ADMINISTRATIVE NOTE

Venue
The Regional Seminar will be held at the Information Technology Service Center, Chiang Mai University

**Information Technology Service Center, Chiang Mai University**
239 Huay Kaew Road, Suthep District, Muang District
Chiang Mai, 50200 Thailand
Tel: +66-86-1822282, +66-53-943820
Email: itsc@cmu.ac.th
website: [http://www.itsc.cmu.ac.th](http://www.itsc.cmu.ac.th)

Accommodation
The International Technology Service Center of Chiang Mai University (ITSC-CMU) will provide twin-sharing rooms to the RDTC participants for the duration of the seminar, inclusive of breakfast and free wi-fi.

Hotel name and address:

**Lotus Pang Suan Kaew Hotel**
21 Huay Kaew Rd., T.suthep, A.muang,, Huay Kaew, Chiang Mai, Thailand

Please note that a guarantee deposit (in cash or by credit card) may be required for all guests by the hotel upon check-in. This shall cover for long distance telephone charges, mini bar, and other incidentals.

**Check-in / out:**
- Standard check-in time is 12.00 hrs/ Check out time is 12.00 hrs.
- Late check-out time is 14:00. After 14:00, the hotel will charge a full price of room rate.

Non UNESCO-funded participants and other personal charges (e.g. telephone, fax, internet, 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.

**Travel from airport to the hotel**

Travel from airport to the hotel – all participants will be picked up by the hotel van, free of charge. For the departure, participants can contact the hotel directly to arrange for the airport transfer. The hotel will charge 70 baht per person (around US$2.30).

**Alternative:** If for some reason, you miss the hotel van, you may take a taxi to the hotel. To get a cab from the airport, you need to go to the taxi coupon booth. Once you have collected your checked luggage, go to a taxi counter. Tell them where you are going and pay the flat fee of 160฿ (for city area locations) at the counter. For more information, please refer to [http://www.tripadvisor.com/Travel-g293917-c119591/Chiang-Mai-Thailand-Airport-To-Hotel.Taxi.Service.html](http://www.tripadvisor.com/Travel-g293917-c119591/Chiang-Mai-Thailand-Airport-To-Hotel.Taxi.Service.html)

The name of the hotel written in Thai may assist you in explaining your destination to the driver.

ช่วยไปส่งที่โรงแรม โลตัส ปางสวนแก้ว ถนนห้วยแก้ว
Lotus Pang Suan Kaew, Huay Kaew Road

**Daily Subsistence Allowance (DSA)**

There will be no allowance provided. Lunch and snacks will be provided during the meeting dates (10-12 November 2014). A special dinner will be hosted by ITSC Chiang Mai University on 11 November 2014.

**Travel Documents for Submission**

For fully sponsored participants, please submit to the Secretariat the original copy of your boarding pass/es (from your city to Chiang Mai) upon Seminar registration on 10 November 2014.

**Visa requirements**

The Thai Ministry of Foreign Affairs website, [http://www.mfa.go.th/main/en/services/123](http://www.mfa.go.th/main/en/services/123), provides some information about visa requirements, but it is advisable to check with the Thai diplomatic or consular mission in your country to find out if you need a visa for Thailand. Participants who require a visa to enter Thailand should obtain one from the Thai diplomatic or consular mission prior to entering Thailand. Please note that in most cases, a passport must be valid for at least six months in order to obtain a visa.

**Climate in Chiang Mai**

The average temperature in November may range between 18°C (64.4°F) in the morning and 28°C (82.4°F) in the afternoon. 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.

**Currency Exchange**
The currency exchange rate is subject to change daily. The exchange rate for cash is slightly lower than for travellers’ cheques. Banks and currency exchange kiosks are available in the airport and hotels. Your hotel may also have currency exchange facilities.

**Medical Services**
Chiang Mai has hospitals that are of high international standards. In case of medical emergency, please contact the hotel’s information desk for further assistance.

**Electricity**
The voltage in Thailand is 220/240 AC, 50hz. The outlets normally accommodate both flat prongs and round prongs. You are advised to bring a universal adapter - this is not easily available in the hotel nor the Secretariat.

---

**For more information**
Please contact:

**Mr. Hartfried Schmid**  
Information Officer  
ICT in Education, APEID  
E-mail: [h.schmid@unesco.org](mailto:h.schmid@unesco.org)

**Ms. Charita Pradipasen**  
Project Manager  
ITSC, Chiang Mai University  
E-mail: [charita.p@cmu.ac.th](mailto:charita.p@cmu.ac.th)

**Ms. Suwanna Tantayanusorn**  
Project Secretary  
ITSC, Chiang Mai University  
E-mail: [suwanna.t@cmu.ac.th](mailto:suwanna.t@cmu.ac.th)