

# **CAPACITY DEVELOPMENT WORKSHOP**

## **Introduction to Large-Scale Assessments of Learning**

**23 - 26 September 2014, Bangkok, Thailand**

**Bangkok Marriott Hotel Sukhumvit**

### **LOGISTICAL INFORMATION**

#### **1 Date**

23-26 September 2014 (4 days)

#### **2 Venue**

Bangkok Marriott Hotel Sukhumvit 57 (For taxi: โรงแรมบางกอก แมริออท สุขุมวิท 57)

Benchasiri Ballroom B, 3<sup>rd</sup> Floor

2 Sukhumvit Soi 57 Klongtan Nua, Wattana,

Bangkok 10110 THAILAND

Tel: +66 2 797 0000

<http://www.marriott.com/hotels/travel/bkkms-bangkok-marriott-hotel-sukhumvit/>

The hotel is located on Sukhumvit Road Soi 57 in the heart of the city and near Major Cineplex Sukhumvit. The nearest sky train (BTS) station is Thonglor Station (take Exit 3). For more information on the BTS, please visit: [http://www.bts.co.th/customer/th/02-route-current\\_new.aspx](http://www.bts.co.th/customer/th/02-route-current_new.aspx)

#### **3 Accommodation**

To simplify logistical arrangements, UNESCO Bangkok will reserve a single room for each participant who so requests at the Bangkok Marriott Hotel Sukhumvit 57 at the cost of THB 3,000 net/person/night (inclusive of daily buffet breakfast, internet access, service charge and government tax) for the duration of the workshop period, normally for a total of four or five nights, starting on the night of 22 September 2014 with check-out on 26 or 27 September 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 (excluding personal expenses) will be covered directly by UNESCO.

Self-funding participants should pay the room costs directly to the hotel. The current room rates are Single room rate at THB 3,000/room/night and Double room at THB 3,300/room/night (inclusive of daily buffet breakfast, internet access, 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 note that the participant will be responsible for any other personal expenses (e.g. telephone, fax, mini-bar, laundry) 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 57<sup>th</sup> Street, ground floor.
- Personal safe deposit box in room.
- Complimentary use of fitness center, sauna and swimming pool on 7<sup>th</sup> floor.

*Check in / out time Offer:*

- Standard Check in time is 15.00 hrs./ check out time is 12:00 hrs
- Late check-out time is 15:00 hrs. (Free of Charge), subject to room availability
- Late check-out 15:01-:18:00 hrs. will be charged half price of room rate
- Late check-out from 18:01 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 workshop period (23- 26 September 2014). A dinner reception will be hosted at the Residence Lounge, 2<sup>nd</sup> floor, on Tuesday, 23 September 2014, 18:00 to 20:00 hrs approx. For fully- or partially-funded participants, you will receive a Daily Subsistence Allowance (DSA) to cover your other meals and miscellaneous costs during the time of the workshop. Please bring your original boarding pass(es) to the registration desk on Tuesday, 23 September, in order to receive the DSA. You will receive DSA as per your actual stay during the workshop period.

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. Workshop Room / Registration**

All participants should register in front of the workshop room at the hotel (Benchasiri Ballroom B, 3<sup>rd</sup> fl.). Registration will start on Tuesday, 23 September 2014 at 08:00 hrs. The workshop will begin at 09:00 hrs and will end at 17:00 hrs generally.

## 7. Computer and Communication

Participants are requested to bring a notebook computer for their own use during the workshop. Internet service 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. 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 **September 2014: USD 1 = THB 31.84** approximately (<http://www.scb.co.th/en/personal-banking>).

## 9. Climate in Bangkok

It is rainy season in Bangkok in September. Temperatures are expected to range between 25 to 32 °C approximately. Weather is likely to be partly cloudy and rainy especially during late afternoon or evening time throughout the period. 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 workshop 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 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 45 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 THB 1,000 up to THB 1,500 per car.

- An Airport Rail Link: While the Express Line (Makkasan-Suvarnabhumi Airport-Makkasan) is now temporary suspended, you may use the City Line from the Airport to Phaya Thai and switch there to the BTS sky train in order to get to the hotel at BTS Thonglor Station. Please visit <http://www.srtet.co.th/en/index.html> for more info on the Airport Rail Link and <http://www.bts.co.th/customer/en/02-route-current.aspx> for BTS Sky train. You can also visit [http://www.transitbangkok.com/to\\_Bangkok\\_airport.html#suvarnabhumi](http://www.transitbangkok.com/to_Bangkok_airport.html#suvarnabhumi) for more info on any other options like public transport.

## 11. Medical Emergency

In case you have urgent need for medical treatment, 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, Phraknong Nua, Wattana, Bangkok 10110

E-mail: [info@sukhumvithospital.com](mailto: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](mailto: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

The workshop will be conducted in English. Interpretation in Russian will be provided for our participants from Central Asian countries.

## 13. Further Information

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

Ms. Ramya Vivekanandan, Programme Specialist, [r.vivekanandan@unesco.org](mailto:r.vivekanandan@unesco.org)

Ms. Tserennadmid Nyamkhuu, Programme Officer, [t.nyamkhuu@unesco.org](mailto:t.nyamkhuu@unesco.org)

Ms. Thanattiya Potimu, Programme Assistant, [t.potimu@unesco.org](mailto:t.potimu@unesco.org)

Ms. Piyawan Suwattanathum, Administrative Assistant, [p.suwattanathum@unesco.org](mailto:p.suwattanathum@unesco.org)

## Location Map of Bangkok Marriott Hotel Sukhumvit 57

<http://www.marriott.com/hotels/maps/travel/bkkms-bangkok-marriott-hotel-sukhumvit/>

(For taxi: โรงแรมบางกอก แมริออท สุขุมวิท 57 เลขที่ 2 สุขุมวิท ซอย 57 แขวงคลองตันเหนือ เขตวัฒนา กรุงเทพฯ)

