

INFORMATION NOTE
FOR THE WORKSHOP ON
TRAINING DELIVERY SKILL
THAILAND, 4 - 6 OCTOBER 2011

Introduction

This INFORMATION NOTE provides the useful information on administrative and logistical arrangements in addition to general information about APMAS Workshop on **Training Delivery Skill** to be held in Pathumthani, Thailand on 2-6 May 2011.

1. Dates and Venue

1.1. Workshop on Training Delivery Skill will be held between **4 - 6 October 2011**.

1.2. The Workshop will be held at the following venue:

AIT CONFERENCE CENTER (AITCC)
Asian Institute of Technology (AIT)
58 Moo 9, Km. 42, Paholyothin Highway
Klong Luang, Pathumthani 12120
Thailand
Tel: (+66) 2 524 5802
Fax: (+66) 2 524 5207
Website: <http://aitcc.ait.ac.th>

2. Transportation

Transportation of participants from their domiciles to the venue of the training course will be the responsibility of The Participating Project respectively.

3. Access to Venue

The trip to or from Suvarnabhumi International Airport (BKK) takes at least an hour, and the cost of transportation is substantially higher than the short trip from Bangkok's old Don Muang International Airport.

AIT taxi drivers estimate a fare to the new airport of about 660 Thai Baht (toll way costs included), and this fare is dependent on traffic.

Below is information about the return trip from the airport. As many taxi and limousine drivers will be unfamiliar with AIT's location, maps in Thai and in English are available to print and hand to the driver at the following link:

[Suvarnabhumi Airport to AIT \(Thai\)](#)

[Suvarnabhumi Airport to AIT \(English\)](#)

4. Meeting Registration

4.1. Participants are kindly requested to state their interest of attendance and inform their details by filling in the **Interest Form** to APMAS Project Coordinator, **Mr. Agus Nugroho**. The contact address is below:

Agus Nugroho

Project Coordinator

Asian Project Management Support Programme (APMAS)

Phone: +66 (0)2 524 5551

Mobile: +66 (0)8 24 92 68 72

Email: anugroho76@ait.ac.th

4.2. Due to limited number of participants in this training (12 participants), selection will be conducted on the competitive basis of relevance to candidate's work function, experience and proportional country-wise representativeness.

5. Accommodation

5.1. Accommodation and meals of participants during the duration of the workshop will be the responsibility of The Participating Project respectively.

5.2. Participants are responsible for their own booking of accommodation. However, based on stated preference, APMAS will offer and assist participants to book accommodation at the venue for convenience. If participant prefer to stay other than the venue, reservation needs to be made individually.

6. Meals

6.1. APMAS will provide lunch and two coffee breaks in every day during the workshop.

6.2. Other meals of participants, excluding lunch and coffee breaks, during the duration of the workshop will be the responsibility of The Participating Project respectively.

7. Handouts for the Workshop

Workshop materials will be provided by APMAS, any need for photocopy of documents maybe addressed during the workshop.

8. Daily Subsistence Allowance (DSA)

Daily Subsistence Allowance (DSA) of participants during the duration of the workshop will be the responsibility of The Participating Project respectively.

9. Contact Persons

All enquiries please contact:

1. Mr. Agus Nugroho

APMAS Programme Coordinator

Tel. +66 2 524 5551

Mobile. +66 8 249 26872

Fax. +66 2 524 8001

Email. anugroho76@ait.ac.th

2. Ms. Jagriti Shankar

APMAS KM-Gender Officer

Tel. +66 2 524 6536

Fax. +66 2 524 8001

Email. jagriti@ait.ac.th