Information Note
Regional Technical Feedback Workshop on the
National EFA 2015 Reviews in Asia-Pacific
29-30 April 2014
Bangkok, Thailand

I. Workshop Venue
Rainbow Room, 5th Floor
Imperial Queen's Park Hotel
199 Sukhumvit Soi 22, Bangkok 10110, Thailand
Tel: +66 2261 9000; Fax: +66 2261 9530-4
Email: reservation@imperialhotels.com
Website: http://www.imperialhotels.com/imperialqueenspark

II. Air Tickets
For funded participants, the organizers will make arrangements to issue an economy class roundtrip ticket for you. We will be in contact with you shortly with further details. As soon as possible, please send (1) Completed Registration Form (2) Signed Travel Statement Form AM 15-12 and (3) Copy of Passport to Ms. Intiranee Khanthong at i.khanthong@unesco.org with copy to Ms. Malisa Santigul at m.santigul@unesco.org by 15 April 2014.

III. Visa
Participants are required to obtain, where necessary, an entry visa to the Kingdom of Thailand from the Thai diplomatic or consular mission in their own countries in advance. Upon request, the organizers will prepare a formal letter of invitation to participants needing visas. Please kindly contact the organizers regarding this matter (see section XI). Holders of UNLPs are allowed to enter the country visa free for 30 days.

IV. Daily Subsistence Allowance (DSA)
For national participants sponsored by the organizers (UNESCO Bangkok, UNICEF East Asia and Pacific Regional Office, and/or UNICEF Regional Office for South Asia)
Daily Subsistence Allowance (DSA) for the workshop will be provided to the designated national representatives. The total DSA will be calculated based on the flight itinerary. The total DSA will cover meals that are not provided by the workshop organizers and other miscellaneous costs. For this workshop, the total DSA includes 800 baht per day to cover dinner and 400 baht per day to cover miscellaneous costs. DSA will be provided in the local currency (Thai baht) on 29 April 2014 during the afternoon coffee break.

Due to the budget constraint, the organizers cannot cover expenses that occur outside Bangkok, Thailand (e.g. expenses such as accommodation and meals during the stopping over for visa purpose, flight connection, etc.)
Because of the contractual agreement with the hotel, the organizers can only pay accommodation expenses in Bangkok to Imperial Queen’s Park Hotel directly. The organizers cannot pay these expenses to participants and other hotels.

Any other expenses such as terminal fares or additional travel expenses (e.g. transport to and from the airport, visa fees, private insurance, vaccination, etc.) will not be granted.

For national participants sponsored by UNICEF Country Offices, UNESCO Field Offices and participants supported by their respective countries and organizations, please make arrangements directly with your sponsoring organization.

V. Accommodation/Designated Hotel for participants

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The organizers will reserve rooms for funded participants (inclusive of breakfast buffet) at the Imperial Queen’s Park Hotel. All country representatives will be booked at the Imperial Queen’s Park Hotel. Upon request, non-country participants can be booked at the Imperial Queen’s Park Hotel. This request can be made in the registration form which you will receive from the organizers upon confirming your participation.

The workshop organizers will cover the hotel single room costs of one official country representative unless notified otherwise. All other participants will settle the accommodation cost directly with the hotel. 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, Carte Blanche, JCB, Master, Visa and Diners) or by cash in Thai baht.

The organizers has arranged for special room rates at the Imperial Queen’s Park Hotel. The rates, inclusive of breakfast, are approximately USD 78 (single, THB 2,500 net) and USD 87 (double, THB 2,800 net).

VI. Lunch and Coffee breaks

International buffet lunch and coffee breaks are provided to all workshop participants during the workshop dates (29-30 April), compliments of the workshop organizers.

Participants with dietary requirements are requested to inform the workshop organizers (see section XI.) when submitting their registration form for the workshop, to allow the organizers to make the necessary arrangements.

The organizers will host a welcome dinner on 29 April.
VII. Transportation from the airport to the hotel, and hotel to the airport
Suvarnabhumi Airport (pronounced: soo-wanna-poom) is about 45-60 minutes away from the Imperial Queen’s Park Hotel, depending on traffic. Participants are requested to arrange their own transportation to/from the airport and hotel.

Participants are advised to take the public taxi (metered taxis) from the airport to the Imperial Queen’s Park Hotel. Follow the “public taxi” signs that lead to the outside of the airport premises. Please queue up and state your destination at the desk. English is understood. You will receive a two-part slip with your destination written in Thai on it. The small part is for your driver and the large part is for you. Please hold on to the ticket as evidence. There is a 50 baht surcharge on top of the meter (not per passenger). Trips to the hotel can cost about 250-300 baht (plus possible expressway tolls of 45 and 25 baht).

Map of the Hotel

Imperial Queen’s Park Hotel, Sukhumvit 22 Road or in Thai โรงแรมอิมพีเรียล ควีนส์ปาร์ค ถนนสุขุมวิท ซอย 22

GPS: 13.730463819728, 100.56540369987

VIII. Climate
Temperatures can be expected to be around 31°C (87°F). The temperature in the workshop room can be cool to cold, hence it is recommended to bring a light jacket or scarf for ladies.

IX. Currency exchange
The currency of Thailand is the Thai baht (THB). The commercial exchange 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.

X. Electricity
The voltage used in Thailand is 220 V with 50 Hertz. Type A electrical plugs (two flat parallel pins or blades), Type C electrical plug (two-pin unearthed plug), and a combination of Type A and C electrical plugs are used in Thailand. You are advised to bring a universal adapter/ converter as necessary. Hotel rooms at the Imperial Queen’s Park Hotel are outfitted with universal outlets.
XI. Contact Information
For more information, you may contact:

Ms. Malisa Santigul
Email: m.santigul@unesco.org
Tel: +66 2391 0577 Ext. 312

Ms. Intiranee Khanthong
Email: i.khanthong@unesco.org
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