LOGISTICAL INFORMATION

1. Date
13-16 September 2016 (4 days)

2. Venue
Holiday Inn Bangkok Sukhumvit
Workshop venue: Ballroom 1 (7th floor)
1 Sukhumvit 22, Klongtoey, Bangkok 10110 Thailand
International call: +(662) 683-4888, Fax: +(662) 683-4777
Domestic call: (02) 683-4888, Fax: (02) 683-4777

Location map of Holiday Inn

Below is the address of the hotel, which you can show to the taxi driver upon your arrival at the airport if you are to take a taxi going to the hotel.

Holiday Inn Bangkok Sukhumvit 22
1 Sukhumvit 22, Klongtoey, Bangkok 10110

โรงแรมฮอลิเดย์ อินน์ สุขุมวิท 22
1 สุขุมวิท 22 คลองเตย กรุงเทพ 10110
โทร. 02-683-4888
3. **Accommodation**

UNESCO Bangkok will reserve a single room for each funded participant at **Holiday Inn Bangkok Sukhumvit 22** for the duration of the workshop period, i.e., total of five nights, starting on 12 September 2016 with check-out on 17 September 2016.

**Room benefits:**
- Daily International buffet breakfast
- Complimentary Wi-Fi service

**Check in / out time offer:**
- Standard check-in time is 15:00 and check-out time is 12:00 noon.

Extra cost for late check out on 17 September 2016 and other personal charges (e.g. telephone, fax, mini-bar, laundry, other meals, for instance) incurred by the participant or his/her companion(s) shall be charged to the participants and they are responsible to clear the account directly with the hotel upon check-out. For UNESCO–funded participants, room costs (excluding personal expenses) will be covered directly by UNESCO Bangkok.

Self-funding participants are responsible for the accommodation costs. The current room rates are **Single room rate at THB 2,700/room/night** and **Double room at THB 3,000/room/night** (inclusive of daily buffet breakfast, internet access, service charge and government tax). 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 note that the participant will be responsible for any other personal expenses (e.g. telephone, fax, mini-bar, laundry) incurred by the participant or his/her companion(s) and these costs should be cleared directly with the hotel upon check-out.

4. **Telephone**

International direct dialing 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**

Each participant should ensure that his/her passport is valid for **at least 6 months** from his/her travel dates. If a visa to Thailand is needed, the application process should begin immediately. Please contact the Royal Thai Embassy or Thai 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 Thai visa, please inform UNESCO Bangkok immediately.
6. Climate in Bangkok

It is currently rainy season in Bangkok and the weather can be quite warm and humid. Since the conference rooms are air-conditioned, it can be rather cold inside. The dress code for the conference is smart casual, so a light jacket or shawl would be appropriate. For more information on the weather forecast, please visit http://www.tmd.go.th/en/province.php?id=37.

7. Currency Exchange

The commercial rate is subject to change daily (http://www.scb.co.th/scb_api/index.jsp). 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.


For all participants, breakfast is included in the room rate, while lunch and coffee breaks will be provided by UNESCO during the workshop period (13-16 September 2016). A dinner reception will be hosted at Zeta Café restaurant, poolside (8th floor), on Tuesday, 13 September 2016, 18:00 to 20:00 hrs approx. For fully- or partially-funded participants, you will receive a Daily Subsistence Allowance (DSA) to cover your other meals and miscellaneous costs during the time of the workshop. Please bring your original boarding pass(es) to the registration desk on Tuesday, 13 September, in order to receive the DSA. You will receive DSA as per your actual stay during the workshop period. For fully-funded participants, UNESCO Bangkok will provide information on travel arrangements and cover travel costs (round-trip air ticket, the most direct flight and economy class to and from Bangkok).

9. Workshop Room / Registration

All participants should register in front of the workshop venue at the hotel, Ballroom 1 (7th floor). Registration will start on Tuesday, 13 September 2016 at 08:00 hrs. The workshop will begin at 09:00 hrs and will end at 17:00 hrs generally.

10. Computer and Communication

Participants are requested to bring a notebook computer for their own use during the workshop. Internet service is inclusive in the room charge for participants staying at the hotel.

10. Transportation

Bangkok Suvarnabhumi airport is located about 30 kilometers east of Bangkok. A map of the Suvarnabhumi International Airport can be found at 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 100 baht denominations, as taxi-drivers usually do not have change for larger 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 THB 1,500 per car.

- **An Airport Rail Link**: While the Express Line (Makkasan-Suvarnabhumi Airport-Makkasan) is now temporary suspended, you may use the City Line from the Airport to Phaya Thai and switch there to the BTS sky train in order to get to the hotel at BTS Phrom Phong Station. Please visit [http://www.srtet.co.th/index.php/en/](http://www.srtet.co.th/index.php/en/) for more info on the Airport Rail Link and [http://www.bts.co.th/customer/en/02-route-current_new.aspx](http://www.bts.co.th/customer/en/02-route-current_new.aspx) for BTS Sky train. You can also visit [http://www.transitbangkok.com/to_Bangkok_airport.html#suvarnabhumi](http://www.transitbangkok.com/to_Bangkok_airport.html#suvarnabhumi) for more info on any other options like public transport.

11. **Medical Emergency**

In case you have urgent need for medical treatment, please contact the hotel’s information desk (24 hours). The hotel has first-aid kit available for basic medical care. The nearest hospital to the hotel is:

Samitivej Hospital Sukhumvit  
Address: 133 Sukhumvit 49, Klongtan Nua, Vadhana, Bangkok 10110  
E-mail: [info@samitivej.co.th](mailto:info@samitivej.co.th)  
Call Center: Int’l call: +662 711-8181; Domestic call: (02) 711-8181  

12. **Language**

The workshop will be conducted in English.

13. **Further Information**
Correspondence related to the logistics of the workshop may be addressed to:
Ms. Tserennadmid Nyamkhuu, Programme Officer, t.nyamkhuu@unesco.org
Ms. Thanattiya Potimu, Programme Assistant, t.potimu@unesco.org