Project Meeting on
“Enhancing National Capacity to Foster Digital Citizenship Education in Asia-Pacific”
Double Tree by Hilton Hotel, Bangkok, Thailand; 16-17 October 2017

Information Note

1. Workshop Venue

Double Tree by Hilton Sukhumvit 26 (For taxi: โรงแรมดับเบิ้ลทรี บาย ฮิลตัน สุขุมวิท 26)

Hotel address:
Sukhumvit Soi 26 Klongtan, Khlong Toei, Bangkok 10110 Thailand
Tel: +66 2 649 6666

The hotel is located on Sukhumvit Road Soi 26. Within walking distance to the sky train (BTS) Promphong Station. For more information on the BTS, please visit: http://www.bts.co.th/customer/th/02-route-current_new.aspx

2. Accommodation
UNESCO Bangkok will reserve a single room for international participants at the venue hotel, Double Tree by Hilton Bangkok Sukhumvit 26 to check in on 15th October 2017 and to check out on 18th October 2017. Please present your passport and hotel booking confirmation when checking in at the hotel.

All other personal charges (e.g. telephone, fax, mini-bar, laundry, room service, etc.) and late check out on 18th October will be borne by the participant and/or his/her companion(s) which will be charged when checking out. Please clear the account directly with the hotel before your departure.

Room inclusions:
• Internet access in room
• Daily buffet breakfast at Dee Lite Restaurant, ground floor

Check in / out time Offer:
• Standard Check in time is 15.00 hrs./ check out time is 12:00 hrs
• Late check-out 15:01-:18:00 hrs. will be charged to the participant at half price of room rate
• Late check-out from 18:01 hrs. onward will be charged to the participant at full price of room rate

3. Travel from the airport to the Hotel

All participants are responsible for arranging their own transportation from and to the airport. Most airlines will land in Bangkok’s Suvarnabhumi International Airport, but some budget airlines such as AirAsia have relocated to Don Muang International Airport. Please check with your airline/travel agent to confirm your destination.

a. Taxi

The most convenient way to get from the airport to the city is by taxi. There are two kinds of taxis: the more expensive limousine taxi and the public meter taxi. If you wish to take an airport limousine, check with the limousine counter inside the airport.

Traveling from Suvarnabhumi International Airport to the hotel

To travel from Suvarnabhumi International Airport to your hotel, use a metered taxi located outside the airport building one floor below the arrival hall. Follow signs for “Public Taxi”. There are kiosks which will issue a ticket with the number of the parking space where the taxi should be waiting. (Note: Sometimes the taxi may not be at the spot. Please wait until one shows up.) Tell the taxi driver your destination. You need to pay the expressway toll when you get to the toll gates (around Baht 80). The taxi fare to the hotel is around Baht 300, but you have to pay an additional service surcharge of Baht 50 on top of the price shown on the meter for taxis leaving the airport.

Traveling from Don Muang International Airport to the hotel

Taking a metered taxi is the most convenient ground transport option when getting to/from the airport. The taxi stand is located outside the Arrival Hall. Most destinations to downtown Bangkok cost around Baht 250. Add an additional Baht 50 surcharge to your fare when you pay the driver upon arrival at your destination. All tollway charges will be paid by the passenger at the toll gates.

IMPORTANT: Please print the address of the Double Tree by Hilton Hotel Sukhumvit 26 to show to the taxi driver if you have difficulties in communicating with the driver.

ไปส่งที่ โรงแรม ดับเบิ้ลทรี บาย ฮิลตัน สุขุมวิท 26 สุขุมวิท ซอย 26
b. Train – Airport Link to/from Suvarnabhumi International Airport only

The Airport Link operates from 6.00 am to midnight daily. A single-trip journey costs between Baht 15 and 45 for the commuter service, depending on the stations where you ride/alight the train. The Suvarnabhumi Station is located under the main terminal building (B1 Level, two floors below the Arrival Hall). This line provides services between Suvarnabhumi Airport and Phaya Thai Station at the end of the line. The entire journey, covering a distance of 28 kilometers, takes about 30 minutes, with 6 stops along the way.

You can take the Airport Link to the terminal station at Phaya Thai then take BTS Skytrain to the Sukhumvit line and get off at the Prom Phong station. The Bangkok Marriott Hotel Sukhumvit 26 (provides access to Double Tree) is walking distance from the station.


For more details about the Sky train routes, go to http://www.bts.co.th/customer/en/02-route-current_new.aspx

4. Daily Subsistence Allowance (DSA)

The meeting’s official dates are 16 -17 October 2017. UNESCO will cover reduced DSA for sponsored participants for the official days of the meeting as per prevailing UNESCO rates and practices.

In this regard, please submit to the Secretariat the original copy of your boarding pass/es (from your source city to Bangkok) upon registration on 16 October 2017. Issuance of the DSA will be processed upon submission of this requirement.

5. 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.

5. Currency Exchange Rate

The commercial rate is subject to change daily (currently estimated at around USD1 ~ THB33.20). 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.
6. Climate in Bangkok

The average temperature at this time of the year may range between 27°C and 35°C. October falls within the rainy season in Thailand – as such, we recommend participants to bring along an umbrella.

Since the meeting rooms are air-conditioned, it can be rather cold inside. The dress code for the meeting is smart casual, and a light jacket or shawl would be appropriate.

7. Medical Emergency

In case you have an urgent need for medical treatment, please contact the hotel’s information desk (available for 24 hours). The hotel has a 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

8. Contact Information

For logistical matters, please contact:

Sutin Dechaboon (s.dechaboon@unesco.org)
UNESCO Bangkok, 920 Sukhumvit Rd, Bangkok 10110, Thailand
Tel: +(662) 391-0577 ext. 224