Asia-Pacific Regional Education Conference
Bangkok, Thailand
6-8 August 2014

General Information Note
I. Conference Venue

Royal Orchid Sheraton Hotel
2 Charoen Krung Soi 30, Siphya, Bangrak, Bangkok 10500, Thailand
Tel: (66) 2 266 0123 Fax: (66) 2 236 8320
Email: res172royalorchid@sheraton.com
Website: http://www.royalorchidsheraton.com

The plenary session of the Conference will be held on 6-8 August 2014 in the Ballrooms I-III on the 2nd Floor of the Hotel. Other function rooms of the hotel will also be used for different activities during the Conference. Details will be provided in the Conference Agenda soon. (See hotel floor plan, http://www.royalorchidsheraton.com/en/functionrooms).

II. Registration

To confirm participation in the Asia-Pacific Regional Education Conference [APREC], all participants are requested to submit the completed registration form to the Conference Secretariat via email at: ap-education@unesco.org by the date as specified on the invitation letter.

III. Travel Arrangement and Visa

Unless otherwise specified on the invitation letter, participants shall arrange and cover the costs of their travel to attend the APREC (air tickets, visa, local transport, etc.).

Participants should ensure that their passport is valid for at least 6 months from their travel dates. If a visa to Thailand is needed, the application process should start immediately. Participants should contact the Royal Thai Embassy/Consulate in their country or check http://www.mfa.go.th/main/en/services/123 for more information on visa requirements and applications. Should support from the organizers be needed, please inform the Conference Secretariat (see section XI) as soon as possible.

IV. Accommodation

Upon request, the Conference Secretariat can facilitate a hotel room reservation at the Royal Orchid Sheraton Hotel (the Conference venue) for participants. The participants shall pay the room costs directly to the hotel. For more information about the hotel room at the Royal Orchid Sheraton Hotel, please visit http://www.royalorchidsheraton.com/en/rooms.

Please also note that any other personal expenses (e.g. telephone, fax, mini-bar and laundry) incurred by the participant or his/her companion(s) should be cleared directly with the hotel upon check-out.

Hotel options around the Conference venue (Royal Orchid Sheraton Hotel) are also available; please see the list of some hotels at the end of this information note. Participants may wish to contact the hotels directly for room reservation and payment.
V. Meals

During the Conference on 6-8 August 2014, the Ministry of Education, Thailand will host an international buffet lunch and refreshments during coffee breaks for all participants.

All participants are invited to the Welcome Dinner Reception hosted by UNESCO Bangkok on the evening of 6 August 2014, and also to the Dinner Reception hosted by the Ministry of Education, Thailand, on the evening of 7 August 2014.

Participants with dietary requirements are requested to inform the Conference Secretariat via the registration form.

VI. Computer and Communication

Participants are requested to bring a notebook computer for their own use during the Conference. Internet service at a special rate is inclusive in the room charge for participants staying at the Royal Orchid Sheraton Hotel. The internet password can be obtained from the reception.

At the Conference, an internet center with a limited number of computers will be available for participants’ use free of charge.

Participants can also use computers with internet connection, free wireless internet access and remote printing services at the business center, "Link@Sheraton(SM) experience with Microsoft®," of the Royal Orchid Sheraton Hotel. For other official communication costs (international phone call, fax), please check telephone service charges with the hotel before use as participants shall pay these costs to the hotel directly before or upon check-out.

VII. Local Transportation

The Royal Orchid Sheraton Hotel (the Conference venue) is located by the Chaopraya River, around 35 km west from Suvarnabhumi International Airport. Transportation by car can take 40 to 70 minutes at different times of the day, depending on Bangkok traffic conditions.

Airport transportation on the arrival and departure date will be provided to the Minister/Head of Member State delegation. Other participants may wish to consider the following transportation options to the hotel:

**Public Meter-Taxi:** In front of the airport terminal (level 1, ground level), there are counters to queue for public meter-taxis. Upon telling your destination to the staff at a counter, both you and the taxi-driver will be given a taxi ticket. From the airport to the Royal Orchid Sheraton Hotel, the taxi fare on meter could be around THB300-400. A compulsory airport surcharge of THB50 shall be added to the metered price. You may instruct the taxi driver to take the expressway, in which case the passenger shall prepare THB50 extra to give the taxi driver for paying the fee at the toll booth.

*Please ensure that you have small change of at least THB100 denominations as taxi-drivers usually do not have change for larger ones.*
**Limousine:** To get a limousine, contact the Limousine Service Center at the arrival level of the airport terminal. The limousine pickup area is located along the outer curb, straight outside the airport terminal building. Please be advised that the limousine services in Bangkok are much more costly than public meter-taxis, ranging from THB1,000 up to THB1,500 per car.

**Airport Rail Link, Sky Train (BTS) and Taxi/Shuttle Boat:** In case you do not have a lot to carry or would like to avoid Bangkok traffic at certain areas or time, you may take a combination of public transport to travel from Suvarnabhumi International Airport to the Royal Orchid Sheraton Hotel as detailed below. The whole journey may take 80-90 minutes.

**Step 1: Taking Airport Rail Link from the Suvarnabhumi International Airport to Phaya Thai BTS Station.** You can take the train, Airport Rail Link’s SA City Line, which departs from Suvarnabhumi International Airport every 15 minutes, heading towards the business area of Bangkok, ending at Phaya Thai Station which is connected to Phaya Thai BTS Station (a sky train station on Sukhumvit Line of the Bangkok Mass Transit System: BTS). For more information about the Airport Rail Link’s SA City Line, please visit [http://www.srtet.co.th/en/index.html](http://www.srtet.co.th/en/index.html#)

**Step 2: Taking a sky train from Phaya Thai BTS Station to Siam BTS Interchange Station.** You will ride the train and pass Ratchathewi BTS Station before getting off at Siam Station, where you can go down one floor to transit onto another sky train of Silom Line heading towards Bang Wa.

**Step 3: Taking a sky train from Siam BTS Interchange Station to Saphan Taksin BTS Station.** You will ride the train on Silom Line passing four stations before getting off at Saphan Taksin BTS Station. For more information about the BTS routes, please visit [http://www.bts.co.th/customer/en/02-route-current_new.aspx](http://www.bts.co.th/customer/en/02-route-current_new.aspx)

**Step 4: Taking a taxi or boat from Saphan Taksin BTS Station to the Royal Orchid Sheraton Hotel.** Depending on traffic in that area at the time, you may take a meter-taxi straight from Saphan Taksin BTS Station to the hotel, which may take 10-20 minutes. The taxi fare can be around THB50-80. Or, you can wait for the hotel complimentary shuttle boat which leaves every 30 minutes from 10 am. to 10 pm. For more information about the hotel shuttle boat, please visit [http://www.royalorchidsheraton.com/en/sheratonshuttleboat](http://www.royalorchidsheraton.com/en/sheratonshuttleboat) Or you can take a public boat of Chao Phraya Express which will stop at the Si Praya Pier next to the hotel. The journey on boat can also take 10-20 minutes. For more information, please visit [http://www.transitbangkok.com/Chao_Phraya_Express.html](http://www.transitbangkok.com/Chao_Phraya_Express.html)

**VIII. Climate**

Bangkok in August will be in the middle of the rainy season. Temperatures are expected to range between 24 to 32 °C. Scattered showers can be expected; hence a small umbrella would be useful. It is also advisable that you bring your own appropriate clothes (a light jacket / shawl or scarf for ladies) because the meeting rooms are fully air-conditioned. For more information on the weather forecast, please visit [http://www.tmd.go.th/en/](http://www.tmd.go.th/en/)
IX. Currency Exchange

The currency of Thailand is 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. You may exchange from the hotel cashier as well. For more information on currency exchange rate, please visit http://www.bot.or.th/English/Pages/BOTDefault.aspx

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.

XI. Contact Information

For more information or any enquiry related to the Conference, you may contact the Conference Secretariat at ap-education@unesco.org; or

UNESCO Bangkok
Asia-Pacific Regional Bureau for Education
920 Sukhumvit Road, Prakanong, Klongtoey
Bangkok 10110, Thailand
Fax: (66) 2 391 0866

Mr. Kar Hung Antony Tam
Email: kh.tam@unesco.org
Tel: (66) 2 391 0577 ext. 351

Ms. Malisa Santigul
Email: m.santigul@unesco.org
Tel: (66) 2 391 0577 ext. 312

Ms. Ratchakorn Kulsawet
Email: r.kulsawet@unesco.org
Tel: (66) 2 391 0577 ext. 307

Ministry of Education, Thailand
The Thai National Commission for UNESCO
Ratchadamnoen Nok Avenue, Dusit
Bangkok 10300, Thailand
Fax: (66) 2 281 0953

Ms. Kanittha Hanirattisai
Email: kanittha_ha@yahoo.com
Tel. (66) 2 628 5646 ext. 116

Ms. Chiralada Chanyaem
Email: jitradase2007@hotmail.com
Tel. (66) 2 628 5646 ext. 115

Ms. Ratchanin Pongudom
Email: ratchanin@yahoo.com
Tel. (66) 2 628 5646 ext. 114
XII. Medical Emergency

Participants are advised to bring their regular prescribed medication for health care during the Conference.

A nurse room and first-aid kit is available at the hotel for basic medical care. In the event that you should require urgent medical attention during the Conference, please contact the Conference Secretariat or the hotel's information desk (24 hours).

The nearest hospital to the Conference venue is:

**Lerdsin Hospital** (under the Ministry of Public Health)
190 Silom Road, Sriwiang, Bangrak, Bangkok 10500, Thailand
Tel. (66) 2 353 9800 (Automatic); (66) 2 353 9801 (Call Center Operator)
Fax: (66) 2 353 9621
Email: lerdsin_hospital@hotmail.com

For Taxi:

โรงพยาบาล เลิศสิน ถนนสีลม
Direction Map: Suvarnabhumi International Airport -- Royal Orchid Sheraton Hotel

Map from Suvarnabhumi International Airport to Royal Orchid Sheraton Hotel
แผนที่เส้นทางจากสนามบินสุวรรณภูมิ กิจ โรงแรมรัชโยธิ ฮอร์ซิตี้ เชอร์ตัน

2 Charoen Krung Soi 30, Si Phraya, Bangrak, Bangkok 10500, Thailand
Tel: (66) 2 266 0123
เลขที่ 2 ถนนจรรยุภูรัง ซอย 30 สี่พระยา บางรัก กรุงเทพ โทรศัพท์ (66) 2 266 0123

Location of Royal Orchid Sheraton Hotel
แผนที่ตั้ง โรงแรมรัชโยธิ ฮอร์ซิตี้ เชอร์ตัน
List of Hotel Options

Below are some of the hotels located in the area between the nearest BTS station (Saphan Taksin) and the Royal Orchid Sheraton Hotel (the Conference venue). For more information on hotels in Thailand, please visit http://www.hotelthailand.com

1. **P&R Residence**
   34 Trok Captain Bush, Charoenkrung 30 Road, Bangrak, Bangkok 10500, Thailand
   Tel: (66) 2 639 6091; Fax: (66) 2 639 6095; Email: pandrresidence@gmail.com
   Map: http://www.pandr-residence.com/our_location.html

2. **Trocadero Hotel, Bangkok**
   343 Surawongse Road, Bangrak, Bangkok 10500, Thailand
   Tel. (66) 2 234 8920-9; Email: reservation@trocaderohotelbangkok.com
   Map: http://trocaderohotelbangkok.com/Location.html

3. **Poste 43 Residence**
   351, 353, 355 Charoenkrung 43 Road, Bangrak, Bangrak, Bangkok 10500, Thailand
   Tel: (66) 2 235 8441-3; Fax: (66) 2 235 8444; Email: info@poste43residence.com
   Map: http://www.poste43residence.com/location.html

4. **Win Long Place Hotel & Service Apartment**
   1179/42 Soi Charoenkrung 47 Charoenkrung Road, Bangrak, Bangkok 10500, Thailand
   Tel: (66) 2 639 1160-5; Fax: (66) 2 639 5635; Email: info@winlongplace.com
   Map: http://www.winlongplace.com/contactus.php

5. **Bossotel Inn, Bangkok**
   55/8-14 Charoenkrung 42/1 Road, Bangrak, Bangkok 10500, Thailand
   Tel: (66) 2 630 6120; Fax: (66) 2 630 6129; Email: bossbk@bossotelinn.com
   Map: http://www.bossotelinn.com/location.htm

6. **Centre Point Hotel, Silom**
   1522/2 Charoengkrung 50 Road, Bangrak, Bangkok 10500, Thailand
   Tel: (66) 2 630 6345; Fax: (66) 2 630 6354; Email: reservations@centrepoint.com
   Map: http://www.centrepoint.com

7. **Mandarin Oriental Hotel, Bangkok**
   48 Oriental Avenue, Charoengkrung 38 Road, Bangrak, Bangkok 10500, Thailand
   Tel: (66) 2 659 9000; Fax: (66) 2 238 0264; Email: mobkk-reservations@mohg.com
   Map: http://www.mandarinoriental.com/bangkok/hotel/hotel-directions/

8. **Shangri-La Hotel, Bangkok**
   89 Soi Wat Suan Plu, Charoengkrung Road, Bangrak, Bangkok 10500, Thailand
   Tel: (66) 2 236 7777; Fax: (66) 2 236 8579; Email: slbk@shangri-la.com
   Map: http://www.shangri-la.com/bangkok/shangrila/