

## ASEM LLL Conference “eLearning and Workplace Learning” 19-22 July 2009, Bangkok, Thailand

As of 7 June 09  
ASEM LLL Hub Secretariat

### PRACTICAL INFORMATION FOR INTERNATIONAL PARTICIPANTS

#### 1. INTRODUCTION TO CITY

An introduction to the city of Bangkok: [www.tourismthailand.org](http://www.tourismthailand.org).

#### 2. HOTEL AND CONFERENCE VENUE

All sponsored participants will be staying at  
**Adriatic Palace Hotel**, 1178 Corner of Wireless Road and New Petchchaburi Road  
Bangkok 10400. Tel. +66 2 655 1600 4, Fax +66 2 655 1658

<http://www.adriaticpalace.com/>

You click on the word ‘Bangkok’ on the right-hand picture of the first page, which takes you to the detailed information pages.

The Thai Ministry of Education and Ministry of Labour will sponsor up to 4 nights at the hotel (arrival Sunday 19 July, departure Thursday 23 July). Net room charges (without personal expenses) for sponsored participants will be paid directly by the Thai hosts to the hotel. Details on financial support are provided to each participant in registration form.

In all cases, the organisers will not cover any incidentals/personal costs (additional nights, costs for accompanying persons, overseas telephone calls, telegrams and faxes, business centre or internet connection charges, room service, laundry and mini-bar charges, etc.). These costs are to be borne by the participants themselves.

#### 3. VISA REQUIREMENTS

Information on Visas: [www.mfa.go.th](http://www.mfa.go.th) (English Version) – go to “**Visas and Travel Documents**” for the “**Summary of Countries and Territories entitled for Visa Exemption and Visas on Arrival**”. Conference participants can enter Thailand on a tourist visa. Citizens from many EU and ASEAN countries can enter Thailand on a short stay without a visa.

However, participants are strongly encouraged to verify these details with the relevant missions in their countries of residence. More details on visa application requirements are available at [www.mfa.go.th](http://www.mfa.go.th)

#### **4. AIRPORT-HOTEL TRANSPORTATION**

Participants will be responsible for securing their transportation from/to the Suvarnabhumi International Airport to Adriatic Palace Hotel

Participants can take Airport Express Bus No.1 (AE 1) from Suvarnabhumi Airport Bangkok and tell the driver the name of the hotel; the bus will stop at the hotel.

Note: The organisers will not cover the costs of transportation to and from airports.

#### **5. MEALS**

All lunches and dinners for international participants during the conference and meetings (informal dinner on Sunday evening, 19 July; breakfast, lunch and dinner on 20, 21 and 22 July; breakfast at the hotel on Thursday 23 July) will be covered by the Thai hosts. Please see programme for details on time and restaurant for each day.

Note: Hotel accommodation includes breakfast. The organisers will not provide any other per diem allowance to the participants.

#### **6. INTERNET ACCESS (at meeting/conference venue)**

Free internet access is available in the hotel lobby (2 screens, open 0800 – 2100 daily). WIFI (password access system) is available in the hotel rooms at a charge of 200 baht per day which must be borne by participants

#### **7. REIMBURSEMENTS (APPLICABLE FOR SPONSORED PARTICIPANTS ONLY)**

A limited number of travel subsidies for air-tickets are provided by the ASEM LLL Hub to active researchers in network 1 (eLearning), network 2 (Workplace Learning) and ministerial representatives from some Asian countries. Travel subsidies are granted on the basis of each application. A maximum amount of Euros 800 or Euros 400 will be reimbursed by the ASEM LLL Hub to eligible participants' bank accounts after the meeting upon receipt of travel documents as indicated below. These travel documents are strictly required for the Danish state audit, financial reports to ASEF (Asia-Europe Foundation).

- Original or certified copy of invoice / receipt for airfare.
- Exchange rate between local currency and Euro.
- Boarding passes
- Photocopy of ticket
- Airport Tax receipts (if any)
- Valid bank details (especially IBAN, SWIFT Code, and precise name of beneficiary)

The ASEM LLL Hub will only reimburse each sponsored participant upon submission of complete reimbursement documents and their valid bank details before **31 July 2009** (stamp dated or email if e-ticket and online payment). Participants who fail to do so will not be reimbursed. Participants can also submit all the documents at the end of the conference.

It will take about 15 working days to transfer the travel subsidy to the stipulated bank account after receiving all the documents.

If you have any questions please send them to [asemLLL@dpu.dk](mailto:asemLLL@dpu.dk)

## **8. CONTACT ADDRESS**

For further detailed and updated information about the conference, please visit the website: [www.dpu.dk/asem](http://www.dpu.dk/asem)

Member researchers of network 1 and network 2 are requested to contact their network Coordinators.

### **Other General Enquiries can be sent to:**

Contact for ASEM LLL Conference in Thailand

Areeya Rojvithee, Deputy Director General, Department of Skill Development, Ministry of Labour,  
Mitr Maitri Road, Din Daeng, Bangkok, 10400 Thailand

T: +662 2451820, F: +662 2483449, Mobile: +66 82 3296677

Email: [areeyaroj@yahoo.com](mailto:areeyaroj@yahoo.com) and [prommongkol@hotmail.com](mailto:prommongkol@hotmail.com), [areeya@Dsd.Go.th](mailto:areeya@Dsd.Go.th)

Or:

Que Anh Dang, Head, ASEM LLL Hub Secretariat  
The Dean Office, A 310b, Danish School of Education, Aarhus University

Tuborgvej 164, 2400 Copenhagen NV, Denmark

Tel: +45-8888 9155, Fax: +45-8888 9702

Email: [asemLLL@dpu.dk](mailto:asemLLL@dpu.dk)