UNESCO-KEDI REGIONAL POLICY SEMINAR 2014
Bangkok, Thailand, 30 July-1 August 2014

GENERAL INFORMATION

Date
30 July-1 August 2014 (2.5 days)

Venue
Bangkok Marriott Hotel Sukhumvit  (Meeting room: Ballroom B, 2nd 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 stress to your taxi driver that you are going to Bangkok Marriott Hotel Sukhumvit (Sukhumvit Road Soi 57) near Thong-lor area.

Accommodation
To simplify logistic arrangements, UNESCO Bangkok will reserve a single room for each participant at the Bangkok Marriott Hotel Sukhumvit. The cost is Thai baht 3,000.00 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 29 July 2014 with check-out on 1 August 2014. 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-funded 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.
Check in/out time offer:
- Standard check-in time is 14:00 hrs./check-out time is 12:00 hrs.
- Late check-out time is 16:00 hrs. (free of charge), subject to room availability.
- Late check-out 16:00-19:00 hrs. will be charged half price of room rate.
- Late check-out from 19:00 hrs. onward will be charged full price of room rate.

Provisions
For all participants, breakfast is included in the room rate, lunch and coffee breaks will be provided by UNESCO during the meeting period (30 July – 1 August 2014, 2.5 days). A dinner reception will be hosted at the hotel on 30 July 2014.

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.

Meeting Room / Registration
All participants should register in front of the meeting room at the hotel (Ballroom B, 2 nd floor). Registration will start on Wednesday, 30 July 2014 at 08:30 hrs. The meeting will begin at 09:00 hrs. and will end on Friday 1 August 2014 at 12 noon approximately.

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 hotel reception upon your check-in. Internet service will be available in the meeting room and password could be obtained from the UNESCO support staff. For other official communication expenses (international phone call, fax), participants should pay directly to the hotel upon check-out. Please check telephone service charges at the hotel reception before use.

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: 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.
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, and you may exchange from the hotel cashier as well.

Currency exchange rate (counter rate) as of June 2014: **US$ 1 = Thai baht 31 to 33** approximately (http://www.scb.co.th/en/personal-banking).

Climate in Bangkok

You should expect a rainy season in Bangkok during the meeting days. Temperatures are expected to range between 27 to 34 °C approximately. Weather is likely to be windy and cloudy, with a relative humidity of 60%-80%. Scattered thundershowers and isolated 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 to bring appropriate clothes for a fully air-conditioned meeting room (a light jacket / shawl or scarf for ladies).

Transportation

Bangkok’s Suvarnabhumi airport is located about 30 km east of Bangkok. Please see the following web site for a map of the Suvarnabhumi 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 THB 200 to THB 400 and there is a compulsory airport surcharge of THB 50 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 THB 45 should be paid up front by the passenger. Ensure you have small change of at least THB 100 denominations, as taxi-drivers usually do not have change for high-value 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 THB 1,000 up 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://www.srtet.co.th/en/02_routing_services/02_sa_cityline_a.html. For more information on the BTS, please visit: http://www.bts.co.th/customer/en/02-route-current.aspx
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

Language

English will be the working language of the meeting.

Further Information

Correspondence related to the logistics of the meeting may be addressed to:
Ms Jin-A Hwang, Programme Assistant, at ja.hwang@unesco.org
Ms Piyawan Suwattanathum, Administrative Assistant, at p.suwattanathum@unesco.org

Location Map of Bangkok Marriott Hotel Sukhumvit