General Information

Dates
26th – 28th November 2015 (3 days)

Venue
Anantara Sathorn Bangkok Hotel
Meeting room: Day 1, 26th November: Sathorn I – Mezzanine; Day 2 and 3, 27-28 November: Skylight – 38th floor

For taxi: โรงแรมอนันตรา สาทร กรุงเทพฯ 36 ถนนนราธิวาสราชนครินทร์ แขวงยานนาวา เขตสาทร กรุงเทพฯ 10120

Address: 36 Narathiwat-Ratchanakarin Road, Bangkok, 10120
Tel: +66 (0) 2210-9000; Fax: +66 (0) 2210-9001
Email: bangkoksathorn@anantara.com
http://bangkok-sathorn.anantara.com/

Anantara Sathorn Bangkok Hotel is located on the edge of Bangkok's business district. Its unique locale sets it apart from other Silom hotels in Bangkok by being based around Sathorn and Silom roads, close to the riverside and near to plenty of great shops and restaurants. BTS and MRT train stations are both just a few minutes from the hotel (Chong Nonsi BTS (Skytrain) Station - 0.9 km / Lumpini MRT (Underground) Station – 2.5 km), accessible via free shuttle transfer, providing great access to the rest of the city. Shuttle van service departs the hotel every hour from 08:00-17:00 hrs. Shuttle Tuk Tuk (three wheel motorcycle) service is provided from 06:00-20:00 hrs. between the hotel and BTS Chong Nonsi station (exit no. 4).

The hotel also offers a limousine service to and from the airport. Please make a reservation by calling +66 (0) 2210-9000 or sending email (bangkoksathorn@anantara.com).

• Toyota Camry THB 1,800 per car per way (Maximum of 3 passengers with 3-4 bags)
• Mercedes Benz E Class THB 2,400 per car per way (Maximum of 3 passengers with 3-4 bags)
• Toyota Commuter THB 2,500 per car per way (Maximum of 5-6 passengers with 5-6 bags)

*Transfer rates are inclusive of 10% service charge and 7% prevailing government tax. In the event of changes to government taxes (+/-), rates will be adjusted accordingly to reflect any changes.
Accommodation
To simplify logistic arrangements, UNESCO Bangkok will reserve a single room for each participant at the Anantara Sathorn Bangkok Hotel. 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, for a total of three or four nights depending on departure date, starting on the night of 25th November 2015 with check-out on 28th or 29th November 2015.

For fully-funded participants, room costs (room rate and breakfast) will be covered directly by the organizers. 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 18:00 hrs. will be charged half price of room rate.
• Late check-out from 18:00 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 (26th – 28th November 2015, 3 days). A dinner reception will be hosted at the hotel on 27th November 2015.

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 the organizers. Information on travel arrangements will be directly provided by UNESCO.

Meeting Room / Registration
All participants should register for the meeting in front of the meeting room Sathorn I on Mezzanine level at the hotel. Registration will start on Thursday, 26th November 2015 at 08:00 hrs. The meeting will begin at 08:30 hrs. on 26th November 2015, and will end on Saturday 28th November 2015 at 13:00 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](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 **October 2015**: US$ 1 = Thai baht 35 approximately ([http://www.scb.co.th/en/personal-banking](http://www.scb.co.th/en/personal-banking)).

**Climate in Bangkok**

In November, temperatures are expected to range between 24 to 31 °C approximately. Weather is relatively cooler than the other seasons in Bangkok but it is still warm and humid especially during the day time. Scattered thundershowers are expected throughout the period 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](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](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 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 (Chong Nonsi station – 0.9 km) requires changing at the city station Phayathai into the sky train (BTS) and then transferring at the station Siam, see: [http://www.srtet.co.th/en/02_routing_services/02_sa_cityline_a.html](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](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) **BHN Hospital**
   - Address: 9/1, Convent Road, Silom Bangkok 10500, Thailand
   - E-mail: [info@bnh.co.th](mailto:info@bnh.co.th)
   - Call Center: Int’l call: +662 686-2700; Domestic call: (02) 686 2700
     [https://www.bnhhospital.com](https://www.bnhhospital.com)

2) **Saint Louis Hospital**
   - Address: 27 South Sathorn Road, Bangkok 10120
   - E-mail: [contact@saintlouis.or.th](mailto:contact@saintlouis.or.th)
   - Call Center: Int’l call: +662 675-5000; Domestic call: (02) 675-5000
     [http://www.saintlouis.or.th](http://www.saintlouis.or.th)

### Language

English will be the working language of the meeting.

### Further Information

Correspondence related to the logistics of the meeting may be addressed to:

Mr. Mark Manns, Research Assistant, [m.manns@unesco.org](mailto:m.manns@unesco.org)

Ms. Thanattiya Potimu, Programme Assistant, [t.potimu@unesco.org](mailto:t.potimu@unesco.org)
Location Map of Anantara Sathorn Bangkok Hotel

Google Map:  
https://www.google.co.th/maps/place/Anantara+Bangkok+Sathorn/@13.7145527,100.5344847,15z/data=!4m2!3m1!1s0x0:0xf096662dc060d853