

Logistics Information

Asia Regional Training Center (ARTC)
USAID Regional Development Mission for Asia (RDMA)
31st Floor Athenee Tower, 63 Wireless Road
Lumpini, Pathumwan
Bangkok 10330, Thailand

This guide contains all information needed to ensure a smooth visit to ARTC in Bangkok. If you would like to review only a certain section, please click the link.

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Training Location:

The training facility is located in the same building as the USAID RDMA offices. It is in the vicinity of the U.S. Embassy, though not located within the Embassy compound. The training will take place in the Asia Regional Training Center (ARTC) which is located on the 31st floor of Plaza Athenee Tower. The address and a map can be found on the last page of this guide.

Building Access:

To get into the building, enter through the main lobby and go directly to the reception desk. For those coming from the Plaza Athenee hotel lobby, look for a walkway to the right of the hotel reception desk. This walkway connects the hotel to the office tower. Go past the escalators on your left and you will see the parking elevator directly in front of you. Go around the elevator bank to the left – the reception desk is on the other side. At the reception desk tell them you are here for USAID training. You will need to give them your name and the course you are attending. They will have a list of all attendees and will give you a building pass valid throughout the length of your training. **This pass must be returned on your last day of training to avoid a fee.**

Once you have your building pass and have been checked in, use the following instructions to access the training center:

1. Use your building pass to go through the turnstiles.
2. Go toward the “high zone” elevator lobby. You will see small stands where you will need to press your building pass over the reader and then enter “31” for the floor you are visiting. The screen will then indicate which elevator you should use to go to the 31st floor.
3. The elevator will take you to the training center and you will see the security lobby. **Please do not forget to bring your US government ID badge** and show it to the security guard to enter the office. Non-US government personnel must bring a picture ID to obtain a visitor’s badge from our security guards on the 31st floor. The ARTC is a secure facility; **you are required to wear your badges in the training center at all times.**
4. The receptionist will direct you to the registration area and training room.

It is advised to allow a minimum of 15 minutes for building entrance and check-in.

Visa:

Although the Thai government does not require visas for holders of U.S. passports (whether diplomatic, official or tourist) who plan to stay fewer than 30 days, it is Bangkok post policy that TDY travelers obtain an official visa before coming to Thailand. The U.S. Embassy requires all U.S. Diplomatic Passport holders to have an entry visa. For non-U.S. passports, please check <http://www.mfa.go.th/web/2482.php?id=2490> to see whether or not you are required to apply for a visa prior to arrival. Visa assistance letters will be issued for USAID employees only. Non-USAID employees will need to obtain a visa assistance letter from their employer. USAID employees need to fill out the information below and email it to Patida Intra-nog (Lek) at pintranog@usaid.gov and Angkana Sereerojn (Tukta) at asereerojn@usaid.gov as soon as possible to ensure enough time to generate the letter, obtain EXO approval and return it to the employee. In some cases, your country may not have a Thai Embassy/Consulate. Include in your email which neighboring country you will use to obtain a Thai visa.

Full Name:	(according to passport)
Job Title/Mission:	
Passport Number:	
Nationality:	
Date of Birth:	
Place of Birth:	
Date of Issue:	
Date of Expiration:	
Issuing Authority:	
Address of Thai Embassy/Consulate where you will apply for a visa:	
Name of training course and period you will attend:	

Electronic Country Clearance (eCC):

All USG employees are required to submit a country clearance request via the electronic country clearance (eCC) system at <https://ecc.state.gov>. In Agency/Section field, please choose AID/ARTC. The point of contact at post is Ronald Olsen, RDMA/EXO. Please do not forget to indicate which course you are attending. Non-USG employees will need to complete a manual form, obtained from the course organizer. Please be aware that all USG employees, contractors eligible for Embassy medical services, and TDYers are required to have medical evacuation coverage either through their sponsoring agency or via personally-obtained Medevac insurance; otherwise, traveler will not be cleared at post.

Since the ARTC is not located within the Embassy compound, participants who need access to the Embassy must indicate as such on their eCC request. Please also indicate the purpose of your visit as well as the dates, and include your Embassy ID number. Please allow a minimum of 2 days to obtain RSO approval. Please note that it is not necessary to have your money exchanged at the Embassy. We recommend use of the many local banks around the training facility.

Per Diem:

The total per diem for Bangkok, including lodging, meals and incidental expenses (M&I), is \$249. Below is a breakdown of each.

1. **M&I Rate:** Current Bangkok rate is \$103.00 (effective as of August 1, 2012).
2. **Lodging Rate:** Bangkok's maximum lodging per diem is \$146.00. The hotel may require a credit card number or cash deposit upon check-in. Payment can be made by either cash or credit card.
 - a. **Cash:** You can pay your bill in U.S. Dollars. It is recommended to pay the exact amount to avoid receiving change in Thai baht at the hotel's daily exchange rate.
 - b. **Credit Card:** Hotels accept VISA and Master Card and are able settle your room payment in U.S. Dollars. All other card transactions will be converted to Thai baht using the hotel's daily exchange rate. If your credit card is issued from a bank outside the United States, it is still recommended to settle your bill in U.S. Dollars, though your credit card company in your home country may bill you in the local currency at their daily exchange rate.

Hotel Reservations:

It is mandatory for overseas participants to stay at the hotels listed below. Reservations must be made with the hotel POC to ensure the government rate. Participants are responsible for all excess charges incurred if booked through alternative channels. Please see the list below, which includes information on room types, rates and amenities in addition to reservation points of contact. This list includes 2 serviced apartment options and they are stated at the bottom of the list. To make your reservation, or for more information on each hotel, please contact the hotel POC directly. Please be sure to mention USAID when making your booking. Once you have your reservation confirmed, kindly send an e-mail to pintranog@usaid.gov and asereerojn@usaid.gov. In the subject line of your message, please indicate what training you will be attending.

Please note that all hotel rates include tax, service charge and a buffet breakfast. Other amenities vary by property. In some cases, hotels only quote rates in Thai baht. An average exchange rate of THB 30 to the USD was used and thus the actual room cost will vary depending on the hotel's exchange rate.

Hotel Name	Address & Distance to USAID/RDMA	Room Type, Rate & Amenities	Reservation Information / Points of Contact
Plaza Athenee www.plazaatheneebangkok.com	61 Wireless Road, Lumpini <i>Adjacent to USAID/RDMA</i>	Single: \$146.00 Double: \$166.00 Bookings include 25% discount at hotel restaurants and spa, in addition to club benefits and free in-room Wi-Fi.	Ms. Rujaporn Choogate Tel. +662 650 8800 rujaporn.choogate@lemeridien.com
The Okura Prestige Bangkok www.okurabangkok.com	57 Wireless Road, Lumpini <i>2 min walk</i>	Single: \$146.00 Double: \$166.00 Rate includes soft drinks and local beer from the mini bar, free in-room internet access, local telephone calls and club lounge benefits.	Mr. Wuttipong Tanteraponchai Tel: +662 687 9000 wuttipong.ta@okurabangkok.com or reservations@okurabangkok.com
Novotel Bangkok Fenix Ploenchit Hotel www.novotelbangkokploenchit.com	556 Ploenchit Road <i>3 min walk</i>	Single or Double: \$100.00 Rate includes free in-room Wi-Fi.	Ms. Kantimakorn Saleepol Tel: +662 305 6211 H7176-SL2@accor.com
Conrad Hotel www.conradbangkok.com	87 Wireless Road, Lumpini <i>5 min walk</i>	Single: \$146.00 Double: \$166.00	Ms. Wijarana Satasook Tel: +662 690 9999 wijarana@conradbangkok.com
JW Marriott Hotel www.marriott.com/hotels/travel/bkkdt-jw-marriott-hotel-bangkok	4 Sukhumvit Road, Soi 2 <i>10 min walk</i>	Single: \$146.00 Double: \$166.00 Rate includes Executive Lounge benefits. (Breakfast is available at Executive Lounge only)	Ms. Peeriya Rojsirisatit Tel: +662 656 7700 Ext. 4406 mhrs.bkkdt.asst.dos.mgr@marriott.com

Hotel Name	Address & Distance to USAID/RDMA	Room Type, Rate & Amenities	Reservation Information / Points of Contact
The Holiday Inn Bangkok www.holidayinn.com/hibangkok	971 Ploenchit Road <i>1.0km or 1 station by BTS sky train (Chit Lom Station)</i>	Single: \$110.00 Double: \$120.00 Rate includes Executive Club, internet access and use of Holiday Inn's amenities.	Ms. Linyakorn Sae-Tae Tel: +662 656 0444 Ext. 6915 linyakorn.saetae@ihg.com
Sheraton Grande Sukhumvit www.luxurycollection.com/bangkok	250 Sukhumvit Road <i>1.7 km or 2 stations by BTS sky train (Asok Station)</i>	Single: \$146.00 Double: \$165.00	Ms. Sitaporn Jesadavisut Tel: +662 649 8888 sitaporn.jesadavisut@luxurycollection.com
The Westin Grande Sukhumvit www.starwoodhotels.com/westin/property/overview/index.html?propertyID=1446&EM=VTY_WI_bangkok_1446_overview	259 Sukhumvit 19, Sukhumvit Road <i>1.7 km or 2 stations by BTS sky train (Asok Station)</i>	Single: \$146.00 Double: \$162.00 Rate includes free in-room internet access (wired only).	Ms. Jiraporn Prasert Tel: +662 207 8000 Ext.8011 Jiraporn.prasert@westin.com
W Bangkok www.whotels.com/bangkok	106 North Sathorn Road, Silom <i>3.5 km or 5 stations by BTS sky train (Chong Nonsi Station)</i>	Single/ Double: \$146.00 Rate includes high speed internet access.	Ms. Angsumalin Uengkanitanont Tel: +662 344 4304 angsumalin.uengkanitanont@whotels.com
Château de Bangkok (serviced apartments) www.chateaubkk.com	29 Soi Ruamrudee 1, Ploenchit <i>5 min walk</i>	Studio: \$95.00 One BR: \$127.00 Rate includes free in-room Wi-Fi.	Ms. Somrudee Nooner Tel: +662 651 4400 Ext. 1300 dos@chateaubkk.com
Centre Point Hotel & Residence (serviced apartments) http://www.centrepointhotel.com/product.s.aspx?branch_id=6	100 Wireless Road, Lumpini <i>5 min walk</i>	Studio: \$85.00 One BR: \$115.00 Rate includes free in-room Wi-Fi.	Ms. Lasa Chiamchintanakul Tel: +662 659 5000 lasa.c@centrepointhotel.com

Lunch/Meals:

ARTC has a food & beverage concessionaire where you can purchase light snacks, coffee and tea at a reasonable cost. Lunch will not be provided by the training center during your training. However, there are many restaurants in the Plaza Athenee hotel as well as All Seasons Place, within walking distance of ARTC. There are quick shops such as Burger King, Sizzler, Starbucks and Au Bon Pain, and sit-down restaurants like Garage (Western) and Peking Restaurant (Chinese). There are a number of Thai restaurants as well. A list of restaurants will be available at the ARTC reception desk and we are happy to give recommendations.

Transportation:

From the airport: A limousine service is available and will cost 1,000-1,500 Thai baht, depending on the company and vehicle type. The limousine service is located near the baggage claim area, once you exit the arrivals hall. If you'd prefer a regular taxi, which is much cheaper, look for the signs for ground transportation as you exit the baggage claim area. Make sure the taxi uses the meter. The standard fare from the airport to downtown Bangkok will be about THB 250-300, plus a THB 50 airport charge (which is standard and is paid directly to the taxi driver). In addition, toll fees will be about THB 70. Most drivers will know the hotels but just in case, you may want to bring the map provided on the last page of this guide. For more information, please go to <http://www.bangkokairportonline.com>.

An Airport Rail Link is also available. The Airport Link's City Line will run every 15 minutes and the Express Line every 30 minutes. Both lines operate from 6:00am – midnight. The City Line makes eight stops throughout Bangkok, and fares will range from THB 15-45, depending on the distance traveled. The Express Line is a 15-minute non-stop journey between Suvarnabhumi Airport and Makkasan Station (downtown Bangkok). The fare is THB 150 baht. Once you arrive at the Makkasan station you will need to connect to the local train system (BTS) at Asok station, or obtain a taxi for the ride to your hotel. For more information on Airport Rail Link, please visit <http://airportrailink.railway.co.th/en/>.

Within Bangkok: Bangkok is a very walk-able city, and the hotels provided in this guide are very close to ARTC. However, if you plan to venture out to other parts of the city, taxis are cheap and easy to find, but be prepared for traffic! Bangkok also has a sky-train system (BTS) that runs on the main road through downtown – Sukhumvit Road. Further information on the BTS system can be provided once you arrive at ARTC, or you can visit <http://www.bts.co.th/customer/en/main.aspx>.

Weather:

Temperatures in Bangkok are quite high year-round, as is the level of humidity. The rainy season runs from April – October, with temperatures and humidity reaching their peak. Showers and thunderstorms are frequent but are often over quickly. If you are traveling to Bangkok during rainy season, you may want to bring a small umbrella and proper shoes/clothing for wet streets and sidewalks. Evening temperatures will dip slightly but it will remain warm. All USAID offices are air-conditioned and you may get cold during the day while in training. We suggest bringing a light jacket, sweater or scarf.

Dress Code:

The dress code at USAID/ARTC and all training courses is Business Casual.

Currency:

The local currency is the Thai Baht (THB). The exchange rate averages THB 30.00, plus or minus, to the U.S. Dollar. USAID/ARTC does not provide check cashing or currency exchange services; however, there are a number of banks near the training facility that we can recommend for your use. There are also many exchange centers around the city and at the airport, usually with reasonable rates. The exchange costs/fees are allowable expenses outside of per diem. ATMs are available but only use those that are within banks. It is not recommended to use stand-alone ATMs on the street – credit card and ATM fraud is rampant.

Medical Care:

American employees are able to use the Embassy Medical Unit. FSNs are unable to do so. The contact information for the Medical Unit will be available at the ARTC reception desk, along with a list of local hospitals. If you are prone to certain illnesses (such as headaches or stomachaches), please come prepared with proper medicinal care. ARTC is unable to dispense medicines. Several convenience stores are nearby and are able to supply basic medical supplies/pain relievers as well.

All TDY travelers are expected to carry medical and/or travel insurance. In the event that a TDY traveler is in need of medical attention, it is expected that he/she will fund all costs associated with treatment, as well as all transportation to and from the hospital or clinic.

Security:

Although the crime threat in Bangkok and other Thai cities remains lower than that in many U.S. cities, crimes of opportunity such as pick-pocketing, purse-snatching, and burglary are not unusual. You should be especially wary when walking in crowded markets, tourist sites, and bus or train stations. It is recommended that all valuable belongings and travel documentation, especially passports, be left in the safe at your hotel. We suggest making copies of your passport and Thai visa, and other important travel documents, to keep with you when you are out enjoying the sites. http://travel.state.gov/travel/cis_pa_tw/cis/cis_1040.html

Computer and Internet Access:

The ARTC has an Internet Café with 10 computers (5 Dell, 5 Mac) and a printer for instructor and participant personal use. These are all public domain and not on USAID's AIDnet network. If you would like to access your USAID email at the Internet Café, a token must be obtained from IT personnel at your post prior to arriving in Bangkok. **Bangkok IT personnel cannot issue tokens to USAID employees of other missions.** If you do not have a token, USAID email can be accessed in the ARTC computer lab when not in use. The computer lab is connected to AIDnet but is subject to availability (based on the course schedule). Your standard username and password can be used, but you need to select your mission domain name. **Please ensure you log out of your account when finished.**

Here are some examples of Remote Access email sites that can be accessed at ARTC with the use of a token:

USAID/RDMA, Bangkok: <https://sbc.tl.usaid.gov>

USAID Washington D.C. <https://sbc.usaid.gov>

USAID/Philippines: <https://sbc.rp.usaid.gov>

USAID/Nepal: <https://sbc.np.usaid.gov>

Skype is available in the Internet Café as well but only on the Mac computers, and you must use your own Skype account. Headsets can be obtained from reception.

In accordance with Agency policy, **thumb drives are no longer allowed for use** in our facility.

Travel & Sightseeing Services

ARTC staff are happy to provide resources to be used for personal travel and sightseeing while not in class. Bangkok is a vibrant metropolitan city full of great restaurants, incredible shopping and a rich culture. Our receptionist can provide information on all of these things, and more, but it is expected that travelers make their own arrangements. If you are interested in finding out more about what to see and do during your time outside of class, the below links may be helpful.

Bangkok Tourist Information: <http://www.bangkoktourist.com>

Trip Advisor: <http://www.tripadvisor.com/Tourism-g293916-Bangkok-Vacations.html>

ThaiWays: http://www.thaiwaysmagazine.com/thailand/thailand_tourist_centre.html

Contact Information:

Questions: Stephanie Flory at sflory@usaid.gov or Nipattra Sanguannuan (May) at nsanguannuan@usaid.gov

USAID/RDMA Main Telephone Number: +662 257 3000 (0-2257-3000 when in Thailand)

USAID/RDMA Main Fax Number: +662 257 3099.

****Please note that all course materials acquired during your training at ARTC must be brought back with you. ARTC is unable to ship materials for you.**

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