PLAN (7TH FLOOR)



MEETING DOCUMENTS

Considering the carbon footprint involved in producing papers and printing documents, it is strongly recommended to utilize soft copies to the maximum extent. If hard copies are needed, participants are requested to bring with them their own copies of the meeting documents distributed by the event organizer prior to the session.

The meeting documents are available on the following web site:

[The First Asian Regional Dialogue on Seagrass and Dugong Conservation: From Gaps to Impactful Action | Coordinating Body on the Seas of East Asia \(COBSEA\)](#)

Any additional documents will be uploaded on the above-mentioned platforms once available.

Participants who will be presenting are requested to send their presentations on or before 10 February 2025 to Ms. Yasmeen Telwala (yasmeentelwala@un.org); Ms. Maryam Kolakkodan (maryam.kolakkodan@un.org) and Ms. Margarita Victoria Caballa (margarita.caballa@un.org).

TRAVEL SUPPORT PARTICIPANTS

Sponsored Participants

The most direct and least costly economy air ticket will be sent electronically to participants well in advance. Daily Subsistence Allowance (DSA) for supported participants will be provided as per existing U.N. regulations for the duration of the meeting to cover hotel accommodation costs. Terminal expenses will be provided to cover incidental travel costs.

In order to facilitate the payment of the daily subsistence allowance which will be paid through Swiss Card provided by Secretariat, the eligible participants are requested to submit the original boarding passes of all in-coming flights to the Secretariat staff during registration. Participants are expected to stay for the entire duration of the meeting.

MEALS

Date	Meals	Function Room
19 Feb	Reception dinner	Phanpha-Lilat, 7 th floor 18:00-20:00
20 Feb	Lunch	Amaya, 4 th floor
	Dinner	Garden area, 7 th floor 18:00-20:00
21 Feb	Lunch	Amaya, 4 th floor
	Dinner	Garden area, 7 th floor 18:00-20:00

CONFERENCE HOUSE RULES

1. **Please be on time.** We will ask everyone to sign the attendance sheet for the morning of 20 and 21 February prior to the Sessions.

2. **Be present and interactive.** We will all benefit from this workshop with your active engagement and participation.
3. **Follow the agenda.** Refer to the attached workshop agenda for the schedule and programme flow. All presentations shared during the sessions will be shared with you after the workshop through the meeting web site.
4. **Zero Tolerance towards harassment.** The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly. Please refer to the United Nations Code of Conduct. [UN-code of conduct](#)

INTERNET AND WI-FI ACCESS

Free Internet and Wi-Fi access will be provided by the hotel at the guest room and meeting room.

ELECTRICITY

The electrical current in Thailand is 220 volts with electrical outlets such as Two pin flat (US type) and Round (European type). Participants are advised to bring a suitable adaptor, in case needed.

CURRENCY

The official currency of Thailand is “Thai Baht”. The currency is THB.

TIME

The standard time in Thailand is GMT+7 hours.

CONTACT PERSONS

For further details and information about the meeting arrangements, agenda and documentation, please contact the following:

Ms. Yasmeen Telwala	yasmeentelwala@un.org
Ms. Margarita Caballa	margarita.caballa@un.org

For logistical questions, please contact:

Ms. Nonglak Suebsoh	kasemsant@un.org
Ms. Ob-Orm Utthasit	obormu@unops.org