

# Capacity Development Workshop

## Design and Development of Large-Scale Learning Assessments

16 - 20 March 2015, Bangkok, Thailand  
Radisson Blu Plaza Bangkok Hotel

### GENERAL INFORMATION

#### 1 Date

16-20 March 2015 (5 days)

#### 2 Venue

Radisson Blu Plaza Bangkok (For taxi: โรงแรมเรดิสัน บลู พลาซ่า กรุงเทพฯ)

Ballroom 2, 4<sup>th</sup> Floor

489 Sukhumvit Road, Klongtoey Nua, Wattana,

Bangkok 10110 THAILAND

Tel: +662 302 3333 Fax: +662 302 3344

[www.radissonblu.com/plazahotel-bangkok](http://www.radissonblu.com/plazahotel-bangkok)

The hotel is located on Sukhumvit Road in the heart of the city only 200 meters from the subway and sky train. Nearby attractions and shopping options also include Yaowarat, the Museum of Siam and Terminal 21. The nearest sky train (BTS) station is Asok Station where Subway (MRT) Sukhumvit station is also located. 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) and <http://www.bangkokmetro.co.th/map.aspx?Lang=En&Menu=8> for MRT.

#### 3 Accommodation

To simplify logistical arrangements, UNESCO Bangkok will reserve a single room for each participant who so requests at the Radisson Blu Plaza Bangkok at the cost of THB 2,800 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 six nights, starting on the night of 15 March 2015 with check-out on 21 March 2015. 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 2,800/room/night and Double room at THB 3,100/room/night (inclusive of daily breakfast, high speed 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 super breakfast buffet at Twenty Seven Bites, 2<sup>nd</sup> floor (above lobby).
- Personal safe deposit box in room.
- Complimentary use of gym and open air swimming pool on 6<sup>th</sup> floor roof

*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 14:00 hrs. (Free of Charge), subject to room availability
- Late check-out 14:01-: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

Please note that hotel room confirmation letters cannot be issued on an individual basis and hence we request you to simply give your name and mention that you are part of the UNESCO group upon check-in.

When you check in, the hotel may request to you to provide either CREDIT CARD or CASH (equivalent to one day room rate) as a security deposit, which will be returned or refunded upon your check-out. This is a normal procedure.

**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 of those staying at the venue, while lunch and coffee breaks will be provided by UNESCO during the workshop period (16-20 March 2015). A dinner reception will be hosted at the Pool desk, 6<sup>th</sup> floor, on Monday, 16 March 2015, 18:30 to 20:30 hrs approx. For fully- or partially-funded participants, you will receive a Daily Subsistence Allowance (DSA) to cover your dinner and miscellaneous costs during the workshop. Please bring your original boarding pass(es) along with you to the registration desk on Monday 16 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 (Ballroom 2, 4<sup>th</sup> fl.). Registration will start on Monday, 16 March 2015 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, and 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 **February 2015: USD 1 = THB 31.95** approximately (<http://www.scb.co.th/en/personal-banking>).

### **9. Climate in Bangkok**

It is hot season in Bangkok in March. Temperatures are expected to range between 26 to 36 °C approximately. Weather is likely to be mostly sunny especially during late afternoon throughout the period. 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 will 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, 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 45 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:** The Express Line (Makkasan-Suvarnabhumi Airport-Makkasan) is now temporary suspended. You can still use the City Line from the Airport to Phaya Thai and switch to BTS sky train there to get to the hotel at Asok Station Please visit <http://www.srtet.co.th/en/index.html> for more info on 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, Phrakanong 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.

## 13. Further Information

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

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)

### Location Map of Radisson Blu Plaza Hotel Bangkok

<http://www.radissonblu.com/plazahotel-bangkok>

(For taxi: โรงแรมเรดิสัน บลู พลาซ่า กรุงเทพฯ เลขที่ 489 ถนนสุขุมวิท  
แขวงคลองตันเหนือ เขตวัฒนา กรุงเทพฯ)

