

GENERAL INFORMATION CIRCULAR
APA Standing Committee Meeting on Social and Cultural Affairs
12th – 15th February 2019
Bangkok, The Kingdom of Thailand

1. Date and Venue of the Meeting

The Thai National Legislative Assembly will host a Meeting of the APA Standing Committee on Social and Cultural Affairs, on 12th – 14th February 2019 at Amari Watergate, Bangkok, The Kingdom of Thailand. Accommodation and hospitality will be offered to participants from Monday, 12th February to Thursday, 14th February 2019

2. Languages

The APA official languages are English and Arabic while the working language is English (Article 16 of APA Charter). The Host Parliament will provide simultaneous interpretation in the two official languages. In addition, there are three (3) interpretation booths for other requested languages. **All requests will be treated strictly on a first-come, first-served basis.**

3. Documents

All official meeting documents will be available in English and can be found on the APA website (<http://www.asianparliament.org>) and on the relevant link on the website (<http://www.parliament.go.th/APA2019>). **Please check regularly for updates.** National Delegations that wish to distribute documents in the meeting are advised to have prior consultation with the APA Secretariat and the Host Parliament.

4. Meeting Facilities

- I. The APA and the Host Parliament Secretariat rooms will be located on the same floor as the meeting room.
- II. A room will be available for bilateral and other meetings for use upon request by National Delegations.
- III. A working station will be set up closed to the meeting room for use by participants, equipped with internet access computers and printers.
- IV. Wi-Fi access will be available at the meeting rooms and throughout the hotel.

5. Registration – Information Desk

- I. Participants are kindly requested to fill out and send the registration forms provided by the Host Parliament **no later than 10th January 2019**, to the following two addresses :

THE SECRETARIAT OF THE HOUSE OF REPRESENTATIVES OF THE KINGDOM OF THAILAND	PERMANENT SECRETARIAT OF THE ASIAN PARLIAMENTARY ASSEMBLY (APA)
Address : The Secretariat of the House of Representatives, Thai National Legislative Assembly U-Thong Nai Road Dusit Bangkok 10300 THE KINGDOM OF THAILAND	Address : No. 4, Kayhan Alley, Bastan Strl, Firoozbakhsh Strl, Movahed Danesh Str., Aqdasiyeh, 1957733811 Tehran, Islamic Republic of Iran
Tel. : +66 2357 3100 ext. 3296, 3298-99 Fax : +66 2357 3154	Tel.: +98 212 6118827 +98 212 6118829 +98 212 6118869 Fax: +98 212 6118809
Email : apasocthailand@gmail.com Website : www.parliament.go.th/APA2019	Email : Secretariat@asianparliament.org Website : www.asianparliament.org

- II. All participants are requested to send along with their registration forms a **cope of their passport and a passport-style photograph in JPEG format.**
- III. A Registration and Information Desk will operate in the main entrance hall of the hotel. Participants are kindly requested to collect their identity badges and all other material regarding the meeting from this Desk, upon their arrival.
- IV. All participants are kindly requested to wear their identity badges at all times for security reasons.

6. Arrival and Departure

The arrival and departure service will operate from 12th to 15th February 2019. The Host Parliament shall assist participants through all formalities at their arrivals and departures.

Participants are kindly requested to indicate on the Registration Form their exact flights itinerary. Any changes to their flight schedules be communicated **in advance** at least 15 days before the meeting to the Host Parliament.

7. Transportation

Local transportation will be provided by the Host Parliament for the arrival and departure of participants. Transportation will also be provided for all official functions during the meeting.

8. Passport and Visa Regulations

All participants and accompanying officials must bear valid passports (more than 6 months validity period). Participants requiring a visa for admission to the Kingdom of Thailand should contact the Thai Embassy or Consulate in their country. Participants from countries where Thailand has no diplomatic or consular representations will need to address the closest Thailand representations to their countries.

Please note that every effort should be made to secure ad visa before arriving in Thailand as visas upon arrival will be granted only in exceptional cases.

Information on the Thai visa policy as well as a list of all Thailand Diplomatic Missions and Consulates abroad is available on the **website of the Ministry of Foreign Affairs of the Kingdom of Thailand** (<http://www.mfa.go.th>)

9. Accommodation

Hospitality (accommodation, meals and local transportation) will be offered for **2 (two) delegates and 1 (one) official** from each APA Member Parliament for 4 days and 3 nights, from 12th to 15th February 2019.

All participants will be staying at Amari Watergate Bangkok where the meeting will be held. For further information participants may visit the hotel website at www.amari.com

Please noted that the Host Parliament will cover the cost of accommodation on the basis of bed and breakfast single occupancy for the duration of the meeting. Participants who wish to upgrade their rooms and / or extend their stay and / or switch to double occupancy will have to meet the additional cost themselves. Participants should send such requests to the Host Parliament **at least 4 (four) weeks prior to the meeting.** Credit card details will be required to secure any changes.

The Host Parliament will not cover extra costs such as, additional nights' accommodation, room upgrades, room service, alcoholic beverages, mini-bar items, laundry services and telephone calls (local or international).

10. Meals and Functions

Breakfast and meals will be provided to all participants at venues specified in the Working Programme of the meeting. Participants wishing to make other meal arrangements will meet the cost themselves. All officially hosted participants are cordially invited to the official functions indicated in the Working Programme.

11. Dress Code

National dress and/or business attire are suitable both for the meetings and social functions during the official programme. For the optional half-day tour casual, The comfortable attire is recommended.

12. Medical Services

First-aid services will be provided at the hotel and throughout the official programme. Other medical cares will be at the expense of the participants. Travel insurance is recommended for the participants.

13. Currency

The national currency of the Kingdom of Thailand is the Thai Baht. Credit cards are widely used.

14. Weather

Weather in Thailand in February tends to be warm and humid with average temperatures between 26 to 33 degrees Celsius.

15. Time

Thailand time zone is GMT +7.

16. Electricity

In Thailand the power sockets are of two-prong round of flat. The standard voltage is 220 V (50 Hz)

17. Contact Information:

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Host Parliament Secretariat