UNESCO Bangkok
ERI-Net 2013 Research Programme on
“Transition to a Better and Higher Learning”

GENERAL INFORMATION

1 Date
17–19 October 2013 (2.5 days)

2 Venue
Bangkok Marriott Hotel Sukhumvit 57 (Meeting room: Benchasiri 1, 4th Floor)
For taxi: โรงแรมบางกอก แมรีออท สุขุมวิท 57 ใกล้ทองหล่อ
Address: 2 Sukhumvit Soi 57, Klongtan Nua, Wattana, Bangkok, 10110
Tel: +(662) 797-0000; Fax: +(662) 797-0007

The hotel is located on Sukhumvit Road Soi 57 (sub-street) in the heart of the city near Thonglor area. The nearest sky train (BTS) station is Thong-Lo Station. For more information on the BTS, please visit:

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-lor area.

3 Accommodation
To simplify logistic arrangements, UNESCO Bangkok will reserve a single room for each participant at the 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, normally for a total of three nights, starting on the night of 16 October with check-out on 19 October. In case flights are not available according to these dates, an additional day can be considered as appropriate. For UNESCO–funded participants, room costs (room rate and breakfast) will be covered directly by UNESCO.

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 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 participants who have confirmed to UNESCO to participate in another meeting, Regional High-Level Expert Meeting: Beyond 2015 (16 - 18 October 2013, 2.5 days) at the same hotel, please refer to the logistical information note at http://www.unescobkk.org/education/educationbeyond2015/expert-meeting-oct-2013/

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 with obtaining your Thai visa, please inform UNESCO Bangkok immediately.

5. Provisions
For all participants, breakfast is included in the room rate, lunch and coffee breaks will be provided by UNESCO during the meeting period (17-19 October 2013, 2.5 days). A dinner reception will be hosted at the hotel on 17 October 2013.

For fully-funded participants, travel costs (round-trip air ticket, the most direct flight and economy class to and from Bangkok) will be covered by UNESCO. Information on travel arrangements will be directly provided by UNESCO.

6. Meeting Room / Registration
All participants should register in front of the meeting room at the hotel (Benchasiri 1, 4th floor). Registration will start on Thursday, 17 October at 08:30 hrs. The meeting will begin at 09:00 hrs and will end on Saturday 19 October 2013 at 12 noon approximately.

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 upon your check-in. 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 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 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 ending of rainy season. Temperatures are expected to range between 25 to 32 °C approximately. Weather is likely to be windy and cloudy, with a relative humidity of 60-80%. Scattered thundershowers and isolate 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 Suvarnabhumi airport is located about 30 km east of Bangkok. A map of the Suvarnabhumi International 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 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://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’s 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: Int'l call: +662 391-0011 Domestic call: (02) 391-0011  
http://www.sukumvithospital.com

2) Samitivej Hospital Sukhumvit  
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. Naoko Asano Enomoto, Programme Officer, at n.enomoto@unesco.org  
   Ms. Maneerat Woramunee, Programme/Administrative Assistant, at m.woramunee@unesco.org

Location Map of Bangkok Marriott Hotel Sukhumvit  