



ADMINISTRATIVE CIRCULAR

THE 10th ASIA – EUROPE FINANCE MINISTERS' MEETING

(The 10th ASEM FinMM)

14 - 15 OCTOBER 2012

BANGKOK, THAILAND

TABLE OF CONTENTS

	PAGE
1. INTRODUCTION	4
2. THE 10th ASEM FinMM THAI SECRETARIAT	4
3. OVERVIEW OF DATES AND VENUE	5
4. REGISTRATION AND ACCREDITATION	5 - 6
5. ACCESS TO MEETINGS	6
5.1 Pickup & Display of ID Badges	
5.2 Ministers/Head of Delegates' Lapel Pins	
5.3 Plenary Session Overpasses	
6. ACCOMMODATION	6 - 7
6.1 Courtesy Accommodations for Ministers/Head of Delegates	
6.2 Hotel Information (Cost & Reservation)	
7. MEETING FACILITIES AND SERVICES	8 - 9
7.1 Viewing Room for Ministerial Meeting	
7.2 Common Delegation Room	
7.3 Bilateral Meeting Room	
7.4 Thai Secretariat Room	
7.5 Muslim Prayer Room	
7.6 Interpretation	
7.7 Medicare Services	
8. LIAISON OFFICERS	9
9. SECURITY OFFICERS	9
10. SPOUSE PROGRAM	10
11. VISA AND CUSTOMS INFORMATION	10
11.1 Visas	
11.2 Customs	
12. AIRPORT AND TRANSFERS	10 - 12
12.1 Bangkok Airport Information	
12.2 Airport Limousine	

12.3	Public Taxi	
12.4	Airport Rail Link	
13.	TRANSPORTATION	12
13.1	Transportation for Ministers/Head of Delegates	
13.2	Shuttle Services	
14.	DOCUMENTATION	12
15.	DRESS CODE	12
16.	MEDIA ARRANGEMENTS	13 - 14
16.1	Media Registration & Accreditation	
16.2	Media ID Badge Issuance	
16.3	Media Center	
17.	GENERAL INFORMATION	14
17.1	Currency	
17.2	Electricity	
17.3	Time	
17.4	Climate	
17.5	Smoking	
 <u>ANNEXES</u>		
A	HOTEL ARRANGEMENT FOR MINISTERS/ HEAD OF DELEGATION	15 - 16
B	HOTEL RESERVATION FORM (SIAM KEMPINSKI HOTEL)	17
C	HOTEL RESERVATION FORM (INTERCONTINENTAL BANGKOK & HOLIDAY INN BANGKOK)	18
D	MAPS	19 - 20
E	BILATERAL ROOM REQUEST FORM	21
F	INTERPRETATION FACILITY REQUEST FORM	22
G	DOCUMENTATION REPRODUCTION REQUEST FORM	23

1. INTRODUCTION:

The Ministry of Finance of Thailand warmly welcomes all participants to the 10th Asia – Europe Finance Ministers’ Meeting (hereinafter referred to as “the 10th ASEM FinMM”) and other related meetings in Bangkok, Thailand during 14 – 15 October 2012.

This Administrative Circular provides initial logistics and administrative information in order to help delegations prepare for participation in the 10th ASEM FinMM and related events. Updates will be issued as required in order to provide the very latest information.

The Ministry of Finance of Thailand wishes all the delegates a most productive and memorable visit to Bangkok, Thailand during the upcoming the 10th ASEM FinMM.

2. THE 10th ASEM FinMM THAI SECRETARIAT:

The Thai Secretariat for the 10th ASEM FinMM Meeting is responsible for organizing meeting’s agenda, program, document, administrative and logistic arrangements of relevant meetings.

The contact point for meeting’s agenda, program and document:

Ms. Pornwasa Sirinupongs

Mr. Nadhavudh Dhamasiri

Ms. Boontaree Kositanurit

Tel: +66 2273-9020 ext 3610, 3612, 3627 or (Direct Line) +66 2298 5600

Fax: +66 2298 5600

Email: asemfinmm2012@mof.go.th

The contact point for meeting’s administrative & logistic arrangements:

Mr. Rit Syamananda

Ms. Karnjana Tangpakorn

Ms. Sakun Lambasara

Tel: +66 2273-9020 ext 3607 or 3623

Fax: +66 2293 9059

Email: asemfinmm2012@mof.go.th

Contact Address:

International Economic Policy Bureau

Fiscal Policy Office

Ministry of Finance

Rama VI Road

Bangkok 10400, Thailand

3. OVERVIEW OF DATES AND VENUE:

The 10th ASEM FinMM and the ASEM Senior Finance Officials' Meeting will be held on 14 and 15 October 2012. The tentative schedule is as follow:

Date (2012)	Time	Event
14 October (Sunday)	14.00 – 16.30	ASEM High-Level Finance Officials' Meeting
	18.30 – 21.00	Cocktail Reception & Welcome Dinner for all Ministers/Head of Delegates, Spouses and Delegates
15 October (Monday)	08.30 – 17.30	The 10 th ASEM FinMM

The meetings will be held at the Siam Kempinski Hotel, Bangkok

Address: Siam Kempinski Hotel
991/9 Rama I Road, Pathumwan
Bangkok 10330, Thailand
Tel: +66 2162 9000
Fax: +66 2162 9301
Website: www.kempinski.com/bangkok

Updated Provisional Program can be downloaded from the 10th ASEM FinMM official website www.asemfinmm2012.com.

4. REGISTRATION AND ACCREDITATION:

On-line Registration

On-line Registration for the 10th ASEM FinMM will be available from 15 August – 1 October 2012.

All delegates are required to complete their on-line registration on the 10th ASEM FinMM official website www.asemfinmm2012.com **no later than 1 October 2012**. Each member country will be sent via email the Letter of Notification with a username and password necessary for the on-line registration. Once the registration is completed, a Confirmation Letter of the successful registration will be sent electronically to each delegate.

All information on registration will be protected and available only to a limited number of the Thai Secretariat personnel.

On-site Registration

After the on-line registration closes on 1 October 2012, unregistered delegates will be required to complete on-site registration and accreditation at the Registration Center located at Chadra Ballroom Foyer, 2nd Floor of Garden Wing, Siam Kempinski Hotel, on Sunday, 14 October 2012 at 12.00 – 18.00 hours and Monday, 15 October 2012 at 8.30 – 9.00 hours. Please be advised that due to security reasons, on-site registration might have limited availability and no guarantee can be given that the registration process will be completed before the meeting starts. Identification (ID) badge for each on-site registration will be provided only after his/her delegate's status has been verified.

Please be informed that only registered delegates with ID Badges are allowed to access the meeting venue.

5. ACCESS TO MEETINGS:

5.1 Pickup & Display of Identification (ID) Badges:

Registered delegates are invited to collect the ID badge by presenting a photo ID, passport or a diplomatic identity card and signing the receipt form at the registration counter located at Chadra Ballroom Foyer, 2nd Floor of Garden Wing, Siam Kempinski Hotel, on Sunday, 14 October 2012 at 12.00 – 18.00 hours and Monday, 15 October 2012 at 8.30 – 9.00 hours.

Each delegate is required to wear the ID badge at all times while in meeting venues.

5.2 Ministers and Head of Delegates' Lapel Pins:

Meeting lapel pins will be provided to all ASEM Finance Ministers/Head of Delegates. The lapel pins will be given to Thai Liaison Officers for distribution prior to the beginning of the meetings.

5.3 Plenary Session Overpasses:

In addition to ID badges, meeting overpasses will be required in order to enter the ASEM FinMM's Meeting with the exception of lapel pin wearers who will not be required to possess a meeting overpass. Each member country and international organization will be provided with two (2) overpasses.

6. ACCOMMODATION:

6.1 Courtesy Accommodations for Ministers/Head of Delegates:

The Royal Thai Government will provide 2 nights (14 and 15 October 2012) of complimentary accommodation for Ministers/Head of Delegates at either Siam Kempinski Hotel or InterContinental Hotel. Please see Annex A for the hotel arrangement for each country/international organization.

Any additional charges such as extra-nights, suite upgrades, meals and incidentals (including room mini-bar use, oversea phone call, etc.) beyond the hospitality noted above should be paid by the respective delegation directly to the hotel.

6.2 Hotel Information (Cost & Reservation):

The following hotels have been designated for the ASEM FinMM delegates.

(1) Siam Kempinski Hotel

991/9 Rama I Road, Pathumwan, Bangkok 10330, Thailand

Website: www.kempinski.com/bangkok

Hotel Reservation: Reservation Department

Contact Person: Ms. Sureeporn Piromnipanant

E-mail: groupbookings.siambangkok@kempinski.com or sureeporn.pirom@kempinski.com

Tel: +66 2 162 9000 Fax: +66 2 162 9307

(2) InterContinental Bangkok

973 Ploenchit Road, Bangkok 10330, Thailand

Website: www.intercontinental.com

Hotel Reservation: Reservation Department

Contact Person: Reservation Group Coordinator

E-mail: rsvngroupco@ihgbangkok.com

Tel: +66 2 656-0444 Fax: +66 2 254-9988

(3) Holiday Inn Bangkok

971 Ploenchit Road, Bangkok 10330, Thailand

Website: www.holidayinn.com

Hotel Reservation: Reservation Department

Contact Person: Reservation Group Coordinator

E-mail: rsvngroupco@ihgbangkok.com

Tel: +66 2 656-0444 Fax: +66 2 254-9988

Room reservation at Siam Kempinski Hotel, InterContinental Bangkok and Holiday Inn Bangkok can be made by filling in the reservation forms (Annexes B and C) and e-mail or fax it directly to the addresses provided in the reservation forms. Delegates may also download the hotel reservation forms from the 10th ASEM FinMM official website www.asemfinmm2012.com.

The accommodation will be provided on the basis of “first come – first served” service. Each delegate will be responsible for hotel costs including room charges, cancellation charges, telephone/fax and other services provide by the hotel.

Check-in/Check-out Time:

- Check-in time is 14.00 hours
- Check-out time is 12.00 hours. Half of the room rate will be charged for any late check-out until 18.00 hours and full rate charge will apply for any late check-out after 18.00 hours.
- Early check-in and late check-out rooms are subject to availability.

7. MEETING FACILITIES AND SERVICES:

7.1 Viewing Room for Ministerial Meeting:

Attendance of the 10th ASEM FinMM plenary on 15 October 2012 for each country/international organization is limited to Minister/Head of Delegates plus two delegates. A viewing room, with English-language audio and video feeds will be available for registered delegates who wish to follow proceedings of the 10th ASEM FinMM at Chadra Ballroom 3, 2nd Floor of Garden Wing, Siam Kempinski Hotel, Bangkok.

7.2 Common Delegation Room:

A Common Delegation Room will be located at Pathumma 1, 2nd Floor of Garden Wing, Siam Kempinski Hotel, Bangkok and available on 14 October 2012 from 12.00 – 18.00 hours and on 15 October 2012 from 9.00 – 18.00 hours. The room will be equipped with computers, printers, and internet access for delegates.

7.3 Bilateral Meeting Room:

Room for bilateral meeting will be made available at the Siam Kempinski Hotel upon request. Please fill in the request form (Annex E) and email to the Thai Secretariat (asemfinmm2012@mof.go.th)

7.4 Thai Secretariat Room:

The Thai Secretariat Room will be located at Surawin 1 & 2, 2nd Floor of Garden Wing, Siam Kempinski Hotel, Bangkok on 14 - 15 October 2012 at 8.30 – 19.00 hours.

7.5 Muslim Prayer Room:

The Muslim Prayer Room will be provided at Siam Kempinski Hotel, Bangkok on 14 - 15 October 2012.

7.6 Interpretation:

All meetings will be conducted in English. Upon advance request from members, simultaneous interpretation facilities (booths and audio equipments) can be provided for the plenary sessions on 15 October 2012 (Annex F). Each requested member must bring simultaneous interpreter for own use during the plenary sessions. In addition, the interpreter is required to make an online register under delegation registration form.

Delegations that intend to utilize a whisper interpreter to support Minister/Head of Delegate at plenary and non-plenary events must notify the Thai Secretariat in advance to ensure adequate seating.

7.7 Medicare Services:

First Aid for delegates will be provided free of charge at Siam Kempinski Hotel, Bangkok and InterContinental Bangkok from 14 - 15 October 2012 at 8.30 – 19.00 hours.

8. LIAISON OFFICERS:

A liaison officer (LO) will be assigned to each Minister/Head of Delegate. The designated liaison officer will be introduced to the Minister/Head of Delegate at the airport.

Each delegation is required to nominate one contact person, who will be communicating with the Thai Secretariat on LO arrangement for the Ministers/Head of Delegates.

All other questions regarding LO arrangement may be directed to Ms. Amonrat Charuratna E-mail: gismo@mof.go.th

9. SECURITY OFFICERS:

The Royal Thai Government will provide personal security for all Ministers and Head of Delegates through the period of attending the 10th ASEM FinMM. Special security precautions will be taken at the airport during the arrival and departure of the Ministers/Head of Delegates and their spouses.

Strict security will be enforced at all times at the Hotels, the Minister's suites, meeting rooms, and other function venues where the Ministers/Head of Delegates are expected to attend.

Access to the meeting areas will be restricted to those who wear ID Badges. Entry into the meeting rooms is limited to all Ministers/Head of Delegates and holder of appropriate identification passes.

If Minister/Head of Delegate wishes to bring a personal security from his/her country, the personal security is requested to make an online registration under delegation registration form. In addition, if any delegate or personal security plans to carry any weapon into Thailand, he/she must report in advance as well as fill out a Request Form in order to seek for permission before entry. (The Request Form for carrying weapon into Thailand will be available upon request).

All other questions regarding security & requested form for carrying weapons may be directed to asemfinmm2012@mof.go.th

10. SPOUSE PROGRAM:

A separate programme, LOs, and security will be arranged for the spouses of the Ministers/Head of Delegates. Please register name and details of the spouse under the Ministers/Head of Delegate registration form.

11. VISA & CUSTOMS INFORMATION :

11.1 Visa:

A Valid passport is required for entry into Thailand. Visas may be required for delegates from some countries. The list of countries entitled for Visa Exemption and Visa on Arrival can be found at www.immigration.go.th

Delegates are advised to refer to respective Royal Thai Consulates or Royal Thai Embassies in their countries for visas requirement and application.

11.2 Customs:

All the foreign citizens arriving to Thailand must pass through normal procedures of customs control.

For more information on customs control please visit website www.customs.go.th/wps/wcm/connect/custen/travellers/arriving+in+thailand/arrivinginthailand

12. AIRPORT AND TRANSFERS:

12.1 Bangkok Airport Information:

There are two airports in the city of Bangkok which are (1) Suvarnabhumi Airport and (2) Don Muang Airport. Please note that Suvarnabhumi is in use for international and domestic travel (www.suvarnabhumiairport.com) and Don Muang (www.airportthai.co.th/ewtadmin85_AOT/ewt/donmueang/main.php?filename=index) is in use for domestic travel and private aircraft. Therefore, most delegates who travel inbound using commercial airlines will be arriving at Suvarnabhumi Airport. Nevertheless, participants are kindly requested to clarify the information concerning the Airport of arrival in the registration form.

If a delegate wishes to travel inbound and/or outbound by private aircraft, he/she must inform the flight details to the Thai Secretariat and seek for a permission in advance. Please also be advised that airport rental fee for landing and parking will be directly charged to the respective delegation at the designated airport. The Royal Thai Government will not be responsible for any costs associated with delegates who travel by private aircraft.

12.2 Airport Limousine:

At Suvarnabhumi Airport, 24 hours airport limousine service is provided by Airports of Thailand Public Company Limited with various choices of vehicles including but not limited to: BMW series 7, Mercedes Benz E class, London Cab, Toyota Camry. Fare varies according to distance and type of vehicle and can be found on the following website: www.suvarnabhumiairport.com/to_from_limousine_en.php

Delegates may contact the Airport Limousine Service Counter on the 2nd Floor at Baggage Claims area and Arrival Hall exists at Customs Channel A, B and C, Suvarnabhumi Airport.

12.3 Public Taxi

Public Taxis are located on the platform at gates 4 and 7 on the 1st floor of the Arrival Passenger Terminal at Suvarnabhumi Airport. The Public Taxi service is provided 24 hours a day. Fare charged will be according to distance traveled plus THB 50 airport-access fee which can be paid directly to the driver once arrival at your destination.

12.4 Airport Rail Link

Bangkok traffic situation can be intense at times therefore Airport Rail Link may be an option for participants to travel from Suvarnabhumi Airport to Bangkok city center.

Participants can either use the Airport Rail Link New SA Express Line (non-stop travel) or the SA City Line (several stops) from Suvarnabhumi Airport to Phaya Thai station (the last station on this line) and connect to BTS line to Siam station in order to access to the Siam Kempinski Hotel.

Participants may board and purchase tickets for the Airport Rail Link at the Basement Level of the Passenger Terminal Building.

Airport Rail Link <http://airportrailink.railway.co.th/en/index.html>

Airport Rail Link	Journey Time	Fare	Frequency
New SA Express Line	Within 18 minutes	90 Baht (one way) 150 Baht (Round Trip)	Every 30 minutes
SA City Line	Within 30 minutes	45 Baht	Every 20 minutes

Upon arriving at Phaya Thai station, participants may choose to take either the BTS or public metered-taxi to access to the Siam Kempinski Hotel, Bangkok or other places.

BTS: Participants may connect onto the BTS System directly from the Airport Rail Link at the Phaya Thai station. To access to Siam Kempinski Hotel, Bangkok, a person needs to purchase the BTS ticket, take the BTS line heading towards 'Bearing' station and disembark at Siam station (2 stations from Phaya Thai station). Once at the Siam station, participants may exit the station, enter Siam Paragon Shopping Mall, descend to the ground floor, walk to the rear exit of Siam Paragon Mall (signs will be available to guide you) and cross the road to enter the Royal Wing of Siam Kempinski Hotel. Journey time from Phaya Thai station to Siam station should be approximately 10 minutes (excluding walking time from Siam station to Siam Kempinski Hotel). The BTS fare for single-journey between Phaya Thai station and Siam station is 20 Baht.

Taxi: At the exit of the Makkasan and Phayathai Airport Link Terminals, delegates may find taxis to continue their travel to Siam Kempinski Hotel, Bangkok, which will take

approximately 20 minutes depending on traffic situation.

13. TRANSPORTATION:

13.1 Transportation for Ministers/Head of Delegates:

A courtesy car with driver will be provided to each Minister/Head of Delegates upon his/her arrival on 14 October 2012 at Suvarnabhumi International Airport, and will at service throughout the day and evening during the 10th ASEM FinMM events or until 16 October 2012.

13.2 Shuttle Services:

Shuttle buses will be provided for all delegates between designated hotels (InterContinental Bangkok and Holidays Inn) and the meeting venue (Siam Kempinski Hotel, Bangkok) during 14 - 15 October 2012. The Shuttle schedule will be provided at the transportation desk at the hotels' lobby.

14. DOCUMENTATION:

The documentation section is located at the Thai Secretariat Room. It will handle all documents for circulation at the meetings. Three (3) sets of meeting documents will be provided to each member country in the meeting room.

If the delegation would like to circulate documents prior to meetings, it is requested to send the master copy of document and request form via e-mail to (asemfinmm2012@mof.go.th) by Friday, 5 October 2012 or directly hand-in the handy drive containing the master copy of document and request form to the Thai secretariat by Sunday, 14 October 2012. Upon submission of the document for circulation, the delegate is requested to clearly indicate the title, number of copies required and the time such document to be circulated (Annex G: Documentation Reproduction Request Form).

15. DRESS CODE:

Dress code for all meetings and social events is business attire, unless otherwise indicated on the programme.

16. **MEDIA ARRANGEMENTS:**

16.1 **Media Registration & Accreditation:**

On-line Registration for media will be opened between 15 August – 1 October 2012. All media representatives are required to complete their registration on the 10th ASEM FinMM official website www.asemfinmm2012.com no later than 1 October 2012. Confirmation Letter of the successful registration will be sent electronically to the provided email addresses. Only registered media representatives are allowed access to the meeting venue and facilities during the 10th ASEM FinMM.

Information on registration form will be protected and accessible only to a limited number of Thai Secretariat personnel.

After the on-line registration closes on 1 October 2012, unregistered media representatives will be required to register onsite at the Media's Registration Center located at the lobby area at the Kempinski Residences Bangkok, Siam Kempinski Hotel, Bangkok, on Sunday, 14 October 2012 at 12.00 – 18.00 hours and Monday, 15 October 2012 at 8.30 – 9.00 hours. Otherwise, Media representatives will not be allowed to get into the meeting venue.

Important Notice: For On-site registration, each media representative must show the Letter of Assignment from the Editor for accreditation.

Please be advised that due to security reasons, onsite registration might have limited availability and no guarantee can be given that the registration process will be completed before the meeting starts. ID badge for each onsite registration will be provided only after his/her media representative's status has been verified. In this regard, we would like to urge all media representatives to register via on-line registration prior to the beginning of the meetings.

All other questions regarding Media Registration and Arrangement may be directed to Mr. Suthee Ketudat Email: suthee@fpo.go.th

16.2 **Media ID Badge Issuance:**

Media ID Badges will be available at the Media's Registration Center located at the lobby area at the Kempinski Residences Bangkok, Siam Kempinski Hotel, Bangkok, on Sunday, 14 October 2012 at 12.00 – 18.00 hours and Monday, 15 October 2012 at 8.30 – 9.00 hours.

Registered Media representative will be issued a Media ID Badge that will provide access to the Media Center and Press Conference during the period of the 10th ASEM FinMM. The registered Media representatives will be escorted by staff for press event outside of the designated press area.

16.3 Media Center:

The Media Center will be located at Business Center, 2nd Floor, Kempinski Residences Bangkok, Siam Kempinski Hotel, Bangkok. The room will be opened on 14 October 2012 from 12.00 – 18.00 hours and on 15 October 2012 from 9.00 – 18.00 hours.

17. GENERAL INFORMATION:

- 17.1 Currency: The official monetary unit in Thailand is BAHT. The exchange rate of 1 US\$ is equivalent to approximately 32 baht (as of August 2012). Currency exchanges are available at banks and foreign exchange houses.
- 17.2 Electricity: 220 volts is used in Thailand. Kindly check the power supply before using your equipments.
- 17.4 Time: The hour in Thailand is +7 relative to the Greenwich timeline.
- 17.4 Climate: Bangkok has a tropical wet and dry climate. Average temperatures in the city during October is 32 'C (89 'F) – 24 'C (75 'F).
- 17.5 Smoking: Smoking is prohibited in all indoor places and most public areas.



ANNEX A**HOTEL ARRANGEMENT FOR MINISTERS/HEAD OF DELEGATES**

No	Country/Organization	Hotel
1	ASEAN Secretariat Secretariat	Siam Kempinski Hotel
2	Australia	InterContinental Bangkok
3	Austria	InterContinental Bangkok
4	Belgium	Siam Kempinski Hotel
5	Brunei Darussalam	Siam Kempinski Hotel
6	Bulgaria	InterContinental Bangkok
7	Cambodia	Siam Kempinski Hotel
8	China	Siam Kempinski Hotel
9	Cyprus	InterContinental Bangkok
10	Czech Republic	Siam Kempinski Hotel
11	Denmark	Siam Kempinski Hotel
12	European Commission	Siam Kempinski Hotel
13	Estonia	Siam Kempinski Hotel
14	Finland	Siam Kempinski Hotel
15	France	Siam Kempinski Hotel
16	Germany	Siam Kempinski Hotel
17	Greece	Siam Kempinski Hotel
18	Hungary	Siam Kempinski Hotel
19	India	Siam Kempinski Hotel
20	Indonesia	Siam Kempinski Hotel
21	Ireland	InterContinental Bangkok
22	Italy	Siam Kempinski Hotel
23	Japan	Siam Kempinski Hotel
24	Korea, Republic of	Siam Kempinski Hotel
25	Lao PDR	Siam Kempinski Hotel
26	Latvia	InterContinental Bangkok
27	Lithuania	InterContinental Bangkok
28	Luxembourg	Siam Kempinski Hotel
29	Malaysia	Siam Kempinski Hotel
30	Malta	InterContinental Bangkok
31	Mongolia	InterContinental Bangkok
32	Myanmar	Siam Kempinski Hotel
33	Netherlands	Siam Kempinski Hotel
34	New Zealand	InterContinental Bangkok
35	Pakistan	Siam Kempinski Hotel

No	Country/Organization	Hotel
36	Philippines	Siam Kempinski Hotel
37	Poland	Siam Kempinski Hotel
38	Portugal	Siam Kempinski Hotel
39	Romania	Siam Kempinski Hotel
40	Russian Federation	Siam Kempinski Hotel
41	Singapore	Siam Kempinski Hotel
42	Slovakia	Siam Kempinski Hotel
43	Slovenia	InterContinental Bangkok
44	Spain	Siam Kempinski Hotel
45	Sweden	InterContinental Bangkok
46	United Kingdom	Siam Kempinski Hotel
47	Vietnam	Siam Kempinski Hotel
48	Bangladesh	InterContinental Bangkok
49	Norway	InterContinental Bangkok
50	Switzerland	InterContinental Bangkok
51	Asian Development Bank	InterContinental Bangkok
52	World Bank	InterContinental Bangkok
53	International Monetary Fund	InterContinental Bangkok
54	European Central Bank	InterContinental Bangkok
55	AMRO	InterContinental Bangkok

ANNEX B**RESERVATION FORM**

10th Asia-Europe Finance Ministers' Meeting: ASEM Finance Ministers' Meeting

14-15 October 2012

Attention: Reservation Department
 Tel: (66 2) 162 9000 Fax: (66 2) 162 9307
 E-mail: groupbookings.siambangkok@kempinski.com or sureeporn.pirom@kempinski.com

Hotel Reservation Form Please return this form to the hotel

Number of guests: _____ person (s)

1. Mr. / Ms. / Mrs. Last Name: _____ First Name: _____
 2. Mr. / Ms. / Mrs. Last Name: _____ First Name: _____
 Company Name: _____ Email: _____
 Address: _____ Tel: _____
 _____ Fax: _____

Room Type

Deluxe Room : Single THB 6300 net per room per night Double THB 6700 per room per night
 Premier Room Single THB 6600 net per room per night Double THB 7000 net per room per night
 *Executive Room Single THB 7500 net per room per night Double THB 7900 net per room per night

Remark: * Executive Room benefits, please find below at the bottom page.

- The above rates are inclusive of 10% service charge, and 7% government tax

- Room rates inclusive of Daily Breakfast at hotel's restaurant.

- Room rates inclusive of Internet Access

CHECK-IN: _____ FLIGHT: _____ TIME: _____

* Standard Check-in time is 15:00 hrs.

CHECK-OUT: _____ FLIGHT: _____ TIME: _____

* Standard Check-out time is 12:00 hrs. (noon)

SPECIAL REQUEST (SUBJECT TO AVAILABILITY)

King Bed Twin Bed Smoking Non-smoking Vegetarian

Limousine Transfer: From Airport To Airport Roundtrip

 BMW 7 Series at THB 2,800 net per car per trip for a maximum of three (3) persons Volkswagen VIP van at THB 3000 net per car per trip for a maximum of five (5) persons

* Limousine prices are inclusive 7% VAT.

CREDIT CARD GUARANTEE:

I here by authorize you to guarantee my reservation in case of NO SHOW or CANCELLATION

Credit Card: AMEX VISA MASTER JCB

Name of cardholder: _____ Credit card no.: _____

Expired date: _____ Authorize Signature: _____ Date: _____

- Note**
1. Cancelling after 28 September 2012 will result in one night charge to the credit card
 2. Cancellation after 12 October 2012 will result in the charge equivalent to total room nights reserved.
 3. The above rates are valid for the participants attending the "10th Asia-Europe Finance Ministers' Meeting during October 14-15, (including pre and post 3 days)

Executive Room Benefits: Complimentary beverages throughout the day, breakfast, and evening cocktails at the Executive Lounge. Complimentary broadband and high speed internet access. All day complimentary tea, coffee and soft drink at the Executive Lounge. Welcome fruits upon arrival. Choice of daily newspaper. Complimentary evening cocktails at the Executive Lounge. Complimentary pressing service for one garment per day. Complimentary use of the Executive Lounge meeting room up

*** This reservation is not valid until confirmed & returned by the Reservation Department**

Siam Kempinski Hotel Bangkok
 991/9 Rama 1 Pathumwan
 Bangkok, 10330
 Tel: (66 2) 162 9000 Fax: (66 2) 1629301

ANNEX C

Holiday Inn Bangkok
 971 Ploenchit Road, Bangkok 10330, Thailand
 T: (66) 2656 1555 F: (66) 2656 1566
 E: holidayinn@ihgbangkok.com www.holidayinn.com

**ROOM RESERVATION FORM**

**10th Asia - Europe Finance Ministers' Meeting (10th ASCM FinMM)
 Ministry of Finance, Thailand
 14 - 15 October 2012**

Attn: Reservation Department
InterContinental Bangkok
 973 Ploenchit Road, Bangkok 10330, Thailand
By E-mail: rsyngroupco@ihgbangkok.com
By Fax: +66 2 251-9988
By Tel: +66 2 656-0444
Attention: Reservation Group Coordinator

Name of guest: (Mr / Ms / Miss) _____ (Family Name), _____ (First Name)	
Company Name:	Position:
Tel:	Fax:
Email:	
Date of Arrival:	Arrival Flight No./Time:
Date of Departure:	Departure Flight No./Time:
Check-in Date (normal check in time: 14:00 hrs.)	Check-out Date: (normal check out time: 12:00 hrs.)

ACCOMMODATION**InterContinental Bangkok**

Room type: Grande Deluxe (45 sq.m)

- Single occupancy: Baht 5,700.-net per room per night
 Double occupancy: Baht 5,700.-net per room per night

Holiday Inn Bangkok

Room type: Standard Room (28.5 sq.m)

- Single occupancy: Baht 3,500.-net per room per night
 Double occupancy: Baht 3,500.-net per room per night

If you are staying on a double occupancy, please provide the full name of your partner:
 (Mr / Ms / Miss) _____

- Rates are quoted on per room per night basis, inclusive of 7% tax and 10% service charge
- Rates are inclusive of daily breakfast at Espresso (for InterContinental) and Cafe G (for Holiday Inn)
- Room rates are inclusive of 1 (one) high speed internet access and each login password allows concurrent usage on 3 devices. Moreover, in-house guest is able to access wireless internet at the meeting room and hotel's public areas if continue using the remaining hours from guest room

971, 973 Ploenchit Road, Bangkok 10330 Thailand
 Tel: +66 (0) 2656 0111 Fax: +66 (0) 2656 0991 intercon@ihgbangkok.com www.intercontinental.com

ANNEX D

Siam Kempinski Hotel



InterContinental Bangkok and Holiday Inn Bangkok



ANNEX E**BILATERAL ROOM REQUEST FORM**

Contact Details	
Country/Organization	
Contact Name	
Title	
Email	
Phone	

Meeting Details	
Meeting Date	
Meeting Time (start – end time)	
Duration (hours)	
Number of People	

Room for bilateral meeting will be made available at the Siam Kempinski Hotel upon request. Please fill in this request form and email to the Thai Secretariat (asemfinmm2012@mof.go.th)

ANNEX F**INTERPRETATION FACILITY REQUEST FORM**

Country/Delegation Details	
Country/Delegation	
Language	
Notes	

Contact Details	
Contact Name	
Title	
Email	
Phone	

Simultaneous Interpretation Request	
10 th FinMM on Sunday, 15 Oct 2012	YES
	NO

Whisper Interpretation Request		
<i>Please indicate the events at which your Minister intends to utilize a Whisper Interpreter, in order to ensure that adequate seating is arranged</i>		
Event and Location	Date	Minister

Please complete and email this request form no later than 1 October 2012 to asemfinmm2012@mof.go.th

Note: The interpreter is requested to make an online register under delegation registration form.

ANNEX G**DOCUMENTATION REPRODUCTION REQUEST FORM***Please use this form per document*

Contact Person	
Country/Organization	
Phone Number	
Email Address	

Meeting Name & Date	
Document Title	
Purpose (Consideration or Information)	
Access (Public or Restricted)	
Submitted by (Country/Organization)	
Number of Copies	

It is requested to send the master copy of document and this request form via e-mail to asemfinmm2012@mof.go.th by Friday, 5 October 2012 or directly hand-in the handy drive containing the master copy of document and this request form to the Thai secretariat by Sunday, 14 October 2012.