Frequently Asked Questions

Where and when is the Conference?
The 19th UNESCO-APEID International Conference will be held in Pullman Bangkok King Power Hotel, Bangkok, Thailand on 7-9 November 2018.

The address of the conference venue is:

Pullman Bangkok King Power
8-2 Rangnam Road
Thanon-Phayathai, Ratchathewi
Bangkok 10400
Thailand
Tel. +66 2 6809999
Fax. +66 02 680 9998
Email: rsvnmgr@pullmanbangkokkingpower.com; asstrsvn@pullmanbangkokkingpower.com

Below is the name of the hotel and address in Thai to assist you when using public transport.

โรงแรมพูลแมน ซอยรางน้ำ
8/2 ถนนรางน้ำ พญาไท ราชเทวี กทม
**What is the theme of the conference?**
The theme of the Conference is *Effective School Leadership for the 21st Century: Meeting the Sustainable Development Goals*, with the following sub-themes:

I. **What is School Leadership in the 21st Century?**
   - Defining school leadership roles, responsibilities, issues, and trends in a globalized and interconnected world
   - Examining school leadership policies and governance
   - Establishing standards and competency frameworks for school leadership
   - Linking school leadership and educational transformation

II. **Innovative School Leadership Practices**
   - Identifying and preparing future school leaders
   - Developing school leadership capacities and skills
   - Investigating different approaches for sharing school leadership
   - Showcasing practical examples of effective school leadership

III. **Strengthening School Leadership and Collaboration**
   - Developing indicators, approaches and tools for assessing school leadership
   - Exploring diverse models for strengthening school leadership performance
   - Supporting collaborative research on school leadership
   - Harnessing the use of technology for communication and dialogues on school leadership

**How can I register for the Conference?**
Please go to [https://bangkok.unesco.org/content/19th-unesco-apeid-international-conference](https://bangkok.unesco.org/content/19th-unesco-apeid-international-conference) for information and [https://www.surveymonkey.com/r/apeidconf](https://www.surveymonkey.com/r/apeidconf) for registration. If you have any difficulty with the registration, please contact the Conference Secretariat at the address below.

UNESCO-APEID International Conference Secretariat
UNESCO Bangkok
920 Sukhumvit Road, Prakanong
Bangkok 10110
Thailand
Tel: (66-2) 391 0577
Fax: (66-2) 391 0866
Email: apeidconf@unesco.org

**What is the cost for attending the Conference?**
The Conference fees for participants are as shown below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>International participant</td>
<td>US$ 350</td>
</tr>
<tr>
<td>Early bird registration*</td>
<td>US$ 250</td>
</tr>
<tr>
<td>Full-time student</td>
<td>US$ 150</td>
</tr>
<tr>
<td>Resident of Thailand</td>
<td>US$ 150</td>
</tr>
<tr>
<td>Group registration**</td>
<td>US$ 250 each</td>
</tr>
</tbody>
</table>

* Payment for Early bird registration must be received by UNESCO Bangkok by 19 October 2018.
** For 5 or more individuals from the same organization/institution.
What will be covered by the Conference fees?
The Conference fees will cover only the following items:

- Attendance at all sessions
- Conference materials
- Lunches and refreshment breaks
- Welcome reception

When is the deadline for payment of the Conference fees?
Payment for Early Bird registration must reach the Conference Secretariat by 19 October 2018. Payments can be made after this date but will be charged the full rate.

How do I pay the Conference fee?
The Conference Secretariat can only accept payment by bank draft or in cash. Please send the bank draft payable to “UNESCO” to the following address:

UNESCO-APEID International Conference Secretariat
UNESCO Bangkok
920 Sukhumvit Road, Prakanong
Bangkok 10110
Thailand

Please note:
- When paying in Thai Baht, the payee should be “UNESCO Bangkok”
- When paying in US$, the payee should be “UNESCO”

Payment in cash can be made in person or via messenger services at the Conference Secretariat. As a last resort, payment can also be made in person on the opening day of the Conference. However, the Secretariat does not recommend payment at the door since this process is time consuming and may delay your attendance at the Opening Ceremony. (Please note that the Early Bird rate does not apply for cash payments at the door).

Also note that credit card payment is not possible.

How can I get help with the visa application?
Your passport must be valid for at least six months prior to your entry into the country in order to obtain a visa. Participants who require a visa to enter Thailand should contact the Thai diplomatic or consular mission in their place of residence prior to entering Thailand. For information about visa requirements, please go to http://www.mfa.go.th/main/en/services/4908.

How can I submit a paper for the Conference?
Please go to https://www.surveymonkey.com/r/apeidconf to register and submit an abstract of your paper. The closing date for submission of abstract is 14 September 2018.

How will I know that my paper has been accepted?
All abstracts submitted by 14 September 2018 will be reviewed. Authors will be notified by email at the end of September 2018 about the status of their abstracts.

When do I find out if my paper has been accepted or not?
Authors will be notified by email at the end of September 2018 whether or not their abstract has been accepted.

**I registered for the Early Bird rate but have not made my payment yet. Can I still get the discounted rate?**

Early Bird registrants must pay their Conference fees by 19 October 2018. All payments paid after this date will be charged the full rate. The discounted rate will no longer apply.

**How can I confirm that I am registered?**

After completing the online registration at [https://www.surveymonkey.com/r/apeidconf](https://www.surveymonkey.com/r/apeidconf), you will see a ‘Thank you’ message on the screen, confirming that you are registered to attend the Conference.

**Can my fee be waived if I am a paper presenter?**

No, the fee cannot be waived for paper presenters.

**Can I pay on the opening day of the Conference?**

Yes, payment can be made on the opening day of the Conference. However, the Secretariat does not recommend payment at the door since this process is time consuming and may delay your attendance at the Opening Ceremony. (Please note that the Early Bird rate does not apply for cash payments at the door).

**When is the deadline for submission of my full paper?**

Upon acceptance, the full paper should be submitted at apeidconf@unesco.org before the start of the Conference as far as possible. Please note that the authors have to present their papers in person at the Conference for their papers to be posted on the Conference website. In supporting the spirit of sustainable development, the Secretariat will not publish any Conference proceedings.

**Should I send in my presentation?**

Please do not send your presentation (e.g. MS PowerPoint). The Secretariat will inform you about the procedure of sending your presentation closer to the date of the Conference.