



6th
AWC
Meeting

AAdministrative
Circular

Information & Guidelines

ASEM

Sixth Meeting of the ASEM
Working Group on Customs
Matters (AWC) : 17 - 18 September 2012
Chiang Mai, Thailand

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1. PURPOSE

This administrative circular provides general information on arrangements and other relevant information on the 6th Meeting of ASEM Working Group on Customs Matters (hereafter referred to as “6th AWC Meeting”) which will be held in Chiang Mai, Thailand, from 18-19 September 2012. The Customs Trade Day will be organized on 17 September 2012.

2. RESPONSIBILITY FOR THE MEETING

Communications or request for clarification/further information regarding the Meeting i.e. meeting agenda, program of activities, documents, logistics and organizational matters may be directed to:

Ms. Nitaya Teingtrongpinyo

Head of Organizing Team for the 6th AWC Meeting

OR

Ms. Pornpan Kitpanich

Deputy Head of Organizing Team for the 6th AWC Meeting

Thai Customs Department

Tel: +662 667 7603

Fax: +662 667 6923 or +662 671 7667

E-mail: thaicustoms@mof.go.th

3. MEETING VENUE AND DATE

The meeting will be held from Tuesday 18 to Wednesday 19 September 2012 in Chiang Mai, Thailand. The venue for the meeting will be:

Le Meridien Chiang Mai

108 Chang Klan Road, Tambol Chang Klan,

Amphur Muang, Chiang Mai 50000

Thailand

Tel: +66 53 253 666

Fax: +66 53 253 667

Website: lemeridien.com/chiangmai

3.1 The Customs Trade Day will be held on Monday 17 September 2012

3.2 The AWC Preparatory Meeting will be held on Monday 17 September 2012 from 15.00 – 17.00 hrs.

4. SUBMISSION OF MEETING DOCUMENTS

All documents relating to the meeting must be e-mailed to the Organizing Team by **Friday 7 September 2012** at <thaicustoms@mof.go.th>

Late submissions of documents are strongly discouraged. However, if necessary, they may be made to the Organizing Team at Secretariat Room. Although every effort will be made to process late submissions, please be advised that the Organizing Team may be unable to expeditiously process documents that are submitted after the stipulated deadline.

5. REGISTRATION OF THE DELEGATES

A Registration Form is attached as Annex 1. All delegates are requested to submit the registration form by **Monday 3 September 2012** by email/fax to the following address. A separate form should be used for EACH delegate.

Ms. NITAYA Teingtrongpinyo
E-Mail: thaicustoms@mof.go.th
Fax : +662 667 6923 or +662 671 7667

On the first day of the meeting, delegates are requested to **register in front of the Meeting Room from 09.00 - 09.30 hrs.** where badges and other relevant documents will be distributed. Badges **MUST BE WORN AT ALL TIMES** and will be required for entry to meeting areas.

However, to facilitate the registration process, Thai Customs will also arrange **a pre-registration on Monday 17 September 2012 from 14.30 - 17.00 hrs.** **All delegates are welcome to make a pre-registration at the "6th AWC Meeting Registration Desk" located at the Hotel lobby.**

6. HOSPITALITIES

As the host of the meeting, Thai Customs is pleased to provide the followings for the duration of the meeting:

- Cocktail Reception on 17 September 2012.
- Coffee breaks and lunch on meeting days.
- Welcome dinner on 18 September 2012.
- Half-day excursion in Chiang Mai in the afternoon of 19 September 2012.

Dietary preferences/restrictions must be stated in the delegates' Registration Forms.

7. ARRIVALS AND ENTRY FORMALITIES

- 7.1 All delegates require a valid passport to enter Thailand. Delegates may inquire from the Royal Thai Embassies accredited in their countries, whether they need to apply for a visa to enter Thailand.
- 7.2 To expedite the entry formalities, Thai Customs officers are assigned to facilitate immigration process for delegates at the Suvarnabhumi and Chiang Mai International Airport.
- 7.3 For flight reservations and ticket confirmations, delegates should directly contact the airlines or a travel agency. Information on domestic flight schedules between the Suvarnabhumi International Airport in Bangkok, and the Chiang Mai International Airport can be found as follows:
- Thai Airways International (website at: www.thaiairways.com)
 - Bangkok Airways (website at: www.bangkokair.com)
 - Air Asia (website at: www.airasia.com)
 - Nok Air (website at: www.nokair.com)

8. TRANSPORTATION

Airport transfer for delegates between the Chiang Mai International Airport and Le Meridien Chiang Mai is provided by Thai Customs free of charge. Delegates are requested to state their flight details for the transfer service in the Registration Form and Hotel Reservation Form.

More details regarding to the Chiang Mai International Airport and its relevant information could be found at: www.chiangmaiairportonline.com.

9. ACCOMMODATION

- 9.1 Thai Customs has blocked sufficient rooms at *Le Meridien Chiang Mai*. All delegates are requested to make room reservation **as soon as possible but no later than Monday 3 September 2012**. After this date, the confirmation of the booking will be subject to the availability of the rooms.

Please also be informed that due to the limited number of the rooms of certain types, the requests will be addressed on a first-come, first-served basis. The special rates from the hotel are as follows:

Room Type	Rate / Room / Night
Deluxe Room (sized 36 sq.m. & located on 6 th - 10 th floor)	Single/Twin 3,500.- net
Deluxe Studio (sized 40 sq.m.)	Single/Twin 3,900.- net

Room Type	Rate / Room / Night
Preferred Room (sized 36 sq.m. & located on 11 th - 19 th floor)	Single/Twin 4,500.- net
Royal Club with Club benefit (sized 36 sq.m. & located on 21 st - 23 rd floor)	Single/Twin 5,500.- net
Junior Suite with Club benefits (1 bedroom & 1 living room, sized 72 sq.m.)	Single/Twin 8,500.- net

- Notes:**
- Rates are net inclusive of breakfast, 10% service charge and V.A.T.
 - The rates are per room per night based on single/twin occupancy.
 - The rates applied for 3 days of pre or post conference period, subject to room availability.
 - Complimentary Wifi Internet during stay
 - 20% discount for The Spa.

9.2 Delegates are requested to arrange their reservations and payment directly with the hotels at the following address:

Ms. Pensiri Tosawat - Reservation Manager
Le Meridien Chiang Mai
E-mail: <Pensiri.tosawat@lemeridien.com> or
Fax: + 66 53 253 618

And **Ms. Hathaitip De Vera** - Sales Manager
E-mail: <hathaitip.devera@lemeridien.com >

And send a copy to **Ms. NITAYA Teingtrongpinyo**
Head of Organizing Team
E-mail: <thaicustoms@mof.go.th> or
Fax: + 662 667 6923 or + 662 671 7667

Each delegate is required to cover the room charge and other additional cost and expenses of accommodation and transportation.

Delegates are requested to return the enclosed Hotel Booking Form (Annex 2) as soon as possible but not later than **3 September 2012**.

10. INSURANCE

No insurance coverage with respect to persons or property is provided or implied by the host administration. Delegates may wish to make their own insurance arrangements.

11. TELECOMMUNICATIONS

Delegates can make both long and short distance calls from the Hotel at their own expenses, which may be at a higher tariff. Delegates may like to bring their cell phones or hire cell phones. Calling cards are commonly used and there are several telecom service providers sell calling cards.

12. CURRENCY, EXCHANGE, CREDIT CARDS

The official currency of Thailand is Thai Baht. Exchange facilities are available at the Airport, the Hotel, and banks. Major credit cards are accepted in hotels, restaurants and city stores.

The exchange rate is USD 1 for 31 Thai Baht approximately (subject to change).

13. CLIMATE

June to October is the rainy season in Chiang Mai with September being the wettest month statistically. Usually, the afternoons experience short and intense rainstorms that get cleared by the evening. The average temperatures in the city area range between 22°C at night and around 30°C in daytime.

14. ELECTRICITY SUPPLY

The power supply in Thailand is 220 volts, 50 hertz. Two holes sockets are usually in use.

15. TIME

Local Time is GMT + 7 hours.

16. GENERAL INFORMATION OF CHIANGMAI



Chiang Mai, the second largest city in Thailand, is located 700km north-west of Bangkok, the capital city of the country. Temples, mountains, rivers, culture and adventure activities has made Chiang Mai a major tourist destination. Chiang Mai has a population of over 1.5 million with nearly 200,000 people in Chiang Mai's city area. Chiang Mai is a city built on the roots of a traditional heritage that dig deep into the soil of time. It is a city with a beautiful cultural personality of its own. In addition, it has been blessed with much majestic beauty in nature.

The people themselves are an unforgettable part of Chiang Mai. Handicrafts of silk, silver and wood are timeless souvenirs for visitors from all over the globe. Along with all this, a wide variety of accommodations, restaurants, and entertainment all help to make Chiang Mai one of Thailand's prime tourist attractions.

Attractions

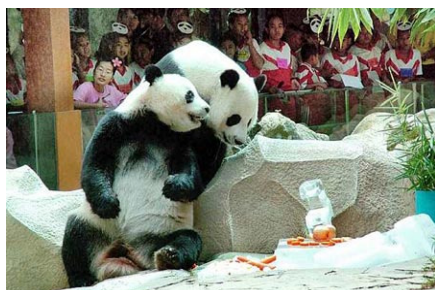
Chiang Mai for years now has been the tourist hub of the north and one of Thailand's most important tourist destinations. It is considered one of the most scenic provinces in the country due to its mountain ranges, valleys, flora and fauna. Unlike most of Thailand, the climate in the north and especially Chiang Mai is cool, fresh and misty.

Doi Suthep - Doi Pui National Park: The Park consists of forests and mountain ranges. Major mountains include Doi Suthep and Doi Pui. This is a main source of tributaries and streams in Chiang Mai. Sacred places, religious attractions and historical sites are located in the park complex.

Doi Inthanon National Park: Standing at over 2,500 meters, Doi Inthanon is the highest mountain and one of the coolest peaks in Thailand. Besides the actual mountain itself, there are a variety of other attractive locations such as Mae Ya, Wachirathan and Siriphum waterfalls and Bori Chinda Cave.



Pang Chang Mae Sa: The elephant shows are a demonstration of the elephants' abilities in log-hauling. After the end of the performance, visitors are able to have a go at riding an elephant.



Chiang Mai Zoo: The Zoo is located next to Huai Kaeo Arboretum. It is a large zoo, which occupies the lower forested slopes of Doi Suthep Mountain. The zoo contains more than 200 types of Asian and African mammals and birds.

Walking Street: Chiang Mai municipality has organized, since 2006, the Chiang Mai Walking Street at the Three Kings Monument Courtyard. It has turned into a thriving Sunday market for locally made handicraft products, all of which are displayed on the street.

Night Bazaar: Every evening, the center of the provincial city holds one of the province's biggest markets, selling a huge variety of goods to tourists, both foreign and Thai. The market is 3 blocks long and is surrounded by restaurants, cafes and travel agents.

Entertainment/Activities

The city of Chiang Mai has a wide variety of activities.

Elephant Show: "Mae Sa Elephant Camp" is home to one of the largest assembly of elephants in the north of Thailand. Its philosophy is to create a natural and healthy environment for the elephants while working to conserve and breed them, due to the dwindling number of Asian elephants left in the wild. The camp flanks a rushing river in a



beautiful lush tropical valley a mere twenty minutes scenic drive from downtown Chiang Mai. Having been opened for nearly thirty years and currently home to seventy eight elephants, it is the only place in the world showing the painting of realistic pictures by elephant artists.

Mountain Biking: Mountain biking is done on several routes in Chiang Mai including around the old city moats.

Cruising along the Ping River: Maenam Ping is the main river in Chiang Mai. While cruising, people can witness the atmosphere of Chiang Mai, as well as the local lifestyle on both sides of the Ping River.

Golf Courses: Due to the pleasant natural surroundings and climate, Chiang Mai is popular for playing golf. There are many courses in the province.



Butterfly Farm : Chiang Mai butterfly farms offer varieties of butterfly for the one who loves this insect with beautiful colored wings in nature amidst.

Spa: Spa treatment in Chiang Mai includes both traditional remedies and healing arts alongside modern techniques. This treatment, in terms of service available, has escalated over the past few years and there are now innumerable locations offering spa service – often including a Jacuzzi and steam bath.

Shopping: Shopping in Chiang Mai is one of the most popular activities of the region. Besides the usual abundance of shopping malls and department stores, there is a huge variety of local markets. The Night Bazaar in downtown Chiang Mai is the most popular location for shopping.

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