

GENERAL INFORMATION

(As of 18 March 2014)

1 Date

30 March 2014 (1 day): NEQMAP Steering Group Meeting

31 March–1 April 2014 (2 days): NEQMAP Annual Meeting

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 logistical arrangements, UNESCO Bangkok will reserve a single room for each participant who so requests 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 for a total of two nights, starting on the night of 30 March 2014 with check-out on 1 April 2014. In case flights are not available according to these dates, an additional day can be considered as appropriate. For UNESCO-funded participants, room costs (room rate and breakfast) will be covered directly by UNESCO.

In case of those who are attending NEQMAP Steering Committee Meeting on 30 March 2014, your check-in date is on 29 March 2014.

Self-funding participants should pay the room costs directly to the hotel. The current room rates are Single room rate at Thai baht 2,500/room/night and Double room at Thai baht 2,800/room/night (inclusive of breakfast, internet, service charge and government tax). 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 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.

Room benefits:

- Internet access
- Daily buffet breakfast at Parkview restaurant, ground floor.
- Welcome fruit basket and flowers in each guest room on the arrival day.
- Personal safe deposit box in room.
- Complimentary use of Fitness center (except Squash), 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), subject to room availability.
- Late check-out 16:01-19:00 hrs. will be charged half price of room rate
- Late check-out from 19:00 hrs. onward will be charged full price of room rate

4. Visa

Each participant should ensure that his/her passport is valid for at least 6 months from his/her travel dates. If a visa to Thailand is needed, the application process should begin immediately. Please contact the Royal Thai Embassy or Thai 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 Thai visa, please inform UNESCO Bangkok immediately.

5. Provisions

For all participants, breakfast is included in the room rate, while lunch and coffee breaks will be provided by UNESCO during the meeting period (30 March-1 April 2014). A dinner reception (cocktail) will be hosted at the hotel (**Swimming pool side, 4th floor - TBC**) on Tuesday, 1 April 2014, 18:00 to 21:00 hrs approx.

For fully-funded participants, travel costs (round-trip air ticket, the most direct flight and economy class to and from Bangkok) will be covered by UNESCO. Information on travel arrangements will be directly provided by UNESCO. Please submit your original boarding pass(es) at the registration.

6. Meeting Room / Registration

NEQMAP Steering Group Meeting (30 March 2014): All participants should register in front of the meeting room at the hotel (**Bangkok Panorama 2, 3rd floor**). Registration will start on Sunday, 30 March 2014 at 08:30 hrs. The meeting will begin at 09:00 hrs and will end at 17:00 hrs approximately.

NEQMAP Annual Meeting (31 March – 1 April 2014): All participants should register in front of the meeting room at the hotel (**Sakura room, 37th floor**). Registration will start on Monday, 31 March 2014 at 08:30 hrs. The meeting will begin at 09:00 hrs and will end on 1 April 2014 at 17:00 hrs approximately.

7. 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 upon your check-in. 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. Please check telephone service charges at the reception before use.

8. 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 **March 2014: USD 1 = Thai baht 31-33** approximately (<http://www.scb.co.th/en/personal-banking>).

9. Climate in Bangkok

Bangkok in March to April approaches summer. Temperatures are expected to range between 25 to 36 °C approximately. Weather is likely to be partly cloudy and hot with haze during the daytime throughout the period, with a relative humidity of 50-60%. Scattered thundershowers with gusts throughout the period can be expected. An 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.

10. Transportation

Bangkok Suvarnabhumi airport is located about 30 kilometers east of Bangkok. 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 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://bangkokairporttrain.com/time-table-route.html>. For more information on the BTS, please visit: <http://www.bts.co.th/customer/en/02-route-current.aspx>

11. 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 hospitals to the hotel are:

1) Sukhumvit Hospital

Address: 1411 Sukhumvit Road, Phrakanong Nua, Wattana, Bangkok 10110

E-mail: info@sukhumvithospital.com

Call Center: Int'l call: +662 391-0011 Domestic call: (02) 391-0011

<http://www.sukumvithospital.com>

2) Samitivej Hospital Sukhumvit

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

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

12. Language

English will be the working language of the meeting.

13. Further Information

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

Ms. Ramya Vivekanandan, Programme Specialist, r.vivekanandan@unesco.org

Ms. Tserennadmid Nyamkhuu, Programme Officer, t.nyamkhuu@unesco.org

Ms. Maneerat Woramunee, Programme/Administrative Assistant, m.woramunee@unesco.org

Location Map of Imperial Queen’s Park Hotel

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

