Practical Information

Regional Research Workshop:

Promoting Quality Learning through Enhanced Multigrade Teaching in the Asia-Pacific Region

21–23 April 2014, Holiday Inn Bangkok Sukhumvit 22, Thailand

**Dates**

21–23 April 2014 (Monday to Wednesday)

**Venue**

Holiday Inn Bangkok Sukhumvit 22
1 Sukhumvit 22 Rd., Klongton, Klongtoey
Bangkok, 10110 THAILAND
Tel: +66 (0) 2 683 4888
Fax: +66 (0) 2 683 4777
Email: reservations.bkkhi@ihg.com
Website: www.holidayinn.com

**Registration**

Registration for the regional research workshop will take place at Ballroom 1, located on the 7th floor of the hotel, from 8:30 a.m., Monday, 21 April. 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 and reduced DSA of international participants. If you have not yet been contacted by us, we will contact you in the very near future to organize your air ticket, which will be issued to you as an e-ticket. Please hand over a copy of your air ticket and original boarding pass(es) to the workshop Secretariat upon registering.

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 (21 April 2014), upon submission of a copy of air ticket and original boarding pass(es).**

In compliance with UNESCO administrative rules, UNESCO Bangkok will not cover terminal fare and visa fee of the participants.
Passport and Visa

The participants are responsible for ensuring that their passport is valid for at least six months from their travel dates (expiry date after 19 October 2014), and other required travel documents.

Participants are required to contact the Royal Thai Embassy/Consulate in their respective country and to apply for visa on their own, if a visa is needed. Please consult the website of the Thai Ministry of Foreign Affairs to check if your country requires a visa to enter Thailand. The cost of visas will be the responsibility of the participants.

Should you require assistance in obtaining your relevant visa, please contact UNESCO Bangkok (see contact details on the last page).

Accommodation

To simplify your logistical arrangements, we have reserved Single Deluxe rooms for participants at the Holiday Inn Bangkok Sukhumvit 22 for the period of the workshop. UNESCO Bangkok will settle the cost of the accommodation directly with the hotel for participants funded by the co-organizers. Participants will be responsible to cover all extra expenses incurred during the workshop, including items consumed in the room, personal calls and usage of business center.

More information on the hotel is available on the hotel website: www.holidayinn.com/hotels/us/en/bangkok/bkkhi/hoteldetail

Meals

International buffet breakfast at the Holiday Inn Bangkok Sukhumvit 22 is included in the price of the room. During the workshop period, lunch will be provided at Zeta Café on the 8th floor. In addition, UNESCO Bangkok is inviting all participants to a Reception Dinner on the first day of the workshop, Monday, 21 April, also at Zeta Café.

On the evening of 22 and 23 April, 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. ATMs are also located at various locations in a walking distance from the hotel (for exact locations please ask the hotel front desk). The current exchange rate is approximately THB 32.51 to USD 1.00 (UN exchange rates as of 1 April 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 but it is worth noting that the hotel is fully air-conditioned, therefore it is advisable that you pack appropriate clothing for the workshop.

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. There is only one terminal for departure and arrival of international and domestic flights. The Arrival Hall is located on Level 2, and there are three exits: A, B, and C. Exits B and C are for international arrivals.
Participants are responsible for transport arrangement from and to the airport. You have three ways to get to the downtown area: public metered taxi, limousine/taxi, and airport link. However, the most convenient and recommended way from the airport to the Holiday Inn Bangkok Sukhumvit 22 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). After exiting the terminal building, there will be 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 and there is an airport surcharge of THB 50 added to the taxi fare. Journey time could be from 30 minutes to over an hour depending on traffic. You may instruct the taxi driver to take the expressway, in which case a toll fee of at least THB 50 should be paid up front by the passenger. We recommend that you have small change of at least 100 Baht denominations, as taxi drivers usually do not have change for larger ones.

Please take note that, as you enter the arrivals, 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.

Limousine: Contact the Limousine Service Counter at the Arrival level. The limousine pickup area 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 service:

1. Express Line – a train service that transports passenger 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 Holiday Inn Bangkok Sukhumvit 22 is Phrom Phong Station.

Both lines operate from 6:00a.m. to midnight. Please check the website: www.bangkokairporttrain.com for further information.

Please print this direction in the Thai language and show it to the taxi drivers at the airport.

กรุณาพาผู้โดยสารเท่านี้ไปยังโรงแรมแห่งนี้ด้วยครับ/ค่ะ
โรงแรม ฮอลิเดย์ อินน์ กรุงเทพ สุขุมวิท 22
Holiday Inn Bangkok Sukhumvit 22
เลขที่ 1 ถ.สุขุมวิท 22 คลองตัน
คลองเตย, กรุงเทพฯ, 10110
โทร. 02-683-4888
A location map of the Holiday Inn Bangkok Sukhumvit 22 is below, for detailed direction, please check the website: www.holidayinn.com/hotels/us/en/bangkok/bkkhi/hoteldetail/directions

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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Please visit the workshop website for up-to-date information at