



As of 8 May 2018

Workshop for AIMS Programme: MOOC and Designing Effective MOOC Courses via Digital Platform

On 6-9 June 2018

The Sukosol Hotel, Bangkok, Thailand

Administrative Note

I. Introduction

We are pleased to welcome you to **Workshop for AIMS Programme: MOOC and Designing Effective MOOC Courses via Digital Platform**, organized by SEAMEO RIHED with the support from the Office of Higher Education Commission (OHEC), on 6-9 June 2018 at Sukosol Hotel, Bangkok, Thailand.

The Workshop is designed for AIMS Programme Member Universities in Hospitality and Tourism study field, with interested participants from the International Business study field, and aims to enhance skills in administering e-courses, as well as to support lifelong learning and cross-border collaboration.

II. Meeting Date and Venues

Dates

6 –9 June 2018 (Wednesday-Saturday)

Venue

The Sukosol Hotel

477 Si Ayuthaya Road

Phayathai

Bangkok 10400 Thailand

Tel: +66 (0) 2 247 0123 Fax: +66 (0)2 247 0165

Website: www.thesukosol.com

Map: <http://www.thesukosol.com/location>

BTS Station: Phayathai Station



Workshop documents

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

III. Accommodation

All participants are requested to cover their own international travel and **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.

a. Workshop Venue and Accommodation

The Sukosol Hotel

Special Rate for Workshop Participants

Room Types and Rate per night

Premier room	Baht 3,000 (One King size)	Baht 3,200 (Two Single Beds)
Executive room	Baht 4,000 (One King size)	Baht 4,500 (Two Single Beds)

For booking, please download the hotel reservation form [here](#)

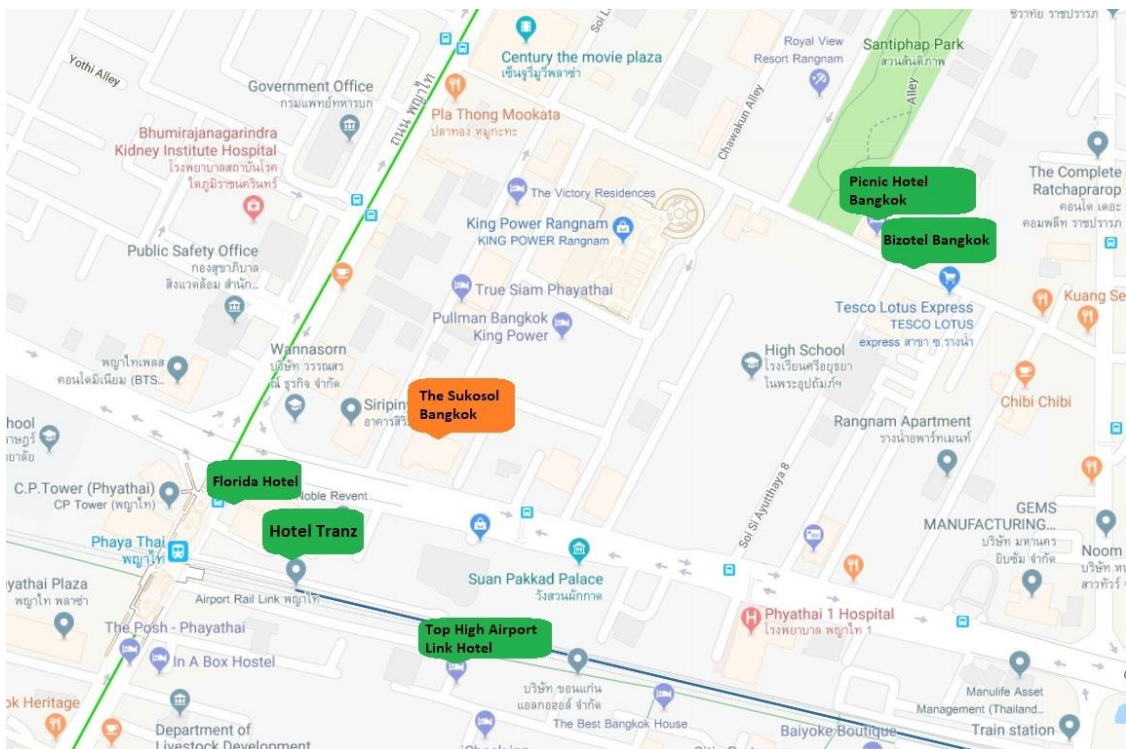
For queries, please contact:

Ms. Sadanith Leeveraphan, (Assistant Director of Sales)

E-mail: sadanith.le@sukosolhotels.com and reservations@sukosolhotels.com

b. Other Accommodation options

1. **Hotel Tranz** (350 meters about 5-7 min. walk)
<http://www.hoteltranz.com>
Room rate starts from 2,700 baht per night
2. **Florida Hotel** (350 meters about 5-7 min. walk)
<http://florida-hotel-bangkok.bangkokshotels.com>
Room rate starts from 1,244 baht per night
3. **Top High Airport Link Hotel** (1 km about 15 min. walk)
<http://tophighairportlinkhotel.com/>
Room rate starts from 1,800 baht per night
4. **Picnic Hotel** (700 metres about 9-10 min. walk)
www.picnichotelbkk.com
room rate starts from 2,300 baht per night
5. **Bizotel Bangkok** (650 metres about 8-10 min. walk)
www.bizotel-bangkok.bangkokshotels.com
room rate starts from 2,600 baht per night



IV. Transportation to The Sukosol Hotel

Participants are requested to arrange and cover for their own transportation to the meeting venue at The Sukosol Hotel. For more information, please visit: <http://www.thesukosol.com/location>

If you are travelling to The Sukosol Hotel directly from the Airport, these are some suggestions:

a. Hotel limousine

If you are staying at The Sukosol Hotel and wish for the hotel to arrange for airport transfer, please indicate in the hotel reservation form with charges applied.

b. 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-suvarnabhumilimousine>

c. 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>



V. Registration

To confirm your participation, please return your completed registration form to SEAMEO RIHED via the following e-mail address: rihed@rihed.seameo.org by **25 May 2018**.

Workshop documents will be provided during registration.

VI. Pre-Workshop Survey

Please complete Template 1 and 2 of the Pre-workshop survey and send to SEAMEO RIHED at rihed@rihed.seameo.org by **25 May 2018**.

Please bring your own Laptop to the workshop to do the activities.

VII. Visa

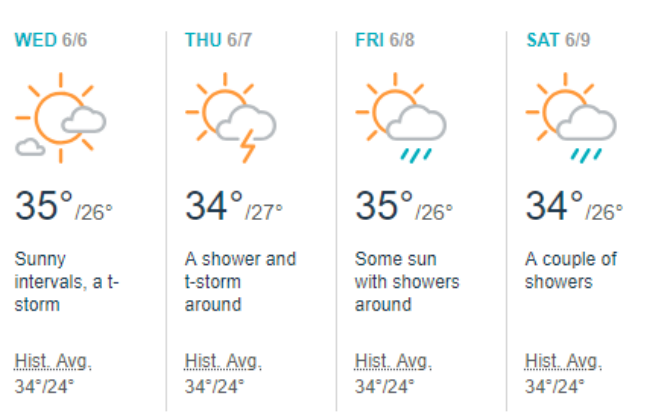
Visa requirement

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 or can obtain visa on arrival. Please refer to the following Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand as follows: <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 2nd level. Please check on the requirements prior travelling.

VIII. General Information

a. Weather forecast during the meeting period



Source: <https://www.accuweather.com/en/th/bangkok/318849/june-weather/318849> (as of 4 May 2018)

It may be useful to bring an umbrella in case of rain, and a light jacket in case the air conditioner is too cold.

b. Currency

National Currency in Thailand is called “Baht,” coded as “THB.” 1 US Dollar is approximately 31.69 THB (as of 4 April 2018 by Bank of Thailand)

c. Language

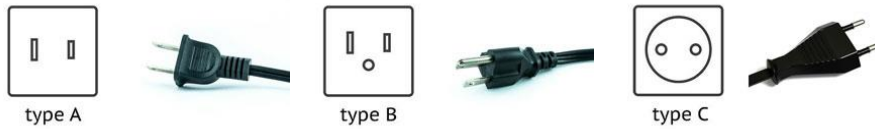
The official language is Thai. Some English is spoken in hotels and tourism services.

d. Time zone and prayer times

Thailand local time is GMT+7.

e. 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;



IX. Safety and Security

Please 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.

X. Nearby attractions

1. The Grand Palace

Opening Hours: Daily 08:30 - 15:30

Location: Na Phra Lan Road, Old City (Rattanakosin)

2. Wat Pho

Opening Hours: Daily 08:00 - 17:00 (Massage available until 18:00)

Location: Maharat Road. Close to the river (about a half mile south of the Grand Palace), Old City (Rattanakosin)

3. Wat Arun

Opening Hours: Daily 8:30am-5:30pm

Location: Bangkok Yai, Bangkok

4. Bangkok National Museum

Opening Hours: Wed - Sun 09:00 - 16:00

Location: Na Phrothat Road, near the Grand Palace

5. Central World

Opening Hours: 10am-10pm

Location: 74/9 Rama 1 Road, Pathumwan Soi 6, Bangkok 10330, Thailand BTS Siam or Chidlom

6. Siam Square:

Location: Siam Square, Bangkok 10330, Thailand - BTS Siam two stations away from Phyathai

7. Chatuchak Weekend market

Opening Hours: Friday 6pm-12am, Sat-Sun 9am-6pm

Location: Kampaengphet 3 Road, Khwaeng Lat Yao, Khet Chatuchak, Bangkok, Thailand

XI. Further Questions

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

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