Globalization and Education Working Group Meeting
Bangkok, Thailand, 30-31 October 2014

GENERAL INFORMATION

Date
30 and 31 October 2014 (2 days)

Venue
Pullman Bangkok King Power (Meeting room: Kappa Room, 6th floor)
Address: 8/2 Rangnam Road, Thanon-Phayathai, Ratchathewi, Bangkok 10400
Tel: +66 (0) 2680 9999; Fax: +66 (0) 2680 9998
hotel@pullmanbangkokkingpower.com
www.pullmanbangkokkingpower.com

For taxi: ขึ้นทางต่างกรุงเทพ-ชลบุรี สายใหม่ ทางหลวงหมายเลข 7 แล้วออก ทางออก 2-01 ทางพิเศษศรีรัช ตรงไปทางถนน จุฬาภรณ์ เข้าสู่ถนนศรีอยุธยา ตรงไปแล้วกลับก่อนลงแยกถนนพระยาไหม แล้วเลี้ยวเข้าซอยย่านบาง โรงแรมพูลแมนคิงพาวเวอร์ อยู่ด้านข้างมือ

Pullman Bangkok King Power is conveniently located in the heart of Bangkok, steps from the sky train, airport train and connected to King Power duty free shopping mall.

Accommodation
To simplify logistic arrangements, UNESCO Bangkok will reserve a single room for each participant at the Pullman Bangkok King Power. 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, October 29-November 1, 2014 (3 nights accommodation). In case flights are not available according to these dates, an additional day can be considered as appropriate.

Room costs (room rate and breakfast) will be covered directly by the organizers. 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 info:

- Check in time 2:00 p.m. and check out time 12:00 p.m.
- Guest arrive 6:00 a.m. - 10:00 a.m., early check in charge 50% from room rate.
- Guest arrive after 10:00 a.m.: Subject to availability
- Late check out before 6:00 p.m.: A half-day charge would be applied to guest account.
- Late check out after 6:00 p.m.: onward one-night charge applies.
- Non-guaranteed reservations will be held until 18.00 hours and all guaranteed reservations will be held overnight and in the event of no-show, one-night room charge will be applied
- The reservation can be cancelled 48 hours prior the arrival date without any penalty charge.

Provisions

For all participants, breakfast is included in the room rate. Lunch and coffee breaks will be provided by UNESCO during the meeting period (30-31 October 2014, 2 days) A dinner reception will be hosted at the hotel on 30 October 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 the organizers. 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 (Kappa Room, 6th Floor). Registration will start on Thursday, 30 October 2014 at 08:30 hrs. The meeting will begin at 09:00 hrs. and will end on Friday 31 October 2014 at 16:30 approximately.

Computer and Communication

Participants are requested to bring a notebook computer for their own use during the meeting. Free Wi-Fi connection is extended throughout 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 **September 2014: US$ 1 = Thai baht 31 to 33** approximately (http://www.scb.co.th/en/personal-banking).

**Climate in Bangkok**

You should expect rainy season climate in Bangkok during the meeting. 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 from 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 requires changing at the city station Phaya Thai onto 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

- **Hotel Airport Transfer** is available.
  1. The airport transfer – Toyota Camry (Max of 3 persons with luggage) THB 1,700-net/car/way
  2. The airport transfer - BMW Series 5 (Max of 3 persons with luggage) THB 2,000-net/car/way
  3. The airport transfer – Toyota Commuter (Max of 7 persons with luggage) THB 2,500-net/car/way
  4. Additional charge for **Gangway Pickup service** THB 650-net/car/way/person

For more details, please contact the hotel directly.

There is complimentary Tuk Tuk Shuttle Service, transferring all guests from/to hotel – Victory Monument BTS Station. This complimentary shuttle service always stands by for all guests beside the hotel. The service starts from 07:00-22:00 hrs. daily.

### 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) **Payathai 1 Hospital**

   Address: 364/1 Sri Ayuthaya Road, Payathai, Ratchathewi, Bangkok 10400, Thailand
   Call Center: 1772,
   Tel: +66-2-640-1111
   E-mail: webCenter@phyathai.com

2) **Rajavithi Hospital**

   Address: 2, Phayathai Road, Ratchathewi District, Bangkok 10400, Thailand
   Tel: +66-2-354-8108-9
   Fax: +66-2484-4808
   E-mail: webmaster@rajavithi.go.th
   [http://www.rajavithi.go.th](http://www.rajavithi.go.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, at m.manns@unesco.org

Ms Piyawan Suwattanathum, Administrative Assistant, at p.suwattanathum@unesco.org

### Location Map of Pullman Bangkok King Power
