



## **2<sup>nd</sup> HIA for ASEAN Workshop “Constructing a Caring and Sharing Community : Roles of HIA”**

**October 4-6, 2012, Thailand**

### **General Information**

These information notes aim to provide logistical administrative guidance to the participants of the above mentioned workshop. Please take note of the following information to ensure a worry-free and prompt arrive at the workshop venue.

#### **1. CONFERENCE DATE AND ORGANIZATION**

The 2<sup>nd</sup> HIA for ASEAN Workshop “Constructing a Caring and Sharing Community : Roles of HIA” will be held in Bangkok, Thailand on 4-6 October 2012. The conference is organized by the National Health Commission Office of Thailand, ASEAN Secretariat.

#### **2. VENUE**

The conference will be held at:

**Novotel Bangkok Siam Square**  
392/44 Siam Square Soi 6, Bangkok

<http://www.novotelbkk.com/>

#### **3. WEATHER**

Early October is rainy season, the average temperature in the morning is 24 degree C and maximum at noon is 33 degree C and may be light or heavy rain.

#### **4. PARTICIPATION**

The conference is designed to bring together the ASEAN focal points, academics, civil societies, other national and international organizations to brainstorm direction of ASEAN community, find how HIA can contribute to build ASEAN community.

#### **5. REGISTRATION**

To enable the organizer in making the necessary arrangement for transportation and accommodation, participants are encouraged to register **by 23 September 2012**. Early registration is highly appreciated.

#### **6. CHECK IN AND CHECK OUT**

Participants are requested to check in on 3 October 2012 and check out on or before 7 October 2012. Any participant who would like to stay longer please inform the hotel to check the availability.



## 7. IDENTIFICATION BADGES AND DOCUMENTS

All documents related to workshop and identification badge will be available in your room. For identification and security reasons, all participants are requested to wear the badge at all times during the workshop and at any social functions.

## 8. ACCOMMODATION

A room block with a group rate has been secured for the workshop's participants (please fill in the hotel reservation in registration form). If any participant would like to book more rooms, please contact hotel directly.

## 9. ADMINISTRATIVE AND LOGISTICS ARRANGEMENTS

National Health Commission Office of Thailand will shoulder for the participation cost.

Ground transportation when arrive Suvarnabhumi airport, catching the airport rail link (SA City Line) and connecting to the Skytrain to alight at Siam Square Interchange station. The hotel is just three-minute walk away from the station.

## 10. REIMBURSEMENT

Thailand will refund the following expenses concerning your trip to Bangkok, Thailand:

- Transportation to/from the airport in your home country (economy class, public transport)
- Transportation to Bangkok, Thailand

**Please bring all receipts, including boarding passes! We will pay you the amount of money you have spent in Thai Baht.**

## 11. VISA REQUIREMENT

Participants are advised to contact Thai Embassy or Consulate-General in your county to find out about the visa requirements.

Please note that date of expiry of your **passport must be 6 months from the date of arrival** in Thailand.

## 12. TRAVEL INSURANCE AND PERSONAL ACCIDENT INSURANCE

All Air Asia ticket (round trip) will include the travel insurance. Please check for detail at your agency.

The National Health Commission Office, Thailand will purchase personal accident insurance for all participants. The insurance covers during you are in Thailand during the conference period (3-7 September 2012).



### 13. CONTACT PERSON

**Ms. Tanita Suwanakitti**

HIA in ASEAN project,

Health Impact Assessment Coordinating Unit (HIA Co-Unit),

National Health Commission Office, Thailand

e-mail: [thanita@nationalhealth.or.th](mailto:thanita@nationalhealth.or.th), [contact\\_hia@nationalhealth.or.th](mailto:contact_hia@nationalhealth.or.th)

Tel: 66 2 832 9084

Fax: 66 2 832 9002

Cc:

**Ms. Jintana Sriwongsa**

Senior Officer

Health and Communicable Diseases Division

Cross-Sectoral Cooperation Directorate

ASEAN Socio-Cultural Community Department

ASEAN Secretariat

70A Jalan Sisingamangaraja

Jakarta 12110, Indonesia

Tel : +62-21-7262991 ext.423

Fax : +62-21-7398234 / 7243504