UNESCO Bangkok High-Level Expert Meeting
‘Beyond 2015 – Rethinking Learning in a Changing World’
Bangkok, 26 - 28 November 2012

GENERAL INFORMATION

1 Date
26-28 November 2012

2 Venue
Imperial Queen’s Park Hotel (For taxi: โรงแรมอิมพีเรียล ควีนส์ปาร์ค สุขุมวิท 22)
199 Sukhumvit Soi 22
Bangkok 10110 THAILAND
Tel: +(662) 261-9000; Fax: +(662) 261-9496

The hotel is located on Sukhumvit Road Soi 22 (sub-street) in the heart of the city and near Emporium Shopping Complex. The nearest sky train (BTS) station is Phrom Phong Station. For more information on the BTS, please visit: http://www.bts.co.th/customer/en/02-route-current.aspx

3 Accommodation
To simplify logistic arrangements, UNESCO Bangkok will reserve a single room for each participant at the Imperial Queen’s Park Hotel at the cost of THB 2,500.- net/person/night (inclusive of breakfast and internet in the room) for the duration of the meeting, normally as from 25 to 27 November 2012 inclusive (check out 28 November mid-day). In case flights are not available according to these dates, an additional day can be considered as appropriate. For fully–funded participants and for those for whom local costs will be covered, room costs will be covered directly by the organizers. Self-funding participants should pay the room costs to the hotel. If a participant has a companion/s and needs a different type of room or an extra bed, this can be arranged upon request. The additional room costs will be covered by the participant and charged to him directly upon check-in. Please also note that the participant will be held responsible for any other personal expenses (e.g. telephone, fax, mini-bar, laundry, etc.) incurred by the participant or his/her companion(s) and these costs should be cleared directly with the hotel upon check-out.

For all participants, breakfast is included in the room price and lunch will be provided during the seminar (26-28 November 2012). A welcome reception will be hosted by UNESCO on the first evening of the seminar (26 November 2012). Funded participants will also be provided with a daily spending allowance to cover dinner and miscellaneous costs during the meeting period according to UNESCO rules and regulations.
The organizers will cover the travel costs of fully-funded participants and will arrange for the purchase of an economy fare round-trip air ticket to and from Bangkok by the most direct and economy route. Participants should provide UNESCO Bangkok with information on their point of departure and preferred flight itinerary. Based on this information, a flight (economy fare) will be proposed and, upon mutual agreement, an e-ticket will be provided to the participant. Any changes/cancellation requested by the participants/travelers after the ticket has been issued, will need to be settled by the participants/travelers directly with Sea Tours, unescobkk@seatoursthai.com.

In the exceptional case a participant wishes to purchase the ticket him/herself, a price quotation for an economy fare round-trip should be obtained by him/her, using the most direct route (arriving in Bangkok, Thailand on 25 November and departing on 28 or 29 November, earliest available flight). Upon approval of the proposed flight by UNESCO, the ticket can be purchased. Travelling costs (air ticket) will be reimbursed by bank transfer after the meeting and upon provision of the relevant receipts (original bill, e-ticket and boarding pass).

5. Visa
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 be started immediately. Please contact the Royal Thai Embassy/Consulate in your country or check this website http://www.mfa.go.th/main/en/services/123 for more information on visa requirements and applications. Should you encounter any issues with obtaining your relevant visa, please inform UNESCO Bangkok immediately.

6. Meeting Rooms / Registration
Registration will start on Monday 26 November 2012 at 08:00 hrs, and the meeting will end on Wednesday 28 November 2012 at 14:00 hrs approximately. All participants should register in front of the Terrace Room located on 9th floor of the Imperial Queen’s Park Hotel at 8.00 a.m. on 26 November 2012. The meeting will begin at 8.30 a.m.

7. Computer and Communication
Participants are requested to bring a notebook computer for their own use during the meeting. Internet service at a special rate is inclusive in the room charge for participants staying at the hotel; the internet password can be obtained from the reception. One internet account will be available for use at the conference room by the secretariat. Additional regular internet service charge in the meeting room is THB 375/day/account. For other official communication costs (international phone call, fax), participants should pay the hotel directly upon check-out and keep the receipt so that costs can be reimbursed with travel expenses after the mission. Please check telephone service charges at the reception before use.
8. Currency Exchange Rate

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. Currency exchange rate (counter rate) as of October 2012: US$ 1 = Thai baht 31 approximately (http://www.scb.co.th/en/personal-banking).

9. Climate in Bangkok

Bangkok in November approaches the end of the rainy season. Temperatures are expected to range between 24 to 34 °C approximately. Weather is likely to be slightly windy and cloudy, with a relative humidity of 60%-70%. For more information on the weather forecast, please visit http://www.tmd.go.th/en/province.php?id=37. Afternoon downpours can be expected. Isolated rain showers are 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 room can be fully air-conditioned.

10. Transportation

Bangkok’s Suvarnamhum airport is located about 30km east of Bangkok. Please see the following web site for a map of the Suvarnamhum International Airport: http://www.bangkokairportonline.com/node/85. There is only one airport terminal; the arrival hall is located on level 2 while the departure hall is on level 4.

Participants are responsible for transport arrangements to and from the port of departure and arrival. There are three ways to get to the hotel: public meter-taxi, limousine service, and Airport Rail Link.

- Public meter-taxi can be found in front of the Terminal (level 1, ground level). There will be counters to queue at, and upon telling them your destination, both you and the taxi-driver will be given a taxi ticket. Travel to downtown Bangkok costs around B200 to B400 and there is a compulsory airport surcharge of B50 which is added to the metered price. Journey time is anything from 30 minutes to over an hour depending on the traffic; you may instruct the taxi driver to take the expressway, in which case a toll fee of B45 should be paid up front by the passenger. Ensure you have small change of at least 100 baht 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. The limousine pickup area is located along the outer curb, right outside the terminal building. Please be advised that the limousine services in Bangkok are much more costly than public meter-taxis, ranging from 1,000 up to 1,500 Baht per car.

- An Airport Rail Link is available. Getting to the hotel requires changing at the city station Phaya Thai into the sky train (BTS), see: http://airportraillink.railway.co.th/en/index.html. For more information on the BTS, please visit: http://www.bts.co.th/customer/en/02-route-current.aspx
11. Medical Emergency

In the event that you should require urgent medical attention, please contact the hotel’s information desk (24 hours). The hotel has first-aid kit available for basic medical care. The nearest hospital to the hotel is:

**Samitivej Sukhumvit Hospital**
Address: 133 Sukhumvit 49, Klongtan Nua, Vadhana, Bangkok 10110
E-mail: info@samitivej.co.th
Call Center: Int’l call: +662 711-8181; Domestic call: (02) 711-8181
http://www.samitivejhospitals.com/Sukhumvit/en

12. Language

English will be the working language of the meeting.

13. Further Information

Correspondence related to the logistics of the meeting may be addressed to:
Ms. Mary Anne Therese Manuson, Programme Assistant, at m.manuson@unesco.org
Ms. Maneerat Woramunee, Programme/Administrative Assistant, at m.woramunee@unesco.org
Ms. Rachel McCarthy, Programme Assistant, at r.mccarthy@unesco.org
Ms. Stella Yu, Programme Officer, at s.yu@unesco.org

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Location Map of Imperial Queen’s Park Hotel
http://www.imperialhotels.com/queenspark/location.html