



As of 21 February 2018

**Engaging Communities, Empowering Leaders:  
The SEAMEO RIHED Southeast Asian Higher Education Leadership Forum  
on 1 – 4 April 2018  
Pullman Bangkok King Power Hotel, Bangkok, Thailand**

## **Administrative Note**

### **I. Introduction**

We are pleased to welcome you to Engaging Communities, Empowering Leaders: The SEAMEO RIHED Southeast Asian Higher Education Leadership Forum co-organized by SEAMEO RIHED and the Office of Higher Education Commission (OHEC), on 1-4 April 2018 at Pullman Bangkok King Power Hotel, Bangkok, Thailand.

The conference aims to explore themes of leadership in the new normal context and innovative strategies and approaches to university-community engagement and social responsibility.

### **II. Meeting Date and Venues**

#### **Dates**

Sunday 1 April 2018 to Wednesday 4 April 2018.

#### **Venue**

Pullman Bangkok King Power Hotel  
8/2 Rangnam Road, Thanon-Phayathai,  
Ratchathewi, 10400 Bangkok, Thailand  
Tel: +66 (0)2 680 9999 Fax: +66 (0)2 680 9998  
Website: [www.pullmanbangkokkingpower.com](http://www.pullmanbangkokkingpower.com)



#### **Meeting documents**

The meeting documents will be provided to delegates at the registration.

### **III. Accommodation**

All delegates are required to cover their own accommodation expenses. Below are a number of hotel recommendations. We kindly request that participants make a reservation with the hotel directly. After completing your booking, please ensure you have received a confirmation from your hotel.

#### **Official Venue/Accommodation**

##### **Pullman Bangkok King Power Hotel**

Special Rate for Forum Participants (*please mention the event upon booking: Engaging Communities, Empowering Leaders: SEAMEO RIHED Southeast Asian Higher Education Leadership Forum*):

Single Room Rate incl. Breakfast: 3,700 baht per night

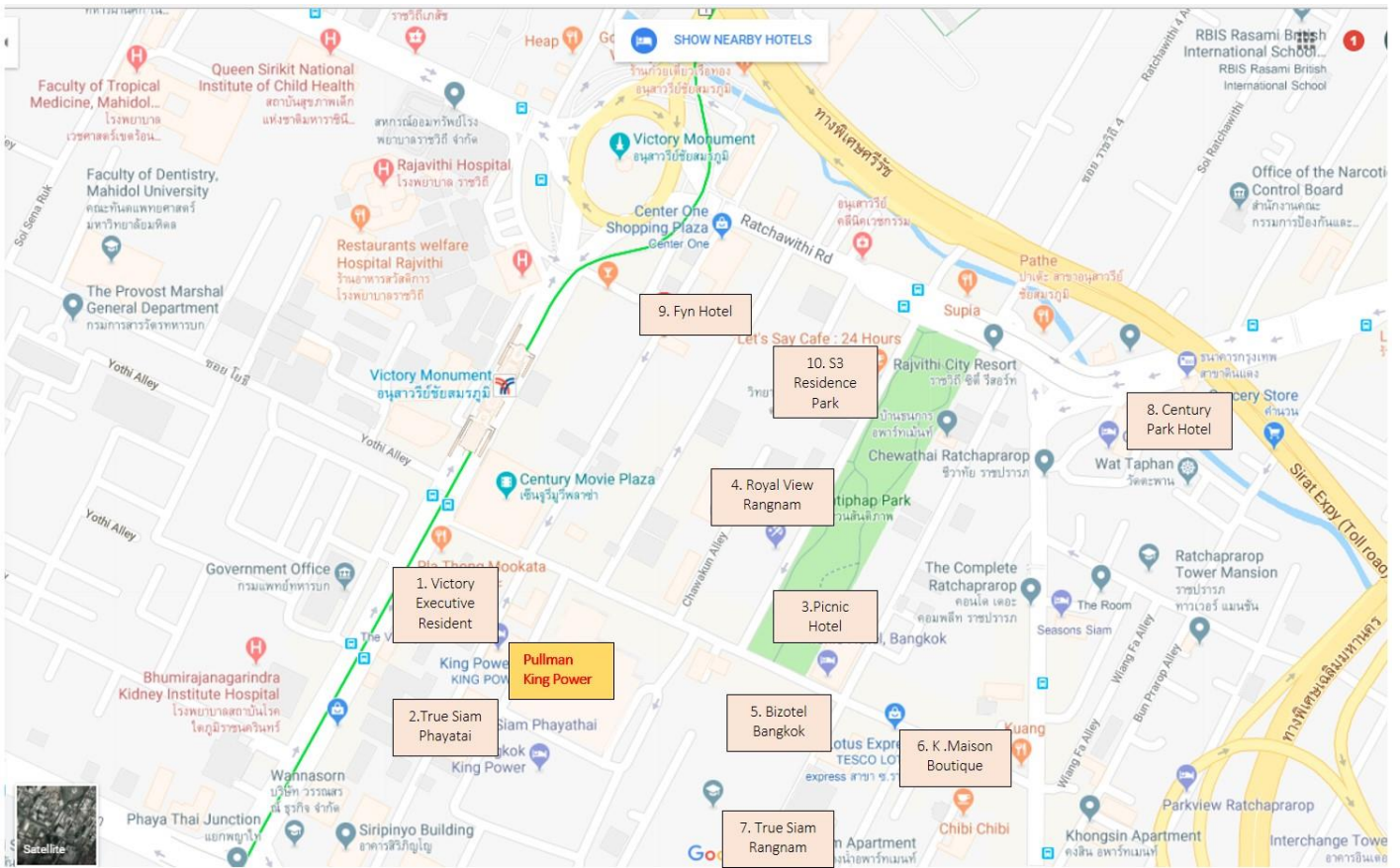
Twin/Double incl. Breakfast: 3,900 baht per night

For bookings and queries, please contact:

Ms. Waleeporn Chai-in  
Senior Sales Manager – MICE  
Office no. 66 (2) 6809999 ext. 2507  
E-mail: [mice1@pullmanbangkokkingpower.com](mailto:mice1@pullmanbangkokkingpower.com)

### Other Accommodation options

1. Victory Executive Resident Bangkok (120 metres about 2-5 min. walk)  
[www.the-victory.com/home](http://www.the-victory.com/home)  
room rate starts from 1,600 baht per night
2. True Siam Phaya Tai (400 metres about 5-10 min. walk)  
[www.truesiamhotel.com](http://www.truesiamhotel.com)  
room rate starts from 1,900 baht per night
3. Picnic Hotel (400 metres about 5-10 min. walk)  
[www.picnichotelbkk.com](http://www.picnichotelbkk.com)  
room rate starts from 2,300 baht per night
4. Royal View Resort Rangnam (400 metres about 5-10 min. walk)  
[www.royalviewresort.com](http://www.royalviewresort.com)  
room rate starts from 1,700 baht per night
5. Bizotel Bangkok (400 metres about 5-10 min. walk)  
[www.bizotel-bangkok.bangkokshotels.com](http://www.bizotel-bangkok.bangkokshotels.com)  
room rate starts from 2,600 baht per night
6. K.Maison Boutique (550 metres about 7-10 min. walk)  
[www.hotel-htl-th-us.yuyu222.com](http://www.hotel-htl-th-us.yuyu222.com)  
room rate starts from 3,400 baht per night
7. True Siam Rangnam (550 metres about 7-10 min. walk)  
[www.truesiambangkokhotel.com](http://www.truesiambangkokhotel.com)  
room rate starts from 1,900 baht per night
8. Century Park (1 km. about 20-25 min. walk)  
[www.centuryparkhotel.com](http://www.centuryparkhotel.com)  
room rate starts from 3,900 baht per night
9. Fyn Hotel (600 m. 7 min walk)  
<http://www.fynhotel.com/>  
room rate starts from 1,700 baht per night
10. S3 Residence Park (600 m. 7 min walk)  
<http://s3-residence-park.bangkokshotels.com/en/>  
room rate starts from 1,500 baht per night



#### IV. Registration Information, Fee, and Payment Method

##### Registration

Participants are requested to fill out the online application form at [www.rihed.seameo.org/2018LeadershipForum](http://www.rihed.seameo.org/2018LeadershipForum) by 16 March 2018.

##### Registration fee

Thai Nationals and Residents of Thailand	2,500 THB
International Participants	150 USD

##### Payment method

All registration fees should be paid in advance in THB/USD and to SEAMEO RIHED. Please do not forget to indicate your first and last name on the payment. The payment shall be made by bank transfer to the following account details:

SEAMEO RIHED  
 003-2- 90026-8 TMB Bank Public Company Limited  
 34 Phayathai Road, Phayathai  
 Ratchathewi, Bangkok 10400  
 Thailand  
 Swift Code: TMBKTHBK

Please make sure all bank fees are covered by the submitting account and that the payment is free of charge for the receiver account.

Once the bank transfer is accomplished, please send a scanned copy or soft file of your bank transfer receipt or proof of payment to [2018leadershipforum@gmail.com](mailto:2018leadershipforum@gmail.com) and CC. [archara@rihed.seameo.org](mailto:archara@rihed.seameo.org).

## Payment Receipt

The Official Receipt will be provided on site at the registration desk on 2 April 2018 at the Pullman Bangkok King Power Hotel. The Registration desk at the Forum opens on Monday, 2 April 2018 and will stay open throughout the Forum.

## V. Visa

### Visa requirement

Generally, a foreign citizen who wishes to enter the Kingdom of Thailand is required to obtain a visa from a Royal Thai Embassy or a Royal Thai Consulate-General. However, nationals of certain countries do not require a visa if they meet visa exemption requirements as follows:

(1) they are nationals of countries which are exempted from visa requirements when entering Thailand for tourism purposes. Such nationals will be permitted to stay in the Kingdom for a period of not exceeding 30 days. For more information, please see Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand.

(2) they are nationals of countries which hold bilateral agreements with Thailand on the exemption of visa requirements. For more information, please see Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand.

### Visa on arrival

Nationals of certain countries may apply for visa upon arrival in Thailand. Travelers with this type of visa are permitted to enter and stay in Thailand for a period of not exceeding 15 days. For more information, please visit <http://www.mfa.go.th/main/contents/files/services-20150120-100712-551809.pdf>

For participants eligible to obtain Visa on Arrival, there are two service counters provided by Suvarnabhumi Airport. Visa on Arrival booths are located on the east side and the west side before reaching to the Immigration on the 2<sup>nd</sup> level.

This visa possess is for the person who has the period of stay not exceeding 15 days. The required documents are listed as follows;





1. One 4 x 6 cm. headshot photo taken no longer than 6 months
2. Evidence of adequate finance, not less than 10,000 Baht (250US\$) per person and 20,000 Baht (500US\$) per family
3. A passport or travel document with validity not less than 6 months

The visa fee is 1,000 THB (Thai currency only)



## VI. General Information

### Weather forecast during the meeting period

SUN 4/1	MON 4/2	TUE 4/3	WED 4/4
			
<b>35° /27°</b> Mostly sunny Hist. Avg. 35°/25°	<b>34° /26°</b> A morning t-storm in spots Hist. Avg. 35°/25°	<b>34° /27°</b> Mostly cloudy Hist. Avg. 35°/25°	<b>36° /27°</b> Mostly sunny and very warm Hist. Avg. 35°/25°

The daily average temperature of Bangkok in April is around 31°C, which is extremely warm. With the humidity at 70%, it tends to feel very muggy and sticky in April due to the higher temperatures.

### Currency

National Currency in Thailand is called “Baht,” coded as “THB.” 1 US Dollar is approximately 31.5 THB. (as of 29 Jan 2018 by Bank of Thailand)

### Language and religion

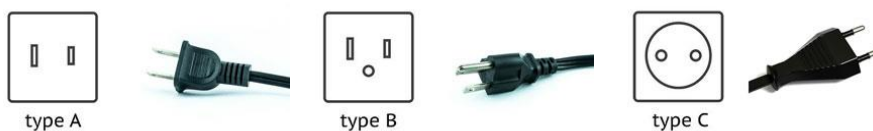
The official language is Thai. Some English is spoken in hotels and tourism services.

### Time zone and prayer times

Thailand local time is GMT+7.

### Electricity supply

The power supply in Thailand is 220V. Participants are advised to bring their own electrical adaptors if required. Thailand power plug (socket) types are illustrated as follows;



## VII. Safety and Security

Always be careful with your valuables and belongings. The organizers will not be liable for any loss. However, we will be more than willing to assist you if such an event occurs. Please always take care of yourself whenever you go around the city. Be alert of your surroundings.

## VIII. Public Transport from Airport to Hotel

### Car/taxi

From the Victory Monument Circle exit to Phayathai Road, then turn left to Rangnam Road. From Sri Ayudthaya Road, turn left to the hotel after the Ajinomoto Building. From Ratchaprarop Road, turn left onto Rangnam Road at the Caltex gas station.

### Airport limousine

Suvarnabhumi Airport Limousine (AOT Limousine) is the official limousine service at the Suvarnabhumi International Airport. For more information, please visit <http://suvarnabhumiairport.com/en/115-suvarnabhumi-limousine>

### Airport rail link

Transfer to and from Suvarnabhumi Airport to the hotel is approximately 45 minutes and the Suvarnabhumi Airport Rail Link – Phayathai Station is within walking distance. For timetable and fare calculation, please visit <http://www.srtet.co.th/index.php/en>



### IX. Emergency Contact

In case of emergency or lost, please show this to local for assistance.

กรุณาติดต่อที่...	กรุณาติดต่อที่...
<p>★ คุณธันฐกรรณ์ พวงสวัสดิ์ (ฝน)</p> <p>SEAMEO RIHED</p> <p>เบอร์โทรศัพท์ 062-958-9456</p>	<p>คุณธีรธร ลิขิตพงศธร</p> <p>สำนักงานคณะกรรมการการอุดมศึกษา (สกอ.)</p> <p>เบอร์โทรศัพท์ 088 297 8384</p>

### X. Further Questions

Please do not hesitate to contact us if you have any questions or request.

#### SEAMEO RIHED Contact

1. Ms. Thanthakorn Phuangsawat (Fon)  
Administration and Communication Manager  
E-mail: [thanthakorn@rihed.seameo.org](mailto:thanthakorn@rihed.seameo.org)  
Mobile/WhatsApp: +66 62 958 9456  
Tel: +66 2644 9856-62 ext.101  
Fax: +66 2644 5421
2. Ms. Christelle Mae Agustin  
Programme Support Officer  
E-mail: [christelle@rihed.seameo.org](mailto:christelle@rihed.seameo.org)  
Tel: +66 2644 9856-62 ext. 109  
Fax: +66 2644 5421

#### OHEC Contact

1. Mr. Teeratorn Likhithongsathorn  
Educator  
E-mail: [teeratorn.lik@gmail.com](mailto:teeratorn.lik@gmail.com)  
Tel: +66 2610 5464  
Mobile: +66 88 297 8384