



Administrative Information for **PARTICIPANTS**

ASEAN Regional Conference on Child Online Protection

Bangkok, Thailand, 25 - 27 February 2020

1. General Information

Welcome to Bangkok, Thailand for the Regional Conference on Child Online Protection!

We are pleased to share with you information concerning the administrative and logistical arrangements for the ASEAN Regional Conference on Child Online Protection that will now take place in Bangkok, Thailand from 25-27 February 2020.

Conference Website: <http://www.rccop.com>



2. Conference Venue

Conference Venue: **Royal Orchid Sheraton Hotel**

Address: 2 Charoen Krung Road Soi 30 (Captain Bush Lane), Siphya, Bangrak, Bangkok 10500 Thailand

Contact Persons:

Ms. Narumol Tunporn (Jiab)

Tel No: +66 2 665 3371

Mobile: +66 61 403 2205

Email: Narumol.Tunporn@sheraton.com

Website: <https://www.marriott.com/hotels/travel/bkksi-royal-orchid-sheraton-hotel-and-towers/>



Main meeting room: Ballroom 1, 2nd Floor

Breakout rooms: Riverside 1&2, Pompadour, 2nd Floor

Secretariat room: Ayaret, 2nd Floor

3. Registration Process

Please note that participation in this conference is **by invitation only**.

Registration is obligatory for anyone who wants to attend the conference, the exhibition or any single session. The Conference Organization Committee has provided two registration methods:

Method 1: Online registration

- Online registration is encouraged and the access of the online registration platform can be found on conference website, or through the following link: <http://www.rccop.com>. Please note that a confirmation email will be sent to the registrant's email signifying that the online registration process is finished.

Method 2: Attached registration form



- If the online registration is not possible, delegates are requested to send their completed Registration Form to Ms. Maria Dolores Picot mpicot@unicef.org and Ms. Di Yu dyu@unicef.org with copy to Ms. Natcha Chutinthararuk nchutinthararuk@unicef.org and Ms. Rachel Harvey rharvey@unicef.org.

Please note that a confirmation email will be sent to the registrant's email signifying that the registration form was received. The conference organisers will then follow up with participants.

PLEASE NOTE THAT IF YOU HAVE ALREADY REGISTERED FOR THE CONFERENCE YOU DO NOT NEED TO REGISTER AGAIN.

4. Language

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

5. Accommodation

For security and logistical purposes, you are recommended to stay in at the conference venue – Royal Orchid Sheraton Hotel.

A block booking has been made for the hotel. The conference organisers will book rooms for all conference participants indicating that they would like accommodation – please note that you need accommodation on the registration form.

Rates have been negotiated on a minimum occupancy basis.

Room Type	Inclusive of Buffet Breakfast at Feast Restaurant
Deluxe River View Room (Single Occupancy)	Baht 3,200 nett
Deluxe River View Room (Twin Sharing)	Baht 3,600 nett

For your information, the standard check-in time is 3 PM of arrival date. Early check in will be subject to room availability. The standard check-out time is at 12 noon of departure.

Other amenities include:

- Daily buffet breakfast
- Complimentary in-room broadband internet and Wi-Fi access
- Free access to the outdoor swimming pool
- Complimentary scheduled boat shuttle service going to the Icon Siam and Taksin BTS Station.

6. Meals

International buffet lunch and coffee breaks are included in the conference package and will be served daily at the Feast restaurant, ground floor.

The Reception and Exhibition area on the night of 25th February will be at the Ballroom 2, 2nd floor.

Sponsored participants will be provided with **breakfast and dinner**.



7. Expenses

Unless the invitation letter provides information on sponsorship, travel and expenses are to be covered by the participants.

The local currency is Thai Baht (THB). The UN exchange rate is Baht 30.14 for US\$1.

8. Visa

UNLP holders traveling on official mission to Thailand are required to obtain visas on their UNLPs from the Royal Thai Embassy at their duty station or the nearest Thai Consulate prior to their travel. A UNLP or passport must be valid for at least six months in order to obtain a visa.

Nationals belonging to countries which have an arrangement for Tourist visa exemption on their national passport are allowed to enter Thailand for 30 days visa free.

Some nationalities can apply visa on arrival (see <http://www.mfa.go.th/main/en/services/4908>). Please ensure that you have proper visa and travel document before departure.

9. Documents

As per our normal eco-friendly practice of paper-free meetings, no meeting folder will be provided and all Conference meeting documents will be posted the conference website at www.rccop.com.

10. Transportation

Sponsored participants - Transportation will be arranged for sponsored participants to and from the airport. The conference organisers will be in touch on this.

Non-sponsored participants are requested to organize their own transport to and from Suvarnabhumi International Airport and the Hotel, an approximately 45 minute or longer trip depending on the time of day.

Taxi (recommended)

Public taxi stand is located on Level 1 (Ground Level).

- Contact Taxi counter, Level 1 – Ground Level, near entrances 3, 4, 7 and 8.
- Receive a ticket from a taxi queue machine, proceed to the lane number printed on your ticket.
- Taxi fare: metered taxi fare plus 50 Baht airport surcharge, and expressway fees.

Airport limousine taxi service

Alternative transport options include Limousine taxi services operating to and from the airport by AOT (Airports of Thailand Plc. Co., Ltd) charging Baht 1,300-1,400/trip for 2-10 passengers.

To set up prior to landing, book the service following this link: <https://www.aot-limousine.com/>

Hotel transport service:

1. Toyota Camry (Maximum of 3 persons with luggage) THB 1,750.-nett/car/way
2. Toyota Commuter (Maximum of 7 persons with luggage) THB 2,550.-nett/car/way



Distance from Suvarnabhumi Airport to the hotel: 35 Kms or 45 Minutes' drive.

11. Practical Information

11.1 Exchange Rate. The commercial bank exchange rate is approx. Baht 31 to US\$ 1, subject to daily changes. Banks and exchange facilities are located nearby but you may also wish to exchange at the hotel's cashier (differences in exchange rates will be modest) or via ATMs, which are readily available. Normal commercial banking hours are from 8:30 a.m. to 3:30 p.m., Monday through Friday.

1.2 Climate. February is in the winter in Bangkok and is typically the 4th coldest month of the year. The daily average temperature for Bangkok in February is generally around 28°C, with highs of 33°C and lows of 23°C. However, hotel meeting rooms are air-conditioned and at times quite cool. A light jacket or shawl is recommended.

11.3 Time Zone. Thailand follows UTC+7, which is seven hours ahead of Greenwich Mean Time

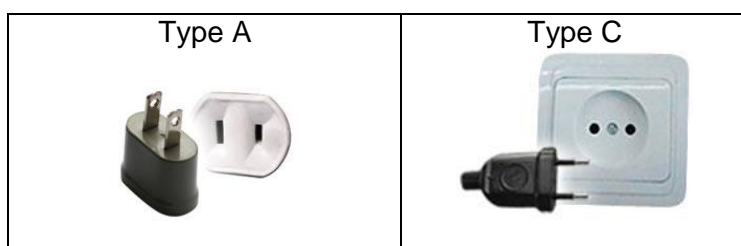
11.4 Internet and Telephone: Internet access is provided in all guestrooms and public areas, including the meeting room, on a complimentary basis. Access details will be shared during the meeting.

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). For example: to call the UNICEF Bangkok Office, you must dial 02-346 9499. 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.

11.5 Electricity. The standard voltage in Thailand is 220 Volts at 50Hz. Plugs are Type A (flat blade attachment plug) and Type C (round pin attachment plug).



11.6 Clothing. Delegates are advised to bring light cotton tropical wear, with or without jacket. However, business suits are required at official meetings.

11.7 Emergency Phone Number.

Police: 191
Hospital: Bumrungrad Hospital, Sukhvit Soi 3. Tel: (66 2) 667-1000
Samitivej Hospital, Sukhvit Soi 49, Tel: (66 2) 711 8000



12. Contact

UNICEF Bangkok Switchboard		+66 (0) 2 356-9499, 02 280-5931	
UN Emergency: (24 hours)		+66 (0) 81 807 8471 +66 (0) 2 288 1199	
Ms. Rachel Harvey	Regional Advisor - Child Protection	02 356-9425	063-190-1138
Ms. Natcha Chutinthararuk	Research Associate	02 356 9424	081 618 2285