1. GCF Website
The official website for the Global Communication Forum is:

Visit the website (password: gcf2017) for information as well as all the relevant documents for the GCF. Before arriving in Bangkok, please download and – only if necessary – print the relevant documents that you may need. To prevent wastage, we will only provide printed copies of the Agenda at the GCF and will not be printing documents relating to the workshops.

2. GCF General information and schedule

<table>
<thead>
<tr>
<th>DATES</th>
<th>ACTIVITY</th>
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</thead>
<tbody>
<tr>
<td>Sunday, 17 September</td>
<td>Arrival of participants</td>
</tr>
<tr>
<td>Monday, 18 September to</td>
<td>Official programme of GCF</td>
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<tr>
<td>Wednesday, 20 September</td>
<td></td>
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<tr>
<td>Thursday, 21 September</td>
<td>Optional visit to Thai RCS</td>
</tr>
<tr>
<td></td>
<td>Departure of participants</td>
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</tbody>
</table>

The GCF will be officially held from 18 to 20 September 2017. To ensure your participation throughout the entire meeting, please plan your arrival in Bangkok on the evening of 17 September and departure after 18:00 on 20 September 2017.

There will be an **optional visit to the Thai Red Cross Society** on 21 September 2017, for participants that register for this.

For the detailed schedule of the event, please refer to the GCF Agenda document on the website.

Costs and services provided by organizers include registration, letter of invitation for visas, venue costs, interpretation during event, coffee/tea breaks, lunches and the Welcome Dinner on 18 September 2017. Any other costs should be borne by participants or their sponsoring organization.

Note: you can bring a small quantity of communications materials from your organization that you would like to showcase. We will have a table set up as a “marketplace” to display your materials.
3. Visas

In order to enter Thailand, immigration authorities will require you to have a passport that is valid for at least 6 months from the date of entry.

Participants are responsible for applying for your own visas, as well as any visa fees, required to travel to and enter Thailand. Nationalities benefiting from a visa exemption are listed here: http://bit.ly/1GNUtn4

If you need a visa to enter Thailand or a transit visa, and require an invitation letter for the application, please send an email Waiyee Leong at <registration.gcf@ifrc.org>

4. Venue and accommodation

Novotel Sukhumvit 20 (map and street view)
Address: 19/9 Soi Sukhumvit 20, Kwang Klongtoey, Khet Klongtoey, 10110 Bangkok
Tel: +66 (0)2 009 4999 | Fax: +66 (0)2 009 4900

The official venue of the GCF is Novotel Sukhumvit 20 and the Organizing Committee will facilitate room reservations for accommodation in the same hotel. Reservations are made based on the information that participants have provided in the registration form. Details of the rates and payment, as well as extension of stay, are provided below.

For participants who are not accommodated at Novotel Sukhumvit 20, please provide your address in Thailand to Waiyee Leong at <registration.gcf@ifrc.org> so that we have the information in case of an emergency.
**Rate and payment**

The rates of the hotel accommodation per night are:

- 3100 Thai Baht for a single room
- 3400 Thai Baht for a double room (to be shared with a Movement colleague).

For ICRC and IFRC delegates, as well as participants who are being sponsored by the IFRC and the ICRC, the hotel will consolidate the bills (only for the period of 17-21 September) and send it to the ICRC and IFRC Bangkok offices, and we will be in touch to arrange for the costs to be charged to your delegation/office.

If your National Society is funding your participation and/or other National Societies, you will be required to make the payment for the hotel room upon arrival via credit card or cash.

**Extending your stay**

If you are extending your stay for either official or personal reasons and would like to stay at the same hotel, we kindly ask you to contact the hotel directly specifying the following information:

- Mention that you are a participant in the GCF 2017
- Indicate your dates of arrival and departure

Hotel reservation focal person - Ms. Sanirak Chancham
- Email: Sanirak.Chancham@accor.com
- Tel: +66 (0) 2 009 4905

Please note that all participants staying beyond the official GCF dates are responsible for confirming their reservation dates with the hotel and for settling this bill at the hotel.

5. **Travelling between airport and hotel**

Please note that airport transfers will not be provided. Participants should arrange their own transfers between the airport and the hotel.

Between the airport and the hotel, the most convenient form of transportation is the taxi.

As there are 2 airports in Bangkok – Suvarnabhumi Airport (BKK) and Donmueang Airport (DMK) – here are the respective guidelines for taking taxi from different airports.

1. **Suvarnabhumi airport (BKK)**

After you collect your luggage and pass through airport’s customs channels, you will enter the arrival hall. The public metered taxi service is located outside at Level 1 (i.e. one floor down from the arrival floor). At the curb, there will be a taxi queue machine remarked “Public Taxi” sign. Press the button for a taxi queue number, then walk to the number shown over the taxi parking and tell the driver the name of your hotel (and/or its address).


2. **Donmueang airport (DMK)**

After you claim/collect your luggage and pass through airport’s customs channels, you will enter the arrival hall. The public metered taxi service is located outside at Level 1 (same floor as the arrival floor) but the public metered taxi service desk is inside the building. You can follow the sign when arriving in the arrival hall. Simply tell the clerk the name of your hotel (and/or its address).

*Cost and Payment:* All public taxis are metered. Estimated cost from the airport to the hotel is around 400 Baht (approx. 35 min / 40 km drive from the airport, depending on traffic). You will
need to pay for the metered fare (a taxi meter starts at 35 Baht), plus a speedway toll fare (70 Baht) and an airport service charge (50 Baht). It's between you and the driver to decide if you'll just pay at the end or if the driver wants you to pay at each toll booth.

**Never take a taxi whose driver refuses to put the meter on.** Most taxis do not provide a receipt, so one option is to take a photo of the meter if you need proof for reimbursement.

### 6. Meals

Meals that are provided at the GCF are marked in blue in the table below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
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<tbody>
<tr>
<td>18 Sep (Monday)</td>
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<tr>
<td>19 Sep (Tuesday)</td>
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<td>20 Sep (Wednesday)</td>
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<tr>
<td>21 Sep (Thursday)</td>
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Breakfast is provided for all participants staying at Novotel Sukhumvit 20 only.

**Please settle your other meals on your own. You have a variety of dining options at the hotel, in shopping malls or at restaurants.**

### 7. Weather

The forecast during the event period is usually around 29°C and will be very warm and humid, despite the high chance of showers with around 220mm expected. Minimum temperature is around 25°C. Maximum is temperature around 32°C.

As the meeting venue will be air-conditioned, participants are advised to bring a light jacket/pullover for the meeting hours.

### 8. Electricity

The standard voltage in Thailand is 220 volts, and the electrical outlets are 2 or 3 flat pin sockets.

However, you are advised to bring universal/travel plug adapters.

### 9. Language

Thai is the official language. English is commonly spoken by the younger generation and those in the tourist industry.

### 10. Currency

The local currency is Thai Baht which is equivalent to approximately 34 Thai Baht to a US dollar. Currency can be exchanged at the airport or any bank or at the hotel or exchange bureau. Automated teller machines (ATM) are readily available.
11. Dress code

Following the passing of His Majesty King Bhumibol Adulyadej on 13th October 2016, a one year mourning period was announced for Thai Government officials, civil servants and state enterprise employees. His Majesty King Maha Vajiralongkorn Bodindradebayavarangkun was proclaimed King of Thailand on 1st of December 2016.

In this regard, we would like to advise participants to wear somber and respectful clothing when in public. Visitors should also refrain from any behaviour that may be interpreted as disrespectful especially during the mourning period.

12. Security

In general, Thailand is a safer place than many countries. And in general Bangkok is safer than most big cities in the world. Crimes against foreigners are relatively rare and minor, but like anywhere in the world crime is present and staff should apply common sense when traveling in Bangkok and some of the more popular tourist destinations such as Pattaya and Phuket. Most incidents that affect foreigners consist of crimes of opportunity such as purse snatching, pick pocketing, mugging and residential theft.

13. Health and medical information

Please find below generic health guidelines and medical advice. Before you travel, it is recommended that you check for travel advice specific to travelling from your country to Thailand.

For most standard visitors the usual recommended vaccinations for Thailand include cover against the childhood diseases (Tetanus and Diphtheria, Measles, Mumps and Rubella) as well as cover against the food borne diseases of Typhoid and Hepatitis A.

There is no risk of yellow fever in this country, however, there is a certificate requirement. Please note that under the International Health Regulations, a yellow fever vaccination certificate is required for travellers over 9 months of age arriving from countries with risk of yellow fever transmission and from travellers having transited for more than 12 hours through an airport of a country with risk of yellow fever transmission.

All participants should take note to avoid mosquito bites – for example by using mosquito repellent and wearing pants and clothes with long sleeves, especially outdoors and between dawn and dusk. This is to reduce the risk of transmission of dengue or Zika virus. There is no risk of malaria specifically in Bangkok while some level of risk exists in other areas of Thailand.

General health and vaccination information for travel to Thailand:
http://www.tmb.ie/destinations/vaccinations-for-thailand
https://travelhealthpro.org.uk/country/221/thailand#Vaccine_recommendations

BUMRUNGRAD HOSPITAL

Centrally located in the heart of Bangkok, Bumrungrad International is one of Thailand’s premier hospitals. For foreign guests there’s the 'International Patient Services Center', which provides interpreters, concierge services, embassy assistance, VIP airport transfers, international insurance coordination and international medical coordinators.
Address: 33 Sukhumvit, Soi 3
SAMITIVEJ SUKHUMVIT HOSPITAL

With its comprehensive range of facilities and services - from cosmetic services to tertiary care - it is renowned as a provider of choice for local residents, expatriates living in Thailand, and increasingly tourists. There are 270 beds, 87 examination suites and over 1,200 caregivers to cater for patients' needs, as well as a comprehensive range of high-tech medical equipment such as digital imaging and the latest 64-slice CT Scan.

Address: 133 Sukhumvit, Soi 49, Klongton Nua, Wattana

PHARMACIES

- Inside Foodland Sukhumvit soi 16
- Boots shop at Exchange Tower, Terminal 21
- Pharmacy at Robinson Sukhumvit (Asok)

MEDICAL HOTLINE (only in Bangkok): 1554

MEDICAL HOTLINE THAILAND: 1669

14. Transportation around Bangkok

THE BTS (BANGKOK TRANSIT SYSTEM)

BTS card or Rabbit card is an e-money system that can be used on the BTS (Sky Train). You have to have stored value on your Rabbit before you can use it for travelling on the BTS. Adding value is easy: visit any BTS ticket office and add cash in multiples of 100 baht up to a maximum of 4,000 baht. Your cash will be instantly converted to stored value on your Rabbit card. Tap the Rabbit card at the gate when you enter and exit the platform area. The value of your trip will be automatically deducted from your Rabbit when you exit.

For more information:

- [www.bts.co.th](http://www.bts.co.th)

THE MRT (MASS RAPID TRANSIT)

The underground train service that is complementary (but separate) to the BTS - Sky Train service and intersects the BTS at two "transit" points. Daily Operating Hours 06:00 – midnight.

[www.mrt.co.th](http://www.mrt.co.th)

THE AIRPORT LINK (SA City Line)

This line provides service between Phyathai Station to the end terminal at Suvarnabhumi Airport within 30 minutes, which stops at 6 stations along the way such as Rajprarop Station, Makkasan Station, Ramkhamhaeng Station, Hua Mark Station, Thab Chang Station, and Lad Krabang Station. It covers a distance of 28 kilometers.

SA City Line has 5 trains and it operates from 06:00 to 24:00 everyday - [www.srtet.co.th](http://www.srtet.co.th)

15. Leisure activities

If you have more time in Bangkok before or after the GCF for leisure activities, you can explore the different options below.
SHOPPING
The Mall Group is offering all GCF participants exclusive discounts for shopping at The Emporium and The Emquartier – please see information in your GCF conference bag and details below.

- **THE EMPORIUM**
  Open: 10:00 - 22:00, Nearest BTS: Phrompong

- **THE EMQUARTIER** (A 3'000 square meter charming tropical indoor garden on the 5th floor is very relaxing to visit.)
  Open: 10:00 - 22:00, Nearest BTS: Phrompong

- **TERMINAL 21, SUKHUMVIT ROAD**
  Open: 10:00-22:00, Nearest BTS: Asok

- **SIAM PARAGON, SIAM**
  Open: 10:00 - 22:00, Nearest BTS: Siam

- **CENTRALWORLD, SIAM**
  Open: 10:00-22:00, Nearest BTS: Siam, Chidlom

- **MBK, SIAM**
  Open: 10:00 - 22:00, Nearest BTS: National Stadium

- **CENTRAL CHIDLOM**
  Open: 10:00-22:00, Nearest BTS: Childlom

**PARKS**
- **Benjakiti Park**
  There’s an artificial lake that's good for jogging, cycling and boating.
  Open: 05:00-20:00, 10-minute walk south of Asok BTS station (you can take Exit 4 out of the station).

- **Benjasiri Park**
  A compact size park and very nice for a short walk. There are turtles to spot in the water and two good playgrounds for kids. It is free so might be somewhere to pass an hour.
  Open: 05:00-20:00, nearest BTS: Phrom Phong and is located between Soi 22 and 24.

**BOAT TOURS**
- **Thai Canal Tour:** [http://thaicanaltour.com/](http://thaicanaltour.com/)

This list is for your information only, please note that we do not endorse any of the companies and you would have to make your own arrangements.

### 16. Restaurants

Here are some suggested restaurants that you could try:

- **Cabbages and Condos**
  Address: Sukhumvit 12 Alley, Khlong Toei, Bangkok.
  Open: daily 11:00 am - 11:00 pm.
• **11 Gallery, Rosabieng, Zanzibar**  
  These 3 restaurants are located in Sukhumvit Soi 11.

• **Bo Lan**  
  Upscale Thai is usually more garnish than flavour, but Bo Lan, started up by two former chefs of London’s Michelin-starred Nahm restaurant, is the exception. Reservations recommended.  
  Address: 42 Sukhumvit, Soi 26, Sukhumvit Road.

• **Ruen Mallika**  
  Thai restaurateurs have tourists figured out: convert an old teak house into a restaurant and they will come, regardless of the food.  
  Address: 189 Sukhumvit, Soi 22, Sukhumvit Road.

• **Taling Pling**  
  Locals and tourists feel equally at home at this cosy Thai restaurant but slow service means you should go elsewhere if you’re in a hurry.  
  Address: Baan Silom, Soi 19 Silom Road.

• **Kuppa** ([http://kuppa.co.th](http://kuppa.co.th))  
  This restaurant is an interpretation of comfort food concentrating on high quality produce prepared simply and staying true to its flavors.  
  Address: 39 Soi Sukhumvit 16 Sukhumvit Road.

• **Swatow Eatery**  
  Simple tabletops, warm lighting, and an overall white and orange color scheme greet dinners at Swatow Eatery. Adored with Michelin star, the chef merrily prepares appetizing dishes for dinners’ gastronomic delight. Conveniently located on the second floor of Foodland on Sukhumvit soi 16, passersby and regulars stop for a while to refill empty stomachs after an intense shopping session.  
  Address: Foodland, 2nd Floor, Soi Sukhumvit 16, Sukhumvit Road.

• **Limoncello**  
  Limoncello Restaurant is a family, locally owned restaurant focused on delighting every guest with fresh, simple, delicious Italian food.  
  Address: 17 Sukhumvit, Soi 11.

• **Food delivery services**  
  Food Panda: [https://www.foodpanda.co.th](https://www.foodpanda.co.th)

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**17. Contact the GCF 2017 Project Coordinator**  
For queries on logistical and administration matters, please contact GCF Project Coordinator:

**Ms. Waiyee Leong**  
Email: registration.gcf@ifrc.org  
Mobile: +66 (0) 81 371 0842 *(active from 11 to 21 September 2017)*
Novotel Sukhumvit 20
Address: 19/9 Soi Sukhumvit 20, Kwang Klongtoey, Khet Klongtoey, 10110 Bangkok
Tel: +66 (0)2 009 4999  ¦  Fax: +66 (0)2 009 4900

(in Thai)
โนโวเทล กรุงเทพ สุขุมวิท 20
ที่อยู่ 19/9 ซอยสุขุมวิท 20 แขวงคลองเตย เขตคลองเตย กรุงเทพฯ 10110
โทร.: +66 (0)2 009 4999  ¦  แฟกซ์: +66 (0)2 009 4900