



United Nations  
Educational, Scientific and  
Cultural Organization

- Intangible
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- Heritage

# Workshop

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Paris, France  
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## ENVISIONING THE FUTURE OF THE GLOBAL CAPACITY-BUILDING PROGRAMME AND ITS FACILITATORS' NETWORK

Strategy Meeting with Facilitators

Bangkok, Thailand, 6 to 9 March 2017

### Practical Information for Participants

The meeting and your accommodation will be at the following venue:

#### **Holiday Inn Bangkok Sukhumvit**

Address 1 Sukhumvit 22, Klongton, Klongtoey, Bangkok 10110 Thailand  
**For taxis (in Thai):** โรงแรมฮอลิเดย์อิน สุขุมวิท ปากซอยสุขุมวิท 22

Tel: +66 2 683 4888 Email: info.bkkhi@ihg.com

Website: <http://www.ihg.com/holidayinn/hotels/us/en/bangkok/bkkhi/hoteldetail>

### **TRANSPORTATION FROM THE SUVARNABHUMI AIRPORT TO YOUR HOTEL**

Participants should make their own transportation arrangements from Suvarnabhumi International Airport to the Holiday Inn Bangkok Sukhumvit. Limousine, metered-taxi, train, and bus services are readily available at reasonable rates at the airport. **It is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** The officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination. Participants may access public taxi counters by exiting **gates 4 or 7 on the first floor of the terminal (below the arrival zone)** at the airport. Please ensure that the meter is on when boarding the car. The prevailing rates for public metered-taxi include the fare shown on the meter, plus 50 THB surcharge and toll way fee 75 THB. The total price for a trip from the airport to the Holiday Inn Bangkok Sukhumvit should be around 400 THB.

Transportation allowance has been included in your DSA (Daily Subsistence Allowance, or per diem). Money can be exchanged at the airport. There are numerous banks located inside the airport terminal (see also Currency Exchange).

Alternatively, a pick-up service, provided by the hotel, can be pre-arranged through UNESCO, at the cost of 1,500 THB (limousine, 2 passengers) or 2,000 THB (minivan, 6 passengers), which will be deducted from your DSA. **Please notify us by 1 March 2017 if you would like to request the hotel pick-up service.**

For your return trip, the hotel can help you arrange for a metered taxi or an airport transfer service.

Information about Suvarnabhumi Airport can be found at <http://www.airportsuvarnabhumi.com>.

## MEETING VENUE

The meeting venue will be at the **Ballroom 1**, on the **7<sup>th</sup> floor** at the Holiday Inn Bangkok Sukhumvit.

## REGISTRATION AND IDENTIFICATION BADGE

Participants are requested to register and obtain meeting badges in front of Ballroom 1 meeting room, located on the **7<sup>th</sup> Floor, Holiday Inn Bangkok Sukhumvit, between 08:30-09:00 on 6 March 2017.**

For identification and security reasons, all participants are requested to wear their meeting badges at all times during the meeting.

## WORKING SESSIONS

The working sessions of the meeting will be held daily from 9:00am to 12:00pm and from 2:00 to 5:00pm from 6 to 9 March 2017. An agenda will be sent to participants prior to the meeting.

**Simultaneous interpretation in English and French** will be provided throughout the meeting.

## CATERING

UNESCO will provide lunch and coffee breaks during the meeting. A **welcome dinner** will be held on Monday 6 March 2017 at **Maya restaurant**, on the **29th floor** of Holiday Inn Bangkok Sukhumvit at 6:30pm. For the remaining dinners, please note that several affordable, good restaurants are located close by to the hotel, including food courts at nearby shopping malls (EmQuartier, Emporium and Terminal 1).

## COMPUTERS AND COMMUNICATIONS

Participants who wish to use a laptop during the meeting are advised to bring their own. Free Wi-Fi will be available everywhere at the hotel and a password will be provided upon arrival.

Mobile SIM cards and top-up services are available at DTAC, AIS and True shops located at the airport and around the city.

**DRESS CODE FOR THE MEETING:** Smart casual for all sessions.

## ACCOMMODATION

Accommodation at the Holiday Inn Bangkok Sukhumvit will be covered directly by UNESCO during the meeting and include: breakfast served in the hotel restaurant, wireless internet in rooms and public areas, 24-hour room service, in room safe, complimentary coffee/tea making facilities, complimentary use of the gym, check-in at 3:00pm and check-out at 12:00pm. Please note that the participant will be held responsible for personal expenses (e.g. telephone, fax, mini-bar, laundry, etc.) and that these costs should be cleared directly with the hotel upon check-out.

## ALLOWANCE

Participants traveling from outside Bangkok will be entitled to a DSA, which will cover local transportation costs, meals not provided by UNESCO and incidentals. The DSA will be paid in Thai Baht cash **on 6 March 2017 at the meeting**. The amount will be based on the travel schedule and the official UN exchange and DSA rates.

## **AIRLINE RESERVATIONS**

UNESCO will provide round-trip air tickets (economy class, most direct and cost-efficient route) to and from Bangkok.

If you have any last minute changes or delays, please contact **Bleu Voyages on +33 671263239**, who will assist in case of emergency.

## **VISAS**

Participants are kindly advised to check details regarding entry requirements into Thailand with particular reference to nationality and type of passport they hold with the nearest Thai Embassy or Consulate. More information can be found on the Ministry of Foreign Affairs website: <http://www.mfa.go.th/main/en/services/4908>

The applicant must be in possession of a passport with a validity of at least six months or an appropriate travel document recognized by the Government of Thailand.

## **CURRENCY EXCHANGE RATE**

The monetary unit of Thailand's currency is the Thai Baht. The current UN exchange rate (January 2017) is approximately: **US\$1 = Baht 35.92**. All major credit cards are readily accepted in Thailand.

There are banks and currency exchange kiosks located at the airport and near the hotel. Banks in Bangkok are open from 8:30am to 3:30pm, Monday-Friday and most also offer foreign exchange services (branches in department stores tend to have later hours, usually between 10:30am and 7:30pm). Currency exchange rates can be checked on the website of the Bank of Thailand.

## **CLIMATE IN BANGKOK**

The weather in Bangkok in March is usually warm and humid. Temperatures average 30°C, with maxima around 35°C. Risks of rain are low. We would also advise you to bring warmer clothes (a light jacket/shawl or scarf for ladies) to be used in the air-conditioned meeting room.

**TIME ZONE:** Thailand is located at the Greenwich Mean Time (GMT +7).

## **ELECTRICITY**

The electricity in Thailand is 220 volts, 50 cycles/sec and can accommodate both flat prongs and round prongs. Appliances designed to operate on 110/120V need a voltage converter and a plug adapter (see <http://www.lonelyplanet.com/thailand/electricity> for further information).

## **SECURITY**

According to the United Nations Department of Safety and Security (UNDSS), the security level in effect is on "low risk" as of January 2017. Participants will be notified in case of any change.

On 13 October 2016 the death of His Majesty King Bhumibol Adulyadej, who was highly revered by the people of Thailand, was announced. During the official mourning period of one year, Thai citizens are encouraged to wear black and others may also choose to do so. Visitors are advised to be respectful of Thai customs and may choose to wear black or plain, modest clothing out of respect. Thailand has laws against making negative comments about the institution of the monarchy. These laws are strictly enforced and are applicable to spoken, written and electronic communication, including social media, as well as gestures.

**Tourist Police Tel: 1155**

**Emergency Tel: 191**

## MEDICAL EMERGENCY

Should you require urgent medical attention, please contact the hotel's information desk. The nearest hospital is **Samitivej Hospital Sukhumvit**, 133 Sukhumvit 49, Khlongtan Nua, Vadhana, Bangkok 10110, Tel: +662 711 8181; Website: [www.samitivejhospitals.com/Sukhumvit/en](http://www.samitivejhospitals.com/Sukhumvit/en)

## IMPORTANT CONTACT NUMBERS

In case of emergencies, please contact one of the following **UNESCO staff**:

**Ms Waraporn Onnom** +66 81 755 2322

**Ms Vanessa Achilles** +66 84 649 2028

## LOCATION MAP

### Holiday Inn Bangkok Sukhumvit

