



Useful Information for Participants

USEFUL INFORMATION FOR PARTICIPANTS

1. Meeting

The 1st ITU Center of Excellence (CoE) Steering Committee Meeting for the Asia-Pacific Region is organized by ITU Regional Office for Asia and the Pacific, Bangkok, Thailand during 30-31 January 2019. More detail at <http://www.itu.int/itu-d/asp>.

2. Venue

**Grande Centre Point
Ploenchit - Bangkok**
100 Wireless Road, Lumpini, Patumwan
Bangkok 10330 Thailand
Tel: +66 2 055 9000 | Fax: 66 2 055 9090
<https://www.grandecentrepointploenchit.com>

3. Visa and Immigration Requirements

To enter Thailand, all participants must possess a valid passport or accepted travel document. Participants who require a visa should apply for a visa at a Royal Thai Embassy or a Royal Thai Consulate-General in their respective country well in advance of their departure. For nationals of some countries, it may take up to two weeks for visa processing. As visa requirements change from time to time, please check with your nearest Royal Thai Embassy/Consulate-General for your visa requirements. You are also advised to visit <http://www.mfa.go.th> for more information on visas and travel documents.

4. Weather

The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

5. Foreign Currency Declaration

The unit of Thai currency is Thai Baht (THB). The exchange rate as of 11 Dec. 2018 is THB 32.85 to 1 USD.

Under Thai law, any person who brings or takes an aggregate amount of foreign currency exceeding 20,000 United States dollars or its equivalent into or out of the Kingdom of Thailand shall declare the amount of foreign currency to a Customs Officer. Failure to make such a declaration or making any false declaration to a Customs Officer is a criminal offence.

Currency exchange facilities are available at hotels.



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6. Travel Insurance

Participants are reminded that it is advisable to obtain travel insurance. Such insurance should cover payment for your medical care in the case of hospitalization as well as the cost of repatriation to your home country if that should become necessary. The Organizers do not take responsibility for any individual, medical, travel or personal insurance. Participants are advised to secure their own insurance policies as necessary.

7. Recommended Hotels for the Meeting

Grande Centre Point (meeting venue) Ploenchit - Bangkok 100 Wireless Road, Lumpini, Patumwan Bangkok 10330 Thailand Tel: +66 2 055 9000 Fax: 66 2 055 9090 https://www.grandecentrepointploenchit.com			
<ul style="list-style-type: none"> Rates quoted are inclusive Int'l buffet breakfast & Wi-Fi Internet Access Rates quoted are inclusive of 10% service charge and 7% VAT 	Room Type	Single (Baht/night)	Double (Baht/night)
	One Bedroom Suite	THB 3,745 net	THB 4,066 net
Reservation must be made directly to the hotel Any inquiry you may contact person below. Ms. Chanyika Thitaratanaporn Senior Sales Manager Tel: +66 2 055 9000 Ext. 4909 Fax +66 2 055 9090 Mobile : +66 8 4880 9933 E-mail: chanyika.t@gcphotels.com		Airport transfer by hotel limousine services <ul style="list-style-type: none"> Japanese Sedan Car (Max 2 adults): Baht 1,090.-net/way Van (Toyota Max 6 adults): Baht 1,490.net/way 	
Centre Point (Sukhumvit 10 Road) <i>(BTS: Nana Station & Asoke Station/MRT:Sukhumvit Station)</i> 39 Soi Sukhumvit 10 Road, Klongtoey, Bangkok 10110, Thailand Tel: +66 2 653 1855 Fax: +66 2 653 1866 https://www.centrepoin.com/sukhumvit-10			
<ul style="list-style-type: none"> Rates quoted are inclusive Int'l buffet breakfast & Wi-Fi Internet Access Rates quoted are inclusive of 10% service charge and 7% VAT Complementary ticket of sky train (BTS) one day pass for booking during 30-31 Jan 2019 Only. 	Room Type	Single (Baht/night)	Double (Baht/night)
	Deluxe	2,700 net	2,900net
Reservation must be made directly to the hotel			



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<p>Any inquiry you may contact person below.</p> <p>Ms. Wilailak C. (Nueng) Sales Co-Ordinator Tel: + 66 2 653 1855 Fax + 66 2 653 1866 E-mail: wilailack.c@centrepoint.com rsvn_sukhumvit10@centrepoint.com</p>			
<p>Best Western Plus @20 Sukhumvit 17 Sukhumvit Soi 20, Klongtoey, Bangkok 10110, Thailand www.bestwesternpremiersukhumvit.com</p>			
<ul style="list-style-type: none"> • Rates quoted are inclusive daily buffet breakfast & in room internet. • Rates quoted are inclusive of 10% service charge and 7% VAT <p><i>Reservation must be made directly to the hotel using the hotel form available on the event website.</i></p> <p>Any inquiry you may contact person below. Mr. Suphakorn Pheeraphanich Senior Sales Manager Tel : 66 261 2200 Ext 2000 Fax: 66 261 3459 Mobile: 66 92 871 9152 E-mail: rsvn@bwplus20.com</p>	Room Type	Single (Baht/night)	Double (Baht/night)
	Superior King/Twin	2,000 net	2,000 net
<p>Best Western Premier Sukhumvit Soi 1 78 Sukhumvit Soi 1 Klongtoey Nua, Wattana, Bangkok 10110 www.bestwesternpremiersukhumvit.com</p>			
<ul style="list-style-type: none"> • Rates quoted are inclusive daily buffet breakfast & in room internet. • Rates quoted are inclusive of 10% service charge and 7% VAT <p><i>Reservation must be made directly to the hotel using the hotel form available on the event website.</i></p> <p>Any inquiry you may contact person below. Mr. Suphakorn Pheeraphanich Senior Sales Manager Tel : 66 261 2200 Ext 2000 Fax: 66 261 3459 Mobile: 66 92 871 9152 E-mail: rsvn@bestwesternpremiersukhumvit.com</p>	Room Type	Single (Baht/night)	Double (Baht/night)
	Premier King/Twin	3,000 net	3,000 net



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8. Transport from and to Airport

Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at www.airportsuvarnabhumi.com.

Please note that the Don Muang Airport, the former Bangkok International Airport, currently handles domestic flights and some low-cost international flights.

For your general information, the following transportation is available from Suvarnabhumi International Airport:

1. Public Meter Taxi, is located on 1st floor of the Passenger Terminal, Gate 4 and 7. Fare shown on meter, plus Baht 50 surcharge for boarding at the airport.
2. Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.
3. Hotel Limousine Services

For instance,

- Toyota Camry: THB 1,850 nett/car/way (maximum of 3 persons with luggage)
- BMW Series 5: THB 2,150 nett/car/way (maximum of 3 persons with luggage)
- Toyota Commuter Van: THB 2,650 nett/van/way (maximum of 7 persons with luggage)

For participants wishing to avail themselves of the limousine and public metered-taxi services indicated above, it is strongly recommended that they approach only the authorized representatives at the counters located in the airport arrival zone. Upon request, a ticket will be issued for the assignment of either a limousine or a public metered taxi to transport passengers to the desired destination. Participants may access public taxi counters by exiting Gates 4 or 7 of the Passenger Terminal at Suvarnabhumi Airport. In addition to toll fees, there is a 50 baht surcharge to be added to the meter charge from airport to the city.

There are good public transportation facilities at the Suvarnabhumi International Airport, Thailand. For more information, please visit website: <http://www.bangkokairportonline.com/>.

9. Travelling within Bangkok

Although traffic can be heavy at times, getting around Bangkok is relatively easy thanks to a well-integrated and inexpensive transport system of public buses, taxis, limousines, motorcycle taxis, tuk-tuks and mass transit.

- **Taxis:** a large number of taxis ply Bangkok's streets 24-7. Look for the Taxi Meter sign on top and make sure the cabbie turns on the meter. Fares begin at 35 baht (roughly US\$ 1) and increase according to distance traveled.
- **Mass Transit:** the city's mass transit system consists of an elevated and underground rail service through the downtown area, providing links to city hotels, shopping malls, entertainment areas, business districts and the river. Both are air-conditioned, with signage



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and directions in Thai and English, and operate from 6am to midnight daily. Both systems are linked with change-over stations at three locations. As yet there is no common ticket.

- **BTS Skytrain:** elevated electric trains transport Bangkok's commuters in wide air-conditioned carriages, running every 3-5 minutes at peak times and slightly longer off-peak, providing a quick, reliable and efficient service. The Skytrain has two routes, the Sukhumvit Line and Silom Line, with a changeover station at Siam Square. Fares are based on distance traveled.
- **MRT Subway:** the underground rail system complements the BTS Skytrain in moving commuters around central Bangkok through a special tunnel system. Lifts and escalators provide access to the trains. The MRT system has 18 stations running from Hua Lamphong railway station to the northern bus terminal at Mor Chit.

10. Communications

The Country Code for Thailand is +66

The City Code for Bangkok is +66(0)2

Area Codes in Thailand are referred to as STD codes. STD codes for some cities are:
Bangkok: (0)2

Dialing Thailand: Landline

International access code (00 or +) followed by 66, then STD CODE followed by Landline no.
e.g. +66 2 XXXXXXXX

Dialing Thailand: Mobile

International access code (00 or +) followed by 66 and the 9-digit Mobile no. eg. +66 XXXXXXXXX.

11. Language

English is spoken in most hotels, shops and restaurants as well as in major tourist destinations.

12. Time

The time in Bangkok is 7 hours ahead of the Greenwich Mean Time (GMT +7).

13. Electricity & Power Plug

The electric current is 220 volt AC throughout the country. For Thailand, the picture/diagram shows the type of main power plug used in Thailand so participants can bring the right adaptor for their electrical appliances. This plug and receptacle are technically known as NEMA 5-15 (North American 15 A/125 V grounded).


