

IWMI- FAO Workshop on Trends and transitions in Asian Irrigation: What are the prospects for the future?

19th to 21st January 2009

Venue: FAO-RAP Bangkok

Practical information for participants

DATES

This three-day Workshop will be held from Monday **19** to Wednesday **21 January 2009**.

VENUE

The workshop will be held at the Food and Agricultural Organization's Regional Office for the Asia Pacific (FAO-RAP), Bangkok. FAO- RAP is located in Maliwan Mansion, Phra Atit Road Bangkok 10200, Thailand. Telephone: (+66 2) 697 4000

FAO website: <http://www.fao.org>

RAP website: <http://www.fao.org/world/regional/rap>

REGISTRATION

Please confirm your attendance by **sending an e-mail indicating your arrival and departure times** to the e-mail addresses a.mukherji@cgiar.org and K.Archvaniyut@fao.org by **no later than 9th January 2009**.

TRAVEL REIMBURSEMENT RULES

Please proceed to make your travel bookings. A summary of Rules for Reimbursement is below.

- After confirming your attendance by e-mail, kindly email your personal and bank details to s.goonaratne@cgiar.org in order to enable us to reimburse you after the Workshop.
- Please fill in the attached Travel Reimbursement Form and provide us with legible copies of all the possible receipts (travel agency invoices and itinerary, train receipts, proof of distance for the car; please see the second page of the document to assist you in filling the form etc.) at the workshop.
- Air travel must be in economy. We will reimburse economy class travel costs to a maximum of the rates quoted by IWMI travel office and not in any case exceeding USD 1500.00. Please note that in case of purchase of a business class ticket, only the amount equivalent to an economy class ticket as quoted by IWMI travel office can be claimed for reimbursement.
- We will reimburse you a total amount of USD 50.00 as taxi bills (for travelling to and from the airport to the hotel, both ways) without any need for bill, however, for figures exceeding USD 50.00 we will need receipts before the taxi bills can be reimbursed.
- We would like to kindly ask you to hand over your travel copies with the signed and completed Travel Reimbursement Form during the Workshop and to sign the attendance list at the meeting place on each day of the meeting. Return receipts can be faxed or e-mailed to the Workshop address s.goonaratne@cgiar.org up to **two weeks** after the end of the Workshop (i.e. **by 4 February 2009**). Please mention your name, name and dates of the meeting in all correspondence.

ACCOMMODATION

Do not forget to mention your arrival and departure dates when you confirm your attendance.

Accommodation in a **deluxe single room** with **breakfast included** will then be arranged for you at Royal Princess Hotel, Larn Luang, Bangkok for **up to four nights** from 18 to 22 January 2009. All extras (guest fees, mini-bar, extension of stay etc.) have to be covered by you and settled with the hotel directly. The address of the hotel is 269, Larn Luang Road, Pombrab, Bangkok, 10100, Thailand, Telephone: +66 (0) 2281 3088. Visit the hotel website <http://www.bangkok.com/royalprincess-larnluang/> for information on how to reach the hotel from the airport. Please arrange to reach the hotel on your own and claim the taxi fare as per rules mentioned above. The hotel will provide transport to the meeting venue at FAO for all the participants from 19th to 21st January, 2009.

MEALS AND PER DIEMS

Lunch will be provided at the meeting venue from 19th to 21st January, 2009. All participants will be provided per diems for three days (19th to 21st January, 2009) at IWMI rates for covering their dinner and other expenses during their stay at Bangkok.

CONTACT

For any further information please do not hesitate to send an e-mail to a.mukherji@cgiar.org and K.Archvaniyut@fao.org or get in touch directly with **Dr. Aditi Mukherji** at **+94 11 2880000**.