

DESIGNING AND IMPLEMENTING SOCIAL PROTECTION SYSTEMS

21 October – 01 November 2019

Chiang Mai, Thailand

COURSE LOGISTICS NOTE

Dear Participant,

On behalf of the Economic Policy Research Institute (EPRI) together with our partners, we are delighted to welcome you to Chiang Mai, Thailand and to the *Designing and Implementing Social Protection Systems* course. Please read through all the information below carefully, as it will help prepare you for the course and perhaps answer questions you may have.

How do I get to the course venue?

The course is being held at the **DusitD2 Chiang Mai**, a wonderful 5-star hotel in a lively and very popular part of Chiang Mai city

DusitD2 Chiang Mai

Physical Address: 100 Chang Klan Road, Chiang Mai 50100, Thailand

Telephone: +66 (0) 5399 9999

For more information on the course venue and location, please visit: <https://www.dusit.com/dusitd2/chiangmai/>

Logistics Form

In order to better prepare for your arrival at the course, please complete the logistics form with the required information, including travel information and dietary restrictions. You can access the form on the following link: <https://bit.ly/2ksX9UB>

Airport Transfers:

Please provide us with your travel information as soon as possible so that we can schedule your transfers. When you arrive at Chiang Mai International Airport, if you have opted for our comprehensive accommodation package, there will be a member of staff from EPRI or the hotel to meet you on arrival to ensure that everything runs smoothly, and to take you to the course venue, as well as from the hotel to the airport on your departure date.

We will need to know the following (if you have not yet submitted it): **airline carrier, flight number, date of arrival and expected time of arrival**. Please also provide us with your departure information. Please forward your complete itinerary to courses@epri.org.za.

Schedule of Course Events

Sunday 20th October:

- Arrival and airport transfer to DusitD2 Chiang Mai.

Monday 21st October:

- Registration and collection of course materials at DusitD2 Chiang Mai from 08:00 – 09:00
- Start of course at 09:00
- Opening Dinner at 18:30

Friday 25th October:

- Cultural Banquet at 18:30

Saturday 26th October:

- Full Day Sightseeing Excursion

Sunday 27th October:

- Reading and preparation day

Monday 28th October:

- Start of Evidence-Building for Social Protection Plus Module at 08:30

Friday 01st November:

- Closing Reception at 16:00

Saturday 02nd November:

- Departures

Visas and Visa Support

Before travelling to Thailand please check Thailand's visa regulations. Passport holders from some countries will be required to apply for a Thai tourist visa before travel. Please check with your local Royal Thai Consulate whether you require a visa beforehand or whether a visa can be issued on arrival. **Please note that it will be your responsibility to request your visa in your departure country before you leave.** Attached to this email are the visa support letter to assist you with your visa application. Should you require additional supporting documents, please email the Course Coordinator: courses@epri.org.za.

Contact Person in Thailand

Name: Ms. Aoytip Deesawaeng

Contact Details: +(0)6695 059 2505 - aoytip@epri.org.za

Address: No. 999, Gaysorn Building, 5th Floor, Unit B526, Ploenchit Rd., Lumpini, Patumwan, Bangkok 10330, Thailand

Yellow Fever Certificate

Thailand requires all travellers journeying from yellow fever risk countries to show proof of yellow fever vaccination by means of a valid yellow fever certificate. This also applies to those who have travelled to low risk countries such as Sao Tome and Principe, Somalia, Tanzania and Zambia or have transited through a yellow fever risk country.

Dietary Restrictions:

Please advise us if you have any dietary restrictions such as vegetarian, kosher, halal, strictly halal and we will endeavour to accommodate your request.

What are expected costs included in the course fee and comprehensive accommodation package?

The course fee and comprehensive accommodation package cover your tuition, hotel accommodation and three meals (plus two teas) a day from the evening of Sunday, 20 October 2019 to the morning of Saturday, 02 November 2019. If you plan to arrive earlier or leave later, we can arrange accommodation for you with the hotel. This extra accommodation will be at your own cost.

We also provide you with an incidental allowance per day. This incidental allowance is meant to be used to cover any miscellaneous personal expenses you may have including the following: beverages or bottled water at meals, making telephone calls and laundry expenses. The incidental allowance will be paid to you at registration on Monday, 21 October 2019.

Registration:

Registration will be taking place on Monday, 21 October at the **L-Room** Foyer of the DusitD2 Chiang Mai Hotel from 08:00 to 09:00.

Pre-course Checklist

- Email Course Coordinator at courses@epri.org.za regarding the following:
 - Dietary restrictions
 - Flight information: airline carrier, flight number, date and time of arrival
 - If you will be bringing a laptop or not
 - Visa letters or other information needed for a visa
 - For questions about Chiang Mai.
- Prepare what you will share in the introductory session on Monday.

Course Programme:

The formal programme begins at 09:00 am on the Monday 21st of October 2019, so nearly everyone should have travel arrangements that enable them to arrive in time on Sunday, 20 October 2019. The accommodation package is operational on the evening of 20th of October. The accommodation package ends with check-out on the morning of 02 November 2019.

Course Website:

We have created a course website that will act as a course resource centre. On the website, you will be able to access the course presentations, programme and keep up to date with the events of the course. Please click the link ([available here](#)) to access the Chiang Mai course website

Preparation for the course:

We will have introductory sessions on Monday morning, and we request that each participant prepares some remarks about what they expect to learn from the course. You may wish to discuss your country's priorities and requirements with your colleagues before you depart—each participant will be requested to present these ideas in the opening sessions, and to revisit them again at the end of the course. We look forward to you sharing your ideas in this respect in the first sessions on Monday, 21 October 2019.

During the course, there will be dedicated sessions for participants to present on work which they have been doing on cash transfers in their country. If you wish to present, you may want to prepare the presentation before your arrival in Chiang Mai as the course programme will be very intensive and will leave little extra time.

Laptop

Please feel free to bring along your laptop to the course for use during the course sessions as well as in the quantitative computer skills sessions, teamwork exercises and other assignments that require a computer. The Economic Policy Research Institute (EPRI) cannot, however, be held responsible for the loss/theft/damage of the laptop.

Cultural Banquet:

We will have a Cultural Evening Banquet on Friday, 25 October 2019 where everyone will have an opportunity to share part of their culture with all the other participants. In the past participants have brought items of music, clothing (cultural dress) etc. along to the course to enhance the experience. Please feel free to dress for the occasion with cultural clothes/instruments. Often participants have presented individually or worked in groups to do a dance, recite poetry, sing a folk song or tell jokes... just about anything that will give us some insight into your culture. In other words, we will be our own entertainment for the evening!

Excursions

On Saturday, 26 October 2019 participants on the comprehensive accommodation package will have the option of relaxing with a full day sightseeing and excursion. The excursion is part of the programme, with no additional cost. Further details will be provided at the course. Sunday, 27 October is free for participants to relax, catch up on some reading, prepare for the second week of the programme, and of course further explore the Chiang Mai, including the famous Sunday walking street market.

Weather and Dress Code:

The climate in Chiang Mai is generally hot and humid. It is at the end of the rainy season, so the weather may be mixed. Often, we are asked what people should wear to the course. In the past people have worn suits to smart casual clothing. The important thing is that you are comfortable, as you will be sitting for long periods of time.

In general, we would suggest that participants bring light airy clothing; however, you may want to bring a few cardigans/jerseys if you tend to get cold in air-conditioned settings. Don't forget to bring some comfortable shoes if you are planning to explore Chiang Mai on foot and a bathing suit if you plan to go swimming.

***Note:** If you arrive early enough on Sunday and feel up to it, there is a wonderful walking street market held on Sunday evenings in the centre of the old city from 4pm onwards.

OTHER USEFUL INFORMATION:

Medical Insurance: The Course Organisers will not be held responsible for any medical expenses incurred while participating in the course. A basic first aid kit will be available on the premises. Please make sure you purchase medical insurance before you leave.

Regular Medicine: Please remember to pack your regular medicine and if you are carrying it in your hand luggage, remember to carry copies of your prescription.

Reading List: A general reading list can be downloaded from our website at <http://epri.org.za/resources/background-reading/>. A course specific reader will be handed out with the registration package.

Yellow Fever Vaccination: Thailand requires all travellers journeying from yellow fever risk countries to show proof of yellow fever vaccination by means of a valid yellow fever certificate. Please consult your GP about vaccinations needed when traveling to Thailand.

Anti-Virus on Personal Computers: The course will include collaborative work with other participants. To avoid the sharing of computer viruses and malware, we require that any personal computers you bring to the course be installed with current and reliable anti-virus software.

Internet access: Wireless internet is provided throughout the resort including accommodation. Please do let us know if you will be bringing a laptop computer with you, as this helps us prepare for the computer simulation session of the course. For those participants not bringing a laptop computer, there will be a small number of desktops with Internet access for course participants to use free of charge.

Mobile telephone access: For those individuals who are not from Thailand, we will send you details of the telephone number of a prepaid Thailand sim card that will be distributed on arrival at the course venue. If you wish, you can use this sim card on your mobile, for convenient and cost-effective communication with your families and colleagues.

Photographs: We will be taking photographs of all course participants at the course. Please make yourself available to our resident photographers on the first day of the course

Photography Competition: We will be running a photography competition throughout the duration of the course where participants will get the chance to submit their best course photos. Please remember to bring your camera, charger and connecting cable to download your pictures to a computer.

Country Presentations: At our courses, there are often opportunities to share knowledge on existing social protection programmes in your home countries. To prepare for this, we ask that you please bring relevant information on programmes in your country.

Cultural Attire: As mentioned before, please remember to bring cultural dress/music/instruments etc. as we will be having a cultural banquet on the first Friday of the course.