Practical Information

Workshop on Pre-primary Teacher Development in South-East Asia

Radisson Blu Plaza Bangkok, 1-3 July 2014, Bangkok, Thailand

Dates
1 – 3 July 2014 (Tuesday to Thursday)
The meeting will end at the midday on Day 3.

Venue
Radisson Blu Plaza Bangkok
489 Sukhumvit Road, Wattana, Klongtoey-Nua
Bangkok, Thailand, 10110
Tel: +66 (0) 2 302 3333
Fax: +66 (0) 2 302 3344
Email: awongwai@radisson.com
www.radissonblu.com/plazahotel-bangkok

Registration
Registration to the workshop will take place at Ballroom 1, located on the 4th floor of the hotel, from 8:30 a.m., Tuesday, 1 July. The workshop will begin at 9:00 a.m.

Airfare and Daily Subsistence Allowance (DSA)
UNESCO Bangkok will bear the costs of round-trip, economy-class airfare to/from Bangkok. If you have not yet been contacted by us, we will contact you in the very near future to book your flight. An e-ticket will be issued upon the passenger’s confirmation of his/her flight itinerary.
Reduced DSA will be provided in local currency (Thai Baht) to cover the cost of meals not provided during the workshop. DSA can be collected at the Secretariat table during lunch break of Day 1 (1 July 2014) of the workshop. Please be ready to submit a copy of your air ticket and original board-
ing pass(es). Please be reminded that in compliance with UNESCO rules and regulations for travel of participants to a meeting or conference, UNESCO Bangkok will not cover terminal fare, visa fee and other related travel expenses of the participants.

**Passport and Visa**

The participants should ensure that their travel passport is valid for at least six months from their travel dates. Participants are requested to contact their local Royal Thai Embassy/Consulate in their respective country to apply entry visa to Thailand, if it is necessary. For more information regarding application of visa and required documents, please check the website of the Thai Ministry of Foreign Affairs. Visa fee and other costs related to processing the visa will be the responsibility of the participants.

Should you require assistance in obtaining the visa, please contact UNESCO Bangkok (see page 4 for the list of contact details).

**Accommodation**

Single Deluxe room have been reserved for international participants at the Radisson Blu Plaza Bangkok Hotel during the period of the workshop. For UNESCO-funded participants, UNESCO Bangkok will settle the cost of accommodation directly with the hotel. Extra expenses incurred during your stay in the hotel including items consumed in the room, personal calls and usage of business center will be borne by the participants.

For further information about the hotel, you may visit this website: [www.radissonblu.com/plazahotel-bangkok](http://www.radissonblu.com/plazahotel-bangkok)

**Meals**

International buffet breakfast at the hotel is included in the price of the room. During the workshop period, lunch will be provided. For dinner, you can enjoy good Thai cuisine and different international food that you can easily find in restaurants and malls near the hotel at a reasonable price.

**Exchange Rate**

The commercial rate is subject to change daily. The exchange rate for cash is slightly lower than for travelers’ cheques. There are banks and currency exchange kiosks located at the Suvarnabhumi Airport and near the hotel. International ATMs are also located at various locations in a walking distance from the hotel (for exact locations please ask the hotel’s front desk). The current exchange rate is approximately THB 32.27 to USD 1.00 (UN exchange rates as of 1 May 2014).

**Weather and Attire**

The weather in Bangkok at the time of the workshop should be hot and humid in the daily temperature range of 27-34 °C. Only light clothing will be necessary for outdoors. It is worth noting that the hotel
is fully airconditioned, we therefore advise you to wear suitable clothing during the workshop.

**Location map of the Radisson Blu Plaza Hotel**

*For detailed direction, please check this website: [www.radissonblu.com/plazahotel-bangkok](http://www.radissonblu.com/plazahotel-bangkok)*

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**Transport to the Hotel**

Bangkok’s Suvarnabhumi International Airport is located about 30km east of Bangkok. Please refer to the following website for a map of Suvarnabhumi International Airport: [www.bangkokairportonline.com/node/85](http://www.bangkokairportonline.com/node/85).

There is only one terminal for departure and arrival of international and domestic flights. The Arrival Hall is located at Level 2, with three exit doors: A, B, and C. Exits B and C are for international arrivals. Participants are responsible for transport arrangement from and to the airport. There are three ways to get to downtown area: public metered taxi, limousine/taxi, and airport link. The most convenient and recommended way from the airport to Radisson Blu Plaza Bangkok Hotel is by taking public metered taxi.

- **Public metered taxi:** To use public metered taxi, look for the sign “Public Taxi” with arrow pointing down to Level 1 (Ground Level). You will find Taxi Counters to queue at, and upon telling them your destination, both you and the taxi driver will be given a taxi ticket. Travel to downtown Bangkok costs around THB 200 to 400. An airport surcharge of THB 50 is normally added to the taxi fare. Journey time could be from 30 minutes to over an hour depending on
traffic situation. We recommend that you prepare small notes of at least 100 Baht denominations, as taxi drivers usually do not have change for larger ones. Please take note that, as you exit from Customs Desk, you will be approached by numerous people encouraging you to use their taxi service. There have been reports of illegal taxi operators so we encourage you to use either the public metered taxi or airport limousine at Level 1 (Ground Level) of the airport.

**Limousine**: Contact the Limousine Service Counter at the Arrival level. The limousine pickup is located along the outer curb, straight outside the terminal building. Please be advised that the limousine services are much more costly than public metered taxis in general, ranging from THB 1,000 up to THB 1,500 per car.

**Airport Rail Link**: Connecting downtown Bangkok and Suvarnabhumi Airport, passengers have two options of this service:

1. **Express Line** – a train service that transports passengers from Suvarnabhumi Airport to City Air Terminal or Makkasan Station within 15 minutes without stopping at any station along the way. Passengers can check in their luggage at the City Air Terminal before boarding the express train to Suvarnabhumi Airport. The fare is THB 150 per trip.

2. **City Line** – a train service that transports passengers between Suvarnabhumi Airport and Phayathai Station within 30 minutes and stops at all eight stations along the way. The fare starts from THB 15 up to THB 45. Phetchaburi Station is linked for MRT (subway) Blue Line. Phayathai Station is linked for BTS (skytrain) Sukhumvit Line. The nearest BTS station to the Radisson Blu Plaza Bangkok Hotel is Asoke Station. Both lines operate from 6:00 a.m. to midnight. Please check the website: www.bangkokairporttrain.com for more information.

**Medical Emergency**
In the event that you should require urgent medical attention, please contact the hotel’s information desk (24 hours). The hotel has first-aid kits available for basic medical care. The nearest hospital to the hotel is:
Samitivej Sukhumvit Hospital
Address: 133 Sukhumvit 49, Klongtan Nua, Vadhana, Bangkok 10110
E-mail: info@samitivej.co.th
Call Center: Int’l call: +662 711-8181; Domestic call: 02 711-8181
www.samitivejhospitals.com/Sukhumvit/en

**Further Information**
Any queries related to the workshop may be addressed to:

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