Innovative ICT Practices in Teaching and Learning: A Regional Seminar

Imperial Queen’s Park Hotel, Bangkok, Thailand
3-5 October 2011

ADMINISTRATIVE INFORMATION

1) Venue
The Imperial Queen’s Park Hotel (for taxi: โรงแรมอิมพีเรียล ควีนส์ปาร์ค)
199 Sukhumvit Soi 22,
Bangkok 10110 THAILAND
Tel: +(662) 261-9000; Fax: +(662) 261-9496

The hotel is located on Sukhumvit Road no. 22 (sub-street) in the heart of the city and near the Emporium Shopping Complex. The nearest sky train (BTS) station is Prom Phong Station which is providing easy access to transportation throughout the city. It takes a 3-minute walk through Benjasiri park (next to the hotel). You can use the backdoor access (until 9 p.m.) which shortens the walk to and back from the station / the Emporium. For more information on the BTS, please visit: http://www.bts.co.th/customer/en/02-route-current.aspx.

2) Transportation
Participants are requested to arrange their own transportation from the Bangkok International Airport (Suvarnabhumi International Airport) to the hotel and vice versa. The Imperial Queen’s Park Hotel is around 45 to 60 minutes from the airport. Taxis are available at the airport. Taxi fare is approximately Thai Baht 300 to 500 per trip, including the airport surcharge.

The hotel also provides transportation services: Hotel – Airport OR Airport – Hotel.
• Limousine Baht 1,500.-net / car / one way trip.
• Van transport 10 seats Baht 2,500.-net / van / one way trip.
(Prices are subject to change without prior notice due to fuel price fluctuation)

3) Accommodation
Accommodation for overseas participants will be reserved at the Imperial Queen’s Park Hotel. UNESCO will cover accommodation (room rate and breakfast only) for UNESCO-funded participants.

<table>
<thead>
<tr>
<th>Room Category</th>
<th>Special Rates (Baht/Room/Night) Inclusive of Buffet Breakfast</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Single Occupancy</td>
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<tr>
<td>Deluxe</td>
<td>Thai baht 2,200.-net</td>
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</tbody>
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Room benefits:
• Daily buffet breakfast at Parkview restaurant.
• Welcome drink upon guest arrival.
• Welcome fruit basket and flowers in each guest room.
• Personal safe deposit box in room.
• Complimentary use of Fitness center, sauna and swimming pool.

Check in / out Time Offer:
• Standard Check in time is 14:00 hrs./ check out time is 12:00 hrs.
• Late check out time is 16:00 hrs. (Free of Charge)
• Late check out 16:00-20:00 hrs. will be charged half price of room rate
• Late check out from 20:00 hrs. onward will be charged full price of room rate

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

4) **Telephone and internet**
International direct dialing is available in all guestrooms. The hotel also provides broadband internet access in room, special rate of **Baht 375.-net / 24 hours**. This will be at your own expense. Please contact the hotel’s reception directly for the connection arrangement.

5) **Daily Subsistence Allowance (DSA)**
The seminar registration will start **Monday 3 October 2011 at 08:30 hrs.** and the seminar will end on **Wednesday 5 October 2011 at 16:30 hrs.** Therefore, overseas participants are expected to arrive on Sunday 2 October 2011 and depart on **Wednesday 5 October 2011, at night** (or **Thursday 7 October 2011 if there is no flight available on Wednesday 5 October**).

UNESCO Bangkok will provide reduced DSA to UNESCO-funded participants at the amount of **Thai baht 1,000.00 per person per day** (during the meeting period) to cover dinner and miscellaneous as accommodation (room rate and breakfast) and meeting package on lunch and coffee breaks will be provided by UNESCO. Reduced DSA will be provided for **3 days only** (nights of 2 to 4 October 2011), except those participants who need to stay overnight on 5 October due to the flight schedule.

6) **Air Tickets**
For UNESCO-funded participants (if indicated in the official invitation letter), we are providing round trip tickets (economy-class round trip from your duty station to Bangkok and Bangkok to your duty station). Tickets are to be arranged by Sea Tours, our local travel agency.

7) **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. **NB – Holders of UNLP’s are NOT necessarily accorded automatic entry**, please check the website below for your nationality whether you need a visa and where to obtain one: [http://www.mfa.go.th/web/2482.php?id=2495](http://www.mfa.go.th/web/2482.php?id=2495)

Should you require an official invitation for visa application, please contact Ms. Maneerat Woramunee at [m.woramunee@unesco.org](mailto:m.woramunee@unesco.org)

8) **Climate in Bangkok**
Bangkok at the event period (October) will still be in 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](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.

9) **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, but you may exchange from the hotel cashier as well.
10) 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 Imperial Queen's Park 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

11) Contact Information
For further information, please contact:
Ms. Maneerat Woramunee: m.woramunee@unesco.org
UNESCO Bangkok
Int'l call: +(662) 391-0577 ext. 224; Int'l fax: +(662) 391 0866
Domestic call: (02) 391-0577 ext. 224; Domestic fax: (02) 391-0866

12) Location Map
http://www.imperialhotels.com/queenspark/location.html