

General Information

Dates

22-23 November 2016 (1.5 days)

Meeting Venue and Accommodation

Novotel Bangkok Ploenchit Sukhumvit

566 Ploenchit Road, Lumpini

Patumwan 10330 Bangkok, Thailand

Tel. +66 (0)2 305 6000

Email Address: H7176@accor.com

Website: <http://www.novotelbangkokploenchit.com/>

For **funded participants**, UNESCO has reserved a room (single occupancy) at Novotel Ploenchit Sukhumvit for participants to check in on Monday, 21 November 2016 (or Tuesday, 22 November) and to check out on Thursday, 24 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 international buffet breakfast
- Complimentary use of high speed 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 24 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-funded participants are recommended to stay at the Novotel Ploenchit 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

Provisions

For all participants, breakfast is included in the room rate; lunch will be provided by UNESCO on 23 November 2016 at the hotel; coffee, tea and snacks will be provided at meeting venue during breaks on 22 and 23 November. UNESCO will host a dinner reception on 22 November 2016.

For fully-funded participants, travel costs (round-trip economy class air ticket to and from Bangkok, Thailand) 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 ***Ruam Rudee 1*** at the hotel. ***Registration will start on Tuesday, 22 November 2016 at 12:30 hrs.*** The meeting will begin at 13:00 hrs on 22 November 2016, and will end on Wednesday, 23 November 2016 at 17:00 approximately.

Language

English will be the working language of the meeting.

Computer and Communication

Participants are requested to bring a notebook computer for their own use during the meeting. Internet service 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 Bangkok 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 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. 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>

Currency Exchange

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 as of **November 2016 is approximately US\$ 1 = Thai Baht 35.** For current rates please check: http://www.scb.co.th/scb_api/index.jsp

Climate in Thailand

In November, temperatures are expected to range between 24 to 31 °C approximately. Weather is relatively cooler but it is still warm and humid especially during the daytime. 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).

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) Bumrungrad International Hospital

Address: 33 Soi Sukhumvit 3, Khwaeng Khlong Toei Nuea, Khet Watthana, Krung Thep Maha Nakhon 10110, Thailand

E-mail: <https://www.bumrungrad.com/en/contact-us/inquiry>

Call Center: Int'l call: [+66 2667 1000](tel:+6626671000) ; Domestic call: 2667 1000

<https://www.bumrungrad.com>

Transportation

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.

Traveling from Suvarnabhumi International Airport to the hotel

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.

To travel from Suvarnabhumi International Airport to **Novotel Ploenchit 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 tickets 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.

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

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Patumwan 10330 Bangkok, Thailand

โรงแรม โนวเทล เพลินจิต
566 ถนน เพลินจิต ลุมพินี ปทุมวัน
กรุงเทพมหานคร โทร. 02 305 6000

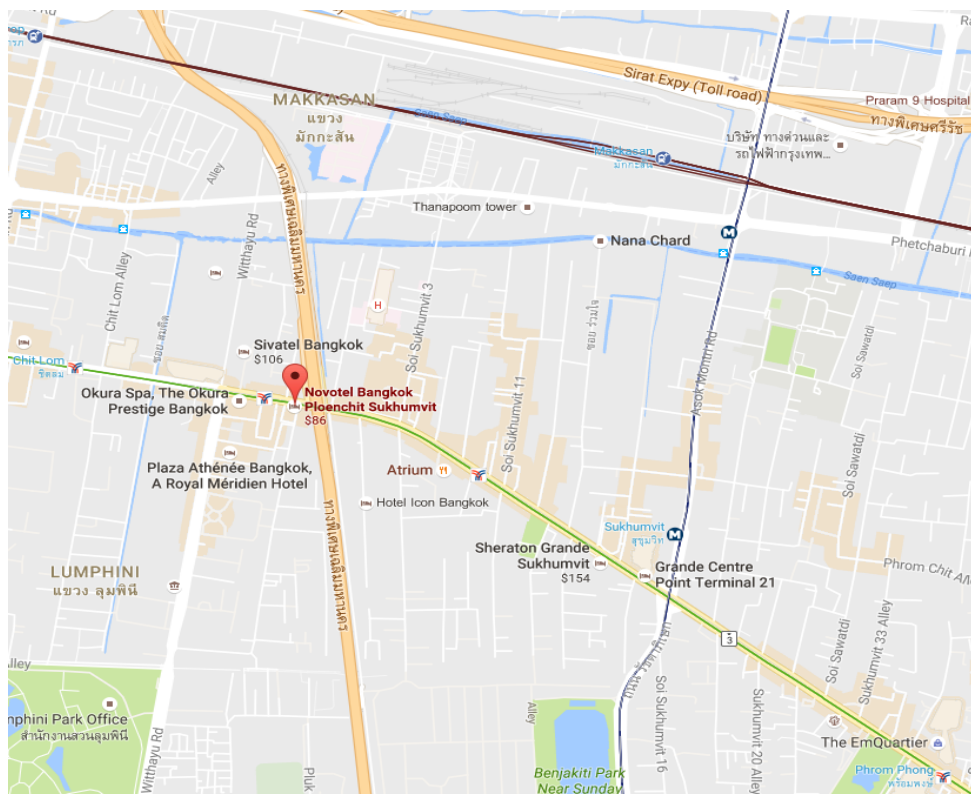
b. Train – From Suvarnabhumi Airport to Phaya Thai (via Airport Rail Link City Line) to Hotel (via connecting BTS Skytrain)

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 12-15 minutes, and takes about 26 minutes (28 kilometres) from Suvarnabhumi Station to Phaya Thai station (last station) for a fee of Baht 45. From Phaya Thai Station, you can transfer to the connecting BTS Skytrain and alight at Ploenchit Station where the Novotel is conveniently located adjacent to the BTS Skytrain.

For more details, go to <http://www.srtet.co.th/index.php/en/>

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

Location Map of Novotel Ploenchit Sukhumvit



Further Information

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

Mr. Mark Manns, Programme Officer, m.manns@unesco.org

Ms. Thanattiya Potimu, Programme Assistant, t.potimu@unesco.org