



Administrative Arrangements for Participants

ASEM Symposium on the Future Direction of ASEM 30 March 2015 Bangkok, Thailand

- 1. Date:** 30 March 2015 (full day)
- 2. Venue:** **Ballroom 1**
The Royal Orchid Sheraton Hotel & Tower
2 Charoen Krung Road Soi 30 (Captain Bush Lane)
Siphya, Bangrak
Bangkok 10500
Thailand
Phone: +66 2 266 0123
Fax: +66 2 236 8320
Website: <http://www.royalorchidsheraton.com/>

3. Registration

The participation in the Symposium is open to any interested agencies / individuals. All participants of the Symposium are required to fill in the online registration form on website <http://asemsymposiumbkk.europetouch.in.th/index.php> from **11 February - 15 March 2015**.

4. Cost

The participation in the Symposium is free of charge. The Host Country will bear the costs of organising the Symposium including venue, facilities, and meals as scheduled in the programme. Participants would bear their own costs for travel, accommodation and all other expenses incurred during their stay.

5. Accommodation

Participants may consider staying at the Royal Orchid Sheraton Hotel & Tower, the venue of the Symposium. Participants who wish to stay at the Hotel are advised to make a room reservation via the online registration of the Symposium in order to receive special room rates. The online registration will redirect participants to the Hotel's website for room reservation. Once the registration and reservation are complete, Hotel's Confirmation Number will be sent to those participants. The special room rates are as follows:

Deluxe Room

Single Occupancy 3,500.- Baht net/Room/Night

Double Occupancy 4,000.- Baht net/Room/Night

The offer includes daily buffet breakfast, high speed internet access, gym facilities, etc.

Check-in time is 15:00 hours. Check-out time is 12:00 hours.

6. Transportation

Airport transfers

The distance between Suvarnabhumi Airport and the Royal Orchid Sheraton Hotel & Tower is approximately 35 km. Taxi and limousine services are available at the airport. Alternatively, public transportation, such as Airport Rail Link takes generally 30 minutes from the airport to Bangkok city centre.

7. Official Language

The official working language of the Symposium will be English.

8. Dress code

Business attire

9. Visa requirements

Participants of the Symposium are required to possess valid visas, if required. Appropriate visas can be obtained directly from Royal Thai Embassies or Royal Thai Consulate-Generals in the respective countries (for further details, please see website <http://www.thaiembassy.org/main/>).

Kindly see the list of countries and territories entitled for Visa exemption and Visa on Arrival on the Immigration Bureau website: <http://www.immigration.go.th/> or contact +66 2 141 9889.

10. General Information

Climate in March

Average low 27 degree Celsius

Average high 35 degree Celsius

Currency and banking

The Thai currency is Baht. Exchange rate is 32.74 Baht / US Dollar as of 23 January 2015. All major international credit cards are accepted in Thailand.

Time

GMT +07:00 hours

Emergency Numbers

Police 191

Fire 199

Medical emergency call 1669

11. Liability

The Host Country shall not be liable for personal accidents and losses or damages to personal / corporate property of the participants.

12. Contact

13.1 On the agendas of the Symposium, please contact ASEM Desk Officers and ASEM Contact Point for Thailand, Ministry of Foreign Affairs:

1. Mr. Kitjawat TACHAROEN
Tel.: +66 2 203 5000 # 13127
2. Ms. Morakot WEERAWONGPHROM
Tel.: +66 2 203 5000 # 13125

Fax: +66 0 643 5146

Email: asemthailand@gmail.com

Address: Department of European Affairs
Ministry of Foreign Affairs
Sri Ayudhya Road, Bangkok
10400 Thailand

13.2 On logistics matters, please contact asemsymposium.bkk@gmail.com
