

THE ASIA-PACIFIC MEETING ON EDUCATION 2030 II
16-18 November 2016, Bangkok, THAILAND

General Information Note

I. Venue

Radisson Blu Plaza Bangkok Hotel

489 Sukhumvit Road, Klongtoey Nua,
Wattana, Bangkok, Thailand 10110

Tel: +66 2 302 3497, +66 2 302 3333 Fax: +66 2 302 3433

Email: scem.bangkok.blu@radisson.com; asmc.bangkok.blu@radisson.com

Website: www.radissonblu.com/plazahotel-bangkok

The opening and plenary sessions will be held in **the Grand Ballroom on the 4th Floor of the Hotel**. Other function rooms of the hotel will also be used for different activities during the meeting. Details will be provided in the meeting agenda soon.

II. Registration

To confirm participation in the Asia-Pacific Meeting on Education 2030 II (APMED2030 II), all participants are requested to submit the following documents to the meeting secretariat at apmed2030@unesco.org **by 6 October 2016**.

- 1) a completed Registration Form for all participants;
- 2) a copy of the Personal Information Page of the Passport of each participant

Upon receipt of the completed registration form, the Secretariat will communicate further with the confirmed participants on necessary arrangements and documentation to facilitate the participation at the APMED2030 II.

III. Travel Arrangement and Visa

For UNESCO funded participants: the costs of round-trip, economy class air tickets with the most direct route (or equivalent) will be covered. The participants shall arrange and cover other travel costs such as visa fee, transit fee, etc.

Participants should ensure that their passports are valid for at least 6 months from the travel date. If a visa to Thailand is needed, the application process should start immediately. Participants should contact the Royal Thai Embassy/Consulate in their countries or check <http://www.mfa.go.th/main/en/services/123> for more information on visa requirements and applications. Should support from the organizers be needed, please inform the Secretariat (see section XI) **as soon as possible and by 6 October 2016**.

IV. Accommodation

For UNESCO funded participants: The Secretariat will reserve a single room (inclusive of breakfast buffet and Internet connection) at the Radisson Blu Plaza Bangkok Hotel (the Venue) for each participant to stay during the meeting which is from 15 November to mid-day of 19 November, the check-out date. In case flights are not available according to these dates, an additional day can be considered as appropriate.

If a participant has a companion/s and needs a different type of room or an extra bed, this can also be arranged upon request. The participants shall pay the additional costs directly to the hotel upon check-in. Please also note that any other personal expenses (e.g. telephone, fax, mini-bar, laundry, etc.) incurred by the participant or his/her companion(s) should be cleared directly with the hotel upon check-out.

For self-funded participants who wish to stay at the Radisson Blu Plaza Bangkok Hotel, please make reservation directly with the Hotel by contacting Ms. Supansa Jermkhuntod at email: scem.bangkok.blu@radisson.com; direct tel. (66) 2 302 3497. Please indicate a meeting code "Participants of APMED2030 II" on your enquiry. The participants shall pay the room costs directly to the hotel upon check-in. For more information about the hotel room at Radisson Blu Plaza Bangkok Hotel, please visit www.radissonblu.com/plazahotel-bangkok.

For other nearby hotels, please see the hotel list in Section XIV.

V. Meals

For all participants, on the meeting days (16-18 November 2016), lunches and refreshments during coffee breaks will be served.

In the evening of 16 November, all participants are invited to the Dinner Reception hosted by UNESCO and Unicef at the Grand Ballroom on the 4th Floor of the Hotel (the same room for the opening ceremony), 19:30 to 21:30 hrs. approximately.

Participants with **dietary requirements** are requested to inform the Conference Secretariat via the registration form.

For UNESCO funded participants: Lump-sum Daily Subsistence Allowance (DSA) will be provided to cover miscellaneous costs, as well as lunch and dinner during the funded period when they are not provided by the organizer. Details will be communicated with each participant directly.

VI. Computer and Communication

Participants are requested to bring personal laptops for their own use during the meeting. Internet service is inclusive in the room charge for participants staying at Radisson Blu Plaza Bangkok Hotel. The internet password can be obtained from the reception.

For other official/personal communication costs (international phone call and fax), please confirm telephone service charges with the hotel before use as participants shall cover these costs by paying to the hotel directly before or upon check-out.

VII. Local Transportation

The Suvarnabhumi International Airport is located on the east of Bangkok, about 28 kilometers away from the Radisson Blu Plaza Bangkok Hotel. A map of the Suvarnabhumi International Airport can be found at <http://www.bangkokairportonline.com/node/85>. There is only one airport terminal; the arrival hall is on level 2 while the departure hall is on level 4.

Participants are responsible for transport arrangements to and from the port of departure and arrival. There are three ways to get to the Hotel: by public meter-taxi, limousine service, and Airport Rail Link.

Public meter-taxi can be found in front of the Terminal (level 1, ground level). There will be counters to queue at, and upon telling them your destination, you will be given a taxi ticket and assigned to an appropriate taxi. Travel to downtown Bangkok costs around THB 200 to THB 400 and there is a compulsory airport surcharge of THB 50 which is added to the metered price. Journey time is anything from 30 minutes to over an hour depending on the traffic; you may instruct the taxi driver to take the expressway, in which case a toll fee of THB 50 should be paid up front by the passenger. Ensure that you have small change of at least 100 baht denominations, as taxi-drivers usually do not have change for larger ones.

Limousine: To get a limousine, contact the Limousine Service Center at the arrival level. The 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 meter-taxis, ranging from THB 1,000 up to THB 1,500 per car.

An Airport Rail Link: You can travel from the Airport by electric train on the City Line, Metro Airport, to Phaya Thai Station where you can connect to the Bangkok Mass Transit System (BTS) Sky Train running on Sukhumvit Line heading towards Asoke BTS Station and get off there. The Radisson Blu Plaza Bangkok Hotel is located 200 meters away from the Asok BTS Station.

For more info on Airport Rail Link, please visit <http://www.srtet.co.th/en/index.html> and for more information about the BTS Sky Train, please visit <http://www.bts.co.th/customer/en/02-route-current.aspx>. For other options of public transport, you can visit <http://www.transitbangkok.com/>.

VIII. Climate

November is considered mild winter in Thailand. According to the weather report of November 2015 (<http://www.tmd.go.th/programs/uploads/yearlySummary/November%202015.pdf>), the mean temperature in Bangkok was 30°C approximately with scattered rain shower. However, as the Meeting rooms are fully air-conditioned, it is advisable that you bring your own appropriate clothes (a light jacket/shawl or scarf for ladies).

IX. Currency Exchange

The currency of Thailand is Thai Baht (THB). The commercial exchange 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. You may get your money exchanged at the hotel cashier as well. For more information on currency exchange rate, please visit the Bank of Thailand website (<https://www.bot.or.th/English/Pages/default.aspx>).

X. Electricity

The voltage used in Thailand is 220 V with 50 Hertz. Type A electrical plugs (two flat parallel pins or blades), Type C electrical plug (two-pin unearthed plug), and a combination of Type A and C electrical plugs are used in Thailand. You are advised to bring a universal adapter/converter as necessary.

XI. Contact Information

For more information or any enquiries related to the meeting, you may contact the Secretariat at apmed2030@unesco.org or the following email addresses:

UNESCO Bangkok

Asia-Pacific Regional Bureau for Education
920 Sukhumvit Road, Prakanong, Klongtoey
Bangkok 10110, Thailand
Fax: (66) 2 391 0866

Ms. Malisa Santigul

Email: m.santigul@unesco.org
Tel: (66) 2 391 0577 ext. 312

Ms. Intiranee Khantong

Email: i.khanthong@unesco.org
Tel: (66) 2 391 0577 ext. 318

XII. Medical Emergency

Participants are advised to bring their regular prescribed medication for health care during the Conference.

The nurse room and first-aid kit are available at the hotel for basic medical care. Should you require urgent medical attention during the Conference, please contact the Conference Secretariat or the hotel's information desk (24 hours). The nearest hospitals to the meeting venue are:

1) Bumrungrad International

33 Sukhumvit Soi 3 Khlong Toei Nuea,
Vadhana, Bangkok 10110,
Tel: +66 2667 1000
Email: info@bumrungrad.com
Website: <https://www.bumrungrad.com>

In Thai for Taxi:

โรงพยาบาลบำรุงราษฎร์ สุขุมวิท 3

2) Samitivej Hospital Sukhumvit

133 Sukhumvit 49, Klongtan Nua,
Vadhana, Bangkok 10110
Tel: +662 711-8181
E-mail: info@samitivej.co.th
Website: <https://www.samitivejhospitals.com>

In Thai for Taxi:

โรงพยาบาลสมิตติเวช สุขุมวิท 49

XIII. Direction Map: : Radisson Blu Plaza Bangkok Hotel

Address: 489 Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok, Thailand 10110
Tel: 66 2 302 3333

For Taxi: แผนที่เส้นทางไปโรงแรมเรดิสัน บลู พลาซ่า กรุงเทพฯ
489 ถนนสุขุมวิท (ระหว่างซอย 25 กับ 27) เขตวัฒนา กรุงเทพฯ
โทร. 66 2 302 3333

**XIV. List of Hotels Nearby the Meeting Venue**

Recommended (The hotel may be able to provide a shuttle van to and from the venue)

1) **Column Bangkok**

48 Sukhumvit Soi 16, Klongtoey, Bangkok 10110

Tel : +66 (0)2 302-2555

Email: salesco3@columnbangkok.com; sujit@columnbangkok.com

Website: www.columnbangkok.com/

2) **NOVOTEL BANGKOK SUKHUMVIT 20**

19/9 Soi Sukhumvit 20, Sukhumvit Rd, Klongtoey, Bangkok 10110

Tel : +66 (0)2 009 4907

Email: H9343-sm2@accor.com;

Website: www.novotelbangkoksukhumvit20.com

3) **Windsor Suites & Convention**

10/1 Sukhumvit Soi 20, Sukhumvit Rd, Klongtoey, Sukhumvit, Bangkok 10110

Tel: ++66 (0)2 262 1234

Email: info@windsorsuiteshotel.com

Website: www.windsorsuiteshotel.com