



United Nations  
Educational, Scientific and  
Cultural Organization



Sustainable  
Development  
Goals

## UNESCO International Symposium and Policy Forum *Cracking the Code: Girls' Education in STEM*

28 - 30 August 2017, Bangkok, Thailand

### General Information Note

#### I. Venue of the Meeting

##### **Dusit Thani Bangkok Hotel**

946 Rama 4 Road, Silom, Bangrak

Bangkok 10500 Thailand

Tel: +66 2 200 9000 to 946

Email: dtbkrsvn@dusit.com

<http://www.dusit.com/dusitthani/bangkok>

The opening and plenary sessions will take place at the **Napalai Ballroom** on the Upper Level Lobby of the hotel. Other function rooms of the hotel will also be used for different activities during the meeting.

*(Meetings & Events floor plan of the hotel is provided on page 5 for your reference.)*



#### II. Registration

Participation in the UNESCO International Symposium and Policy Forum is by invitation only. Interested participants are invited to complete online the [expression of interest to participate](#) at their earliest convenience and no later than 17 July 2017, midnight, Paris time. Selection will be based on: participant profile, gender and geographical representation, to ensure a balanced audience.

##### On-site Meeting Registration (for name tags and meeting documents)

**On 28 August 2017 from 8:00 to 8:50 hrs.** The Registration Desk will be at the foyer of **Napalai Ballroom**. Participants will collect their identification tags and meeting documents.

For security reasons, participants will be requested to show their passports or identification cards at the Registration Desk to receive their tags.

Please note that you must wear your tags at all times during the meeting in order to access the venue and meeting rooms, as well as to facilitate identification, security and communication with other participants and members of the Meeting Secretariat.

### III. Travel Arrangement and Visa

All participants are expected to make their own travel arrangements and cover all related costs (such as visa fee, transit fee, etc.).

For participants funded by the organizers, UNESCO will arrange return ticket(s) on economy fare with the most direct route. To facilitate issuance of air ticket, funded participants are requested to send a copy of their passport and signed Travel Statement Form to the Meeting Secretariat. The form will be sent to sponsored participants in due course.

In compliance with UNESCO administrative rules, any other expenses such as terminal fares or additional expenses (e.g. transport to and from the airport, visa fees, private insurance, vaccination, etc.) will not be granted.

All participants should ensure that their passports are valid for at least 6 months from the travel date. Participants are required to obtain, if necessary, entry visa to Thailand from the Royal Thai diplomatic or consular mission in their own countries. For more information on visa requirements to enter the country and visa applications, please go to: <http://www.mfa.go.th/main/en/services>. Should you need support from the organizers, please inform the Meeting Secretariat (see section XI) as soon as possible and by 17 July 2017.

### IV. Accommodation

For organizer-funded participants: During the meeting, the Meeting Secretariat has reserved a Single Superior Room (inclusive of buffet breakfast and internet connection) at the **Dusit Thani Bangkok Hotel** (the Venue of the meeting).

Please note that any other personal expenses (e.g. telephone, fax, items from mini-bar, laundry, etc.) incurred by the participant should be cleared directly with the hotel upon check-out.

For self-funded participants: Dusit Thani Bangkok Hotel has offered special room rate(s) for participants as follows:

- **Superior Room, Single** – THB 3,103.00 (approximately USD 91.00) net/room/night inclusive of international buffet breakfast and internet);
- **Twin/Double Room** – THB 3,745.00 (approximately USD 109.00) net/room/night inclusive of international buffet breakfast and internet).

Check-in time is 14:00 hrs, check-out time is 12:00 hrs. Early check-in and late check-out is subject to availability and a surcharge may apply.

In order to avail the special room rate(s), please complete the enclosed Hotel Reservations Form and send to [dtbkrsvn@dusit.com](mailto:dtbkrsvn@dusit.com) as soon as possible but no later than 31 July 2017. Please note that the above special room rates do not apply to online reservations via third party services such as Expedia, Orbit, etc.

## V. Meals

For all registered participants, lunch and coffee/tea breaks during the meeting days (28 - 30 August 2017 will be provided.

In the evening of **28 August 2017**, all participants are invited to a **Dinner Reception at the Dusit Thani Hall** on the Upper Level Lobby from 18.00 hrs.

Participants with dietary requirements are requested to inform the Meeting Secretariat via the registration form.

For organizer-funded participants: Reduced Daily Subsistence Allowance (DSA) in local currency (Baht) will be provided to cover miscellaneous costs as well as the cost of meals not provided during the meeting. DSA can be collected at the Secretariat table during the afternoon coffee break of Day 1 (28 August 2017), upon submission of original boarding pass(es).

## VI. Computer and Communication

Participants are requested to bring their personal laptops for their own use during the meeting. Internet service is inclusive in the room charge for participants staying at Dusit Thani Bangkok Hotel. The internet password can be obtained from the hotel's Front Desk. This password can be used in-rooms and in public areas.

For other official/personal communication costs (international phone call, fax and use of the hotel's business centre), please check applicable service charge(s) with the hotel before using them, as participants will be responsible to cover these costs by paying the hotel directly during or upon check-out.

## VII. Local Transportation

Participants are responsible for transport arrangements to and from the port of departure and arrival. Most airlines will land in Bangkok's Suvarnabhumi International Airport, but some budget airlines have relocated to Don Muang International Airport. Please check with your airline/travel agent to confirm your destination.

### Traveling from the airport to the hotel

Public meter-taxi can be found in front of the Terminal (level 1, ground level). There will be counters to queue at, and upon telling them your destination, you will be given a taxi ticket and assigned to an appropriate taxi. Travel to downtown Bangkok costs around THB 300 to THB 400 (approximately USD 9.00 to USD 12.00) and there is a compulsory airport surcharge of THB 50 (approximately USD 1.50) which is added to the metered cost.

Limousine: To get a limousine, contact the Limousine Service Center at the arrival level. The limousine pickup area is located along the outer curb, right outside the terminal building. Please be advised that the limousine services in Bangkok are much more costly than public meter-taxis, starting from THB 2,000 (approximately USD 58.00) up per car.

An Airport Rail Link: The Airport Link operates from 6:00 am to midnight daily. A single-trip journey costs between Baht 15 and 45 (approximately USD 0.45 and USD 1.31) for the commuter service. The Suvarnabhumi Station is located under the main terminal building (B1 Level, two floors below the Arrival Hall). For more information on the local transportation and location of the Dusit Thani Bangkok Hotel, please visit <http://www.dusit.com/dusitthani/bangkok/location/>

## VIII. Climate

The average temperature in Bangkok at this time of the year may range between 29°C and 34°C. Since the meeting rooms are fully air-conditioned, it can be rather cold inside. The dress code for the meeting is smart casual, and a light jacket or shawl would be appropriate.

## IX. Currency Exchange

The currency of Thailand is Thai Baht (THB). The commercial exchange rate is currently 34.367 Baht / US Dollar, but is subject to change daily. There are banks and currency exchange kiosks located at the airport. You may get your money exchanged at the hotel cashier as well. For more information on currency exchange rate, please visit <https://www.bot.or.th/English/Pages/default.aspx>

## X. Electricity

The voltage used in Thailand is 220 V with 50 Hertz. Type A electrical plugs (two flat parallel pins or blades), Type C electrical plug (two-pin unearthed plug), and a combination of Type A and C electrical plugs are used in Thailand. You are advised to bring a universal adapter/converter as necessary.

## XI. Contact Information

All correspondence, information or any enquiries related to the meeting, please contact:  
**[gender.ed@unesco.org](mailto:gender.ed@unesco.org)**

or

Justine Sass  
Chief, Section of Education for Inclusion and Gender Equality  
Division for Inclusion, Peace and Sustainable Development  
Education Sector  
UNESCO, 7 place Fontenoy, F-75352 Paris 07 SP France  
Tel: +33 (0) 1 45 68 10 20

## XII. Medical Emergency

Participants are advised to bring their regular prescribed medication for health care during the meeting.

The nurse room and first-aid kit are available at the hotel for basic medical care. Should you require urgent medical attention during the meeting, please contact the Meeting Secretariat or the hotel's information desk (24 hours). The nearest hospitals to the meeting venue are:

**1) Bangkok Christian Hospital**

Tel : 0-2625-9000, 0-2235-1000

Website: <http://bch.in.th>

**In Thai for Taxi:**

โรงพยาบาลกรุงเทพคริสเตียน  
ถนนสีลม

**2) King Chulalongkorn Memorial Hospital**

Tel: 0-2256-4000

Website: <http://www.chulalongkornhospital.go.th>

**In Thai for Taxi:**

โรงพยาบาลจุฬาลงกรณ์ สภากาชาดไทย  
ถนนอังรีดูนัง

## XIII. Direction in Thai to Dusit Thani Bangkok

For Taxi: ไปโรงแรมดุสิตธานี กรุงเทพฯ

946 ถนนพระราม 4 สีลม บางรัก โทร. 66 2 2009000



#### XIV. Dusit Thani Bangkok Hotel's Meeting and Events Floor Plan

- |                     |                 |
|---------------------|-----------------|
| 1. Napalai Ballroom | 8. Library 1918 |
| 1.1. Napalai        | 9. The Cellar   |
| 1.2. Vimarn Suriya  | 10. Silom       |
| 2. Dusit Thani Hall | 11. Lumpini     |
| 3. Sathorn          | 12. Saladaeng   |
| 3.1. Sathorn 1      |                 |
| 3.2. Sathorn 2      |                 |
| 4. Mahamek 2        |                 |
| 5. Mahamek 1        |                 |
| 6. Bangrak          |                 |
| 7. Rama IV          |                 |

