ADMINISTRATIVE NOTE

Venue
The Regional Meeting 2014 for “Supporting Competency-Based Teacher Training Reforms to Facilitate ICT-Pedagogy Integration” Project will be held at the Double Tree by Hilton Sukhumvit Hotel, Bangkok, Thailand.

Double Tree by Hilton Sukhumvit
18/1 Sukhumvit Soi 26
Bangkok, 10110, Thailand
Tel: (66 2) 649 6666
Fax: (66 2) 649 6779
Web: www.sukhumvitbangkok.doubletree.com | www.facebook.com/DoubletreeSukhumvit

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

Accommodation
UNESCO Bangkok has made a block reservation for the meeting and will provide single room, inclusive of breakfast and wi-fi connectivity at the Double Tree by Hilton Hotel. Access to the hotel is available by car, coach, and Bangkok Transit System (BTS), Sky Train which links to the MRT Sub Way network.

If you are making your own travel arrangements, please send your flight itinerary to Ms. Sutin Dechaboon (email: s.dechaboon@unesco.org) so that a room may be reserved on your behalf, under the current arrangements with the hotel.

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 charges for long distance telephone calls, minibar, 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.
Travel from airport to the hotel
All of the international flight arrivals arranged for the meeting will land at the Suvarnabhumi International Airport. As additional information, AirAsia, Jetstar has relocated to Don Muang International Airport since 1 October 2012. Please always check with your airline/travel agent your final airport destination.

a. Taxi

The most convenient way to get from the Suvarnabhumi International Airport to the city is by taxi. There are two kinds of taxis: the more expensive limousine taxi and the regular meter taxi. If you wish to take an airport limousine, check with the limousine counter inside the airport.

From Suvarnabhumi International Airport to the hotel
To travel from the Bangkok Suvarnabhumi International Airport to your hotel, use a metered taxi located outside the airport building one floor below the arrival hall. Follow signs for “Public Taxi”. Tell your destination to the staff at the taxi counter, and you will receive a ticket which you should keep in case you encounter any problem. Standard fare covers toll fee (80 TH Baht), metered fare (approx. 250 TH Baht to the hotel), and surcharge (50 TH Baht) for an approximate total of 380 TH Baht. Please change some money at currency exchange counter before leaving the airport.

From Don Muang International Airport to the hotel
Taking a metered taxi is the most convenient ground transport option when getting to/from the airport. The taxi stand is located outside the Arrival Hall. Most destinations to downtown Bangkok cost around 200-250 baht. Add a 50-baht surcharge, plus any toll way expenses, to your fare when you arrive at the hotel.

b. Train – Airport Link to Suvarnabhumi International Airport only

The Airport Link has 2 transit options. Both the Commuter and Express lines operate from 6.00 am to midnight daily. A single-trip journey costs between 15 and 45 Baht for the commuter service and 150 Baht for the express service. The Suvarnabhumi Station is located under the main terminal building (B1 Level, two floors below the Arrival Hall). Please check the website http://www.bangkokairporttrain.com for further information.

SA City Line – Commuter Train
This line provides service between Phaya Thai Station to the end terminal at Suvarnabhumi Airport within 30 minutes. Phetchaburi Station is linked for MRT (subway) Blue Line. Phayathai Station is linked to the BTS (sky train) Sukhumvit Line. The nearest BTS station to Double Tree by Hilton is Phrompong Station.

SA Express Line
This line provides service between Bangkok City Air Terminal (BCAT) from Phya Thai or Makkasan to Suvarnabhumi Airport within 15-20 minutes, which either stops at Makkasan Station or Phya Thai (original terminal) and Suvarnabhumi Station (end terminal).
Dinner Reception
A special dinner will be hosted by UNESCO for all meeting participants on Tuesday, 21 August 2014 evening. The time and venue will be announced during the meeting.

Daily Subsistence Allowance (DSA)
The meeting’s official dates are 21-22 August 2014. UNESCO will cover reduced DSA for sponsored participants for the official days of the meeting as per prevailing UNESCO rates and practices.

In this regard, please submit to the Secretariat the original copy of your boarding pass/es (from your source city to Bangkok) upon registration on 21 August 2014. Issuance of the DSA will be processed upon submission of this requirement.

Visa requirements
The Thai Ministry of Foreign Affairs website, http://www.mfa.go.th/main/en/services/123, provides some information about visa requirements. 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 Bangkok
The average temperature in August may range from 24°C (75.20°F) to 32°C (89.60°F). Since the conference rooms are air-conditioned, it can be rather cold inside. Only light clothing will be necessary for outdoors; however, the workshop venue is fully air-conditioned, therefore it is advisable that you pack appropriate clothing for the meeting.

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.

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.

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

For further information on the Meeting logistics, please contact:

Sutin Dechaboon
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s.dechaboon@unesco.org
Int’l call: +(662) 391-0577 ext. 224; Int’l fax: +(662) 391 0866