



Annex 2
INFORMATION NOTE
ITU CENTRES OF EXCELLENCE NETWORK FOR ASIA PACIFIC REGION
Face-to-face Training Course on
Traffic engineering and advanced wireless network planning
Bangkok, Thailand
30 September – 4 October, 2019

1. INTRODUCTION

The ITU Asia-Pacific CoE Programme on “**Traffic engineering and advanced wireless network planning**” will be held from 30 September – 4 October 2019, Bangkok, Thailand

This training is organized jointly by the ITU, the Wireless Communication Centre, Universiti Teknologi Malaysia (UTM), and the National Broadcasting and Telecommunications Commission (NBTC) as part of the and as part of the Wireless and Fixed Broadband programme under the auspices of the ITU ASP COE.

The training will be delivered in English.

2. VENUE OF THE TRAINING

Room “THE SUITE (3rd Floor)” Radisson Blu Plaza Bangkok Hotel, 489 Sukhumvit Rd., Wattana, Klongtoey nua , Bangkok, Thailand

3. COORDINATORS

<p>Training coordinators: NBTC Ms. Bongkod Kongchaisareepahb Office of the National Broadcasting and Telecommunications Commission 87, Pahonyothin Road Payathai, Bangkok 10400 Thailand Tel No.: +66 2 2727054 Fax No.: +66 2 2781736 E-mail: Bongkod.k@nbtc.go.th</p>	<p>ITU coordinator: Mr. Ashish Narayan Program Co-ordinator, ITU Regional Office for Asia-Pacific 5th Floor, Thailand Post Training Centre, 111 Moo3 Chaengwattana Road, Laksi Bangkok 10210, Thailand ashish.narayan@itu.int (Email) +66 257 500 55 (Work) +66 257 535 07 (Fax)</p>
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4. REGISTRATION

Registration is online (<http://academy.itu.int>).

5. VISA AND IMMIGRATION REQUIREMENTS

To enter Thailand, all participants must possess a valid passport or accepted travel documents. 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.

6. ACCOMMODATION

Radisson Blu Plaza Bangkok Hotel is located in the heart of Bangkok on Sukhumvit Road. The hotel features 290 contemporary-chic guest rooms, and unrivalled meeting, dining and leisure options. Within walking distance of Asoke sky train and subway station, major businesses and leisure venues, Radisson Blu brings its refreshing Yes I Can! Hospitality to Bangkok. From Suvarnabhumi Airport is Approximately 45 minutes by car.

Participants who are interest to stay at the Radisson Blu Plaza can contact organizer for special rate and confirm the availability or if preferred other hotel for their convenient. Please check the traffic to the training venue in the morning. Reservation form is attached at the end of this document.

7. DETAILS OF ARRIVAL AND TRANSPORT

There are many ways to travel from the Suvarnabhumi International Airport to Radisson Blu Plaza Bangkok including hotel limousine, local taxi or Airport Rail link. The hotel also provides a personalized airport arrival service to ensure smooth transfer to the hotel. The price list is provided in hotel reservation form. The limousine can be arranged in advance. Moreover, the hotel has its airport representative, who can be of your assistant upon arrival at the airport. Kindly see more information as following details attach in the reservation form. Also there will be the local taxi available for 24 hours to service guest at the airport with the approximate fare around THB 600 (including express way and taxi service charges) depending on a meter which starts from 35 Baht.

For the public transportation

1. Airport Link (sky train) to subway (MRT) at Phetchaburi Station approximately 30 minutes. MRT Phetchaburi to Sukhumvit Station is 10 minutes , after that take the Exit number 2 . The Radisson BLu is located on Sukhumvit Soi 27. It takes about 5-10 minutes by foot to our hotel.
2. Airport Link (sky train) to sky train (BTS) at Phayathai Station approximately 30 minutes. BTS Phayathai to Asoke station is 15 minutes, take the exit no. 6 to the Exchange building you have to walk pass the building to reach Radisson Blu by 5 minutes.

[Hotel Location](#)

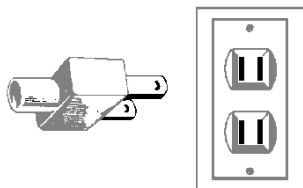


8. CURRENCY

The currency exchange for Thai Baht to 1\$ USD is currently approximately 30-33 baht. Government and business offices are open from 8.30 to 16:30 hrs, Monday to Friday. Bank opens Monday to Friday from 9.00-15.30 hrs while the department stores open daily from 10.00-20.00 hrs.

9. ELECTRICAL APPLIANCES

The electric current is 220 volt AC throughout the country. 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).



10. LANGUAGES

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

11. SECURITY

While, it is safe in Bangkok travel at night time alone is sometimes not recommended.

12. MEDICAL AND HEALTH

All participants are requested to ensure medical and travel insurance covering the whole period of the training course and overseas travel. Neither ITU or the NBTC or UTM will be able to meet any expenses relating to injury, accident or medical treatment of the participant. Drinking water from the tap is NOT recommended even though it is clean.

13. WEATHER

The time in Bangkok is 7.00 ahead of Greenwich Mean Time (+7.00 GMT). In September-October, the temperature is between 31-35 degree Centigrade.

14. INTERNET

Complimentary wireless Internet access is available throughout the hotel and high-speed wired Internet access is available in all guest rooms.

Have a safe trip

Please also copy your reservation form and send email to Bongkod.k@nbt.go.th in case of assistance.

Annexure – II



RADISSON BLU PLAZA BANGKOK
HOTEL RESERVATION FORM

For more information and other inquiries, please contact: **Ms. Merin Ngamchey** | Tel: +66 2 302 3467
Reservation Department: reservations.bangkok.blu@radisson.com | Tel: +66 2 302 3481-84

Traffic Engineering and Advanced Wireless Network
Planning (5G and IoT)
30 September - 3 October 2019

Please complete this form and return to cese.bangkok.blu@radisson.com, catering.bangkok.blu@radisson.com
Reservation department: reservations.bangkok.blu@radisson.com

Surname		First Name	
Company Name		Address	
Telephone		Fax	
		E-mail	

Accommodation

Check-in Date		Check-out Date	
No. of Person		Accompanying Name	

Smoking Room Non-Smoking Room

Room Category	<input type="checkbox"/> Single	<input type="checkbox"/> Double	<input type="checkbox"/> Extra Bed
Deluxe Room	<input type="checkbox"/> THB 3,700++ (THB 4,354.90 net)	<input type="checkbox"/> THB 4,100++ (THB 4,825.70 net)	<input type="checkbox"/> THB 1,500++ (THB 1,765.50 net)

- Rates are quoted in Thai Baht, per room per night.
- Rates are **Exclusive** of 7% Government Tax and 10% service charge.

All guests are inclusive of following:

- Buffet breakfast will be advise the venue
- Complimentary Internet access in room for both WIFI and LAN port
- Free access fitness Center, Sauna , Steam room, and Outdoor Swimming Pool

Transportation Cost and Services: (Prices can be changed without prior notice**)**

<input type="checkbox"/> YES, airport to hotel	<input type="checkbox"/> YES, airport to hotel to airport (Round Trip)	Arrival Flight	
<input type="checkbox"/> YES, hotel to airport	<input type="checkbox"/> Not Required	Departure Flight	
Toyota Camry (3 seats)			
<input type="checkbox"/> Baht 1,750 net / car / one way	<input type="checkbox"/> Baht 3,500 net / car / round trip		
BMW Series 5 (3 seats)		Toyota Commuter (7 seats)	
<input type="checkbox"/> Baht 2,400 net / van / one way	<input type="checkbox"/> Baht 2,600 net / van / one way		
<input type="checkbox"/> Baht 4,800 net / van / round trip	<input type="checkbox"/> Baht 5,200 net / van / round trip		

Remark:

- Please send a completed reservation form within (The date should be required at least 2 weeks in advance), otherwise, rooms will be subject to the availability at time of requesting
- All reservations must be guaranteed with credit card.
- Standard check-in time is from 14.00 hrs. Should any rooms be required with a guarantee of early check-in before 14.00hrs, the additional charge is applied at one night room rate.
- The standard check-out time is 12.00 hrs. Supplementary charge at 50% will be applied for guaranteed late check-out after 12.00 hrs. until 18.00 hrs./The guaranteed late check-out from 18.00 hrs. onwards, the hotel will be subject to a charge equivalent to one night room rate.
- **Cancellation:** Any cancellation received between 48 hours prior to arrival will be subject to a penalty equivalent **1 night** will be charged. In the event that the client fails to arrive without prior cancellation, the hotel reserves the right to charge a late cancellation or no show fee a penalty equivalent to the contract rate of **1 night** will be charged.

Guaranteed Arrival :	<input type="checkbox"/> Cash	<input type="checkbox"/> Master Card	<input type="checkbox"/> Diners Club	<input type="checkbox"/> VISA	<input type="checkbox"/> AMEX	<input type="checkbox"/> Other
Credit Card Number			Cardholder's Name			
Cardholder's Signature			Expiry Date			

For Hotel Use Only
Booking Ref No.

Received by:

Date: