



Memorandum of Understanding on the
Conservation and Management of Marine Turtles and
their Habitats of the Indian Ocean and South-East Asia

Distr. GENERAL

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13 December 2011

SIXTH MEETING OF THE SIGNATORY STATES
Bangkok, 23-27 January 2012

INFORMATION NOTE FOR PARTICIPANTS

General

1. The Sixth Meeting of the Signatory States to the *Memorandum of Understanding on the Conservation and Management of Marine Turtles and their Habitats of the Indian Ocean and South-East Asia* has been re-scheduled to take place at the Amari Watergate Hotel, Petchburi Road, Bangkok, from 23-27 January 2012.

AMARI WATERGATE HOTEL
847 Petchburi Road, Pratunam,
Rajthevi, Bangkok 10400, Thailand.
Tel: +662 653 9000
Fax: +662 653 9045
www.amari.com/watergate/index.aspx

2. The meeting will be opened at **0900 on Monday, 23 January 2012, in Ballroom C**, where subsequent plenary sessions will be held from 0900 to 1230 in the morning and from 1400 to 1700 in the afternoon (subject to adjustment, as necessary). Smaller break-out rooms will be available elsewhere in the facility for sub-regional groups and other working meetings.

3. The IOSEA **Advisory Committee** meeting will take place in the same venue on 21 and 22 January (Saturday-Sunday). Meeting room details will be announced later. In keeping with past practice, IOSEA national and sub-regional Focal Points are welcome to attend the Advisory Committee meeting as observers, provided they indicate their intention to participate well in advance (to facilitate logistical arrangements).

Registration and identification badges

4. Participants are requested to register and obtain meeting badges at the Registration Counter, located in front of the main meeting room, between 1900 and 2000 on Sunday, 22 January 2012 or between 0800 and 0845 on Monday, 23 January 2012. Participants who are not able to register on the opening day are requested to do so on subsequent days, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

Credentials

5. Representatives of Signatory States and potential Signatory States are reminded of the need to present their credentials, preferably prior to the meeting, or at the latest upon registration. This is particularly important for those countries intending to sign the Memorandum of Understanding in Bangkok. In such case, a copy of the **Letter of Credentials** should be sent to the IOSEA MoU Secretariat by fax (+66 2 280 3829 or +66 2 288 3041) for review *at least 10 working days prior to the meeting*, and the original brought to Bangkok. A sample letter of credentials and explanation of arrangements for signing the Memorandum of Understanding were enclosed with the First Announcement (11 July 2011).

Immigration requirements

6. For information regarding visa and/or travel documents to Thailand, please consult the Royal Thai Embassy or Consular mission in your country, and present the meeting announcement. Please contact the Secretariat if you require a personalised invitation letter. For some ASEAN member countries and many other nationalities, no entry visa is required. Nationals of **eligible countries only** can also apply for a visa on arrival at the airport. For more information please check the Ministry of Foreign Affairs, Kingdom of Thailand website at: <http://www.mfa.go.th/>. Sponsored participants requiring a visa to enter Thailand are advised to confirm their travel arrangements without delay since they may require airline tickets in order to obtain the visa.

Health requirements

7. Thailand requires a **YELLOW FEVER CERTIFICATE** from persons who have been to or have recently come from a list of about 40 countries, including at least four in the IOSEA region: Kenya, Somalia, Sudan, and United Republic of Tanzania. Please check with the nearest Thai diplomatic or consular mission prior to departure for the most accurate information in this regard.

Weather

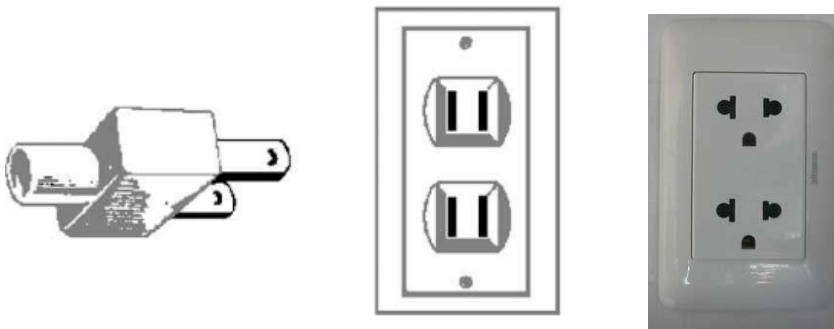
8. The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 22-25 degrees Celsius (73-77 degrees Fahrenheit).

Time Zone

9. Thailand is +07:00 hours ahead of GMT.

Electricity

10. Beware that the voltage in Thailand is **220 volts**, 50 Hertz. Most electrical outlets can accommodate two (straight) flat and/or round pins, and often a third ground pin. When in doubt, bring along a plug-adaptor kit.



Foreign exchange

11. Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.

12. Participants who carry an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent into or out of the Kingdom of Thailand must declare such amount of foreign currency to a Customs Official. Failure to declare foreign currency that is carried into or out of the Kingdom of Thailand, exceeding the amount restricted by law (or its equivalent), or making any false declaration to a Customs Officer is a criminal offence.

13. Exchange facilities are available at hotels as well as at the many banks, ATMs and currency exchange booths in the vicinity of the hotel. Credit cards are widely accepted in Bangkok.

Conference organization and arrangements for sponsored delegates are being handled by the IOSEA MoU Secretariat in Bangkok:

IOSEA Marine Turtle MoU Secretariat
c/o UNEP Regional Office for Asia and the Pacific
United Nations Building, Rajdamnern Nok Ave.
Bangkok 10200
Thailand

Contact person:
Ms. Patcharin (Gung) Supitchakul
Tel: (+66 2) 288 2440
Telefax: (+66 2) 288 3041 / 280 3829
Email: supitchakul@un.org
Website: <http://www.ioseaturtles.org>

Hotel Accommodation

14. A block of guest rooms has been reserved at the Amari Watergate Hotel for the convenience of all participants:

For **sponsored delegates**: a room will be reserved for you at the Amari Watergate Hotel corresponding to your agreed flight itinerary. During December you may expect to receive a proposed itinerary for your consideration and final approval, no later than the first week of January.

Delegates whose participation is not being sponsored by IOSEA are requested to make their own arrangements directly with the Amari Watergate Hotel or another hotel. For planning purposes, it would be helpful if you would inform the Secretariat of your travel and hotel arrangements.

15. The basic room rate* at the Amari is 2,800 Baht net (= approx USD 93 / person / night, single occupancy), or 3,000 Baht net (= approx USD 100 / 2 persons / night, twin occupancy). To secure the above rate, when making your booking be sure to indicate that you are attending the **"IOSEA Marine Turtle Meeting"**.

* Room rate includes American breakfast. Free WIFI internet connection is available at lobby area. For WIFI access in guest rooms, please contact the hotel reception for a WIFI Internet Package (at your own expense).

Arrival at the airport

16. Participants should make their own transportation arrangements from Bangkok International Airport (Suvarnabhumi Airport) to their respective hotels. Metered-taxi, limousine, bus service, and airport train are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.airportsuvarnabhumi.com>. Please note that Don Muang Airport (the former Bangkok International Airport) now handles only domestic flights.

17. Public metered-taxi, and bus services are readily available at the airport at the following prevailing rates:

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| A. Public metered-taxi: (Economical, convenient) Outside the Baggage Hall (Gates 3 or 9) | Fare shown on meter (likely to be < 250 Baht to the Amari), plus 50 Baht surcharge for boarding at the airport. Use of Tollway (Expressway) is optional, for an additional fee of 70 Baht, paid at the tollbooth. Most drivers will use the Expressway unless advised otherwise.) |
| B. Thai Limousine Service: (Convenient, but much more expensive) | Please contact the Limousine Counter, inside the Baggage Claim Hall. |

To use the public metered-taxi or limousine service as indicated above, **it is strongly recommended to contact only authorized officials at the counters located within the airport arrival area.** The officials will issue a ticket for the assignment of either a public metered-taxi or limousine to transport passengers to the desired destination. Participants may access public taxi counters by exiting **Gates 3 or 9** of the arrival zone in Suvarnabhumi Airport.

- C. Airport Express Bus:** Available between 0500 and 2400 hours, dispatched at 15-minute intervals. Fare: Baht 150/per person (Slightly cheaper than taxi, but less convenient)

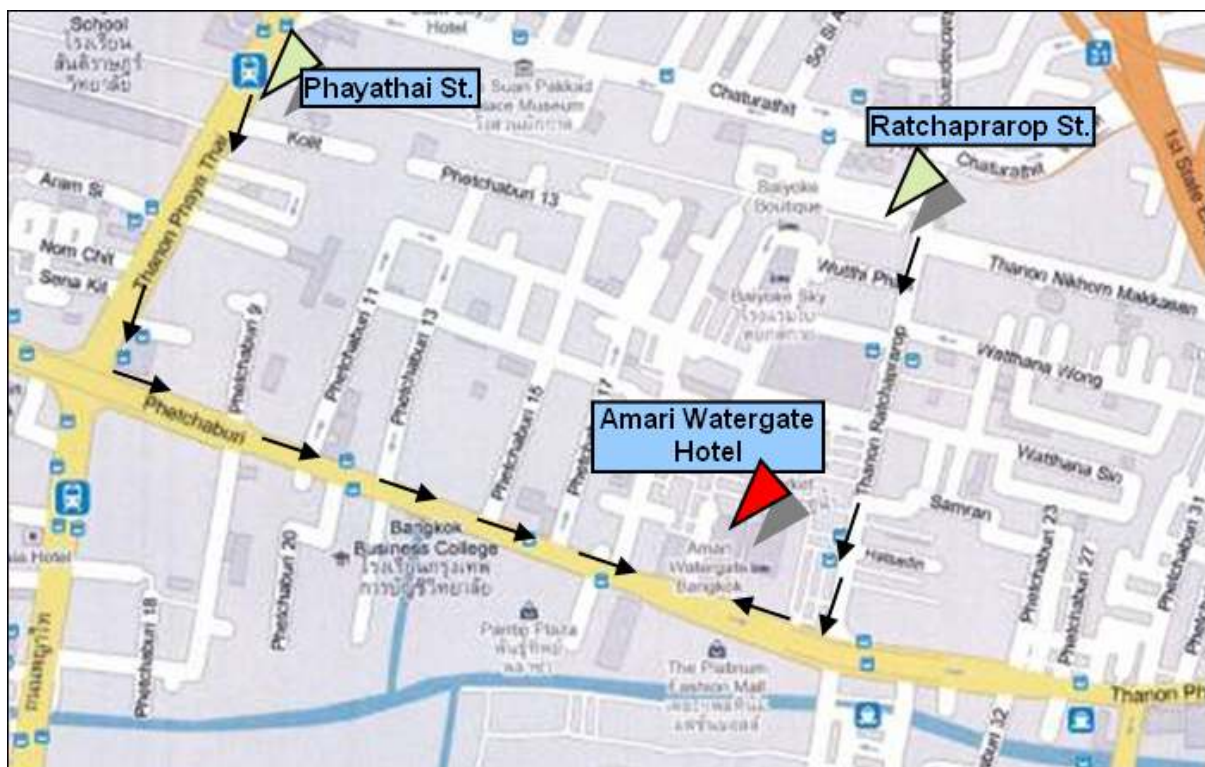
The buses are air-conditioned with ample luggage space. Please contact Airport Express Counter Level 1, near Entrance 8. Participants should take the “**AE2 Suvarnabhumi – Khao San Road (by expressway)**” bus line. The bus will make a second stop at the “Platinum Fashion Mall” which is directly opposite the “Amari Watergate Hotel”.

D. Bangkok Airport Train: (Airport Link)

There are two types of train, **Airport Express** and multi-stop **City Line**. The Airport Link is fast and convenient, but the City Line train can be crowded during peak hours. For either train, pay for a ticket in advance and take the escalator to down to level B1 to reach the train platform.

The Airport Express costs 90 Baht, and takes less than 20 minutes to reach the final destination of **Phayathai Station**, from where you may take a taxi to the hotel. The Airport Express train is more comfortable and not crowded, but it runs less frequently.

The slower “**City Line**” train costs 40-45 Baht and leaves every 15 minutes. You can either get off at **Ratchaprarop Station** then walk (about 10-15 minutes) to the Amari Watergate Hotel or get off at the next (and last) station, **Phayathai Station**, and take a taxi to the hotel (about 10 minutes and approximately 50 Baht fare).



NB: The international airport tax at Suvarnabhumi Airport is already included in the airfare (there is no need to pay an additional amount upon departure).

Daily subsistence allowance (only where applicable)

18. Participants whose travel is sponsored by IOSEA will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. In order to facilitate the payment of the subsistence allowance, eligible participants are requested to submit copies of their passport, boarding pass, and arrival/departure itinerary together with their air tickets to the Secretariat staff office.

19. Any participant who is unable to stay for the duration of the meeting is requested to inform the Secretariat as soon as possible after arrival, so that the subsistence allowance can be reduced accordingly.

Financial and administrative arrangements (only if applicable)

20. In those cases where the participation costs are borne by IOSEA, the Secretariat will cover travel costs and DSA only as indicated and will not assume responsibility for any other expenditures, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items; as well as internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of a personal nature (e.g. telephone, fax, internet/WiFi, minibar, laundry etc.)

Return flight bookings

21. Participants who wish to re-confirm their return/onward flight bookings are requested to contact the Concierge/Travel Desk at the hotel, if required.

Meeting Documents

22. Meeting documents will be posted in the 'Meetings' section of the IOSEA website (www.ioseaturtles.org) and/or sent to registered participants as they become available. Please download them and bring them to the meeting on your laptop or as hard copies. Limited quantities of selected printed documents will be available at the meeting.

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