General Information

1 Date
16 – 18 October 2013 (2.5 days)

2 Venue
Bangkok Marriott Hotel Sukhumvit (Meeting Room: Ballroom B, 3rd Floor)
For taxi: โรงแรมบางกอก แมริออท สุขุมวิท 57 ใกล้ทองหล่อ
2 Soi Sukhumvit 57, Klongtan Nua, Wattana, Bangkok, 10110
Tel: +(66) 2 797 0000; Fax: +(66) 2 797 0007

The hotel is located on Sukhumvit Road Soi 57 (sub-street) in the heart of the Bangkok city. The nearest sky train (BTS) station is Thong-Lo. For more information on the BTS, please visit http://www.bts.co.th/customer/en/02-route-current.aspx.

Please be reminded that there are two Marriott hotels in Bangkok. You may want to remind your taxi driver that your hotel is Bangkok Marriott Hotel Sukhumvit (Sukhumvit Road, Soi 57) near Thong-Lo area.

3 Accommodation
Based on the participants’ requests on the online registration form, UNESCO Bangkok will reserve a single room at Bangkok Marriott Hotel Sukhumvit at the cost of Thai baht 2,800.00 net/person/room/night (inclusive of breakfast, Internet, service charge and government tax) for the duration of the meeting period. For participants funded by the organizers, room costs will be paid directly by the organizers. If flights are not available for the exact meeting dates, an additional day may be considered.

Self-funded participants should pay the room costs to the hotel directly. If a participant has a companion(s) and needs a different type of room or an extra bed, this can be arranged upon prior request. The additional room costs will be covered by the participant and charged to him/her directly upon check-in. Please also note that the participant will be held responsible for any other personal expenses (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 participants who have confirmed to UNESCO to participate in another meeting, ERI-Net 2013 Annual Meeting (17 - 19 October 2013, 2.5 days) at the same hotel, please refer to the general

4. Visa
Each participant should ensure that his/her passport is valid for at least 6 months from his/her travel dates. If a visa to Thailand is needed, the application process should begin immediately. Please contact the Royal Thai Embassy or Thai Consulate in your country or check http://www.mfa.go.th/main/en/services/123 for more information on visa requirements and applications. Should you encounter any issues in obtaining your Thai visa, please inform UNESCO Bangkok immediately.

5. Provisions
For all participants, breakfast and Internet are included in the room rate. Lunch and coffee breaks will be provided by the organizers during the meeting period (16-18 October 2013). A dinner reception will be hosted at the hotel on 17 October 2013.

6. Meeting Room / Registration
All participants should register in front of the meeting room at the hotel (Ballroom B, 3rd floor). Registration will start at 1:00 pm on 16 October 2013 (Wednesday) and participants are welcome to have lunch at the hotel restaurant between 12:00 noon and 1:00 pm at the hotel. A lunch coupon will be given to the participants upon their check-in with the hotel. This meeting will begin at 1:30 pm on 16 October 2013 (Wednesday) and will end on 18 October 2013 (Friday) at 6:00 pm approximately (total 2.5 days).

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 will be advised. For other official communication costs (international phone call, fax), participants should pay the hotel directly upon check-out. 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 that 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 September 2013: USD 1 = Thai baht 31-33 approximately (http://www.scb.co.th/en/personal-banking).
9. Climate in Bangkok

Bangkok in October approaches the end of the rainy season. Temperatures are expected to be between 25 and 32 °C approximately. Weather is likely to be windy and cloudy, with a relative humidity of 60% - 80%. Scattered thundershowers and occasional heavy rain throughout the period can be expected; hence, an umbrella would be useful. For more information on the weather forecast, please visit http://www.tmd.go.th/en/province.php?id=37. 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 Suvarnabhumi International Airport is located about 30 km east of Bangkok. A map of the airport can be found at 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 Thai baht 200 to 400 and there is a compulsory airport surcharge of Thai baht 50 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 Thai baht 45 should be paid up front by the passenger. Ensure you have small change of at least Thai baht 100 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 Thai baht 1,000 to 1,500 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://bangkokairporttrain.com/time-table-route.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 information desk (24 hours). The hotel has first-aid kit available for basic medical care. The nearest hospitals to the hotel are:

1) Sukhumvit Hospital
   Address: 1411 Sukhumvit Road, Phrakanong Nua, Wattana, Bangkok 10110
   E-mail: info@sukhumvithospital.com
   Call Center: International call: +(66) 2 391 0011 Domestic call: (02) 391 0011
   http://www.sukumvithospital.com

2) Samitivej Hospital Sukhumvit
   Address: 133 Sukhumvit Road 49, Klongtan Nua, Vadhana, Bangkok 10110
   E-mail: info@samitivej.co.th
   Call Center: International call: +(66) 2 711 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:
   Mr. Antony Tam, Research Assistant, at kh.tam@unesco.org.
   Mr. Atthawoot Sangkharat, Administrative Assistant, at a.sangkharat@unesco.org.
Location Map of Bangkok Marriott Hotel Sukhumvit