



## INFORMATION FOR DELEGATES

### Connect Asia-Pacific Summit

18 November 2013

Bangkok, Thailand

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#### 1. INTRODUCTION

This document provides general information on administrative and logistical arrangements as well as other relevant information pertaining to the Connect Asia-Pacific Summit.

Information provided in this circular is current as of 6 November 2013. Any updates or amendment to this document will be issued by the Secretariat of Connect Asia-Pacific Summit and be published at: <http://www.connectaspsummit.org>

#### 2. DATE

The Connect Asia-Pacific Summit will be held on Monday, 18 November 2013.

#### 3. VENUE

The Connect Asia-Pacific Summit will be held at

##### **IMPACT MuangThong Thani**

99 Popular Road, Banmai Sub-district

Pakkred District, Nonthaburi 11120, Thailand

<http://www.impact.co.th/>

Tel: +66(0) 2833 4455

Fax: +66(0) 2833 4456

#### 4. HOST AND SUPPORTING ORGANIZATIONS

The Connect Asia-Pacific Summit is hosted by the Royal Thai Government and the International Telecommunication Union (ITU) in close collaboration with the Asia-Pacific Telecommunity (APT), the Asia-Pacific Broadcasting Union (ABU), Economic and Social Commission for Asia and the Pacific (ESCAP), UN agencies, development and funding institutes, and other relevant stakeholders.

#### 5. DELEGATES

The principle delegates of the Summit are the Heads of State and/or Government and relevant Ministers from 38 Member States of ITU from the Asia-Pacific Region, along with all relevant

stakeholders from the public and private sectors, international and regional financial and development agencies. The List of Participating Countries can be found in **Annex 1**.

## 6. PROGRAMME AND OFFICIAL WEBSITE

The tentative programme for the Connect Asia-Pacific Summit can be found in **Annex 2**.

The official website of the Summit is,

<http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/default.aspx>

Additionally, general information about the Connect Asia-Pacific Summit is also available at:

<http://www.connectaspsummit.org>

## 7. SECRETARIAT OF THE SUMMIT

The Connect Asia-Pacific Summit Secretariat  
International Affairs Bureau  
Ministry of Information and Communication Technology, Thailand  
Tel: +66 (0) 2 141 6898-6903, +66(0) 2 141 6891  
Fax: +66 (0) 2 143 8029  
Email: [connectsummit@mict.go.th](mailto:connectsummit@mict.go.th) or

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For any inquiries related to **Protocol, Security, Liaison**, please contact:

Ms. Ishariyaporn SMIPREM

[isari9@gmail.com](mailto:isari9@gmail.com) or [connectsummit@mict.go.th](mailto:connectsummit@mict.go.th)

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For any inquiries related to **Hotels and Transportation**, please contact:

Ms. Parin

[yingkhwan.h@mict.go.th](mailto:yingkhwan.h@mict.go.th) or [yingkhwan.h@hotmail.com](mailto:yingkhwan.h@hotmail.com)

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For any inquiries related to **Visa to Thailand**, please contact:

Ms. Autsanee Suwannarat

[autsanee.s@mict.go.th](mailto:autsanee.s@mict.go.th)

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For any inquiries related to **Programme**, please contact:

Ms. Eun-Ju Kim, Ph.D.

Regional Director, ITU Regional Office for Asia and the Pacific

[eun-ju.kim@itu.int](mailto:eun-ju.kim@itu.int) or [connectasiapacific@itu.int](mailto:connectasiapacific@itu.int)

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For any inquiries related to **Registration**, please contact:

Ms. Tanitta Viravayanich

ITU Regional Office for Asia and the Pacific

[tanitta.viravayanich@itu.int](mailto:tanitta.viravayanich@itu.int) or [connectasiapacific@itu.int](mailto:connectasiapacific@itu.int)

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## 8. COUNTRY REPRESENTATIVES (CR)

Each delegation is requested to nominate an officer as Country Representative (CR). The CR must be a member of the delegation to the Connect Asia-Pacific Summit.

The CR will be the delegation's contact person and will be responsible for the organizational and administrative matters of the delegation including verification of all members of the delegation.

Each delegation should submit the CR's name and detailed information including position, title, affiliation, address, telephone and fax numbers and email address to the Secretariat of Connect Asia-Pacific Summit **by 12 November 2013**.

## 9. REGISTRATION

Pre-registration will be carried out **exclusively online** through focal points designated by each entity entitled to participate in the Connect Asia - Pacific Summit. The role of a focal point is to handle registration formalities for all participants in his/her entity.

The address for online registration is:

<http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/item.aspx?ItemID=495>

If your entity does not have a focal point, please contact:

[bdtmeetingsregistration@itu.int](mailto:bdtmeetingsregistration@itu.int)

To modify the contact details of a focal point, or to change a focal point, an official fax from an authorized official should be sent to: BDT Registration Service at: +41 22 730 5484 or +41 22 730 5545, providing the updated details: **last name, first name and e-mail address**.

More information can be found at the official website aforementioned.

On-site registration and badging for the Connect Asia-Pacific Summit will begin on Saturday, 16 November 2013 at the IMPACT Exhibition and Conference Centre, Bangkok, Thailand.

Participants who do not pre-register must present a letter of accreditation from their Designated Focal Point.

In case of any difficulty in online registration, please contact:

Ms. Tanitta Virayavanich  
ITU Regional Office for Asia and the Pacific  
Email: [tanitta.virayavanich@itu.int](mailto:tanitta.virayavanich@itu.int)

### **ID Badges for Heads of State/Government**

Upon online pre-registration through the official website of the Summit, a confirmation letter of pre-registrations of the Leader and/or Minister will be submitted to the focal point of each ITU Member Administration.

The ID Badges for Heads of State/Government will be available for collection at the onsite registration desk from Saturday, 16 November 2013 at the IMPACT Exhibition and Conference Centre, Bangkok, Thailand. The confirmation letter must be presented to onsite registration staff prior to collecting the badges.

### **Spouse of Heads of State/Government**

Should the Head of State/Government and/or Minister is being accompanying by his/her spouse

to the Summit, the CR please also register for him/her or contact:

Ms. Tanitta Virayavanich  
Email: [tanitta.virayavanich@itu.int](mailto:tanitta.virayavanich@itu.int)

## 10. NOTIFICATION OF LISTS OF DELEGATION

Participating Countries are requested to submit a Note Verbal providing their full lists of delegation to the Secretariat by **12 November 2013**. For registration, accreditation, as well as notification of Lists of Delegation, the CR should contact the Secretariat of the Summit.

## 11. OFFICIAL LANGUAGE

The official working languages of the Connect Asia-Pacific Summit are English and Chinese.

## 12. DRESS CODE

Lounge Suit or National Dress

## 13. ACCOMMODATION

The Royal Thai Government will provide courtesy accommodations for the Heads of State/Government or Heads of Delegation and one accompanying delegate during 17 – 19 November 2013 (2 nights). The host reserves the right to allocate appropriate accommodation for each delegation. Any additional expenses incurred during the stay at the hotel will be borne by respective delegations.

The rest of the delegates are requested to select accommodation according to their preferences. The list of the hotels in **Annex 3&4** is recommended. The hotels offer special rates including breakfast for the Connect Asia-Pacific Summit. Delegates are requested to arrange directly with their respective hotels their own guarantee and payment for accommodation as well as other amenities and services.

Should there be any inconvenience; the Connect Asia-Pacific Summit Secretariat will provide necessary assistance and coordination. For security purposes and further arrangements, the CRs are requested to provide information to the Secretariat by **12 November 2013**.

## 14. TRANSPORTATION

**The Heads of State/Government** will be provided with chauffeur-driven sedan equivalent to Mercedes Benz S class. The rest of his/her delegation will be provided with a Mercedes Benz E class (for Ministers level) and a van. A police motorcade will be arranged for the maximum of 2 days from 17 to 19 November 2013.

**The Heads of Delegation** will be provided with chauffeur-driven sedan equivalent to Mercedes Benz E class. The rest of his/her delegation will be provided with a van. A police motorcade is also arranged for the maximum of 2 days from 17 to 19 November 2013

Luggage van will be provided only upon arrival and departure for the Heads of State/Government. Other delegates will be responsible for the cost and arrangement for any additional vehicles.

The number of vehicles in the motorcade should **NOT** exceed the limit of 5 vehicles including the police cars. Luggage Van will **NOT** be included in the motorcade.

**The delegation members not accompanying Heads of Delegation or not in the motorcade are requested to arrange their own transportation.**

The Secretariat will also provide shuttle buses between the Suvarnabhumi Airport and the Official hotels listed in **Annex 3 and 4** and between the Official hotels and the IMPACT Exhibition and Convention Centre (Summit venue) on 18 November 2013. Please see **Annex 5** for details of the official shuttle buses

## **15. ARRIVAL AND DEPARTURE ARRANGEMENTS**

### **15.1 Special Aircraft Clearance**

Participating Countries are requested to submit Note Verbal(s) providing the flight details and call signs of special aircrafts carrying Heads of Delegation to the Ministry of Foreign Affairs for the issuances of the flight clearance and permits.

**Note:** all special aircraft must have a permit to fly over Thai airspace.

The contact person for special aircraft clearance is,

The Department of Protocol,  
Ministry of Foreign Affairs of Thailand  
Tel +66 2 203 5000 Ext. 23054  
Fax +66 2 643 5153

### **15.2 Ground Handling Services**

Participating Countries should appoint a ground handling agent or work with their airline representatives in Thailand with regard to ground handling arrangements. Each participating country will be responsible for all costs associated with the special aircraft including ground handling services and charges. To guarantee adequate services and facilities, Participating Countries are encouraged to contact the ground service companies at the earliest opportunity.

### **15.3 Flight information**

Dates and times of arrival and departure for each special aircrafts must be forwarded to Department of Protocol, Ministry of Foreign Affairs of Thailand.

Dates and times of arrival and departure for the delegations that travel with the commercial aircrafts must be forwarded to the Secretariat **by 12 November 2013**.

### **15.4 VIP Rooms and Facilities**

(1) VIP Rooms and Facilities at International Airport will be extended to Heads of State/Government and Heads of Delegation travelling by both commercial aircrafts and special aircrafts. The Airport Reception Team at Suvarnabhumi International Airport and Don Mueang International Airport will provide full assistance on VIP facilities, customs and immigration

clearance. The Airport Reception Team will also be at the airport VIP Lounge to assist Heads of Delegations on their departure.

(2) Representatives of Participating Countries who need to enter the aerobridge or specified/designated area to receive and provide assistance to their Heads of State/Government and/or Heads of Delegation and delegates at the VIP Rooms and aerobridges should contact either Department of Protocol, Ministry of Foreign Affairs or Suvarnabhumi International Airport and Don Mueang International Airport.

(3) The CR is requested to provide names, titles, positions and passport details of the Passport Officer, Luggage Handling Officer and Officer in charge of Firearms and Radio Communication Devices and other information listed in **Annex 6** to the Secretariat **by 12 November 2013**.

(4) Other delegates are required to use the normal entry and exit channels at the airport terminal. The Connect Asia-Pacific Summit Assistance Counters will be set up at the main terminal of International Airport to provide information and necessary assistance.

#### (5) **Luggage**

All luggages are subjected to security screening and marked accordingly.

The luggage of Heads of State/Government and/or Heads of Delegations are to be collected from the apron (in case of special aircraft) or from carousel (in case of commercial aircraft) by the Luggage Handling Officer of Participating Country. Each Participating Country will be responsible for all costs associated with extra vehicles and other related charges.

For departure, luggage of Heads of State/Government and/or Heads of Delegation and delegates must be accompanied by the country's Luggage Handling Officer and checked in at the Departure Hall, Suvarnabhumi International Airport and Don Mueang International Airport Passenger Terminal, **three (3) hours** prior to departure.

#### (6) **Immigration**

For arrival: the country's Passport Officer is required to present passports of the entire delegation to the Immigration at the VIP room upon arrival.

For departure: the country's Passport Officer is required to present the passport of the entire delegation to the Immigration at the VIP room **two (2) hours** prior to departure.

#### (7) **Customs**

##### **1. Firearms**

- **"Permission to Carry Firearms Permit"** must be granted prior to the arrival of Personal Security Officers. Embassy staff or CR of each participating country must declare Personal Security Officers' firearms to the Airport Reception Team by showing **"Permission to Carry Firearms Permit"**.
- Participating Countries' security officers are allowed to carry only handguns. Other types of weaponry, such as sub-machine guns, rifles, electronic guns etc., are not allowed to be brought into Thailand. The maximum number of handguns permitted into Thailand is **three (3) per delegation and not more than 30**

**rounds per gun.**

- Participating Countries shall contact the Secretariat **before 12 November 2013**.
- Security Officers carrying firearms in Thailand shall always follow the guidance of the Thai security officer(s). They shall not display their firearms in public and shall not use them arbitrarily.
- The relevant customs and security inspection procedures for firearms will be conducted at the point of entry and departure.
- All weaponry carried by member of delegation and not accompanied by an appropriate permit issued by the Thai authorities will be deposited at the point of entry and will be returned to the delegations upon their departures.
- Personal Security Officers must return “**Permission to Carry Firearms Permit**” to the Thai Airport Reception Team, declare their firearms at Suvarnabhumi International Airport and Don Mueang International Airport and their firearms loaded into the aircraft as luggage prior to departure.

**2. Radio Communication Devices**

- Participating Countries must declare their radio communication devices to customs officers at the point of entry to Thailand.
- Participating countries wishing to bring in and use radio communication devices in Thailand must obtain the respective permits from the Thai authorities concerned.
- Personnel carrying the radio communication device must declare the equipment to customs officers at their point of entry to Thailand together with the permit.
- Participating countries shall contact the Secretariat **before 12 November 2013**.
- Thailand does not allow the use of any scrambling devices, if brought into Thailand, shall be deposited at the point of entry and will be returned upon departure.

**16. VISA REQUIREMENTS**

All Participants are required to possess a valid passport (validity not less than 6 months) and hold the relevant documents for entry into Thailand. Participants are responsible for arranging their visas, if required. Participants are advised to contact the nearest Royal Thai Embassies or Consulates-General or visit the Ministry of Foreign Affairs of Thailand’s website for information on visa requirements.

The website is <http://www.mfa.go.th/main/en/services/123>

**17. VACCINATIONS AND HEALTH CERTIFICATES**

In accordance with International Health Regulation, participants from yellow fever infected countries (**Annex 7**) are required to produce a vaccination against yellow fever certificate(s). Participants from these countries or participants arriving in Thailand through yellow fever infected countries are advised to obtain their vaccination against yellow fever **at least ten (10) days before their departure for Thailand**. Should he/she fail to produce the said certificate, his/her entry into Thailand will be refused.

**18. LIAISON OFFICERS**

One Liaison Officer will be assigned for the Head of State/Government and one for the rest of delegation. In other case, one Liaison Officer will be assigned for the Head of Delegation only. An additional Liaison Officer will be provided in case the Head of State/Government is accompanied by a spouse.

## **19. GALA DINNER**

Gala Dinner for Heads of State/Government and Heads of Delegation and Accompanying Ministers and Spouses, Keynote Speakers and Special Guests, will be hosted by the Royal Thai Government at the Grand Diamond Ballroom, IMPACT on Monday, 18 November 2013 at 18.30 hrs.

## **20. LUNCH**

Lunch will be hosted by the Minister of Information and Communication Technology of Thailand at Challenger 1, IMPACT

## **21. CONFERENCE FACILITIES AND SERVICES**

### **21.1 Information Booth**

Information Booth will be set up to assist delegates by providing general meeting and logistical information during the Connect Asia-Pacific Summit.

### **21.2 Cyber Café**

Computers with internet will be provided at the foyer of Jupiter Room 10-11 with printers and photocopiers. The operation hours on 18 November 2013 will be from 09.00 – 18.00 hrs.

### **21.3 Bilateral Meeting Rooms**

Jupiter Room 1 and 2 will be available for bilateral meetings. Room reservations should be made through LO assigned to each delegation by 17 November 2013. Due to the several anticipated requests for bilateral meetings, each session should not exceed 30 minutes. The Secretariat will confirm the room reservation upon receiving agreement between both delegations.

### **21.4 Prayer Room**

Separate Muslim prayer rooms for men and women will be provided at Lobby Challenger 3.

### **21.5 Medical Room**

A medical room will be set up to provide immediate health care and basic first aid treatment. The location of the room is on the first floor at Atrium 2.

## **22. ACCOMPANYING PRESS AND MEDIA**

The list of the accompanying Official Press and Media personnel should be sent to ITU. More information of media accreditation procedure can be found at the official website,



<http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/default.aspx>

Press conference and media centre for the Connect Asia-Pacific Summit is located at Jupiter 16.

### 23. ARRANGEMENTS FOR ITU TELECOM WORLD 2013

There is a separate registration process and access pass for the ITU TELECOM World 2013. The Summit ID badges will not be valid in the venue from 19 November onwards.

- *All Connect attendees can register for a free of charge Bronze World 2013 access pass; or benefit from a 20% discount on full rates for Leader, Gold or Silver passes as of 16 September until midnight (CET) 13 November 2013. To enjoy these benefits Connect attendees, please visit,*

<http://www.itu.int/online/regsys/ITU-SG/Telecom/Registration>

To start registering, tick the box to indicate they have a registration code and when prompted enter their Connect Registration ID.

- *Please note that as of 14 November, access passes can only be purchased at full price rates.*
- Details about the different pass categories available for World 2013 can be found at,

[http://world2013.itu.int/wp-content/uploads/2013/07/Access\\_Passes\\_Benefits.pdf](http://world2013.itu.int/wp-content/uploads/2013/07/Access_Passes_Benefits.pdf)

For any questions please contact [registration.telecom@itu.int](mailto:registration.telecom@itu.int)

- *Eight (8) Gold Passes, free of charge, are offered by ITU for the national delegation accompanying Heads of State and Ministers. The delegation focal point will be provided with a password to access the allocated Registration Codes to distribute to the members of the delegation who will be using the free passes.*
  - Additional passes of any category can be purchased at a 20 % discount on Leader, Gold and Silver passes until midnight (CET) 13 November 2013. Contact us at [networking.telecom@itu.int](mailto:networking.telecom@itu.int) for details.
  - *Please note that as of 14 November, access passes can only be purchased at full price rates.*
- Please contact [networking.telecom@itu.int](mailto:networking.telecom@itu.int) or call at +41 22 730 6783 | 5356 (Monday to Friday 09:00 to 18:00 CET) to receive the latest Leaders' Information Note with pertinent information on key activities for Leaders attending World 2013.

Instruction to register the Delegation Members for the ITU TELECOM World 2013 can be found at,

<http://www.itu.int/en/ITU-D/Conferences/connect/Asia-Pacific/Pages/item.aspx?ItemID=578>

## 23. ENQUIRIES AND CONTACT POINTS

All general enquiries can be directed to:

The Connect Asia-Pacific Summit Secretariat  
International Affairs Bureau  
Ministry of Information and Communication Technology, Thailand  
Tel: +66 (0) 2 141 6898-6903, +66(0) 2 141 6891  
Fax: +66 (0) 2 143 8029  
Email: [connectsummit@mict.go.th](mailto:connectsummit@mict.go.th) , [connectaspsummit.itu.int](mailto:connectaspsummit.itu.int)

**List of 38 Member States**

1. Afghanistan
2. Australia
3. Bangladesh
4. Bhutan
5. Brunei Darussalam
6. Cambodia
7. China
8. D.P.R. of Korea
9. Fiji
10. India
11. Indonesia
12. Iran
13. Japan
14. Kiribati
15. Lao
16. Maldives
17. Malaysia
18. Marshall Islands
19. Micronesia
20. Mongolia
21. Myanmar
22. Nauru
23. Nepal
24. New Zealand
25. Pakistan
26. Papua New Guinea
27. Philippines
28. Republic of Korea
29. Samoa
30. Singapore
31. Solomon Islands
32. Sri Lanka
33. Thailand
34. Timor-Leste
35. Tonga
36. Tuvalu
37. Vanuatu
38. Viet Nam



# The Connect Asia-Pacific Summit

18 November 2013

IMPACT Exhibition and Conference Centre, Bangkok

Tentative Programme	
09:00-10:30	<p><b>Summit Grand Opening</b> (Venue: Royal Jubilee Room)</p> <p>Summit Chair: Her Excellency Ms. Yingluck Shinawatra Prime Minister of the Kingdom of Thailand</p> <ul style="list-style-type: none"> <li>▪ Welcome Address by ITU Secretary General, Dr. Hamadoun Touré</li> <li>▪ Opening and Keynote Address by Her Excellency Ms. Yingluck Shinawatra, Prime Minister of the Kingdom of Thailand</li> <li>▪ Statements by Heads of States or Governments</li> <li>▪ Endorsement of the Leaders' Vision for the Asia-Pacific 2020: Smartly DIGITAL</li> </ul>
11:00-12:30	<p><b>High-level Panel –Envisioning Asia-Pacific 2020</b> (Venue: Royal Jubilee Room)</p> <p>Chair: ITU Secretary-General, Dr. Hamadoun Touré</p> <p>Panellists:</p> <ul style="list-style-type: none"> <li>▪ Presidents/Chairmen/CEOs of Industry and International Organisations</li> <li>▪ Leaders/Nobel Laureate of Academia</li> <li>▪ Honourable Guests</li> </ul>
12:30-14:00	<p><b>Lunch</b> (Venue: Garden Challenger 1)</p>
	<p>13:30-14:00     <b>Summit Press Conference</b> (Venue: Jupiter 16)</p>
14:00-15:45	<p><b>Multi-stakeholder Meeting and Partnerships Announcements</b> (Venue: Garden Challenger 1)</p>
16:00-17:30	<p><b>Ministerial Roundtable</b> (Venue: Jupiter 4-7)</p> <ul style="list-style-type: none"> <li>▪ Welcome Address by ITU BDT Director, Mr. Brahima Sanou</li> <li>▪ Welcome Speech by Minister of Information and Communication Technology, Thailand, His Excellency Group Captain Anudith Nakornthap</li> <li>▪ Endorsement of the Communiqué</li> <li>▪ Ways forward to realize the Vision Asia-Pacific 2020: Smartly DIGITAL</li> </ul>
17:30-18:00	<p><b>Closing</b> (Venue: Jupiter 4-7)</p>
18:30-20:00	<p><b>Gala Dinner</b> (Venue: Grand Diamond)</p>

## Annex 3

## ANNEX 3: Official Hotel “Connect Asia-Pacific Summit”

No.	Hotel	Rank (star)	Location	Distance	Time	Room Type	Price (THB)	
				(km.)	(minute)		Single	Twin
1.	Shangri – La Hotel Bangkok	5	Charoen Krung Road.	24	30	Deluxe Room	7,415	8,004
						Deluxe River View Room	7,651	8,239
						Deluxe Balcony Room	8,004	8,592
						Krungthep Deluxe Balcony Room	9,181	9,770
2.	Mandarin Oriental Bangkok	5	Charoen Krung Road.	24	30	Superior Room	9,900	11,000
						Deluxe Room	10,900	12,000
3.	Royal Orchid Sheraton	4	Charoen Krung Road.	25	30	Deluxe Riverview	5,000	5,500
						Towers Executive	7,000	8,000
4.	Holiday inn Bangkok Silom	4	Silom Road.	26	30	Superior Room	2,800	2,800
						Premier Room	3,500	3,500

\* All rates quoted are inclusive of room, breakfast, service charge and all taxes.

More information, please contact:

Ms. Siriporn Chuamon

Sales Manager

Tel: +66 (0) 2 833-5275 Fax: +66 (0) 2833 5272

Mobile: +66 (0) 81-922 0234

Reservation centre event e mail: itubkk@totalreservation.com

Website: <http://itu.totalreservation.com/index.php/official-hotel>

## ANNEX 4: Recommended Hotel “Connect Asia-Pacific Summit”

No.	Hotel	Rank (star)	Location	Distance	Time	Room Type	Price (THB)	
				(km.)	(minute)		Single	Twin
1.	Novotel Bangkok IMPACT	4	Muang Thong Thani	0.5	2	Standard Room	2,970	2,970
2.	Centara Grand at Central Plaza Ladprao Bangkok	5	Vibhavadi - Rangsit Road	18	20	Deluxe Room	4,250	4,650
						Deluxe Suite Room	4,900	5,300
						Club Deluxe Room	5,000	5,400
						Premium Deluxe Room	6,600	7,000
3.	The Imperial Queen's Park	4	Sukhumvit Road	25	40	Deluxe Room	3,700	4,000
						Premier Room	4,000	4,300
						Premier suite	4,500	4,500
4.	Miracle Grand Convention Hotel	4	Vibhavadi - Rangsit Road	13	17	Superior	2,500	2,800
5.	Siam Kempinski Hotel Bangkok	5	Rama 1 Road	24	30	Premier Room	7,651	8,239
						Executive Room	9,416	10,005
						Executive suite	14,124	14,713
						Garden suite	17,655	18,244
6.	DusitThani Hotel Bangkok	5	Rama 4 Road	27	40	Superior Room	4,900	4,900
						Deluxe Room	5,400	5,400
						Executive Suite	6,900	6,900
						Club Executive Suite	8,400	8,400
7.	Centara Grand at Central World	5	Rama 1 Road	24	30	Deluxe Room	4,500	5,000
8.	Conrad Hotel Bangkok	5	Wireless Road	28	35	Deluxe Room	5,000	5,500
						Deluxe Corner	6,500	7,000
9.	Windsor Suites Hotel	4	Sukhumvit Road	26	35	Counsellor Suites	3,000	3,300
						Executive Suite	3,500	3,800

No.	Hotel	Rank (star)	Location	Distance	Time	Room Type	Price (THB)	
				(km.)	(minute)		Single	Twin
10.	Le Meridien Bangkok	4.5	Surawong Road	28	40	Vista	5,200	5,700
11.	Grand Millennium Sukhumvit	5	Sukhumvit Road	25	40	Deluxe	5,000	5,000
12.	TK Palace Hotel	3	Chaengwattana Road	6.8	12	Standard Room	1,430	1,650
						Superior Room	1,650	1,870
						Deluxe Room	2,750	2,750
13.	The Okura Prestige Bangkok	5	Wireless Road	27	35	Deluxe Room	7,500	8,200

\* All rates quoted are inclusive of room, breakfast, service charge and all taxes.

More information, please contact:

Ms. Siriporn Chuamon

Sales Manager

Tel: +66 (0) 2 833-5275 Fax: +66 (0) 2833 5272

Mobile: +66 (0) 81-922 0234

Reservation centre event e mail: [itubkk@totalreservation.com](mailto:itubkk@totalreservation.com)

Website: <http://itu.totalreservation.com/index.php/official-hotel>

### Official Shuttle Bus between the Official Hotels to IMPACT Exhibition and Convention Centre

**Connect Asia Pacific 2013**  
**ITU Telecom World 2013**  
**Official Shuttle Bus between Suvarnabhumi Airport to the Official Hotels**

Shuttle Bus Schedule		16 - 18 November 2013										19, 22-23 November 2013				
Route	Destination Hotels	AIRPORT TO HOTEL										HOTEL TO AIRPORT				
		Departure Time										Departure Time				
		6:00	8:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00	24:00	6:00	10:00	14:00	18:00	20:00
Route 1 Riverside - Charoen Krung	Shangri-La Hotel	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Mandarin Oriental Bangkok	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Royal Orchid Sheraton	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Route 2 Silom - Surawong	Dusit Thani	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Holiday Inn Silom	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Le Meridien Bangkok	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Route 3 Sukhumvit - Asoke	Grand Millennium Sukhumvit	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Imperial Queen's Park	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Windsor Suites	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Route 4 Siam - Ratchaprasong	Siam Kempinski	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Centara Grand at Central World	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Route 5 Ploenchit - Wireless Road	The Okura Prestige	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Conrad Bangkok Hotel	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Route 6 Vibhavadi Rangsit - Laksi	Centara Grand at Central Plaza Ladprao	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Miracle Grand Convention	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Route 7 Chaengwattana Road	TK. Palace	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
	Novotel Bangkok IMPACT	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

**Remark:**

\*\*\* The traveling time from Hotel to Airport is approximately 1 hour per route, depends on the traffic.  
 Passengers should arrive the airport at least 3 hours before boarding.



**Connect Asia Pacific 2013**  
**ITU Telecom World 2013**  
**Official Shuttle Bus between the Official Hotels to IMPACT Exhibition and Convention Centre**

Shuttle Bus Schedule		18 - 22 November 2013													
Route	Destination Hotels	HOTEL TO IMPACT Departure Time								IMPACT TO HOTEL Departure Time					
		7:00	7:30	8:00	8:30	9:00	9:30	10:00	10:30	14:30	16:30	18:30	19:30	20:00	20:30
Route 1 Riverside	Shangri-La Hotel	●	●	●	●	●	●	●		●	●	●	●	●	●
	Mandarin Oriental Bangkok	●		●	●	●	●	●	●	●	●	●	●	●	●
Route 2 Charoen Krung - Surawong	Royal Orchid Sheraton	●	●	●	●	●	●	●		●	●	●	●	●	●
	Le Meridien Bangkok	●		●	●	●	●	●	●	●	●	●	●	●	●
Route 3 Rama 4 - Silom	Dusit Thani	●	●	●	●	●	●	●		●	●	●	●	●	●
	Holiday Inn Silom	●		●	●	●	●	●	●	●	●	●	●	●	●
Route 4 Sukhumvit	Imperial Queen's Park	●	●	●	●	●	●	●		●	●	●	●	●	●
	Windsor Suites	●		●	●	●	●	●	●	●	●	●	●	●	●
Route 5 Asoke	Grand Millenium Sukhumvit	●	●	●	●	●	●	●		●	●	●	●	●	●
	Siam Kempinski	●	●	●	●	●	●	●		●	●	●	●	●	●
Route 6 Siam - Ratchaprasong	Centara Grand at Central World	●		●	●	●	●	●	●	●	●	●	●	●	●
	The Okura Prestige	●	●	●	●	●	●	●		●	●	●	●	●	●
Route 7 Ploenchit - Wireless Road	Conrad Bangkok Hotel	●		●	●	●	●	●	●	●	●	●	●	●	●
	Miracle Grand Convention	●	●	●	●	●	●	●		●	●	●	●	●	●
Route 8 Laksi - Chaengwattana Road	TK. Palace		●	●	●	●	●	●	●	●	●	●	●	●	●
	Centara Grand at Central Plaza Ladprao	●	●	●	●	●	●	●		●	●	●	●	●	●
Route 9 Vibhavadi Rangsit	Centara Grand at Central Plaza Ladprao	●	●	●	●	●	●	●		●	●	●	●	●	●

\*\*\*Special Shuttle Bus on November 20, 2013 : Time 22:00

\*\*\*Approximate traveling time: 45 mins per route

**Annex 6**

Any person wanting to bring in and/or carry weapon in Thailand,

Please provide the following information:

Name of person:

Nationality of person who wants to bring in and/or carry the weapon :

Citizenship:

Weapon type and caliber:

Weapon registration number and manufacturer:

Country of origin:

Copy of passport :

**Annex 7****Health and Vaccination**

Upon arrival at the port of entry in Thailand, participants who have travelled from or through countries listed below which have been declared yellow fever infected areas must provide an International Health Certificate proving that they have received a yellow fever vaccination.

For nationals of the countries listed below who have not travelled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

The countries/areas listed below have been declared yellow fever infected areas:

Angola	Guyana
Argentina	Kenya
Bolivia	Liberia
Brazil	Mali
Benin	Mauritania
Burundi	Niger
Burkina Faso	Nigeria
Cameroon	Panama
Central African Republic	Paraguay
Chad	Peru
Colombia	Rwanda
Congo	Sao Tome and Principe
Côte d'Ivoire	Senegal
Democratic Republic of the Congo	Sierra Leone
Ecuador	Somalia
Equatorial Guinea	Sudan
Ethiopia	Suriname
French Guiana	United Republic of Tanzania
Gabon	Togo
Gambia	Trinidad and Tobago
Ghana	Uganda
Guinea	Venezuela
Guinea Bissau	



## THAILAND

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### Know Thailand

Situated in the heart of mainland Southeast Asia, Thailand serves as a gateway to the emerging economies of the Greater Mekong Sub region. With its well-developed infrastructure, political and social stability, and consistent openness to foreign investment, it has been a magnet for overseas companies looking for a strategic location to set up or expand business.

### Geography

Thailand has a land area of 513,115 sq.km. (approx. 127,008 acres) bordered by Malaysia (South), Myanmar (West & North), Laos (North & East) and Cambodia (Southeast). The country's east coast borders the Gulf of Thailand and the west coast abuts the Andaman Sea. The country is divided geographically into four main zones -- the fertile central plains, dominated by the Chao Phraya River; the 300-metre-high northeast plateau, the kingdom's most barren region; the mountainous North; and the tropical southern peninsula.

Largest provinces is Nakhon Ratchasima 20,493 sq. km., Chiang Mai 20,107 sq. km., Kanchanaburi 19,483 sq. km. Largest islands is Phuket 543 sq. km., Chang 429 sq. km., Samui 247 sq. km. Highest peaks Doi Inthanon 2,565 m., Doi Pha Hom Pok 2,285 m., Doi Chiang Dao 2,195 m. Principal rivers , Chi 765 km., Mun 750 km., Nan 740 km., Chao Phraya 370 km. or 1,110 km. if the Nan, its main tributary, is included. Major agricultural exports rice, tapioca, rubber, maize, pineapples, durians, longans, palm oil and herbs.

### Seasons

There are three seasons in Northern, Northeastern and Central Thailand - hot (March to May), rainy (June to October), and cool (November to February). And there are two seasons in the South - rainy (April to November) and hot (December to March).

In the North and Northeast in winter, the temperatures are much lower during night time, especially on the mountains, with temperatures lower than 10°C.

### Climate

The temperature varies from 38°C to 19°C with the annual average at about 29°C. The humidity is from 66% to 82.8%.

Capital : Bangkok      Local time : GMT +7 hours.

### Government



## THAILAND

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Thailand is a constitutional monarchy headed by King Bhumibol Adulyadej or King Rama IX. The country comprises 76 provinces, each sub-divided into amphoe (district), tambon (sub district) and muban (village).

### People & Society

#### People

75% Thais, 11% Chinese, 3.5% Malays, and others are Mons, Khmers, Burmese, Laotians, Indians and a variety of hill tribes.

#### Language

Thai is the national language. English is widely understood in Bangkok and big cities.

#### Religion

Buddhists 94.2%, Muslims 4.6%, Christians 0.8%, others 0.4%

### General

#### National flag

The red, white and blue horizontal bands symbolize the nation, religion, and the monarchy respectively.

### Major manufactured exports

Computer and computer accessories, integrated circuit, textiles, electronics, cars and spare parts, gems and jewelry, televisions and television accessories.

### Highlights of Thailand

#### *Cosmopolitan Bangkok*

One of the world's most vibrant and intriguing cities, Bangkok is both a destination in itself and the perfect base from which to explore the central region.

From the stately Grand Palace and myriad temples to the hustle and bustle of riverine life and colorful street markets, the capital is a wonderland waiting for you to discover.

Excursions away from the city lead to the ancient capital of Ayutthaya and the legendary Bridge over the River Kwai. Add a round of golf or a spa treatment into your personalized holiday programme and you have the base for a memorable vacation.

The graphic shows the flag of Thailand, consisting of three horizontal stripes of red, white, and blue, with the blue stripe in the center being twice as wide as the red and white stripes. The word "THAILAND" is written in blue capital letters to the left of the flag.

## THAILAND

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### *The Central Plains*

Tracing these myriad waterways by boat takes one into Thailand's true heart, not visible from roads and highways. The picturesque river landscape is a 'living museum' of Thai tradition and way of life. It explains nearly everything Thai, from food to festivals, to basic values. It is on the waterways that one discovers the real Thailand.

The waterways are the stage for Thailand's principal festivals. At Loy Krathong -- 'festival of lights', on the November full moon night -- candle-lit banana-leaf boats are floated on water to whisk away bad luck. The grandest celebration of all is the Royal Barge Procession -- held only on auspicious occasions, when 51 barges accompany the Royal Family to present robes to monks at Wat Arun -- Temple of Dawn.

### *Gulf of Thailand*

Water sports, golf, island hopping, shopping and entertainment - or if you prefer, a hammock under a palm tree on a sandy beach, where you can laze away the day with a cool drink and a good book - the beach resorts on either side of the Gulf of Thailand have them in abundance.

Pattaya and Rayong make up the 'Asian Riviera' adding a vibrant nightlife with superb dining, discos and cabarets to fun in the sun; while Hua Hin and Cha Am, on the 'Sunshine Coast, offer beach life at a more relaxed pace with tours to a Summer Palace, golf on championships courses and a world-renowned Spa in which to revitalize yourself. Choose the options that suit you and you'll have a holiday to remember forever.

### *The Mountainous North*

The region that is now Northern Thailand was once the centre of an ancient kingdom known as Lanna -- 'land of a million rice fields'. Cocooned from the outside world by mountains, the Lanna Thai kingdom was able to develop at leisure, undisturbed by the wider world.

The North developed its own art forms, music and dance which enchant and their gracefulness. Lanna Thai cultural splendour permeates all aspects of the Northern Thai lifestyle including traditional architecture, arts and crafts -- religious and secular, costumes, folk crafts and entertainment.

### *I-San - Northeastern Thailand*

Bounded by forested escarpments in the west and south, and the Mekong River in the north and east, I-San boasts large cities but has a rural heart. Farming is the predominant means of sustaining a livelihood in this part of Thailand.

## THAILAND



Village life still follows the seasons, the rhythms of agriculture and their related festivals. Sandstone temple complexes and monuments, so called “Palaces of the Gods”, are built in the Khmer architectural style found throughout I-San.

### *Southern Thailand*

Beaches chosen for Hollywood movies, limestone towers jutting from azure seas, and bays speckled with uninhabited islands, the South offers all this and more. Island hopping, scuba diving, snorkeling, parasailing, canoeing, there’s action aplenty for the whole family.

But, if you just want to "get away from it all", there are thousands of tiny coves and islands where you can listen to the waves lapping your own deserted beach on a starlit night, without a care in the world.

### **Lifestyle**

#### The “Par-fect” Time in Thailand

For the golfer, there are challenging courses across Thailand designed by such luminaries as Jack Nicklaus, Robert Trent Jones Jr, Pete Dye, and Greg Norman. No matter what your handicap, we guarantee you’ll have a fun day out.

#### *Spa Capital of Asia*

Thailand offers travelers some of the finest spas in Asia and there are sufficient spas in Bangkok to meet every need, whether it is simply for a massage or for a far more rejuvenating and complex treatment. The wide availability of Thai massage helps ease pentup stress. There is also pampering and holistic healing at some of the planet's best spas.

Enjoy a professional spa therapy or a day of unequalled pampering and allow your body and mind to relax with a soothing massage or aromatherapy in an atmosphere of solid comfort with soft, beautiful music. You will leave with renewed strength, enhanced beauty and a refreshed spirit.

#### *Shopping Paradise*

The contemporary City of Angels brims over with world-class attractions, shopping and entertainment. At some of Asia's biggest malls, the stores stock brands both global and homegrown.

The individualist character of every Thai (a word that means 'free') leads not just to myriad hawkers, but to stand-alone boutiques and venues popping up in the most unexpected places.

  
**THAILAND**

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### *Kitchen of the World*

Building on the remarkable popularity of Thai gastronomy abroad, Bangkok restaurants cook up both authentic and innovative versions of local delicacies.

In an incredibly diverse dining scene, celebrated chefs bring culinary skills from all continents to this gourmet paradise. Chinese, Japanese and Italian restaurants number in the hundreds, alongside dozens of other national cuisines.

One of the world's most exciting cities, Bangkok is an irresistible place to visit, full of wonderful sights to see, amazing culture and the best dining, shopping and entertainment in Asia. Tourists love it as there is so much to do and see, all at amazing value for money according to the Country Brand Index.

### *Sightseeing Destinations*

From the stately Grand Palace and myriad temples to the hyperactive River of Kings, Bangkok is a wonderland waiting for you to discover. In Old Bangkok, the Grand Palace and its royal chapel, the Temple of the Emerald Buddha, display both royal grandeur and wonderful architecture. Nearby is ancient Wat Po, home of the giant reclining Buddha and a renowned school for traditional massage. Across the river, the spires of the Temple of Dawn glitter in the sun. Vimanmek Mansion is the world's largest golden teak building, built in 1910 as the residence of King Rama V, reflecting the royal lifestyle at the turn of the century. For glimpses of everyday Thai life, ride a boat along the city's canals or simply catch the Chao Phraya Tourist Boat to discover the city's riverside landmarks.

Learn more about Bangkok's amazing attractions at [www.bangkoktourist.com](http://www.bangkoktourist.com)

### *Vibrant Nightlife*

Bangkok's diverse nightlife features everything from excellent live music, to good jazz clubs, ultra cool bars, exuberant dance venues and great restaurants. Like any great city, bars and pubs are everywhere. However, Bangkok offers a much wider range of attractive entertainment - dinner cruises along the Chao Phraya River, jazz clubs in many hotels, romantic rooftop cocktail spots, exciting nightclubs along Sukhumvit Road, regular concerts at the Thailand Cultural Centre, outstanding cultural show at Siam Niramit, the amazing Joe Louis Puppet Theater and classical Thai performances at Chalerm Krung Royal Theater.

### *Spa Capital of Asia*

Thailand offers travelers some of the finest spas in Asia, with Bangkok renowned for the high quality of its spas and their gentle, friendly therapists who are experts on





## THAILAND

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pampering. Within superbly relaxing atmospheres, Thai spas offer a wide variety of treatments, from simple massage to complex rejuvenation. Don't forget to try the unique Thai traditional massage, which provides excellent relief from stress as well as aches and pains.

### *Must-Do Activities*

Some of the great things to do while visiting Bangkok:

- See fight nights of Thai kick boxing (muay thai) or learn its boxing skills.
- Discover the exquisite performance of Thai classical dance.
- Experience a traditional Thai massage.
- Take Thai cooking lessons and amaze your friends.
- Practice blissful meditation.
- Discover the traditional Thai lifestyle by boating along canals and the Chao Phraya River.

There are exciting events and festivals all year round in Bangkok: Chinese New Year in February, Songkran in April, Thailand Grand Sale in June, Bangkok Film Festival in September, Loy Krathong in November and a brilliant New Year Countdown on December 31.

### *Traveling within Bangkok*

Although traffic can be heavy at times, getting around Bangkok is relatively easy thanks to a well-integrated and inexpensive transport system of public buses, taxis, limousines, motorcycle taxis, tuk-tuks and mass transit.

#### *Taxis*

A large number of taxis ply Bangkok's streets 24-7. Look for the Taxi Meter sign on top and make sure the cabbie turns on the meter. Fares begin at 35 baht (roughly US\$ 1) and increase according to distance traveled.

#### *Mass Transit*

The city's mass transit system consists of an elevated and underground rail service through the downtown area, providing links to city hotels, shopping malls, entertainment areas, business districts and the river. Both are air-conditioned, with signage and directions in Thai and English, and operate from 6am to midnight daily. Both systems are linked with change-over stations at three locations. As yet there is no common ticket.

  
**THAILAND**

### *BTS Skytrain*

Elevated electric trains transport Bangkok's commuters in wide air-conditioned carriages, running every 3-5 minutes at peak times and slightly longer off-peak, providing a quick, reliable and efficient service. The Skytrain has two routes, the Sukhumvit Line and Silom Line, with a changeover station at Siam Square. Fares are based on distance traveled.

### *MRT Subway*

The underground rail system complements the BTS Skytrain in moving commuters around central Bangkok through a special tunnel system. Lifts and escalators provide access to the trains. The MRT system has 18 stations running from Hua Lamphong railway station to the northern bus terminal at Mor Chit.

## **Tips for Business Travelers**

### *Thailand*

Especially Bangkok, is easy to navigate. Transport and accommodation infrastructure are international-class, and numerous professional services cater to every need. Most signs and information are printed in English as well as Thai, and Thai people are always ready to help visitors with directions or assistance. Here are some quick tips to help you get around.

### *Banking Hours*

Official banking hours are from 9.30 a.m. to 3.30 p.m., Monday to Friday, closed over the weekend and public holidays. Licensed banking outlets in department stores and malls stay open until 8.00 p.m. every day. There is no restriction on the amount of foreign exchange and Thai currency that may be brought into the country, and you may freely take out of the country all foreign exchange brought in. Thai currency taken out of the country may not exceed 50,000 baht per person, or 100,000 baht to Thailand's bordering countries.

### *Business Hours*

Government offices open from 8:30 a.m. to 4:30 p.m. from Monday to Friday. Most department stores operate from 10:00 a.m. to 9:00 p.m. all week, while some pharmacies open throughout the night.

### *Climate*

The graphic shows the flag of Thailand, consisting of three horizontal stripes: a top red stripe, a middle blue stripe, and a bottom red stripe. The word "THAILAND" is written in blue capital letters to the left of the flag.

## THAILAND

Thailand has a tropical climate with three seasons: hot and dry (March through May), hot and wet (June through October), and cool and dry (November through February). The average temperature is 28C (83F), with summer highs at 37C and winter lows of 20C.

### *Mobile Communications*

International roaming from your home country usually works in Thailand. However, if you plan to make many local calls, you can save money with a pre-paid SIM card inserted into your phone (if compatible). True Move, AIS, DTAC are the leading service providers. SIM cards are also available at any convenience store.

### *Credit Cards*

Major stores and restaurants readily accept American Express, Diners Club, Mastercard and Visa cards. Major banks and ATMs also recognize these credit cards.

### *Currency*

Currency changers are available at the airport and provide the same rates as in town and better rates than hotels. Paper denominations consist of 1,000- (gray), 500- (purple), 100- (red), 50- (blue), and 20- (green) baht notes. Coins consist of ten-, five-, two-, and one-baht disks, as well as 50- and 25-satang brass disks.

### *Customs Related Information*

The ATA Carnet allows the temporary import of exhibition and advertising materials, commercial samples, and scientific equipment without payment of duty. ATA Carnet holders should contact Customs officers at the Red Channel upon arrival. Carnets may also be obtained for temporary duty/tax free export of goods from Thailand to a foreign country.

Please contact the International Chamber of Commerce for application details.

For more information: [www.customs.go.th](http://www.customs.go.th)

### *Electricity*

Electrical outlets are 220 volts, 50 cycles and usually accept flat-pronged and roundpronged plugs.

### *Embassy Information*

There are about a hundred diplomatic missions in Bangkok, and you can access a list at the Ministry of Foreign Affairs. For more information : [www.mfa.go.th](http://www.mfa.go.th)



## THAILAND

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### *Health Risks*

Health standards in Thailand are relatively high for Southeast Asia, with excellent private health care and low incidence of communicable disease outbreaks.

### *IDD (International Direct Dialing)*

IDD (International Direct Dialing) is available from most hotels for a surcharge. Costs vary with the time of day and charge for a minimum of 1 minute. Dial 100 for Operator-Assisted Overseas. For IDD dial 001 followed by country and regional codes. International payphones at the airport and most tourist areas use credit cards or international phone cards which can be bought at most convenience stores.

### *Internet*

Most hotels now have Internet access either directly from the room or in their business centers. Charges vary from around 100 baht for the first 15 minutes with lower charges afterwards. There are also Internet cafes in most shopping areas, and an increasing number of Wi-Fi spots such as Starbucks Coffee.

### *Languages*

Thai is the national language. English is widely understood in the cities, and Lao and certain Chinese dialects are also spoken in certain places.

### *Tipping*

Tipping is not the usual practice in Thailand. Most hotels and nicer restaurants add a 10 percent service charge to the bill. Taxi drivers do not require a tip but rounding up to the next 10 in the meter is common.

### *Useful Telephone Numbers*

Tourist information 1672 , Tourist police 1155

### *Visas*

Citizens of most nations can get a 30-day visa upon arrival. Two-week extensions can be obtained by going to the Immigration Department, located near the Silom business district (507 Suan Plu Road; Tel: 0-2287-3101-10 # 2264-5) with a photocopy of your passport (every page), two photographs, and the extension fee of 500 baht. Agencies can facilitate this process, with pickup and delivery service to your hotel room.