



Heads of Police and Customs Seminar on Tiger Crime Bangkok, Thailand – 14 February 2012

LOGISTICS and ADMINISTRATION

February 2012

Dear Participant,

We are very pleased to welcome you to the *“Heads of Police and Customs Seminar on Tiger Crime”* which will take place from February 13-14, 2012 in Bangkok, Thailand.

This note is to provide you with the logistical information relating to the upcoming event.

We wish you a pleasant stay in Thailand.

SUMMARY OF EVENTS

Sunday 12- Monday 13 February 2012

Arrival in Thailand

Monday 13 February 2012

16:30 Joint Official Opening Ceremony

Tuesday 14 February 2012

08:00 – Registration

08:30 – 16:30 – Tiger Seminar

18:00 - 2100 Cocktail Reception

Wednesday 15 February 2012

Departure

ARRIVAL in BANGKOK

Delegates arriving by air will arrive at Bangkok Suvarnabhumi Airport.

Delegates should proceed to IMMIGRATION where a special channel will be provided. Look for signs saying “TIGER SEMINAR”.

Following baggage recovery, delegates should look for signs saying “TIGER SEMINAR”.

Delegates will be transported to the Hotel via official transport. The journey time is approximately 45 minutes.

(Note: Delegates who have made their own arrangements are advised to take a Public Taxi to the hotel. Metered Taxis can be found on the Ground Floor at the airport.)

SEMINAR VENUE and ACCOMMODATION

Accommodation is provided at the Seminar Venue:

Plaza Athenee Hotel

61 Wireless Road

Bangkok 10330

Thailand

Tel: +662650 8800

www.plazaatheneebangkok.com

Delegates should be prepared to provide identification at check-in. All personal expense including laundry, telephone calls, mini-bar, etc. are for the guest's personal account to be settled upon check out. Acceptable methods of payment are by cash or credit card (e.g. Visa and Master Card).

Complimentary internet access is also available upon request. Please contact the hotel for further information.

Should participants change their arrival date or cancel, please contact us immediately to avoid cancellation penalties.

OPENING CEREMONY

The Opening Ceremony will take place on at 16:30 hours on 13 February 2012 at:

Napalai Ballroom

Dusit Thani Hotel

946 Rama IV Road,

Bangkok 10500, Thailand.

Dress Code: Lounge Suit or National Dress

Delegates will be transported to the venue of the Opening Ceremony:

Transportation will depart Plaza Athenee at 16:00 hours. The journey time is approximately 15 minutes.

The Opening Ceremony will be held jointly with the 23rd Meeting of the INTERPOL Wildlife Crime Working Group and the 17th Meeting of the INTERPOL Pollution Crime Working Group which take place during the same week. Senior officials from the Government of Thailand will be in attendance.

A cocktail reception will follow the Opening Ceremony.

Delegates will be transported back to Plaza Athenee after the Opening Ceremony Reception at approximately 21:30 hours.

TIGER SEMINAR

REGISTRATION

Registration will take place at 0800 on 14th February 2012 at:

STAR 29, Floor 29, Main hotel Building.

The Seminar will commence promptly at 08:30 hours

AGENDA

The Seminar Agenda is attached separately. A final agenda and documents will be issued during the Seminar. An International Buffet Lunch will be served at Smooth Curry Restaurant, Floor 3, Plaza Athenee Hotel

DRESS CODE

The dress code for the Seminar will be business suit or uniform.

RECEPTION

An informal cocktail reception will be held at 18:00 hours on 14th February 2012 at:
The View (Poolside), Level 4, Plaza Athenee Hotel.
Dress Code: Smart Casual.

PARTICIPANTS

The Seminar is open to invited delegates only. These include members of law enforcement agencies, inter-governmental organisations, non-government organisations, and the media.

LANGUAGE

English is the working language of the Seminar. No translation will be provided.

MEDIA

Delegates are advised that the Seminar will be partly open to invited members of the media/press. An official press briefing will be organised and attended by pre-assigned spokespersons from ICCWC. There will be no arrangements made for other delegates to make statements or provide interviews to the press. Any delegate that wishes to do so should make their own arrangements with individual journalists.

SPONSORSHIP

ICCWC will sponsor one Head of Police and one Head of Customs, or their nominated representative, from each invited country unless otherwise previously advised in writing.

Sponsorship will include:

- o Economy Class flight via the most direct and economical route
- o Accommodation - 2 nights – single occupancy (unless otherwise advised as a result of early arrival due to flight availability)
- o Meals (Breakfast, Lunch and Evening Meal will be provided from 1600 hours on Monday 13 February until 1030 hours on Wednesday 15 February 2012).
- o Return Airport transfers will be arranged on your behalf.

No per-diem payment will be paid to participants, nor any reimbursement that has not been prior agreed in writing.

Flight Reimbursement:

Delegates are advised to retain all air tickets, and boarding passes in case of any discrepancy.

Delegates who have arranged and paid for their own flights by prior written arrangement must retain the original flight ticket, boarding passes and invoices. Reimbursement will be made by United States Dollars at the Seminar.

VISAS

All participants are advised to check the validity of their passports (at least six months validity) and visa requirements. The organisers accept no responsibility for delegates who fail to obtain a valid visa for their journey.

CONTACT

The designated point of contact for all matters relating to the Seminar is:

Justin GOSLING
Criminal Intelligence Officer
INTERPOL Liaison Office for Asia and the Pacific
Email: j.gosling@interpol.int
Tel : +66 (0) 2254 5231
Mobile: +66 (0) 83 490 1960

Alternative contact:

Weechaya Ratanapuapun
Tel: +66 (0) 2254 5155
Email: w.ratanapuapun@interpol.int

GENERAL INFORMATION

Time

Bangkok is +7 hours ahead of GMT.

Foreign Currency

Thai Baht is local currency. Money exchange outlets are available at both the arrival and departure halls of the Airport as well as in major hotels and banks. ATM machines are available at most banks and shopping centres throughout the city. ATMs generally have Thai and English language displays and will accept most internationally recognised foreign cards.

Banks: Open Mon. - Fri. from 9:30am to 3:30pm, except public and bank holidays. However, currency exchange centres operate in most tourist areas from 7.00am to 9.00pm, everyday, including holidays.

Taxes

Value Added Tax (VAT) is payable on a range of goods and services at 7%. VAT refunds on goods purchase in Thailand are available to most travellers.

Electrical Voltage

Voltage is 220 Volt with 50 cycles A.C. and flat 2 pin plugs.

Language

English is fairly widely understood and spoken in most tourist areas of Bangkok. Bilingual Thai / English road signs are found on all road signs, and most public transportation.

Security

Bangkok is generally a safe city at all times of the day and night. However basic precautions should be taken over personal effects at all time. Delegates should refer to their own national security advisories regarding current security matters relating to Thailand.

The Tourist Police provides help for tourists in difficulties. Bilingual Tourist Police can be found at the Tourism Authority of Thailand (TAT) offices in Bangkok. Call Tourist Police 1155, 678-680 (Emergency) or TAT Helpline for assistance. Tel : 281 5051, 282 8129 Fax: 2815051

Emergency Numbers: Tourist Hotline 1155 (English and other languages spoken) Ext. 1 (24 hours)

Weather

The weather in Bangkok in February is generally around 31 Celsius, with some rainfall and high humidity. There have been recent sudden downpours of rain.

Health

Check with your local clinic about vaccination requirements. Drink only bottled or boiled water. A number of International standard hospitals are located near to the Seminar venue.