



**ADMINISTRATIVE CIRCULAR**  
**ASEM Interfaith Cultural Youth Camp**  
**Project**  
6-12 February 2009



**GENERAL INFORMATION**

1. The Asia-Europe Meeting (ASEM) Interfaith Cultural Youth Camp is scheduled to be held on 6-12 February 2009, in Bangkok and Ayudhya province, Thailand.
2. For each participant, Thailand will bear the costs of meals and room accommodation, including local transportation to all the planned sites according to the programme.

**HOTEL ACCOMMODATION**

3. All Participants have been registered for accommodation at the Grand Tower Inn Rama VI, Bangkok, based on twin sharing for the period of 6-12 February 2009 only. Any costs incurred for stay beyond the specified period will be borne by the participant. Details on the Hotel are as follows:

Grand Tower Inn Rama VI  
402 Soi Rewadee, Rama VI Rd.,  
Samsennai, Phayathai,  
Bangkok 10400  
Tel. +66 (0)2 618 6688,618 6699 (20 lines)  
Fax.+66 (0)2 618 6363  
E-mail : [rsvn.rama6@grandtowerinn.com](mailto:rsvn.rama6@grandtowerinn.com)  
Website: <http://www.grandtowerinn.com/rama6/index.html>

Map and location of the Hotel (in Thai) appears as Annex I.

4. To facilitate hotel reservation, all participants are requested to transmit **the following information** to ASEM Section, Department of European Affairs, Ministry of Foreign Affairs of Thailand, to facsimile number +66 2643-5146 or E-mail: [european02@mfa.go.th](mailto:european02@mfa.go.th) latest **by 1 February 2009**:

- (a) Full Name ;
- (b) Dates and time of arrival and departure;
- (c) Arrival/Departure Flight number;
- (d) Photocopy of passport.( in jpg or bitmap file preferred)
- (e) Photo for badge ( 500Kbyte in jpg or bitmap file)
- (f) Smoking floor preference.(if applicable)

5. In case of emergency, any changes in arrival plans other than that indicated should be communicated immediately to the Camp's secretariat.

6. Before departure from Bangkok, participants are expected to settle directly with the respective hotels all incidental expenses, such as local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services for personal consumption which are not included in the program. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

#### **ADDRESS AND TELEPHONE NUMBER OF THE CAMP SECRETARIAT**

7. Contact details of the organizers responsible for the Project are as follows:

ASEM Section

Department of European Affairs

The Ministry of Foreign Affairs of Thailand

Sri Ayudhya Road,

Bangkok 10400, Thailand

Telephone number: +66(0)2 643-5000 ext.3277, 3273

Facsimile number: +66(0)2 643-5146

E-mail: [european02@mfa.go.th](mailto:european02@mfa.go.th)

Office Hours: Monday-Friday

08.30-12.00 hours and 13.00-17.00 hours

Contact Persons:

Mr. Natee Vichitsorasatra    mobile: +66(0)89-222-9140

Ms. Sweeya Santipitaks        mobile: +66(0)89-499-2342

#### **REGISTRATION & IDENTIFICATION BADGES**

8. Participants are requested to register at the **Registration Counter, located at the lobby of the Grand Tower Inn, RamaVI between 1530-1600 hours on Friday, 6 February 2009**. Participants who are not able to register during the time indicated above are requested to do so at the earliest opportunity upon their arrival at the hotel. Only the names of duly registered participants will be included in the list of participants.

9. For identification and security reasons, all participants are requested to wear their meeting badges at all times during the meeting and social functions. The loss of a meeting badge should be reported personally to the organisers so that a new one can be issued immediately.

#### **WORKING LANGUAGE OF THE YOUTH CAMP**

10. All sessions will be conducted in English.

## DRESS CODE

11. Smart casual clothing is recommended during the opening and closing sessions. **Please note that shorts, sleeveless tops, and slippers are not permitted at temples and palaces.** Since the camp program includes visits to a number of religious and official locations, participants are advised to wear polite clothing. For details of dress code, please see the **tentative programme (Annex II)**

12. For the activities at Bhumirak Centre, participants are advised to wear t-shirts, shorts, and comfortable shoes to experience rice planting in the paddy fields.

## TRAVEL ARRANGEMENTS

13. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. **Please note that the Ministry of Foreign Affairs will only be responsible for local transportation costs. Participants are required to find their own funding for international airfare to and from Bangkok, Thailand, including personal travel insurance during their stay in Thailand.**

14. All participants must have a valid passport with at least 6 months validity.

15. Participants are required to check visa requirements with the Royal Thai Embassy in their respective countries prior to travel. **The following ASEM countries can apply for tourist visas on arrival and are permitted leave to remain for 30 days if travel by air and 15 days if travel by land : Austria, Belgium, Brunei Darussalam, Denmark, Finland, France, Germany, Greece, Indonesia, Ireland, Italy, Japan, South Korea, Luxembourg, Malaysia, Netherlands, Philippines, Portugal, Singapore, Spain, Sweden, United Kingdom and Vietnam.**

## ARRIVAL AT THE AIRPORT

16. Participants should make their own transportation arrangements from Suvarnabhumi Airport to the hotel. Limousine, metered-taxi, and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.airportsuvarnabhumi.com>. Please note that the Don Mueang Airport, the old Bangkok International Airport, currently handles Thai domestic flights only.

17. To avail themselves of the services of limousines and public metered-taxis as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located at the airport arrival zone** in Suvarnabhumi Airport. The authorized officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination.

The limousine counters are located in the arrival hall. The limousine charge for one trip is THB900 (Thai Baht). For the authorized public taxi counters, participants should exit at gate 3 or gate 9 of the arrival hall. In addition to toll fees (approximately THB70 - 100), there is a THB50 surcharge to be added to the meter charge. The Ministry of Foreign Affairs will subsidize each participant traveling from overseas with THB1,000 to cover a round trip transportation by metered-taxi between the Airport and the hotel.

### **CURRENCY REGULATION**

18. Any participant who brings or takes an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent out of or into the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Officer. Failure to declare upon bringing foreign currency that exceeds the amount restricted by law or its equivalent out of or into the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence, according to the relevant regulation of Thailand.

### **BANKING AND EXCHANGE FACILITIES**

19. Banking services are available at Suvarnabhumi Airport. Participants are advised to exchange currency on arrival at the airport. The exchange rate is approximately THB 48 per Euro. For transportation charges to the Grand Tower Inn Rama VI Hotel are approximately 10 Euros for metered-taxi and 20 Euros for limousine.

### **HEALTH AND VACCINATION**

20. Yellow fever vaccination is required for participants traveling from countries where the disease is endemic. Participants are recommended to have had vaccinations against food-borne diseases, such as hepatitis A, tetanus and typhoid.

### **WEATHER**

21. The weather in Bangkok is warm and humid, with temperatures ranging from 26-40 degrees Celsius. Light tropical clothing would be appropriate. For outdoor activities, the use of hats and sunscreen lotion are advised. The conference room where and when the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius.

-----  
ASEM Section  
Department of European Affairs  
Ministry of Foreign Affairs of Thailand  
23 January 2009