11th Regional Meeting of National EFA Coordinators
18-20 November 2010

INFORMATION / ADMINISTRATIVE NOTE

Workshop Venue and Hotel:

Plaza Athénée Bangkok
Wireless Road, Bangkok, Thailand
Telephone: 66 2 650 8800
http://www.royalmeridienbangkok.com/

Plaza Athénée Bangkok is located in the city’s shopping and commercial hub. It is a 5 to 10 minute walk from the Ploenchit BTS Skytrain station. The hotel can be accessed from both Wireless Road and Soi Ruam Rudee, providing easy access to the Silom, Sathorn and Sukhumvit corridors and the Inbound and Outbound Expressways. Click on the link below to view a map where the hotel is located: http://www.royalmeridienbangkok.com/location

Daily Subsistence Allowance (DSA):

For participants sponsored by UNESCO Bangkok

Daily Subsistence Allowance for the meeting will be provided to the designated national representatives. The total DSA (to cover meals, local transportation and other miscellaneous costs) will be calculated based on the total number of days each participant attends the aforementioned meeting. DSA will be provided in the local currency (Thai Baht) on the second day of the meeting. Visa fee and airport tax can be reimbursed upon submission of the original receipt(s).

For participants sponsored by UNICEF

The UNICEF country office will arrange the Daily Subsistence Allowance and air ticket of the designated participants invited by UNICEF. The total DSA (to cover meals, local transportation and other miscellaneous costs) will be calculated based on the total number of days each
participant attends the aforementioned meeting. DSA will be provided in the country of origin prior to your travel to Bangkok. Therefore, please contact the UNICEF office in your country to receive the Daily Subsistence Allowance. Alternatively, please feel free to contact Ms. Tanaporn Perapate (tperapate@unicef.org) for further information.

For participants supported by UNESCO field offices, or their respective countries and organizations, please make arrangements directly with your sponsoring organization.

Accommodation:
UNESCO Bangkok has reserved rooms for the participants (inclusive of breakfast buffet). The meeting organizers will pay for the hotel room for the participants sponsored by UNICEF EAPRO and UNESCO Bangkok. Please be advised that any additional costs incurred at the hotel (e.g. telephone calls or mini bar charges) will be the responsibility of the participants. Participants are expected to settle the additional costs directly with the hotel. The hotel accepts payment through all major credit cards (Amex, Master, Visa and Diners) or by cash in foreign currency (for foreign nationals).

Lunch and Coffee breaks:
International buffet lunch and coffee breaks are provided daily at the hotel for all meeting participants during the meeting dates, complements of the meeting organizers.

We kindly request participants with dietary requirements to inform the organizing unit (see contact details below) to allow us to make the necessary arrangements with the hotel.

Prayer Room
The hotel has a prayer room at the 6th Floor.

Visa:
Participants are required to obtain, where necessary, an entry visa to Thailand from the Royal Thai diplomatic or consular mission in their own countries in advance. The UIS-AIMS Unit, UNESCO Bangkok would be happy to prepare a formal letter of invitation to participants needing visas. Please kindly contact the meeting organizer/secretariat regarding this matter. Holders of UN/LPs are allowed to enter the Kingdom visa free for 30 days.

Transportation from airport
The hotel is about 35 km. (22 miles) from the Suvarnabhumi International Airport. Participants are requested to arrange their own transportation from the Bangkok International Airport to the hotel and vice versa. Upon arrival at the Bangkok International Airport after passing customs, you will find public taxis (metered) outside the building which can take you directly to the hotel. Please follow the signs to the public taxi queue. The cost of the public taxi is about 350 to 400 Baht (USD 10), including the additional 50 baht to be paid to the driver on top of the meter cost, and will take approximately 40-60 minutes. There is also a separate limousine service that costs about 800-1,000 Baht (USD 16-18).
It is recommended, especially during rush hour, to take the Bangkok-Chon Buri Motorway towards the Bangkok City centre and exit at South Ploenchit Road and turn onto Sukhumvit Road and then to Wireless Road where the hotel is located.

The cost of transfers in the country of origin, the stopover location if applicable and in Bangkok, are included in the per diem allowance (DSA).

**Climate:**
Temperatures can be expected to be in the 30-37 degrees Celsius range. Isolated rain showers are expected hence a small umbrella would be useful. The temperature in the meeting room(s) can be cool to cold, hence it is recommended to bring a light jacket or scarf for ladies.

**Currency exchange:**
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 airport and near the hotel, but you may exchange from the hotel cashier as well.

**Contact Information:**
For more information, you may contact:
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And

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Or visit the following link: http://www.unescobkk.org/education/education-units/efa/mda/efacoordinatorsmeetings/11efacoordmeeting/
Hotel name in Thai for the taxi:

โรงแรมพาลาซ่า แอทธินี ถนนวิทยุ

Please take me to Plaza Athenee Hotel, Wireless Road.