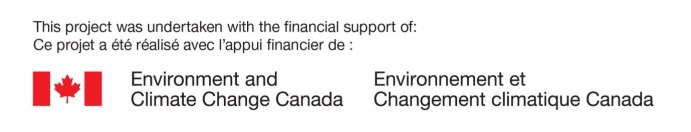
Severe Weather Forecasting Demonstration Project (SWFDP)



SWFDP Regional Subproject for Southeast Asia (SWFDP-Southeast Asia)

**Meeting of the Regional Subproject Management Team (RSMT)**

**of SWFDP- Southeast Asia**

(Bangkok, Thailand, 24 – 27 September 2019)

**Information Note for Participants**

1. **VENUE**

The Meeting of the Regional Subproject Management Team (RSMT) of SWFDP- Southeast Asia is scheduled to be held from 24 to 27 September 2019 at the Thai Meteorological Department (TMD) Headquarters, 4353 Sukhumvit Road, Bangna, Bangkok, 10260.

1. **MEETING ARRANGEMENT**

TMD will provide a conference room with LCD projector, microphones and good internet connection to support the success of the meeting.

Working Tea/coffee breaks will be provided for participants in the morning and afternoon. Working lunches will be arranged for participants with support of WMO.

TMD will also host a welcome dinner for participants on the first day (24 September 2019). More information about this will be provided during the meeting.

1. **CONTACT PERSON FOR LOCAL ARRANGEMENTS AT TMD**

Name : Ms. Phanumat Lewcharoenthrap

Title : Head, International Affairs Sub-division

Thai Meteorological Department

4353 Sukhumvit Road, Bangna, Bangkok, 10260

Tel & Fax : + 662 3989875

E-mail : tmd\_inter@tmd.go.th

1. **WORKING DOCUMENTS**

The provisional agenda and all working documents will be uploaded on WMO website at the following link: http://www.wmo.int/pages/prog/www/BAS/CBS-meetings.html

All participants are requested to send their contributions/working documents (as per template available on above website) related to the relevant agenda items to WMO Secretariat (Mr Ata HUSSAIN ([AHussain@wmo.int](mailto:AHussain@wmo.int)) and Ms Pascale Gomez ([PGomez@wmo.int](mailto:PGomez@wmo.int)) as soon as possible **but preferably before 20 August 2019**.

1. **VISA**

Visitors entering the Kingdom of Thailand are generally required to have a valid passport and visa. All participants are recommended to contact the nearest Royal Thai Embassy/Consulate of Representative of Thailand in their respective countries and/or obtain information from <http://www.mfa.or.th> for visa requirements.

Please contact Ms. Phanumat L. (email: tmd\_inter@tmd.go.th) if any assistance in obtaining entry visa to Thailand is required. An official invitation letter can be issued by the Thai Meteorological Department for the purpose of visa application. A participant requesting for such an invitation letter, is required to send his/her names, position title, and address to Ms Phanumat.

1. **ACCOMMODATION**

Two hotels near TMD are suggested for participants as below. 

|  |  |
| --- | --- |
| **map & location**  Near BTS sky train Bang Chak Station” | **Viva Garden Serviced Residence** **Hotel (4 stars)**  1988 Sukhumvit Road Bangjak, Phrakanong Bangkok 10260  Tel : + 662 741 5888, Fax : + 662 741 5666  Website : www.viva-garden.com |
| **Room Rate offered to TMD guests**  Studio Superior Room (Single/Twin) @ Baht 2,200 net /night  (included breakfast, 10% Service Change and 7% VAT) | |

|  |  |  |
| --- | --- | --- |
| %E0%B8%94%E0%B9%89%E0%B8%B2%E0%B8%99%E0%B8%AB%E0%B8%99%E0%B9%89%E0%B8%B2290  Near TMD and close to BTS Sky Train “ Bangna Station “ | |  | | --- | | **Brighton Hotel and Residence (3 stars)**  222 Sumpawut Road, Bangna, Bangkok 10260  **Tel :** (+662) 393 3999, Fax : (+662) 393 8228  Website : www.brightonbangkok.com | |
| **Room Rate offered to TMD guests**  Deluxe Room : (Single/Twin) @Baht 1,500 net/person/night  (included breakfast, 10% Service Change and 7% VAT) | |

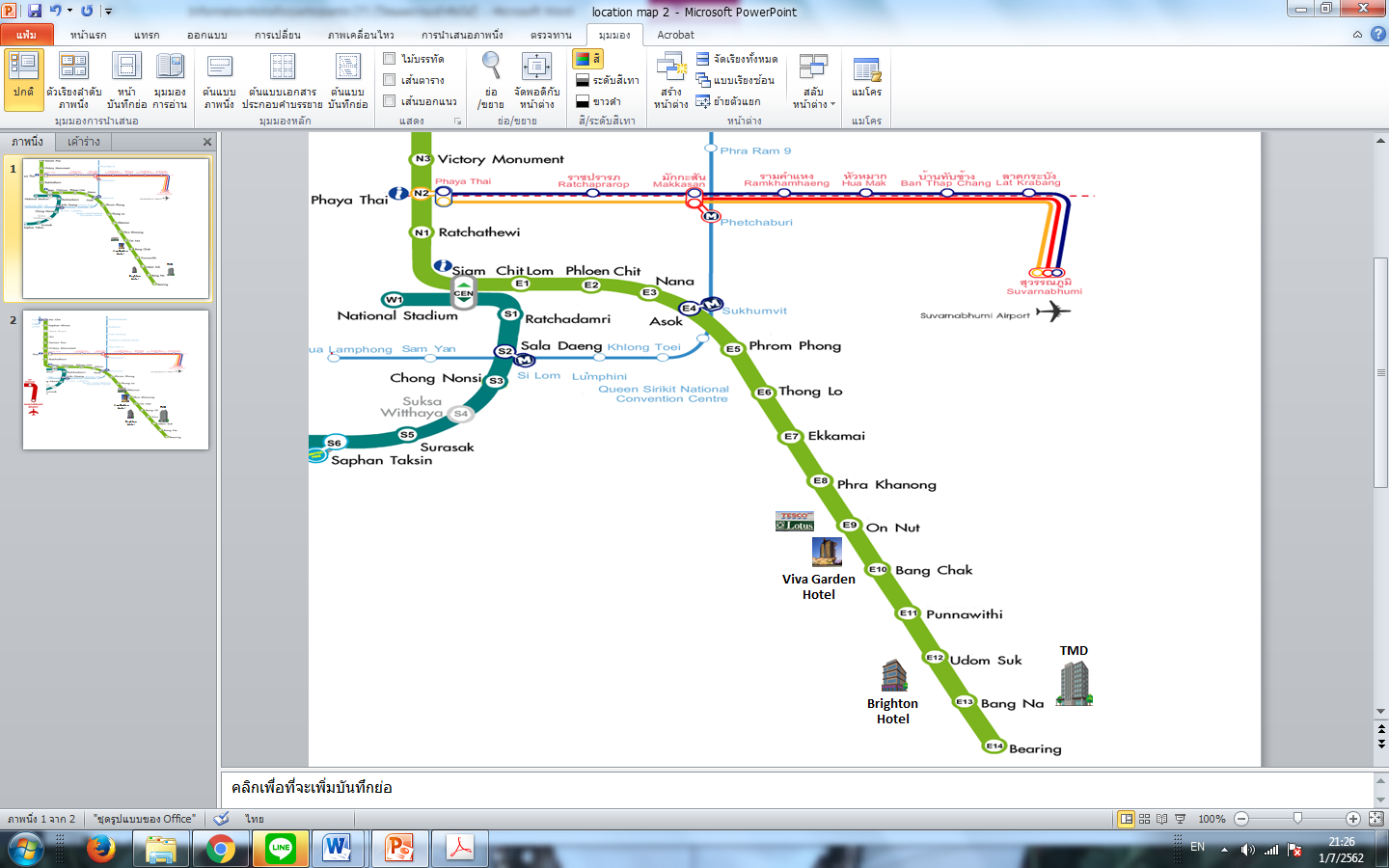


Diagram of BTS Sky Train route with location of TMD and suggested hotels.

* Viva Garden Serviced Resident Hotel is at “Bang Chak Station (E10)”
* Brighton Hotel is nearest to TMD and close to “Bang Na Station (E13)”
* TMD is at “Bang Na Station (E13)”

Participants who wish to stay at the above two hotels with the room rates offered are to make reservation through TMD and can make payment for the room charge when checking in at the hotel. Please complete the Hotel Reservation Form (**Annex I**) and submit to Ms. Phanumat L. (email: [tmd\_inter@tmd.go.th](mailto:tmd_inter@tmd.go.th)) **on or before 15 August 2019**.

However there are a number of hotels locate near TMD. Participants may wish to find and make their own reservations for their preference hotels and are kindly requested to inform the hotel’s name to TMD for information.

1. **LOCAL TRANSPORTATION BETWEEN AIRPORT AND HOTEL**

Since participants will arrive in Bangkok at the Suvarnabhumi International Airport in different flights and the distance between Airport – hotels near TMD is about 20-30 km, participants are suggested to use taxi-meter service between airport-hotel which is the most convenient mean. Taxi cost is @ 250-300 Baht for one-way trip.

1. **LOCAL TRANSPORTATION BETWEEN HOTEL AND TMD**

Participants will easily be accessible to TMD Headquarters (venue of the meeting) by the BTS Sky Train. The BTS Sky train “Bang Na Station” is located in front of TMD Headquarters. Shuttle bus and Taxi are also the other convenient means of transportation to reach TMD. However traffic may be terrible in the rush hours of morning and evening when people are travelling for work and returning home. Therefore participants are suggested to travel by the BTS sky train as a better choice.

Participants staying at Viva Garden can make their own transportation between Hotel-TMD by BTS sky train in 7 minutes. A BTS sky train “Bang Chak” station is located in front of the Viva GardenServiced Residence Hotel. One way BTS fare between Hotel-TMD (BangChak – Bang Na) is @ Baht 15/person.

Participants staying at Brighton Hotel will be provided free transportation between hotel – TMD in the morning and evening. Participants can also reach TMD from the Hotel by walk in 10 - 15 minutes.

1. **CURRENCY EXCHANGE**

Thai currency is the Baht (THB). Information on the day-to-day exchange rates can be found at <http://www.bot.or.th> (USD 1 @ Baht 30.78, as on 1 July 2019). Foreign currencies can be exchanged at the airport and at all local banks. Hotels and stores also accept major currencies at reasonable rates of exchange.

1. **ELECTRICITY**

The electric current in Thailand is 220 volt AC (50 cycles) throughout the country. Many different types of plugs and sockets are in use. Participants with electric appliances should carry a plug adapter kit.

1. **CLIMATE**

During September, weather in Bangkok is normally hot and humid and the Southwest monsoon brings much of rainfall. Below is normal monthly climate data for Bangkok:

|  |  |
| --- | --- |
| Mean daily minimum temperature | : 25.3°C |
| Mean daily maximum temperature | : 32.9°C |
| Normal rainfall for September | : 335.9 mm |
| Normal number of rainy days | : 23 days |

For local weather information and forecast, please visit the TMD website at the following: http://www.tmd.go.th/en/province.php?id=37

1. **CLOTHING**

Casual and light attire will be appropriate while warm clothing for air-conditioned premises is suggested.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

***Annex I***

**SWFDP- Southeast Asia**

**Meeting of the Regional Subproject Management Team (RSMT)**

(Bangkok, Thailand, 24 – 27 September 2019)

Venue: Thai Meteorological Department (TMD), 4353 Sukhumvit Road, Bangna, Bangkok, 10260

**Hotel Reservation Form**

Please complete and return it to the TMD contact Ms Phanumat Lewcharoenthrap through her email: tmd\_inter@tmd.go.th (or by fax : +662 3989875) **by 15 August 2019**

**PERSONAL INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title : 🗆 Prof. 🗆 Dr. 🗆 Mr. 🗆 Ms. 🗆 Others, please specify | | | |  | |
| Family / Last Name: |  | | | | |
| Given / First Name: |  | | | | |
| Organization : |  | | | | |
| Position Title: |  | | | | |
| Passport No.: | Issue Date : Expiry Date : | | | | |
| Tel: |  | | | | |
| Fax : |  | | | | |
| E-mail Address : |  | | | | |
| Special Dietary Requirements: | | 🗆Vegetarian | 🗆 Pork-free | | 🗆 Beef-free |
|  | | 🗆 Others, please specify : |  | | |

**ACCOMMODATION**

🗆 Please make room reservation for me at “**Viva Garden Serviced Residence** **Hotel”**

|  |  |
| --- | --- |
| Studio Superior Room: | 🗆 THB 2,200 Net + ABF |
| Check-in Date |  |
| Check-out Date |  |
| Arrival Flight/Date/Time |  |
| Departure Flight/Date/Time |  |

🗆 Please make room reservation for me at **“Brighton Hotel and Residence”**

|  |  |
| --- | --- |
| Deluxe Room | 🗆 THB 1,500 Net + ABF |
| Check-in Date : |  |
| Check-out Date : |  |
| Arrival Date/Flight/Time |  |
| Departure Date/Flight/Time |  |

🗆 I will stay at other hotel (please specify hotel’s name) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_