

ADMINISTRATIVE NOTE

FOR PARTICIPANTS

2nd Annual ASEAN ICT Forum on Child Online Protection

23 - 24 November 2023

Bangkok, Thailand



A warm welcome to the “2nd Annual ASEAN ICT Forum on Child Online Protection” that will take place on 23 – 24 November 2023 in Bangkok, Thailand.

We are pleased to share with you this briefing note with the administrative and logistical arrangements for your onsite participation.

1. GENERAL INFORMATION

The Ministry of Digital Economy and Society (MDES) and the Ministry of Social Development and Human Security (MSDHS) of the Kingdom of Thailand, together with the ASEAN Commission for the Promotion and Protection on the Rights of Women and Children Thailand, with support from UNICEF East Asia and Pacific Regional Office are organizing the:

Second Annual ASEAN ICT Forum on Child Online Protection

23-24 November, 2023

King Power Pullman Hotel,

(Bangkok, Thailand)

The event will be held predominantly in-person format with key sessions live-streamed to enable a broader ASEAN audience.

2. VENUE

Pullman Bangkok King Power

- **Address:** 8/2 Rangnam Road, Thanonphayathai, Ratchathewi Bangkok 10400
- **Contact Persons:**
 - Ms. Ratchata Tiyawat*
 - Tel No: +66 (0) 2 680 9999 Ext. 2507*
 - Mobile: +66 (0) 99 556-4155*
 - Email: H6323-SM9@accor.com*
- **Website:** <https://www.pullmanbangkokkingpower.com/>
- **Main conference hall:** Infinity, Ground Floor
- **Breakout rooms:** Delta, Gamma, Epsilon
- **Secretariat room:** Alpha

3. REGISTRATION PROCESS

Please note that participation in the forum is by invitation only. Registration is obligatory for anyone who wants to attend. Registration can be completed as follows:

Sponsored participants:

1. Please complete the [online registration form](#) by Friday **27 October 2023**.

Only if you are unable to complete the online form, please contact the organiser team below via email to receive written form of the registration, and complete the written registration form and send it back to organisers below:

Mr. Mark Kavenagh mkavenagh@unicef.org

Ms. Minju Kim minkim@unicef.org

Ms. Pichamon Ketkaew pketkaew@unicef.org

(Copy) Ms. Rachel Harvey rharvey@unicef.org

All sponsored participants will have been contacted directly by UNICEF.

2. The Forum organising team will then reach out to you by email to make arrangements for your flights and accommodation directly.

Self-funded participants:

1. Please complete the [online registration form](#) by Friday **27 October 2023**.
2. Wait for the Forum organising team to receive and confirm your registration by email.
3. The Forum organising team will provide details for arranging your own accommodation with the hotel directly.
4. **Please do not arrange your flight and accommodation until AFTER you have received confirmation of registration from organisers.**

3. LANGUAGE

English

The official language will be in English, and all materials will be provided in English.

Thai language interpretation will be available in the main conference hall for the plenary sessions in the mornings of both days.

4. ACCOMMODATION

For security and logistical purposes, you are recommended to stay at the conference venue – **Pullman Bangkok King Power Hotel**.

A block booking has been made for the hotel. Forum organisers will arrange accommodation for sponsored participants and communicate this via email.

A limited number of rooms will also be available for self-funded participants. Instructions for booking rooms yourself with the hotel will be offered to self-funded participants following confirmation of your registration.

All room bookings are inclusive of daily **Buffet Breakfast** at **Cuisine Unplugged Restaurant**.

Room Type	Inclusive of Buffet Breakfast for Self-Funded Participants
Superior Room*	Baht 3,349.00 per night
Deluxe Room	Baht 3,670.00 per night

*Superior Room Privileges:

- *Daily buffet breakfast*
- *Complimentary Wi-Fi and cable internet access*
- *Mobile to TV media sharing and screen mirroring capabilities*
- *Room facilities and accessories*

Check-in and Check-out Information: The standard check-in time is 14:00 pm of arrival date. Early check-in and check-out can be arranged upon request, subject to room availability. The standard check-out time is at 12:00 pm noon.

We recommend that participants arrive on 22nd November and leave on 25th November.

5. MEALS

An international buffet lunch is included for all participants on the conference days – 23 and 24 November - and will be served daily at the **Cuisine Unplugged** Restaurant, ground floor. Coffee break will be held in the foyer in front of the Infinity Main Meeting Room.

Sponsored participants will also be provided with breakfast and dinner. Breakfast will be provided on 23 – 25 November and dinner will be provided on 22 – 24 November.

Operation hour for the hotel restaurant:

- Breakfast 6:00 a.m. - 10:30 a.m. (Mon – Fri) | 6:00 a.m. - 11:00 a.m. (Sat – Sun)
- Dinner 18:00 p.m. - 22:00 p.m. (every day)

6. EXPENSES

Unless you receive a detailed invitation letter providing details of sponsorship, all travel and expenses are to be self-funded by other participants.

No DSA will be provided.

7. VISA

Participants are **REQUIRED** to obtain an appropriate entry visa from the [Royal Thai Embassy or the Royal Thai Consulate-General](#) before entering Thailand, **EXCEPT** for those nationals listed on the List of Countries entitled for Visa Exemption and Visa on Arrival. All foreign visitors entering Thailand must be in possession of a valid passport and if required, visa. The passport needs to have at least six months of validity past the date of arrival in Thailand. For visa application you must be outside of Thailand at the time of application. Please arrange all visa requirements with your country office. We advise you to secure a visa as soon as possible to avoid any delays.

Passport holders of countries/territories under the **Visa Exemption** program, the length of stay per visit will be 30 days under a tourist Visa: Andorra, Australia, Austria, Bahrain, Belgium, Brunei, Canada, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hong Kong, Hungary, Iceland, Indonesia, Ireland, Israel, Italy, Japan, Kuwait, Latvia, Liechtenstein, Lithuania, Luxembourg, Malaysia, Maldives, Mauritius, Monaco, The Netherlands, New Zealand, Norway, Oman, The Philippines, Poland, Portugal, Qatar, San Marino, Saudi Arabia, Singapore, Slovak, Slovenia, South Africa, Spain, Sweden, Switzerland, Turkey, the UAE, UK, Ukraine, Vietnam, and the USA.

Passport holders of countries/territories may apply for **Visa on Arrival** at the airport with a **visa fee of 2000 THB**, the length of stay per visit will be 15 days: Bhutan, Bulgaria, China, Cyprus, Ethiopia, Fiji, Georgia, India, Kazakhstan, Malta, Mexico, Nauru, Papua New Guinea, Romania, Saudi Arabia, Taiwan, Uzbekistan, and Vanuatu.

Passport holders of countries/ territories who may **enter Thailand without a visa** under a bilateral agreement: Cambodia (15 days), Myanmar (15 days), Lao PDR (30 days), Macau (30 days), Mongolia (30 days), Russia (30 days), Argentina (90 days), Brazil (90 days), Chile (90 days), Republic of Korea (90 days), and Peru (90 days).

All participants are advised to confirm visa requirements with the Royal Thai Embassies and Consulates in their countries of residence. Please make sure that your passport is valid for at least 6 months or check with your airline for the passport validity requirement.

You can consult below links to check on your visa requirements:

[Kingdom of Thailand Ministry of Foreign Affairs visa information](#)

There are certain countries that have concluded an agreement on the exemption of visa requirement for diplomatic or official passport or service/special passport with Thailand. Those countries are listed on the following web link:

[General Information - กรมการกงสุล กระทรวงการต่างประเทศ \(mfa.go.th\)](https://mfa.go.th)

Kindly find out whether you need a visa (this requirement varies depending on the nationality) by checking if there is Thai representation in your country/duty station.

[Official Website of Thailand Electronic Visa \(thaievisa.go.th\)](https://thaievisa.go.th)

8. DOCUMENTS

As per our normal eco-friendly practices, apart from ASEAN Guidelines there will be no other printed documents provided. Relevant documents will be available from a forum mini-site (conference website details provided closer to the event).

9. TRANSPORTATION

Airport Transfers:

Transportation from Suvarnabhumi International Airport to the hotel will be covered by the forum for all participants staying at the Pullman Bangkok King Power Hotel. Details will be shared in advance of the Forum.

Both sponsored and self funded participants are requested to organise their own airport transfers in their home countries. These cannot be covered by the Forum organisers.

In-City Transport:

Taxis: Never take an unregistered, unmarked taxi or motorcycle taxi off the street. Avoid travelling in a taxi without a meter running. Go to the nearest reputable hotel and have the concierge call for a taxi for you. Before starting the journey make sure the driver knows how to get to your intended destination, if not have the concierge explain.

- **Sky Train (BTS), Subway (MRT) and Airport Rail Link:** Bangkok has good sky train and subway systems, both quite easy and safe to use, although limited to central Bangkok areas only. Platforms, stations, and carriages can be quite crowded at peak times, particularly in the evening. If you notice heavy congestion, leave the area, and try again later.
- **Buses:** discouraged in taking public buses due to poor maintenance, inattentive driving, and lack of safety standards.
- **Tuk-tuks and Motorcycles:** Tuk-tuks and motorcycle are not a recommended means due to its vulnerability to draw fatalities.

Hotel Transport Service:

Self-booking and payment at own cost:

- Toyota Camry (Maximum of 3 passengers) THB 1,850.-nett/car/trip
- BMW Series 5 (Maximum of 3 passengers) THB 2,350.-nett/car/trip
- VIP Van-Toyota Commuter (Maximum of 6 passengers) THB 2,650.-nett/car/trip

10. PRACTICAL INFORMATION

CLIMATE

Bangkok and Central Thailand are well within tropical latitudes and experience alternating periods of a dry and wet monsoon climate.

November is in the winter in Bangkok. The daily average temperature for Bangkok in November is generally around 28°C, with highs of 33°C and lows of 23°C. Inside buildings it might be very cold due to use of AC. A light jacket or shawl is recommended.

CURRENCY, BANKING AND PAYMENTS

The local currency in Thailand is Thai Baht (THB). The exchange rate to the United States Dollar (as of August 2023) hovers around THB 35.40 to 1 USD. You can access the most recent exchange rate through this [link](#).

You will find Bureau de Change at the airport and hotels. Banks in Thailand operate from 8:30 am to 15:30 pm on Mondays to Fridays, excluding public and bank holidays. There are 24 hour ATMs in most prominent places in Bangkok including the shopping areas around the hotel and most will accept cards issued by any of the major international banking networks (Plus, Cirrus, etc.).

At Bangkok's Airport, there are exchange booths right in the Customs Hall (after clearing Passport Control, in the baggage claim area) as well as in the general arrivals area. ATMs are also readily available in the airport.

Bank notes are in denominations of ฿1,000, ฿500, ฿100, ฿50, ฿20.

Coins consist of 25 satang, 50 satang, ฿10, ฿5, ฿1 and ฿2.

All major credit and debit cards are accepted in businesses, hotels, and restaurants. Cash and digital payment are the most preferred method in shopping malls, restaurants, hotels, and many street vendors. However, some digital payments may not be compatible with some Thai banks, we would advise carrying backup cash as well.

Most ATMs in Thailand allow you to withdraw up to ฿20,000 at a time with around ฿200 fees added charge by your bank account.

Money Exchange: [Super Rich](#) (most attractive rate), [KF Exchange](#), or at any bank you find.

OTHER IMPORTANT INFORMATION

Time Zone: Thailand follows UTC+7

Internet and Telephone: Internet access is provided in all guestrooms and public areas, including the meeting room, on a complimentary basis. Access details will be shared during the meeting.



All guest rooms have independent telephone lines with IDD facilities. Please note that in Thailand it is necessary to dial ‘0’ before all local calls (both landlines and mobile phones). Similarly, to call any mobile phone you must dial “08+8-digit number”. To get a lower rate, dial 1234 before the landline and mobile phones, e.g. 1234 02 346 9499 (landline), or 1234 08+8-digit number (mobile phone).

For international calls to Thailand, dial: +66 2 xxx xxxx.

To call from Thailand to overseas: +001 (or +009 -cheaper) + country code + city code + number 1

Electricity: The standard voltage in Thailand is 220 Volts at 50Hz.

11. CONTACT PERSONS

UNICEF East Asia and Pacific Regional office

UNICEF Bangkok Switchboard		+66 (0) 2 356-9499, 02 280-5931	
Rachel Harvey	Regional Advisor – Child Protection	rh Harvey@unicef.org	+66(0) 063-190-1138
Mark Kavenagh	Consultant, Child Online Protection	mkavenagh@unicef.org	+66(0) 83-072-4706
Rajesh Kayastha	Deputy Representative, Operations	rkayastha@unicef.org	+66(0) 61-397-7929
Brohmsek Yen-ura	Senior. Admin Associate (Admin & Security)	byenura@unicef.org	+66(0) 61-417-3250
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Pichamon Ketkaew	Research Associate	pketkaew@unicef.org	+66(0) 85-166-7852

EMERGENCY CONTACTS

Police Station (with hospital attached)
Royal Thai Police Building 8
Rama 1 Road, Pathum Wan Subdistrict, Pathum Wan District, Bangkok 10330
Tel: 02 205 1781

Emergency number: 1599, 191

Bumrungrad Hospital, Sukhvit Soi 3.
Tel: (66 2) 667-1000

Samitivej Hospital, Sukhvit Soi 49
Tel: (66 2) 711 800

Other Important Numbers:

UN Emergency	+66 (0) 81 807 8471, +66 (0) 2 288 1199
Police/General Emergency	191
Ambulance	1646
Fire Department	199
General Medical Services	1669
Highway Police	1193
Expressway Authority	1543
Water Emergency	1199
Thai Traffic Police	1197
Tourist Police	1155
Lost Car	1192
Highway Police	1193
Govt. Contact Center	1111
Department of Disease Control (DDC) Hotline (COVID-19)	1422
National Gender Based Violence (GBV) Hotline	1300