ADMINISTRATIVE NOTE

Venue
The “Regional Policy Forum on the Promotion of ASEAN Regional Integration through Open and Distance Higher Education” will be held at Vintage Room 29th Floor, the Radisson Blu Plaza Bangkok, Bangkok, Thailand 23 – 24 November 2015.

Radisson Blu Plaza Bangkok
489 Sukhumvit Road, Klongtoey Nua, Wattana
Bangkok, Thailand 10110

Tel: (+66 2) 302 3333
Fax: (+66 2) 302 3344
Web: www.radissonblu.com/plazahotel-bangkok

The name and address of the hotel written in Thai may assist you when using public transportation.

โรงแรมบลู พลาซ่า
489 ถนนสุขุมวิท คลองเตยเหนือ
เขตวัฒนา กรุงเทพ
Accommodation
For sponsored participants, UNESCO Bangkok has made a block reservation for the meeting and will provide a single room, inclusive of breakfast and wi-fi connectivity at the Radisson Blu Plaza Bangkok. Access to the hotel is available by car, coach, and Bangkok Transit System (BTS), Sky Train which links to the MRT Sub Way network (refer to the section on “Travel from airport to the hotel”).

If you are making your own travel arrangements and would like to stay at Radisson Blu Plaza Bangkok, please send your flight itinerary to Ms. Sutin Dechaboon (email: s.dechaboon@unesco.org) so that a room may be reserved on your behalf, under the current arrangements with the hotel.

Please note that a guarantee deposit (in cash or by credit card) may be required for all guests by the hotel upon check-in. This shall cover charges for long distance telephone calls, minibar, and other incidentals. Incidental expenses and additional delegation not covered by said sponsorship shall be charged to the delegate and must be settled with the hotel directly.

Travel from airport to the hotel
All of the international flight arrivals arranged for the meeting will land at the Suvarnabhumi International Airport. As additional information, AirAsia and Jetstar has relocated to Don Muang International Airport since 1 October 2012. Please always check with your airline/travel agent regarding your final airport destination.

a. Taxi
The most convenient way to get from the Suvarnabhumi International Airport to the city is by taxi. There are two kinds of taxis: the more expensive limousine taxi and the regular meter taxi. If you wish to take an airport limousine, check with the limousine counter inside the airport.

From Suvarnabhumi International Airport to the hotel
To travel from the Bangkok Suvarnabhumi International Airport to your hotel, use a metered taxi located outside the airport building one floor below the arrival hall. Follow signs for “Public Taxi”. Tell your destination to the staff at the taxi counter, and you will receive a ticket which you should keep in case you encounter any problem. Standard fare covers toll fee (85 TH Baht), metered fare (approx. 250 TH Baht to the hotel), and surcharge (50 TH Baht) for an approximate total of 385 TH Baht. Please change some money at currency exchange counter before leaving the airport.

From Don Muang International Airport to the hotel
Taking a metered taxi is the most convenient ground transport option when getting to/from the airport. The taxi stand is located outside the Arrival Hall. Most destinations to downtown Bangkok cost around 200-250 baht. Add a 50-Baht surcharge, plus any toll way expenses, to your fare when you arrive at the hotel.

b. Train – Airport Link to Suvarnabhumi International Airport only
The Airport Link operates from 6.00 am to midnight daily. A single-trip journey costs between Baht 15 and 45 for the commuter service. The Suvarnabhumi Station is located under the main terminal building (B1 Level, two floors below the Arrival Hall). This line provides services between Suvarnabhumi Airport and Phaya Thai Station at the end of the line. The entire journey, covering a distance of 28 kilometers, takes about 30 minutes, with 6 stops along the way.
You can take the Airport Link to the terminal station at Phaya Thai, and then connect to the Skytrain at BTS Phaya Thai Station to get to the Radisson Blu Plaza Bangkok. The closest Skytrain station to the Radisson Blu Plaza Bangkok is BTS Asok.


**Daily Subsistence Allowance (DSA)**

The meeting’s official dates are 23 – 24 November 2015. **UNESCO will cover reduced DSA for sponsored participants for the official days of the meeting as per prevailing UNESCO rates and practices.**

In this regard, please submit to the Secretariat the original copy of your boarding pass/es (from your source city to Bangkok) upon registration on 23 November 2015. Issuance of the DSA will be processed upon submission of this requirement.

**Visa requirements**

The Thai Ministry of Foreign Affairs website, [http://www.mfa.go.th/main/en/services/4908](http://www.mfa.go.th/main/en/services/4908), provides some information about visa requirements. Participants who require a visa to enter Thailand should obtain one from the Thai diplomatic or consular mission prior to entering Thailand. Please note that in most cases, a passport must be valid for at least six months in order to obtain a visa.

**Climate in Bangkok**

The average temperature in November may range from 25°C (77°F) to 32°C (90°F). Since the conference rooms are air-conditioned, it can be rather cold inside. Only light clothing will be necessary for outdoors; however, the workshop venue is fully air-conditioned, therefore it is advisable that you pack appropriate clothing for the meeting.


**Currency Exchange**

The currency exchange rate is subject to change daily. The exchange rate for cash is slightly lower than for travellers’ cheques. Banks and currency exchange kiosks are available in the airport and hotels.
Medical Services
Bangkok has many hospitals that are of high international standards. In case of medical emergency, please contact the hotel’s information desk for further assistance.

For further information on the Meeting logistics, please contact:

**Mr. Avelino Mejia, Jr.**  
Project Coordinator  
K-Science  
[a.mejia@unesco.org](mailto:a.mejia@unesco.org)  
Int’l call: +(662) 391-0577 ext. 206

**Ms. Sutin Dechaboon**  
Administrative Assistant  
UNESCO Bangkok  
[s.dechaboon@unesco.org](mailto:s.dechaboon@unesco.org)  
Int’l call: +(662) 391-0577 ext. 224