

## UNESCO Bangkok

### ERI-Net Expert Meeting: Finalization of Research Frameworks for 2013

#### GENERAL INFORMATION

##### 1 Date

7–8 March 2013 (2 days)

##### 2 Venue

Imperial Queen's Park Hotel (For taxi: โรงแรมอิมพีเรียล ควีนส์ปาร์ค สุขุมวิท 22)

199 Sukhumvit Soi 22

Bangkok 10110 THAILAND

Tel: +(662) 261-9000; Fax: +(662) 261-9496

<http://www.imperialhotels.com/queenspark/index.html>

The hotel is located on Sukhumvit Road Soi 22 (sub-street) in the heart of the city and near Emporium Shopping Complex. The nearest sky train (BTS) station is Phrom Phong Station. For more information on the BTS, please visit: <http://www.bts.co.th/customer/en/02-route-current.aspx>

##### 3 Accommodation

To simplify logistic arrangements, UNESCO Bangkok will reserve a single room for each participant at the Imperial Queen's Park Hotel at the cost of Thai baht 2,500 net/person/night (inclusive of breakfast, internet, service charge and government tax) for the duration of the meeting period, normally from the night of 6 March to the night of 8 March (total 2 nights). In case flights are not available according to these dates, an additional day can be considered as appropriate. For fully-funded participants and for those for whom local costs will be covered, room costs (room rate and breakfast) will be covered directly by UNESCO.

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

##### 4. Visa

Participants should ensure that their passport is valid for at least 6 months from their travel dates. If a visa to Thailand is needed, the application process should be started immediately. Please contact the Royal Thai Embassy/Consulate in your country or check: <http://www.mfa.go.th/main/en/services/123> for more information on visa requirements and applications. Should you encounter any issues with obtaining your relevant visa, please inform UNESCO Bangkok immediately.

**5. Meeting Room / Registration**

All participants should register in front of the meeting room at the hotel (**Sakura Room, 37<sup>th</sup> floor**). Registration will start on Thursday, 7 March at 08:30 hrs. The meeting will begin at 09:00 hrs. and will end on Friday 8 March 2013 at 17:30 hrs approximately.

**6. Computer and Communication**

Participants are requested to bring a notebook computer for their own use during the meeting. Internet service at a special rate is inclusive in the room charge for participants staying at the hotel; the internet password can be obtained from the reception. One internet account will be available for use at the conference room by the secretariat. Additional regular internet service charge in the meeting room is **THB 375/day/account**. For other official communication costs (international phone call, fax), participants should pay the hotel directly upon check-out and keep the receipt so that costs can be reimbursed with travel expenses after the mission. Please check telephone service charges at the reception before use.

**7. Currency Exchange Rate**

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. Currency exchange rate (counter rate) as of February 2013: **US\$ 1 = Thai baht 31** approximately (<http://www.scb.co.th/en/personal-banking>).

**8. Climate in Bangkok**

Bangkok in March approaches the beginning of summer. Temperatures are expected to range between 26 to 36 °C approximately. Weather is likely to be slightly windy and cloudy, with a relative humidity of 55%-70%. Isolated rain showers can be expected hence a small umbrella would be useful. For more information on the weather forecast, please visit <http://www.tmd.go.th/en/province.php?id=37>. 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. Transportation**

Bangkok's Suvarnamhumi airport is located about 30km east of Bangkok. Please see the following web site for a map of the Suvarnabhumi International Airport: <http://www.bangkokairportonline.com/node/85>. There is only one airport terminal; the arrival hall is located 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: 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, both you and the taxi-driver will be given a taxi ticket. Travel to downtown Bangkok costs around B200 to B400 and there is a compulsory airport surcharge of B50 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 B45 should be paid up front by the passenger. Ensure 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 1,000 up to 1,500 Baht per car.
- An Airport Rail Link is available. Getting to the hotel requires changing at the city station Phaya Thai into the sky train (BTS), see: <http://airporthaillink.railway.co.th/en/index.html>. For more information on the BTS, please visit: <http://www.bts.co.th/customer/en/02-route-current.aspx>

#### **10. Medical Emergency**

In the event that you should require urgent medical attention, please contact the hotel's information desk (24 hours). The hotel has first-aid kit available for basic medical care. The nearest hospital to the hotel is:

**Samitivej Hospital Sukhumvit**

Address: 133 Sukhumvit 49, Klongtan Nua, Vadhana, Bangkok 10110

E-mail: [info@samitivej.co.th](mailto:info@samitivej.co.th)

Call Center: Int'l call: +662 711-8181; Domestic call: (02) 711-8181

<http://www.samitivejhospitals.com/Sukhumvit/en>

#### **11. Language**

English will be the working language of the meeting.

#### **12. Further Information**

Correspondence related to the logistics of the meeting may be addressed to:

Ms. Rachel McCarthy, Programme Assistant, at [r.mccarthy@unesco.org](mailto:r.mccarthy@unesco.org)

Ms. Maneerat Woramunee, Programme/Administrative Assistant, at [m.woramunee@unesco.org](mailto:m.woramunee@unesco.org)

Location Map of Imperial Queen's Park Hotel

<http://www.imperialhotels.com/queenspark/location.html>

