10\textsuperscript{th} Regional Meeting of National EFA Coordinators and Launch of the 2009 Global Monitoring Report

4-7 May 2009

INFORMATION / ADMINISTRATIVE NOTE

Workshop Venue and Hotel:

Novotel Lotus Hotel
1 Soi Sukhumvit 33,
Sukhumvit Road,
Wattana, Bangkok 10110
Thailand
Tel: 66-2-610 0111
Fax: 66-2-262 1700
www.novotel.com/asia

The hotel is located just off Sukhumvit Road (Sukhumvit Street number 33) in the heart of the city and near the Emporium Shopping Complex. The skytrain (Prompong Station) and underground train (Asoke Station) are close providing easy access to transportation throughout the city. More details are available at: www.novotel.com/asia.

DSA:
Daily Subsistence Allowance (DSA) for the meeting will be provided to the designated national representatives. The total DSA will be calculated based on the total number of days each participant attends the aforementioned meeting. DSA will be provided in the \textit{local currency} (Thai Baht) on the second day of the meeting. We will also reimburse visa fees and airport taxes if any. Reminder: original receipts are needed for reimbursement purposes.

Accommodation:
UNESCO Bangkok has reserved rooms for the participants (inclusive of breakfast buffet). UNESCO Bangkok will pay for the hotel room. Please pay your personal costs with the hotel when checking out.

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 UNESCO Bangkok.
**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. Holders of UN/LPs are allowed to enter the Kingdom visa free for 30 days. Reminder: original receipts are needed for reimbursement of visa fees. Please note as well that many Royal Thai diplomatic or consular missions will be closed from 13-15 April 2009 for the Thai New Year holidays.

**Transportation:**
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 **Novotel Lotus Hotel, Soi Sukhumvit 33, Tel:(66) 02-610 0111,** please follow the signs to the public taxi queue. The cost of the public taxi is about 350 Baht (USD 10) and will take approximately 40-60 minutes, including the additional 50 baht to be paid to the driver on top of the meter cost. There is also a separate limousine service that costs about 700-800 Baht (USD 16-18). The cost of transfers in the country of origin, in the stopover location and in Bangkok is 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:

**Ms. Leotes Lugo Helin**
Assessment, Information Systems, Monitoring and Statistics (AIMS) Unit
UNESCO Institute for Statistics Regional Office
UNESCO Bangkok
Tel: +66 2 391 0577 ext.233; Mobile: + 66 087-678 2781
E-mail: l.lugo-helin@unesco.org

**Ms. Apiradee Wittayathawornwong**
Assessment, Information Systems, Monitoring and Statistics (AIMS) Unit
UNESCO Institute for Statistics Regional Office
UNESCO Bangkok
Tel: +66 2 391 0577 ext.231; Mobile: + 66 087 507 8778
E-mail: w.apiradee@unescobkk.org

Or visit the following link: www.unescobkk.org/education/efa