1) Venue

Novotel Bangkok Phloenchit Sukhumvit
566 Phloenchit Road, Lumpini
Patumwan 10330 Bangkok, Thailand

Tel. +66 (0)2 305 6000
Fax. +66 (0)2 305 6001

Email Address: H7176@accor.com
Website: http://www.novotlbangkokploenchit.com/

Arrival Date: 23 November 2016
Departure Date: 26 November 2016

2) Travel from the airport to the Meeting Venue

All participants are responsible for arranging their own transportation from and to the airport. Most airlines will land in Bangkok’s Suvarnabhumi International Airport, but some budget airlines such as AirAsia have relocated to Don Muang International Airport. Please check with your airline/travel agent to confirm your destination.

a. Taxi

The most convenient way to get from the airport to the city is by taxi. There are two kinds of taxis: (1) the public metered taxi and; (2) the more expensive limousine taxi. If you wish to take an airport limousine, check with the limousine counter inside the airport.

Traveling from Suvarnabhumi International Airport to the hotel

To travel from Suvarnabhumi International Airport to Novotel Phloenchit Sukhumvit, use a metered taxi located at the ground floor of the Arrival Hall. Locate and follow the sign “Public Taxi” until you get to the kiosks that issue ticket showing the parking space number where the taxi will be waiting. (Note: Sometimes the taxi may not be at the spot. Please wait until it shows up.) Tell the taxi driver your destination and show the address of the hotel written in Thai. You need to pay the expressway toll when you get to the toll gates (around Baht 75). The taxi fare to the hotel is around Baht 350-400 depending on the traffic, but you have to pay an additional service surcharge of Baht 50 on top of the price shown on the meter.
Traveling from Don Muang International Airport to the hotel

Taking a metered taxi is the most convenient ground transport option when getting to/from the airport. The taxi stand is located outside the Arrival Hall. Most destinations to downtown Bangkok cost around Baht 250-300 depending on the traffic. Add an additional Baht 50 surcharge to your fare when you pay the driver upon arrival at your destination. All toll way charges will be paid by the passenger at the toll gates.

IMPORTANT: Please print the address and map of Novotel Phloenchit Sukhumvit and show this to the taxi driver, to help you go to your destination with ease.

**Novotel Ploenchit Sukhumvit**  
566 Phloenchit Road, Lumpini  
Patumwan 10330 Bangkok, Thailand

โรงแรมโนโวเทลเพลินจิต  
555ถนนเพลินจิต ลุมพินี ปทุมวัน  
กรุงเทพมหานคร โทร. 02 305 6000
b. Train – From Suvarnabhumi Airport to Phayatai (via Airport Link) to Hotel (via connecting BTS Sky train)

The Airport Rail Link is located under the terminal building (B1 Level, two floors below the Arrival Hall). It runs from Suvarnabhumi International Airport to central Bangkok, Phaya Thai Station from 06:00 to 24:00 daily. Train departs every 20 minutes, and takes about 30 minutes (28 kilometers) from Suvarnabhumi Station to Phayatai station (last station) for a fee of Baht 45. From Phaya Thai Station, you can transfer to the connecting BTS Skytrain and alight at Phloenchit Station where the Novotel is conveniently located adjacent to the BTS Skytrain.

For more detail about the Skytrain routes, go to http://www.bts.co.th/customer/en/02-route-current_new.aspx.

3) Accommodation

For funded participants, UNESCO has reserved a room (single occupancy) at Novotel Phloenchit Sukhumvit for participants to check in on Wednesday, 23 November 2016 and to check out on Saturday, 26 November 2016. Please present your passport and inform hotel staff that your room has been reserved by UNESCO when checking-in.

Room benefits:
- Complimentary daily American buffet breakfast
- Complimentary use of broadband internet throughout stay

Check in / out time:
- Check-in time is 14:00 hrs.
- Check-out time is 12.00 hrs.
- Half day room charge will apply for late check-out until 18:00 hrs or
- Full day room charge will apply for late check-out after 18:00 hrs until departure

Note: UNESCO Bangkok will pay the hotel directly for the cost of the room only for the duration of the meeting. All other personal charges (e.g. telephone, fax, mini-bar, laundry, room service, etc.) and late check out on 26 November 2016 will be borne by the participant and/or his/her companion(s) which will be charged to the participant when checking out. Please clear the account directly with the hotel before your departure.

Self-sponsored participants are recommended to stay at the Novotel Phloenchit Sukhumvit. We can reserve a room for you on your behalf and if you would like us to do so, please kindly send us your flight itinerary as soon as it is available so that we can take action accordingly.

Room Rate: THB 2,900/night for single and double occupancy
4) **Telephone**

International direct dialling is available in all the guestrooms. This will be at your own expense. Please contact the hotel’s reception directly to make your connection.

5) **Visa**

Participants are required to obtain, if necessary, entry visa to Thailand from the Royal Thai diplomatic or consular mission in their own countries in advance. Please note that in most cases, a passport must be valid for at least six months in order to obtain a visa.

Note: Holders of UNLP’s are NOT necessarily accorded automatic entry, please check the website below for your nationality whether you need a visa and where to obtain one: [http://www.mfa.go.th/main/en/services/4908](http://www.mfa.go.th/main/en/services/4908)

6) **Climate in Bangkok**

The average temperature at this time of the year may range between 29°C and 34°C. Since the meeting rooms are air-conditioned, it can be rather cold inside. The dress code for the meeting is smart casual, and a light jacket or shawl would be appropriate.

7) **Currency Exchange**

The commercial rate is subject to daily fluctuations. The exchange rate for cash is slightly lower than for traveller’s cheques. There are banks and currency exchange kiosks located at the airport and near the hotel.

8) **Medical Emergency**

In case of medical emergency, please contact the hotel’s information desk.

9) **Contact Information**

**For programmatic matters, please contact:**

Ms. Satoko Yano, Programme Specialist, UNESCO Asia-Pacific Regional Bureau for Education  
Email: s.yano@unesco.org

**For logistics, please contact:**

Ms. Jurairat Pongpinyo-opas, Programme Assistant, UNESCO Asia-Pacific Regional Bureau for Education  
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