GENERAL INFORMATION NOTE

Transforming Education and Training Systems to Create Lifelong Learning Societies in the Asia-Pacific

REGIONAL RESEARCH WORKSHOP
29-30 April 2015
Bangkok, Thailand

Dates
29-30 April 2015

Venue
Novotel Bangkok Ploenchit Hotel
566 Ploenchit Road, Lumpini
Bangkok 10330, Thailand
Tel: +66 2 305 6000
E-mail: H7176@accor.com
Website: www.novotelbangkokploenchit.com

Airfare and Daily Subsistence Allowance (DSA)
UNESCO Bangkok will bear the costs of a round-trip, economy-class airfare to/from Bangkok and DSA of the participants. We will be contacting you in the near future to organise your air ticket, which will be issued to you as an e-ticket.

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 on Day 1 (29 April 2015), upon submission of your 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 they are in possession of a valid passport (with at least six-month validity beyond the travel date) and other required travel documents.

The participants are required to contact the Royal Thai Embassy/Consulate in their respective country and 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 visa will be the responsibility of the participants.

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

**Accommodation**
To simplify your logistical arrangements and to ensure the quality of participation, we have reserved rooms for all participants at the Novotel Bangkok Ploenchit Hotel for the period of the workshop. UNESCO Bangkok will settle the cost of accommodation directly with the hotel for funded participants.

Participants shall be responsible for covering all extra expenses incurred during the workshop, including items consumed in the room, personal calls and usage of the business centre.

**Meals**
Breakfast at the Novotel Bangkok Ploenchit is included in the price of the room. During the workshop period (29–30 April 2015), lunch and coffee breaks will also be provided.

**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 within walking distance from the hotel (for exact locations, please ask the hotel front desk).

The current exchange rate is approximately THB 32.37 to USD 1.00 (UN Exchange Rate as of 1 March 2015).
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. It is therefore advisable that you pack appropriate clothing for the workshop. Please also note that an occasional rain is expected at this time in Thailand and an umbrella will be useful.

Transport to the Hotel
Bangkok's Suvarnamhumi airport is located about 30km east of Bangkok. Please refer to the following web site for a map of the Suvarnabhumi International Airport: 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 on Level 2. There are three exits in the Arrival Hall: 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: public taxi (metered), airport bus, and limousine/taxi:

- **Public taxi**: To use public metered taxi, look for the sign “Public Taxi” with an 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 a compulsory airport surcharge of THB 50 should be added to the metered price. Journey time could be from 30 minutes to more than 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 THB 100 denominations, as taxi drivers usually do not have change for larger bills.

  Please take note that, as you enter the arrival area, 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.
Airport Rail Link: Connecting downtown Bangkok and Suvarnabhumi Airport, passengers have two options of 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 to MRT (subway). Phayathai Station is linked to BTS (sky train) Sukhumvit Line. Novotel Bangkok Ploenchit is located right by Ploenchit Station.

Limousine: To get a limousine, contact the Limousine Service Centre at the Arrival level. The limousine pickup area is located along the outer curb right outside the terminal building. Please be advised that the limousine services in Bangkok are much more costly than public taxis (metered) in general, ranging from 1000 up to 1500 Baht per car.

A location map of the Novotel Bangkok Ploenchit is below. For detailed directions, please check the hotel website: http://www.novotelbangkokploenchit.com/contact-us/.
Further Information
Any queries related to the workshop may be addressed to:

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