



Training Course on Preparing for International Conference (TCPIC) 2022

12 - 13 August 2022, Bangkok, Thailand

INFORMATION NOTE

We welcome all participants to the Training Course on Preparing for International Conference (TCPIC) 2022 to be held from 12 to 13 August 2022. The training course will be followed by the 4th Meeting of the APT Conference Preparatory Group for WRC23 (APG23-4), which will be held on 15 to 20 August 2022 consecutively in Bangkok, Thailand

We are pleased to provide below details for your advance information and convenient reference. The training course will be organized by the APT and supported by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, Australia and the Ministry of Internal Affairs and Communications, Japan.

1. Training Venue

The TCPIC will be held at Salon A, 2nd Floor, Swissôtel Bangkok Ratchada, Bangkok, Thailand. The contact details of the hotel are as follows:

Swissôtel Bangkok Ratchada

Address: 204 Ratchadapisek Road,
Huay Kwang, Bangkok 10320,
Thailand
Tel: Tel: +66 2 694 2222
URL: <https://www.swissotelbangkok.com/>

2. Registration

The Registration Counter will be set up in the foyer of Salon A, 2nd Floor of Swissôtel Bangkok Ratchada. Registration will commence on **Friday, 12 August 2022** from 08:30 hours to 09:30 hours. Please be informed that the on-site registration to receive the badge includes APG23-4, Trainees are not required to get the badge for Meeting of APG23-4.

Participants are required to bring their passport or identity card (with photo) to receive their badges.

3. A Special Arrangement for COVID-19 Rapid Antigen Test:

During the TCPIC (12-13 August 2022), as a preventive measure to safeguard the participants against the COVID-19 and to prevent its spread, the APT Secretariat would like to request for a cooperation from all delegates before attending the training physically to present **the negative rapid Antigen test result taken within 24 hours prior to the start of the meeting (i.e., after Thursday 11 August 09:30 hours)** and present it at the registration desk. The result can be a photo of Antigen Test Kit (ATK) with negative result taken with your face or your ID card specifying date and time of test.

Nevertheless, for delegates who do not take the test earlier as outlined above, you could collect Antigen Test Kit (ATK) at the registration desk on Thursday, 11 August 2022 from 16.00 hours to 18:00 hours, and you will be kindly requested to test and present a photo of ATK with negative

result to the APT Secretariat on site. The ATK testing or screening section will be arranged before you proceed to the registration.

Please also note that all participants who will join the APG23-4 are requested to take 3 additional tests during the APG23-4 i.e., the first one before start of APG23-4 on Sunday, 14 August, and others will be on every other day i.e., Wednesday, 17 August 2022 and Friday 19, August 2022. The test kit will be distributed in prior evening which can be collected at the registration desk. For these additional tests, it is suggested that participants inform APT Secretariat in case the result is positive.

Please refer to the video link below on how to do self-COVID-19 Rapid Antigen Test correctly:
<https://www.youtube.com/watch?v=V2nbuhFIRxs>

Important Note:

- In case of positive case reported at the venue, the hotel will coordinate with the hospital to pick up the patient to the hospital which will charge some amount of deposit (approximately THB 80,000). Insurance could be used for this deposit. If the patient is not convenient to stay at the hospital for treatment, they could be transferred to partnered hotel (“hospital”) for room quarantine which cost around THB 37,500.
- However, the above cost is only an estimate and may be changed according to the procedure of the hospital at that time, it is therefore strongly encouraged to have a medical insurance to cover the possible cost, including Covid-19 treatment. Please be informed that the Swissotel, the venue of the meeting, does not allow the participants to continue staying if they get positives. They will be asked either go to the hospital or “hospital” as mentioned above.
- APT Secretariat will not be able to bear any cost of medical or travel insurance for the participant including any measures for Covid-19 such as quarantine, PCR test, etc. APT requests participants to kindly make necessary arrangements for medical, travel insurance and others covering the whole period of the event and overseas travel.

4. Opening of the Training Course

The TCPIC will begin at 09:30 hours on Friday, 12 August 2022. Please be seated on time.

5. APT Secretariat room

APT Secretariat Room is located at Jamjuree room, 2nd floor of the hotel.

6. Wireless Lan

Internet Access over wireless network will be available during the training course. Participants who wish to utilize wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

7. Training Documents

All participants are requested to download the documents from the Website **before the training course starts** to avoid congestion of the access of the internet connection.

To access the training documents, please visit <https://www.appt.int/2022-TCPIC>.

Username: tcpic2022
Password: tcpic@2022

8. Social Functions

Coffee Breaks

Coffee Breaks during the training course period will be served in the foyer of Salon A, 2nd Floor of Swissôtel Bangkok Ratchada.

Luncheons

An International Buffet Lunch during the training course period will be served in the 4th Avenue, 4th Floor, Swissôtel Bangkok Ratchada.

9. Transportation from the Airport to the hotel

Participants are requested to use public transportation facilities of the Suvarnabhumi International Airport, Thailand. For more information, please visit website: <http://www.bangkokairportonline.com/>.

For your general information, the following transportations are available from Suvarnabhumi International Airport to the Hotel:

- Public Meter Taxi is located on 1st floor of the Arrival Hall, entrance 4 and 7. Fare shown on meter, plus THB 50 surcharge for boarding at the airport.
- Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.
- Hotel Limousine (HOTEL/Suvarnabhumi Airport/HOTEL - One Way):
 - Toyota Camry THB 1,700 net per car per way (max 3 persons)
 - Benz E-Class THB 2,800 net per car per way (max 3 persons)
 - Toyota van commuter THB 2,300 net per van per way (max 7 persons)

10. Contact Information

For any further information about TCPIC, please contact:

APT Secretariat

12/49 Soi 5, Chaeng Watthana Road
Lak Si, Bangkok 10210
Thailand

Phone: +66 2 573 0044

Fax: + 66 2 573 7479

Email: apthrd@apt.int

11. MAP OF THE HOTEL

For map of Swissôtel Bangkok Ratchada: please click [see the map](#) inside this below link:

<https://www.swissotelbangkok.com/>

Hotel name in Thai language to be shown to taxi driver:

“โรงแรมสวิสโฮเต็ล กรุงเทพฯ รัชดา”

Note: Many taxi drivers do not have a clear understanding of English. Therefore, please collect the hotel card and show to the taxi driver on your return to the hotel.