Workshop on “Enhancing Connectivity through Multi-layered Regional Frameworks: The Roles of Dialogue Partners”

19 July 2013
Bangkok, Thailand

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ADMINISTRATIVE ARRANGEMENTS

1. GENERAL INFORMATION

The Workshop on “Enhancing Connectivity through Multi-layered Regional Frameworks: The Roles of Dialogue Partners” will be held on Friday 19 July 2013 in Bangkok, Thailand.

2. VENUE

The meeting will be convened at Napalai Room, Upper Lobby Level, the Dusit Thani Hotel, Bangkok. The contact detail is as follows:

**Dusit Thani Bangkok**
946 Rama IV Road, Bangkok 10500
Telephone: +66 (0) 2200 9000 Ext. 2172-2177
Fax: +66 (0) 2636 0284
Email: dtbkrsvn@dusit.com
Website: http://www.dusit.com

3. ORGANISER

The Workshop is organised by Department of ASEAN Affairs, Ministry of Foreign Affairs of Thailand. Queries may be directed to the followings:

**On substantive arrangements:**
Contact Person: Mr. Suwit Mangkhala
Address: Dialogue and International Organs Relations Division, Department of ASEAN Affairs, Ministry of Foreign Affairs, 443 Sri Ayudhya Rd., Bangkok 10400
Tel.: +66 2 2035000 Ext. 14344
Mobile: +66 81 809 2931
Fax: +66 2 6435232
E-mail: aseandivision2@gmail.com

**On logistical arrangements:**
Contact Person: Ms. Montakan Hengsuwan
Address: Secretariat, Department of ASEAN Affairs, Ministry of Foreign Affairs, 443 Sri Ayudhya Rd., Bangkok 10400
Tel.: +66 2 2035000 Ext. 14305
Fax: +66 2 6435223
E-mail: workshopconnectivity2013@gmail.com

*Note: For all correspondences, please make a reference to “Workshop on Enhancing Connectivity”.*
4. REGISTRATION

4.1 All participants are kindly requested to fill in the Registration Form (Annex 1) and submit it to the Organiser by Friday 28 June 2013.

4.2 All participants may collect their badges and document kits at the foyer in front of Napalai Room, Upper Lobby Level, on Friday 19 July 2013, between 08.30-09.00 hrs.

5. ACCOMMODATION

5.1 Participants are kindly requested to arrange their own accommodation for their respective delegates. However, in view of convenience, all delegates are highly encouraged to stay at the venue of the meeting.

5.2 The following special rates at Dusit Thani Bangkok have been arranged for the participants and Hotel reservation from appears on Annex 2. Participants are kindly requested to fill in the Hotel Reservation Form and make their own reservations directly to the Dusit Thani Bangkok and copied to aseandivision2@gmail.com by Friday 28 June 2013.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate/room/night (Baht)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Room</td>
<td>Single/Twin 3,800.-net</td>
<td>- Rates are per room per night, subject to availability.</td>
</tr>
<tr>
<td>Deluxe Room</td>
<td>Single/Twin 4,590.-net</td>
<td>- Rates are net and inclusive of service charge and VAT.</td>
</tr>
<tr>
<td>Executive Suite</td>
<td>Single/Twin 6,500.-net</td>
<td>- Rates are inclusive of daily buffet breakfast and in-room and public area WI-FI</td>
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<td></td>
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<td>- Standard check-in and check-out times are 1400 hours and 1200 hours respectively.</td>
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</tbody>
</table>

5.3 Two-night accommodation at Dusit Thani Bangkok for invited speakers and moderators as well as 2 representatives from each CLMV country on 18 and 19 July 2013 will be borne by the Organiser. Invited speakers, moderators, and 2 representatives from each CLMV country are kindly requested to fill in the Hotel Reservation Form and return it directly to Dusit Thani Bangkok, copying to aseandivision2@gmail.com by 28 June 2013.
6. ARRIVAL AND DEPARTURE ARRANGEMENT

6.1 Airport transfer upon arrival and departure for invited speakers and moderators as well as 2 representatives from each CLMV country will be arranged by the Organiser. The meeting point for arrival arrangement is located at Gate 10 of Suvarnabhumi International Airport.

6.2 Other participants are kindly requested to arrange their own transportation.

7. SECRETARIAT ROOM

Secretariat Room will be in operation on Friday 19 July 2012, between 0800-1900 hours at Rama IV, Upper Lobby Level, Dusit Thani Bangkok.

8. DOCUMENTATION

The speakers are kindly requested to submit their soft copy of presentations and any documents to be distributed at the Workshop to the Organiser by Monday 15 July 2013.

9. DINNER

All participants to the Workshop are cordially invited to a Welcoming Dinner hosted by the Director-General of the Department of ASEAN Affairs at 19.00-20.30 hours on Friday, 19 July 2013, at Dusit Thani Hall, Dusit Thani Bangkok.

10. DRESS CODE

During the course of the Workshop, the recommended attire for the Meeting will be smart casual.

11. WEATHER INFORMATION

For Bangkok and central Thailand, July marks the beginning of a steady rise in rainfall and very slight drop in daily average temperatures that will continue on a monthly basis through to September. In July, temperatures in Bangkok average around 30-35°C, but could reach 40°C with the humidity levels of 75%.

12. OTHER INFORMATION

12.1 Interesting Places For further information, please visit Tourism Authority of Thailand’s official website: www.thai.tourismthailand.org and Bangkok Tourism’s official website: www.bangkoktourist.com

12.2 Electricity The electricity in Thailand is 220 volts, 50 cycles/sec. Most receptacles in Thailand are two prongs, missing the third grounding/earthing prong at the bottom. It is recommended that participants bring their own adaptors to comply with the electric current and plugs.

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

12.4 Currency The Thai currency is baht. Foreign currencies exchange services are available at the Dusit Thani Bangkok and all major shopping venues.