INFORMATION NOTE

TECHNICAL WORKSHOP: NATIONAL EFA 2015 REVIEWS
IN ASIA-PACIFIC
20-22 November 2013, Bangkok, Thailand

I. Workshop Venue
Ballroom 1 &2, 7th Floor
Holiday Inn Sukhumvit 22
1 Sukhumvit 22 Klongton, Klongtoey
Bangkok, 10110 Thailand
Tel: +66 2 683 4888
Fax: +66 2683 4777
Email: info.bkkhi@ihg.com
Website: www.holidayinn.com/bangkok22

II. Air Tickets
For UNESCO funded participants, UNESCO 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 complete and send the Registration Form and Travel Statement Form AM 15-12 to
Ms. Intiranee Khanthong at i.khanthong@unesco.org with copy to Ms. Malisa Santigul at
m.santigul@unesco.org.

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, UNESCO
will prepare a formal letter of invitation to participants needing visas. Please kindly contact the
workshop organizer/secretariat regarding this matter (see section XI). Holders of UN/LPs are
allowed to enter the country visa free for 30 days.

IV. Daily Subsistence Allowance (DSA)
For national participants sponsored by UNESCO Bangkok
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 20 November 2013
during the afternoon coffee break.
UNESCO provides a lump sum to participants to meetings and conferences organized directly or indirectly by the organization to cover all or some of their travel expenses. This lump sum is provided to cover the following expenses:

1. The cost of travel by economy class only (or equivalent depending on the mode of transportation);
2. A maximum of up to 75% of the standard daily subsistence allowance to cover expenses while on travel.

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 and UNESCO Field Offices

The UNICEF and UNESCO country office will arrange the Daily Subsistence Allowance and air ticket of the designated participants supported by UNICEF. The total DSA (to cover meals that are not provided by the workshop organizers, local transportation and other miscellaneous costs) will be calculated based on the total number of days each participant attends the aforementioned workshop. DSA will be provided in the country of origin prior to your travel to Thailand. Therefore, please contact the UNICEF office in your country to receive the Daily Subsistence Allowance.

Participants covered by UNESCO Field Offices, please clarify with the UNESCO country/cluster office focal point, when DSA will be provided – in your country prior to traveling, or upon arrival, on the second day of the workshop in Bangkok.

For 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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UNESCO has reserved rooms for participants (inclusive of breakfast buffet) at the Holiday Inn Sukhumvit 22. All country representatives will be booked at the Holiday Inn Sukhumvit 22. Upon request, non-country participants will be booked at the Holiday Inn Sukhumvit 22. This request can be made in the registration form which you will receive from the organizer upon confirming your participation.

The workshop organizers will cover the hotel 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.
UNESCO has arranged for special room rates at the Holiday Inn Sukhumvit 22. 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 (20-22 November), 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 20 November 2013.

**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 Holiday Inn Sukhumvit 22, 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 Holiday Inn Sukhumvit 22. 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 Sukhumvit area – by the hotel**
VIII. Climate
Temperatures can be expected to be around 30-32 degrees Celsius. The temperature in the workshop room(s) 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 Holiday Inn are outfitted with universal outlets.

XI. Contact Information
For more information, you may contact:

Ms. Malisa Santigul
Email: m.santigul@unesco.org
UNESCO Bangkok
920 Sukhumvit Road, Bangkok
Tel: +66 23910577 Ext. 312

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