



**ITU - NBTC Asia-Pacific Regulators' Roundtable (RR)**  
2 - 3 September 2019  
&  
**ITU - NBTC International Training Programme (ITP)**  
4 - 6 September 2019  
Bangkok, Thailand



**1. INTRODUCTION**

The ITU – NBTC Asia-Pacific Regulators' Roundtable will be held from 2-3 September 2019. The event is organized by the International Telecommunication Union (ITU) and the National Broadcasting and Telecommunications Commission (NBTC) with support from the Department of Communications and the Arts, Government of Australia.

The event will be followed by the ITU – NBTC International Training Programme, held from 4-6 September 2019. The training will be delivered in English and paperless.

**2. VENUE**

Sheraton Grande Sukhumvit Hotel (Ballroom Hall)  
250 Sukhumvit Rd., Khlong Toei, Klong Toei, Bangkok, Thailand

**3. COORDINATORS**

<b>NBTC Coordinator</b>	<b>ITU COORDINATOR</b>
Ms. Chayanisa Chalernmpatarakul Ms. Korapim Wuttiwong Office of the National Broadcasting and Telecommunications Commission (NBTC) Bangkok, Thailand Tel: +66 2 272 7054 Fax: +662 278 1736 Email: <a href="mailto:cchayanisa@hotmail.com">cchayanisa@hotmail.com</a> cc.: <a href="mailto:korapim.w@nbt.go.th">korapim.w@nbt.go.th</a>	Ms. Porntip Modethes Administrative Assistant ITU Regional Office for Asia Pacific Bangkok, Thailand Tel. +66 2 575 0055 Fax +66 2 575 3507 E-mail: <a href="mailto:porntip.modethes@itu.int">porntip.modethes@itu.int</a>

**4. VISA FORMALITIES**

All participants entering Thailand must possess valid passports or accepted travel documents and need to check visa requirements before entering the country. Please check the visa with the nearest Thai Embassy. For more information please visit the website <http://www.mfa.go.th>.

## 5. ACCOMMODATION

The participants will have to **book their accommodation directly with the hotels quoting the name of the event as 'ITU-NBTC event'**. Details of the hotels recommended are as follows;

Name of the Hotel	Room Type	Single Occupancy	Double Occupancy
<p><b>Sheraton Grande Sukhumvit</b> 250 Sukhumvit Rd., Khlong Toei, Klong Toei, Bangkok, Thailand</p> <p><b>Room Reservation Contact</b> Kantawee Yoddee – Account Director Tel: +66 2 649 8317 Email: kantawee.yoddee@luxurycollection.com Cc: korapim.w@nbtc.go.th Website: theluxurycollection.com/bangkok</p>	Premier Room	THB 7,000 ++	THB 7,700 ++
The above rates are subject to 10% service charge and 7% VAT.			
<p><b>The Westin Grande Sukhumvit, Bangkok</b> 259 Sukhumvit 19, Sukhumvit Road, Bangkok 10110 Thailand</p> <p><b>Room Reservation Contact</b> Chanon Kempter – Cluster Sales Executive-MICE Tel: +66 2 207 8018 Email: chanon.kempter@sheraton.com Cc: korapim.w@nbtc.go.th Website: www.westingrandesukhumvit.com</p>	Deluxe	THB 4,500 ++	THB 5,000 ++
<p><b>S15 Sukhumvit Hotel</b> 217 Sukhumvit Soi 15, Bangkok 10110 Thailand</p> <p><b>Room Reservation Contact</b> Ms. Nuchpicha Morawan –Reservation Supervisor Tel: + 66 2 260 1111 Email: info@s15hotel.com Cc: korapim.w@nbtc.go.th Website: <a href="http://www.s15hotel.com">www.s15hotel.com</a></p>	Deluxe Room	THB 3,000	THB 3,400
	Junior Suite room	THB 3,300	THB 3,700
<p><b>Arize Hotel Sukhumvit</b> 8/8 Sukhumvit 26 Rd., Klongtoey, Bangkok 10110 Thailand</p> <p><b>Room Reservation Contact</b> Mis Suthathip Temvorasap – Sales Executive Tel: +66 2 204 4888 Email: salesco@arizesukhumvit.com Cc: korapim.w@nbtc.go.th Website: www.arizehotel.com</p>	Superior Room	THB 2,589.40	THB 2,824.80
	Deluxe Room	THB 2,824.80	THB 3,060.20
<p><b>Due to the availability of limited rooms, we may not be able to guarantee hotel reservation and special rates.</b></p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>The above rates are subject to 10% Service Charge &amp; 7% VAT.</li> <li>The prices are subject to availability and subject to change</li> </ol>			

## **6. PAYMENT OF HOTEL ACCOUNTS**

Before checking out of the hotel, the participants are expected to settle all dues directly with the hotel, including room charges and other expenses such as local and long-distance telephone calls, Internet, business centre, laundry, room and hotel transportation services, mini-bar items, as well as for restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to their late arrival or rescheduled departure for which inadequate prior notice is given.

## **7. DETAILS OF ARRIVAL AND TRANSPORT**

The following transportation is available from Suvarnabhumi International Airport to the Hotels.

1. Public Meter Taxi is located on the 1<sup>st</sup> floor of the Arrival Hall. Fare is as shown on the meter, plus THB 50 surcharge, and any toll charges.
2. Airport Limousine Service to various destinations in the city is located at the Arrival Hall of the airport.
3. Airport Rail Link from Suvarnabhumi Airport to Makkasan Station; MRT subway from Phetchaburi Station to Sukhumvit Station.

## **8. BANKS & CURRENCY**

The unit of currency is Thai Baht. The currency exchange for Thai Baht to 1\$ USD is approximately 30-33 baht (as of May 2019). Government and business offices are open from 8.30 to 16:30 hrs, Monday to Friday. Bank opens Monday to Friday from 9.00-15.30 hrs while the department stores open daily from 10.00-20.00 hrs.

## **9. ELECTRICITY**

Supply voltage is 220V, 50Hz. A standard grounded Thai outlet supports European 2-pin plugs and earthed and unearthed American plugs (see picture). Please bring the right adapter for your equipment.



## **10. LANGUAGES**

English is spoken in most hotels, shops and restaurants as well as in major tourist destinations

## **11. MEDICAL AND HEALTH**

All participants are requested to ensure medical and travel insurance covering the whole period of the event, training course, and overseas travel. Neither ITU nor the NBTC will be able to meet any expenses relating to injury, accident or medical treatment of the participant.

## **12. TIME ZONE**

GMT + 7.00 hours

**13. WEATHER**

In September, the temperature is 31-35 degrees Celsius.

**14. INTERNET**

Complimentary wireless Internet access is available throughout the hotel and high-speed wired Internet access is available in all guest rooms.

**HAVE A SAFE TRIP TO THAILAND**