

ELD Thailand Registration, Training and Other Information

Final Course Schedule, August 2008

August 18 – 22: Reporting Skills and Professional Writing

August 18 – 22: Developing Project Proposals (Project Planning and Proposal Writing)

The above two courses will be conducted by Mr Neil Kendrick (U.K.) and Mr Uttam Uprety (Nepal)

August 25 - 29: Participatory Monitoring and Evaluation

Led by Mr Uttam Uprety, supported by Mr Neil Kendrick

Visas

To enter Thailand you will need a **valid visa**. For some nationalities, this is available on arrival, while for others it is more complicated. ELD does NOT facilitate the visa process, and this is the participant's responsibility. We can, on request, provide a letter / fax confirming your registration.

Where to Stay

Accommodation is not included in the training fee. Typically, the Regional Community Forestry Training Centre, where the training is conducted, will hold a number of rooms for ELD participants. You can see the facilities at www.recoftc.org. Rooms cost from 600 THB to 900 THB. (One US dollar is approximately 32 Thai Baht.)

It is the participants to contact RECOFTC directly to arrange this. Ms Sureeporn (sureeporn@recoftc.org) is responsible for room management. She can also provide you with (1) a map of how to find the centre and (2) written directions in Thai for taxi drivers.

Whether you stay at RECOFTC or choose to stay elsewhere, please let us know where you will be staying and a local contact number while in Bangkok.

Those who are staying at RECOFTC and leaving on the final day will need to vacate their rooms at midday. Fees for accommodation may be paid directly to RECOFTC.

Getting to RECOFTC

The Regional Community Forestry Training Centre is in the north of Bangkok inside the Kasetsart University campus. There are metered taxis available from the airport (for meter plus a surcharge of 50 Baht) and the journey costs around 400 THB. Follow the signs for 'metered taxi', on the same level as the arrivals hall in the airport.

RECOFTC is opposite the Post Office in the university.

On Campus

RECOFTC has e-mail facility and Internet in its reception. If you have a laptop with wireless card, the university Internet connection has free access.

Training fees do not include meals, but a wide variety of cheap food is available on campus. There are numerous food stalls and restaurants around the campus area also. Shopping on campus is very limited, but here are some 7-11 outlets and a nearby large shopping mall.

Getting to Downtown

Around Kasetsart, there is not a lot of excitement – it's a typical, ordinary part of the city, although here are some shopping malls. The nearest 'lively' area is Lard Prao, which has many malls and cinemas. As Kasetsart is not on the sky train network, options for travel are limited to bus, taxi and, for short distances, motorcycle taxi. Although taxi rates start at 35 THB, they can be very economical (and time saving) over longer distances. Typical fees / travel times are approximately 70 THB / 10 – 15 minutes to Lard Prao; 100 THB / 20 – 30 minutes to Victory Monument; and 130 THB / 25 – 40 minutes to the start of Sukhumvit Road or to Siam Square. (At night, these times can be even shorter.) Alternatively, you can go to Chatuchak / Mo Chit from where you can explore the city via metro or sky train. There are maps available at RECOFTC reception.

Arrival and Departure

You must arrive latest on the evening prior to the course, and not be scheduled to depart before 4PM on the final day.

Registration, Payment and Discounts

An e-mailed completed application form is enough to reserve a place. All places must be paid for, wherever possible, two weeks before the course start date via bank transfer to ELD's account in Bangkok.

The course fee is total THB 15,000 per person for the full 5 days, which covers training and materials, refreshments (mid-morning and mid-afternoon), handouts, certificate and resource CD. (The CD includes a free copy of ELD's publication / self-study programme 'The Reporting Skills and Professional Writing Handbook', worth \$80.00.) Fees are nett and receipts will be issued on the first day of the training.

Currently our nominated account is:

Kasikorn Bank
Swiftcode: KASITHBK
A/C Name: Mr Neil Joseph Kendrick
Branch: Victory Monument Branch, Bangkok, Thailand
A/C No: 744-238926-2

Please indicate if transferring by wire the sum to be received in Thai Baht.

For the scheduled training in August 2008, payments received before July 16 2008 are entitled to a discount of 5%. (i.e. THB 13,750 instead of THB 15,000)

Group booking (3 or more participants) are also entitled to 5% discount.

Only one discount may apply at any time.

The fee for non-SAARC / non-ASEAN participants is USD \$600.

Other

Those who can will find it useful to bring a laptop, particularly for the Reporting Skills / Project Proposals courses, as we will be providing trial versions of Mind Mapping software and encouraging use of Mind Mapping in both courses.