ASIA-PACIFIC MINISTERIAL FORUM ON ICT IN EDUCATION (AMFIE)
September 9-11, 2012, Bangkok, Thailand
Centara Grand at Central World, Bangkok, Thailand

ADMINISTRATIVE NOTE
(as of 10 August 2012)
For updates and additional information, please visit the Forum website: http://www.unescobkk.org/education/ict/amfie2012

1. VENUE
The forum will be hosted at the Centara Grand Hotel with the following address:

Centara Grand at Central World
999/99 Rama 1 Road,
Pathumwan, Bangkok 10330, Thailand
Phone: +66 (0) 2100 1234  |  Fax: +66 (0) 2100 1235
Website: http://www.centarahotelsresorts.com/cgcw/cgcw_default.asp#.UAeMNWHzvTP

Accommodations have been arranged by the Organizers for UNESCO-funded delegates in the same hotel. The hotel is located in the heart of the city. Access to the hotel is available by car, coach and Bangkok Transit System-BTS, Sky Train which links to the MRT Sub Way network. (see location map on page 4).

2. AIRPORT RECEPTION / TRANSFERS
Forum delegates will be met at the Suvarnabhumi International Airport by Liaison Officers appointed by the Ministry of Education for each country delegation. Details on airport meeting point and protocol arrangements will be provided at a later date.

A vehicle will be arranged for each country delegation (Head of Mission with Party) to and from the airport to the hotel venue courtesy of the Thai Ministry of Education.

For those who will miss the airport reception pick up, you may arrange own transportation from the airport which is about 40-60 minutes away from the hotel depending on the traffic. Taxi fare is approximately Thai Baht 300 to 400 per trip, including the airport surcharge and expressway toll fees. No reimbursements will be provided by the Organizers.

Kindly coordinate with the AMFIE Secretariat your final flight itinerary or any sudden change in schedule on or before 4 September 2012, Thursday. The following contact person will be responsible for coordinating your schedules with assigned Liaison Officers:

Contact Point from MOE in charge of Airport reception coordination:
Khun Athicha (Art) Aneksamphant
E-mail: artaussie@gmail.com  |  Mobile no.: +66 81 659 1969

Transportation for non-AMFIE trips
Due to limited transportation resources, delegates will have to arrange/request alternative transportation facilities for personal and non-forum related activities. Delegates may explore with their respective Embassy in Bangkok for any such requirements. Please visit http://www.th4u.com/embassies.htm for information on embassy contact numbers in Thailand.

3. ACCOMMODATION
Room reservations at the hotel venue of the Forum (Centara Grand Hotel at Central World) have been made FOR FUNDED DELEGATES from overseas – please refer to your invitation letter for guidance. A list of guests who have accommodation sponsorship from UNESCO will be furnished with the hotel for reference. Please inform the Secretariat of any special preferences in the rooms to be booked:

- Smoking or non-smoking room (If no advise is received, non-smoking room will be automatically booked)
- Higher room category upgrade (this is subject to top-up by guest in excess of 3,000THB/day provision)
Please note that a **guarantee deposit** (in cash or by credit card) may be required for all guests (sponsored or non-sponsored) by the hotel upon check-in. This shall cover for long distance telephone charges, mini bar and other incidentals.

Incidental expenses and additional delegation not covered by said sponsorship shall be charged to the delegate and must be settled with the hotel directly.

Daily room rates are provided below for information:

<table>
<thead>
<tr>
<th>Room category</th>
<th>Special rates (baht/room/night) Inclusive of breakfast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deluxe</td>
<td>Single occupancy: THB 3,600 Double occupancy: THB 3,600</td>
</tr>
</tbody>
</table>

* Please inform the hotel reception upon check-in

**Inclusions**

- Daily buffet breakfast
- Complimentary 2 bottles of drinking water
- Internet access at room and meeting venue

Anything beyond these shall be charged directly to the guest.

**Check-in / out:**

- Standard check-in time is 2.00 in the afternoon; earlier than this, check-in will be subject to room availability and/or applicable charges on the account of guests. The Organizers will endeavor to request possible earliest check-in time based on confirmed flight schedules provided to the Forum Secretariat.
- Check-out time is 2.00 pm at the latest. Requests for extension of accommodation booking after AMFIE’s covered period are subject to room availability, applicable charges and for personal account of the guest. Please inform the hotel directly.

**Bills & Settlements:**

- UNESCO will cover accommodation (Standard room charges only) for the duration of the Forum (September 9 to 11, 2012) for delegates with prior confirmed sponsorship from UNESCO. In exceptional case where no flight is available to arrive on 9 September from original city of origin, delegate may request UNESCO to reserve room/s for use on 8 September 2012.
- Any personal or extra charges (telephone call, mini bar, in-room service, extra nights/hours etc.) shall be settled on the personal account of the guest upon check-out – i.e. taken out of the deposit provided.
- Extra days of stay in the hotel beyond Forum duration shall be communicated to UNESCO by e-mail for room reservation purposes, and to the hotel upon check-in. Extra room charges shall be settled on the account of the guest; applicable room charges outside the conference package may apply.

**Telephone and Internet Connection**

International direct dialing is available in all guestrooms. The hotel also provides complimentary internet access. Please contact the hotel’s reception directly for the connection arrangement.

4. **FORUM REGISTRATION**

The forum registration will start at **7:30 a.m. on Monday, September 10, 2012.** Please be at the World Ballroom B&C, 23rd Floor for the registration and official opening of the Forum. The Opening Ceremonies will start promptly at 8:30 a.m.

5. **WELCOME/DINNER RECEPTIONS**

- **9 September 2012, Sunday:** The Thailand Ministry of Education will be hosting a Dinner Reception at the Centara Grand at Central World on 7:00 o’clock in the evening. Attendance will be based on the submitted AMFIE 2012 Confirmation Forms.
- **10-11 September 2012:** A VIP Lunch for Heads of Delegations will be arranged separately on these two (2) days at Ballroom A. All other participants will be ushered to the Hotel Buffet area.

6. **DAILY SUBSISTENCE ALLOWANCE (DSA)**

- The forum’s official dates are 9-11 September 2012. UNESCO will cover reduced DSA for delegates with confirmed sponsorship from UNESCO for the official days of the Forum as per prevailing UNESCO rates and practices.
- The Organizers will cover 2 Forum Lunches & Snacks (10 & 11 Sept.) and 2 Reception Dinners (9 & 10 Sept.).
• Funded delegates by UNESCO will receive reduced DSA in lump-sum amount to cover for any incidental costs incurred during the Forum. This amount will already include dinners not covered by the Forum, visa fees (if any), and terminal fares to and from their local airports.

7. PRE-PAID TICKET ARRANGEMENTS & REIMBURSEMENTS
• The Secretariat will coordinate travel itinerary and issue economy air tickets for fully sponsored delegates based on suggested itinerary by SeaTours, UNESCO’s accredited travel agency. Kindly confirm by e-mail your confirmation to the prepared itinerary not later than 20 August 2012 and furnish the Secretariat with a copy of the traveler’s passport.
• Confirmation will serve as basis for authorizing the issuance of roundtrip economy air tickets.
• After ticket has been issued, and if there is a sudden request for rebooking or cancellation, the Organizer will not be responsible for paying penalties or additional charges to the travel agency. This must be assumed by the traveler/delegate.
• Only in exceptional cases and with prior approval from UNESCO can local purchase of tickets be allowed, subject to reimbursement. Delegates with prior confirmation for ticket reimbursements from UNESCO may submit the following documents to the AMFIE Secretariat upon Forum Registration:
  (1) original boarding pass (one-way);
  (2) copy of air ticket; and
  (3) original receipt

Please note that NO REIMBURSEMENTS will be made on-site, as per UNESCO rules and regulations. Reimbursements are processed only by bank transfer after the event – note that the entire process will take about a month.

8. VISA
The following resources are available for reference and information regarding visa:

Delegates are requested to contact the nearest Royal Thai embassy or Consular Office to check individual requirements.

9. CLIMATE
September is part of Bangkok’s rainy season. The temperature can be expected to range between 24 to 34 °C approximately. Relative humidity is 66% approximately with calm wind and very cloudy sky. For more information on the weather forecast, please visit http://www.tmd.go.th/en/province.php?id=37. 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. CURRENCY EXCHANGE
Thailand’s official currency is Baht. 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 Suvarnabhumi Airport and inside shopping malls near the hotel. It is advisable to exchange some money at the Airport for any emergency needs.

11. MEDICAL EMERGENCY
In case of medical emergency, please contact the hotel’s information desk. The hotel has first-aid kit available in case of less severe situations. The nearest hospital to the Centara Grand Hotel is Chet Nin hospital.

12. HOTEL LOCATION MAP
The hotel is accessible by car, coach and BTS. Rajdamri Road and Rama 1 Road provide convenient access to other areas in the city centre and the inbound and outbound expressway. The nearest sky train (BTS) station is Chidlom which is providing easy access to the hotel via Central World (from BTS Chidlom a skywalk connects the station to various malls including Central World). For more information on the BTS, please visit: http://www.bts.co.th/customer/en/02-route-current.aspx.

Transportation options to and from hotel are:
Suvarnabhumi International Airport: 25 KM or 30 minutes by car via expressway
Chidlom BTS Station: 1 KM or 10 minutes by walking via Sky-Walk
Siam BTS Station: 1.5 KM or 15 minutes by walking via Sky-Walk
Makasan Railway Station: 2 KM or 10 minutes by car
13. CONTACT INFORMATION

For further information, please contact:

FOR UNESCO:

Participation/Confirmations:
Ms. Maria Melizza Tan (Mel)
E-mail: mm.tan@unesco.org

Accommodation/Tickets/Reimbursements:
Ms. Sutin Dechaboon (Aor)
E-mail: s.dechaboon@unesco.org

Ms. Kenneth Barrientos (Ken)
E-mail: ka.barrientos@unesco.org

Technical, Press Release
Mr. Hartfried Schmid (Hartie)
hschmid@unesco.org

FOR MOE Thailand

Airport Pick-up and last minute flight changes with request
to adjust airport reception schedule:
Ms. Athicha (Art) Aneksamphant
E-mail: artaussie@gmail.com
Mobile no.: +66 81 659 1969

Ms. Siripakka Dhamahu
E-mail: dsiripak@gmail.com
Mobile no.: +66 89 1569816