



United Nations
Educational, Scientific and
Cultural Organization

Bangkok Office
Asia and Pacific
Regional Bureau
for Education

Network for Education Quality Monitoring in the Asia-Pacific Region (NEQMAP)

Network Meeting
27-28 March 2013

Imperial Queen's Park Hotel, Bangkok, Thailand

GENERAL INFORMATION

1 Date

27–28 March 2013 (2 days)

2 Venue

Imperial Queen's Park Hotel (For taxi: โรงแรมอิมพีเรียล ควิ้นส์ปาร์ค 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 Airfare and Daily Subsistence Allowance (DSA)

The organizers will bear the costs of round-trip, economy-class airfare to/from Bangkok and DSA of UNESCO-funded participants only. If you are a funded participant, we will be contacting you in the very near future to organize your air ticket, which will be issued to you as an e-ticket via our travel agency of choice. Please note that you shall be required to hand over your boarding passes to the seminar organizers. DSA will be provided after registration to the participants to cover the cost of their dinner and miscellaneous during the meeting period. Any changes/cancellation requested by the participants/travelers after the ticket has been issued, will need to be settled by the participants/travelers directly with our travel agency.

4 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, from the night of 26 March to the night of 27 March (total 2 nights). 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 by UNESCO directly to the hotel. Self-funding participants shall pay the room costs to the hotel directly upon check-in.

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.

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 16:00-19:00 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

5 Provisions

Breakfast is included in the room rate, lunch and coffee breaks will be provided by UNESCO during the meeting period (27-28 March 2013). A reception dinner will be provided on 27 March 2013.

6 Meeting Room / Registration

All participants should register in front of the meeting room at the hotel (Sakura Room, 37th Floor). Registration will start on Wednesday, 27 March at 08:30 hrs. The meeting will begin at 09:00 hrs. and will end on Thursday 28 March 2013 at 16:30 hrs approximately.

7 Computer and Communication

Participants are requested to bring a notebook computer for their own use during the meeting. Internet service is inclusive in the room charge for participants staying at the hotel; the internet password can be obtained from the reception. 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.

8 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.

9 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 2013: US\$ 1 = Thai baht 30 to 31** approximately (<http://www.scb.co.th/en/personal-banking>).

10 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.

11 Transportation

Bangkok's Suvarnamhumi airport is located about 30 km 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 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 THB 100 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 1,500 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://airportrailink.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>

12 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 (<http://www.samitivejhospitals.com/Sukhumvit/en>)

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

13 Language

English will be the working language of the meeting.

14 Further Information

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

Ms. Stella Yu, Programme Officer (s.yu@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>

