



Administrative Arrangements

ASEM Senior Officials' Meeting 31 March – 1 April 2015 Bangkok, Thailand

- 1. Date:** 31 March – 1 April 2015
- 2. Venue:** The Royal Orchid Sheraton Hotel & Tower
2 Charoen Krung Road Soi 30 (Captain Bush Lane)
Siphya, Bangrak
Bangkok 10500
Thailand
Phone: +66 2 266 0123
Fax: +66 2 236 8320
Website: <http://www.royalorchidsheraton.com/>

3. Registration

All delegates are required to fill in the online registration form via website <http://asemsombkk.europetouch.in.th/index.php> from **11 February - 15 March 2015**.

4. Cost

The Host Country will bear the costs of organising the Meeting including venue, facilities, and meals as scheduled in the programme.

5. Accommodation

The Host Country offers 2 nights (31 March - 2 April 2015) of complementary deluxe river view room accommodation to SOM Leaders. Accompanying delegates and other participants of the Meeting may consider staying at the Royal Orchid Sheraton Hotel & Tower, the venue of the Meeting. Delegates who wish to stay at the Hotel are advised to make a room reservation via the online registration of the Meeting in order to receive special room rates. The online registration will redirect delegates to the Hotel's website for room reservation. Once the registration and reservation are complete, Hotel's Confirmation Number will be sent to those delegates. The special room rates are as follows:

Deluxe Room

Single Occupancy 3,500.- Baht net/Room/Night

Double Occupancy 4,000.- Baht net/Room/Night

The offer includes daily buffet breakfast, high speed internet access, gym facilities, etc.

Check-in time is 15:00 hours. Check-out time is 12:00 hours.

6. Transportation

Airport transfers

SOM Leaders will be provided with airport transfers on the day of arrival and the day of departure. The distance between Suvarnabhumi Airport and the Royal Orchid Sheraton Hotel & Tower is approximately 35 km. This service will be available from the time of arrival (not prior to 29 March 2015) at Suvarnabhumi Airport until departure (no later than 2 April 2015). This service is exclusively reserved for the use of SOM Leaders and can accommodate a maximum of 2 other delegation members. Please indicate the flight details on the online registration for pick-up and drop-off services, if desired.

7. Official Language

The official working language of the Meeting will be English.

8. Dress code

Business attire

9. Facility

Secretariat room

The Host Country provides a secretariat room, equipped with computers, printers, and access to the internet, for the use of all delegations. The secretariat room will be located at Riverside 2 and will be open from 8:30 – 18:00 hours on 31 March and 1 April 2015.

Bilateral Meeting rooms

The Host Country provides 2 bilateral meeting rooms which are open from 8:30 – 18:00 hours on 31 March and 1 April 2015. Please contact asemsom.bkk@gmail.com for reservation.

10. Visa requirements

Participants of the Meeting are required to possess valid visas, if required. Appropriate visas can be obtained directly from Royal Thai Embassies or Royal Thai Consulate-Generals in the respective countries (for further details, please see website <http://www.thaiembassy.org/main/>).

Kindly see the list of countries and territories entitled for Visa exemption and Visa on Arrival on the Immigration Bureau website: <http://www.immigration.go.th/> or contact +66 2 141 9889.

11. General Information

Climate in March

Average low 27 degree Celsius

Average high 35 degree Celsius

Currency and banking

The Thai currency is Baht. Exchange rate is 32.74 Baht / US Dollar as of 23 January 2015. All major international credit cards are accepted in Thailand.

Time

GMT +07:00 hours

Emergency Numbers

Police 191

Fire 199

Medical emergency call 1669

12. Liability

The Host Country shall not be liable for personal accidents and losses or damages to personal / corporate property of the participants.

13. Contact

13.1 On the agendas of the SOM, please contact ASEM Desk Officers and ASEM Contact Point for Thailand, Ministry of Foreign Affairs:

1. Mr. Kitjawat TACHAROEN
Tel.: +66 2 203 5000 # 13127
2. Ms. Morakot WEERAWONGPHROM
Tel.: +66 2 203 5000 # 13125

Fax: +66 0 643 5146

Email: asemthailand@gmail.com

Address: Department of European Affairs
Ministry of Foreign Affairs
Sri Ayudhya Road, Bangkok
10400 Thailand

13.2 On logistics matters, please contact asemsom.bkk@gmail.com
