Expert Group Meeting

Expanding Technical and Vocational Education and Training (TVET) at the Secondary Education Level

GENERAL INFORMATION

1. Date
   3 – 4 December 2012

2. Venue
   5th Floor Conference Room
   UNESCO Bangkok
   Mom Luang Pin Malakul Centenary Building
   920 Sukhumvit Road, Prakanong
   Bangkok, Thailand

3. Airfare and Daily Subsistence Allowance (DSA)
   UNESCO Bangkok will organise your travel arrangements and bear the costs of airfare. The organizers will arrange for the purchase of the most direct and economical round-trip air ticket to and from Bangkok (arriving on 2 December and departing on 4 December (afternoon or early evening) or 5 December, earliest available flight). Participants should provide UNESCO Bangkok with information on their point of departure and preferred flight itinerary. Based on this information, a flight (economy class) will be proposed and, upon mutual agreement, an e-ticket will be sent to you by email.

   Any changes/cancellation requested by the participants after the ticket has been issued will need to be settled by the participants directly with our in-house travel agent Sea Tours, unescobkk@seatoursthai.com.
Lunch and coffee breaks will be provided throughout the duration of the meeting.

A reduced daily subsistence allowance (DSA) will be given to participants during the meeting period amounting to THB 1,200 (approximately USD 39) per day to cover the cost of dinner, miscellaneous costs and visa fees, if any.

4. 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 the Ministry of Foreign Affairs website for more information on visa requirements and applications. Should you encounter any issues with obtaining your relevant visa, please inform UNESCO Bangkok immediately.

Visa Info:

Tourist Visa Exemption:

Visa on Arrival:

List of countries which have concluded agreements on the exemption of visa requirements with Thailand:

Summary of countries and territories entitled for visa exemption and visa on arrival:

Royal Thai Embassies and Consulate-General:
http://www.thaiembassy.org/main/
5. **Accommodation**

To simplify logistical arrangements, UNESCO Bangkok will reserve and directly pay for a single room for each participant at the Imperial Queen’s Park Hotel for the duration of the meeting. 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 to him 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.

For more information on the Imperial Queens Park Hotel, please check the following website: [http://www.imperialhotels.com/imperialqueenspark/default-en.html](http://www.imperialhotels.com/imperialqueenspark/default-en.html).

6. **Breakfast**

Breakfast at the Imperial Queens Park Hotel is included in the price of the room.

7. **Registration**

For all participants, registration for the meeting will take place at the Conference on the 5th floor of UNESCO Bangkok from 8:00 a.m. on Monday, 3 December 2012. The workshop will begin at 8:30 a.m.

8. **Exchange Rate**

The current exchange rate is approximately THB 30.70 to USD 1.00 (as of November 2012). You may change your money at the exchange counter in the arrival lounge at airport bank rates. ATMs are also located at various locations within walking distance from your hotel (for exact locations please ask the front desk).

9. **Weather and Attire**

Temperatures are expected to range between 24 to 34 °C approximately. Weather is likely to be slightly windy and cloudy, with a relative humidity of 60%-70%. 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). Afternoon downpours can be expected. Isolated rain showers are expected hence a small umbrella would be useful. It is also advisable that you bring your own appropriate clothes (a light jacket / shawl or scarf for ladies) because the meeting room can be fully air-conditioned.
10. Transport to the Hotel

Bangkok’s Suvarnamhumi airport is located about 30 km east of Bangkok. Please refer to the following web site for a map of the Suvarnabhumi International Airport: http://www.bangkokairportonline.com/node/85. There is only one terminal for departure and arrival of international and domestic flights, and the arrival lounge is located on level 2. There are three exits in the arrival lounge: A, B, and C. Exits B and C are for international arrivals.

Participants are responsible for transport arrangement from and to the airport. Transportation costs from the airport to the hotel are covered by the DSA. You have three ways to get to the downtown: public taxi (metered), airport bus, and limousine/taxi:

- **Public taxi:** Metered public taxi can be found in front of the Terminal (level 1, ground level). Alternatively, take a shuttle bus (express route) in front of the Terminal, which leaves every 5 minutes, to go to the Transport Center to take taxi. It will take about 10 minutes to the Transport Center by shuttle bus. Travel to downtown Bangkok costs around B200 to B400 and there is a compulsory airport surcharge of B50 should be added to the metered price. Journey time is anything from 30 minutes to more than an hour depending on the traffic; you may instruct the taxi driver to take the expressway, and in that case, a toll fee of B45 should be paid up front by the passenger. Licensed taxis, with black and yellow plates, can be flagged down at the airport but you must negotiate the fare before embarking on the journey.

- **Airport Rail Link:** The Express Service is a 15-minute non-stop journey between the City Terminal and the airport with a fare at THB 150 per trip. City Line commuter trips, with set fares at THB 15 to THB 45, take 30 minutes to reach the airport, departing from Phaya Thai, Ratchaprarop, Makkasan, Asoke, Ramkhamhaeng, Hua Mak, Ban Thap Chang, and Lat Krabang stations, and will end at the last stop of Suvarnabhumi. For more information on timetables, please visit the Bangkok Airport Train website: http://www.bangkokairporttrain.com/time-table-route.html.

- **Airport bus:** Airport Express (bus) provides air-conditioned bus service between the Suvarnabhumi Airport and first-class Bangkok hotels, and is found on Level 1. Airport Express operates 4 bus routes to downtown. Take AE3, Suvarnabhumi – Sukhumvit - Wireless bus. As the bus does not stop at the Grand Millennium, it is best to exit at soi 18 to get to the Grand Millennium Hotel. The cost is THB 150 for the entire route. http://www.bangkokairportonline.com/node/55
- **Limousine**: To get a limousine, contact the Limousine Service Center at the Arrival level. 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 taxis (metered) in general, ranging from THB 1000 up to 1500 per car.

A location map of the Imperial Queens Park Hotel can be accessed on the hotel's website:


11. **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 hospital to the hotel is:

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

12. **Language**

English will be the working language of the meeting.

11. **Further Information**

Correspondence related to the seminar may be addressed to:

**Ms. Ramya Vivekanandan**  
Programme Specialist  
Education Policy and Reform Unit, UNESCO Bangkok, Thailand  
Tel.: 66-2-391-0577 (ext. 380); Fax: 66-2-391-0866  
E-mail: r.vivekanandan@unesco.org

**Ms. Mary Anne Therese Manuson**  
Programme Assistant  
Email: m.manuson@unesco.org