Consultative Meeting on Innovative School Leadership
23-24 April 2018
Novotel Sukhumvit 20, Bangkok, Thailand

Information Note

1) Venue

NOVOTEL Bangkok Sukhumvit 20
19/9 Sukhumvit 20, Klongtoey
Bangkok 10110 Thailand
International call: +(66) 2 009 4999, Fax: +(66) 2 009 4900
Domestic call: (02) 009 4999, Fax: (02) 009 4900
http://www.novotelbangkoksukhumvit20.com/

Meeting room: Benjasiri room, 5th floor
Lunch: Food Exchange, 7th floor

2) Travel from the airport to the Meeting Venue

All participants are responsible for arranging their own transportation from and to the airport. Most airlines will land in Bangkok’s Suvarnabhumi International Airport which is located about 30km east of Bangkok. Please refer to the following web site for a map of the Suvarnabhumi International Airport: http://www.bangkokairportonline.com/node/85.

There is only one terminal for the departure and arrival of international and domestic flights. The Arrival Hall is located on Level 2. There are three exits in the Arrival Hall: A, B, and C. Exits B and C are for international arrivals. 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. Public meter-taxi

The most convenient way to get from the airport to the city is by taxi. There are two kinds of taxis: (1) the more expensive limousine taxi and; (2) the public metered taxi. If you wish to take an airport limousine, please check with the limousine counter inside the airport.

If you wish to take a public metered taxi, please follow the signs for “Public Taxi” which lead you to outside the main terminal building on the ground level (one floor below the Arrival Hall). There are kiosks which issue you a ticket with the number of the parking space where your taxi will be waiting. (Sometimes the taxi may not be at the spot. Please wait until one shows up.) Please note that some kiosks are for small vehicles (sedan), and some kiosks are for big vehicles (van). If you are travelling alone or sharing a taxi with 1-2 persons, you may take a small taxi. If you are sharing a taxi with 3-5 persons with lots of bags, you need to take a taxi van. Please make sure that you queue up for the right kiosks.

**IMPORTANT:** Please print the address of the Landmark Bangkok Hotel below to show to the taxi driver if you have difficulties in communicating with the driver.

แปล
โปรดพิมพ์ที่อยู่ของ Landmark Bangkok Hotel ด้านล่างเพื่อแสดงให้คนขับรถไปคู่มือถ้ามีปัญหาในการสื่อสารกับคนขับรถ
Taxi fare will be charged according to the distance travelled (shown on the meter) plus a Baht 50 surcharge for a taxi sedan or a Baht 75 surcharge for a taxi van. The taxi fare to the hotel is around Baht 300-400 depending on the traffic. If going by expressway, you also need to pay the toll fees (around Baht 75) when you get to the toll gates.

b. Train – Airport Rail Link

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

You can take the Airport Rail Link to Phaya Thai Station (last station), which has a direct interchange to the Bangkok Mass Transit System (BTS) or the Skytrain, Sukumvit Line. You can then take a BTS/Skytrain and get off at Asok Station, where NOVOTEL Bangkok Sukhumvit 20 is conveniently located 10 minutes’ walk from the BTS Skytrain.

For more detail about Airport Rail Link, go to

For more detail about the Skytrain routes, go to
3) Provision

For all participants staying at NOVOTEL Bangkok Sukhumvit 20, an international buffet breakfast is included in the room rate. Lunches and coffee breaks will be provided by the organizers during the meeting period on 24-24 April 2018.

For fully-funded participants, travel costs (round-trip, economy class air ticket to and from Bangkok) will be covered by the organizers. Reduced Daily Subsistence Allowance (DSA) will be paid in Thai Baht cash to cover your other meals and miscellaneous costs during the time of the seminar. Please bring your original boarding pass(es) to the registration desk on April 23 in order to receive the DSA. You will receive DSA as per your actual stay during the seminar period.
4) **Accommodation**

**For fully funded participant**, UNESCO has reserved a room (single occupancy) at the NOVOTEL Bangkok Sukhumvit 20 for participants to check in on Sunday, 22 April 2018 and to check out on Wednesday, 25 April 2018. Please present your passport and inform hotel staff that your room has been reserved by UNESCO when checking-in at the hotel.

Room benefits:
- Daily Buffet Breakfast
- Wifi – internet in rooms and public area

Check in / out time:
- Standard check-in time is from 14.00 hours on the day of arrival.
- Standard check-out time is 12.00 noon on the day of departure.
- Guests checking out up to 18.00 hrs will be charged at half day rate
- Guests checking after 18.00 hrs will be charged at full day rate

UNESCO Bangkok will pay the hotel directly for the cost of the room only for the duration of the meeting. All other personal charges (e.g. telephone, fax, mini-bar, laundry, room service, etc.) and **extra cost for late check out on 25 April 2018** will be borne by the participant and/or his/her companion(s) which will be charged to the participant when checking out. Please clear the account directly with the hotel before your departure.

**Self-sponsored participants** are recommended to stay at NOVOTEL Bangkok Sukhumvit 20. Superior single room/double room rates are 3,000THB/3,350THB per night (inclusive of breakfast, service charge and government tax). If you would like the organizers to reserve a room on your behalf, please kindly send us your passport information and flight itinerary as soon as it is available so that we can make the appropriate arrangements.
4) **Telephone**

International direct dialling is available in all the guestrooms. This will be at your own expense. Please contact the hotel’s reception directly to make your connection.

5) **Visa**

Participants are required to obtain, if necessary, entry visa to Thailand from the Royal Thai diplomatic or consular mission in their own countries in advance. Please note that in most cases, a passport must be valid for at least six months in order to obtain a visa.

Please check the website below for your nationality whether you need a visa and where to obtain one: [http://www.mfa.go.th/main/en/services/4908](http://www.mfa.go.th/main/en/services/4908)

6) **Climate in Bangkok**

The average temperature at the time of the meeting may range between 30°C and 34°C. Light clothing will be appropriate for outdoors but it is worth noting that the meeting room is air-conditioned. Therefore it is advisable that you bring some appropriate clothing for the meeting. The dress code for the meeting is smart casual, and a light jacket or shawl would be appropriated.

7) **Currency Exchange**

The commercial rate is subject to daily fluctuations. 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.

8) **Medical Emergency**

In case of medical emergency, please contact the hotel’s information desk.
9) **Contact Information**

**For programmatic matters**  
**Please contact:**

Ms. Lay Cheng Tan  
Programme Officer  
UNESCO Bangkok Office  
Tel: +66 2 391 0577 ext. 211  
Email: lc.tan@unesco.org

**For logistical arrangements**  
**Please contact:**

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