

Guidelines to the Fully-Sponsored Participants of the 12th Asian Maize Conference

Date and Venue

Date : 30 October – 1 November 2014
Venue : Rama Gardens Hotel, Bangkok, Thailand

Note: Full sponsorship, if indicated in the letter of invitation/sponsorship by the organizers of the Conference, includes, as per relevant guidelines in this document:

- Hotel accommodation
- Travel
- Boarding
- Registration Fee
- Incidentals, as determined by the organizers

Hotel Accommodation

1. Accommodation which inclusive of daily breakfast had been reserved for participants at:

Rama Gardens Hotel
9/9 Vibhavadi Rangsit Road, Luksi, Bangkok 10210 Thailand
Tel. 66-2-558 7888, Fax 66-2-558 7899
E-mail: rama@ramagardenshotel.com
<http://www.ramagardenshotel.com/>

Arrival/Check-in: 29 October 2014 at/after 14.00
Departure/Check-out: 02 November 2014 before 12.00

Note: *Early check-in is possible upon availability of rooms. The room is booked for single occupancy and only for the above mentioned duration; additional expenses for any overstay or for an accompanying person will have to be borne by the participant.*

2. If you plan to arrive earlier than 29 October 2014 or depart later than 02 November 2014 for any reason, please contact directly the responsible Hotel staff (Ms. Sarunya Thassanagun) of the Rama Gardens Hotel via phone at (+662) 5610022 or email (rama@ramagardenshotel.com), with copy to Ms. Urairat (urairat@apaari.org). The correspondence in this regard must have specific reference to “APAARI-AMC” as the special room rates are negotiated by APAARI for 12th Asian Maize Conference (AMC) only for the above-mentioned dates.
3. The concessional rate for the 12th AMC participants at Rama Gardens Hotel (breakfast included) is US\$ 60 (THB 1,800) for single room (one occupant), and US\$65 (THB 2,000) for double room (two occupants) per night.

4. Please advise the conference Secretariat immediately if your travel plans change. Charges for a hotel room not cancelled in accordance with the hotel's cancellation (e.g. 24 hours advance notice) will be billed to the individual. This provision will only be waived under exceptional circumstances and with the written approval of the Organizing Committee.
5. The Organizers will NOT reimburse for lodging/boarding outside the Rama Gardens Hotel, in case the participant wish to make his/her own arrangement in this regard.

International Travel

1. Please check with 12th AMC Member-Secretary of the Organizing Committee (Dr B.M. Prasanna; b.m.prasanna@cgiar.org) before making travel arrangement for the Conference or issue of an air ticket, if sponsored for travel by the Organizers. Please have the ticket issued only after approval of the invoice.
2. Wherever applicable, air travel arrangements will be organized through the local CIMMYT Offices for selected participants (e.g., in India, Nepal, Bangladesh, Pakistan and Iran). If an invitee with full sponsorship is NOT from any of the countries where CIMMYT office is located, he/she may to make the own travel arrangement, in consultation with Dr B.M. Prasanna (b.m.prasanna@cgiar.org), as mentioned above.
3. The travel sponsorship applicable is only for economy class (apex fare and shortest route) from the country of origin. If there is any deviation, the organizers will reimburse for an economy class (apex fare; shortest route) only.
4. Once the ticket is arranged, please send the travel document/itinerary and copy of your passport via email to Ms. Urairat Rujirek (urairat@apaari.org) for logistic purposes.
5. The fully sponsored participants whose travel is not arranged in advance by CIMMYT or reimbursed through CIMMYT are required to submit the approved travel invoice/receipts, flight itinerary and a copy of passport (if applicable) to the Conference Secretariat/Organizers latest by **25 September**.

Local Transportation

1. No local transport arrangement, including airport pick-up or drop at the airport, will be made by the organizers due to the logistic difficulties.
2. Participants may take an airport taxi to the Hotel, and avail taxi service for drop to the airport from the Hotel. Metered taxi will cost generally between 450-750 Baht plus the toll charges. Keep adequate local currency for this purpose before taking local transport.

Incidentals / Per Diem

1. No per diem shall be paid to participants due to financial constraints arising due to the sponsorship of a large number of participants from several countries.
2. A lump sum amount, as shall be decided by the organizers, will be provided for covering relevant incidental expenses, such as visa fee, refreshments incurred during travel from other countries, local transportation (travel from airport to hotel and vice-versa), will be provided in cash at the conference by the Conference Secretariat.
3. The Hotel accommodation cost will be settled directly by the organizers, strictly based on the guidelines given above (under "Hotel Accommodation").
4. Organizers will host lunches and dinners during the dates of the Conferences (30 October to 1 November 2014).
5. Please note that NO cash reimbursement will be made by the organizers to any participant for any extra expense incurred for meal/beverage at the Hotel or outside.

Registration Fee

1. As indicated in the letter of invitation/sponsorship, the organizers will waive the Registration Fee for the sponsored participants.
2. The registration fee includes expenses for the meals/refreshments (lunch, dinner, tea, coffee) provided by the Organizers during the Conference, besides the registration kit, and other relevant charges related to Conference organization.

Miscellaneous expenses

Miscellaneous expenses, including telephone, fax, printing, laundry, mini-bar, room services etc., must be fully borne by the participants, and should be directly settled with the Hotel.

Thailand Visa/Permit entry formalities

1. Any foreigner seeking to enter the Kingdom of Thailand must possess a passport or travel document with validity not less than 6 months.
2. Participants are advised to contact the Thai Embassy or Consulate-General at their respective point of origin regarding visa requirements for Thailand. Citizens of some countries (e.g., India), can obtain visa on arrival by showing relevant documents. For more information, please refer to the following websites: <http://www.thaiembassy.org/> or <http://www.mfa.go.th/web/2637.php>

Insurances

All participants are responsible for their own travel or medical insurance to avoid any potential risk. Organizers will NOT reimburse these expenses.

Currency and Foreign Exchange Services

The monetary unit of Thailand currency is the Thai Baht. The current exchange rate (30 July 2014) is approximately: USD 1 = THB 31.47. All major credit cards are accepted in Thailand. US dollar traveller cheques can be conveniently cashed at the banks and authorized money changers. Exchange service is available at the bank branch at the airport, Hotel and in many exchange shops in shopping area at relatively the same rate. Many bank branches in the city has international transaction service, business hour are 08.30 – 15.30 (Monday-Friday).

Electricity



The electricity voltage used throughout Thailand is 220 Volt AC (50 cycle). There may be many plugs and sockets in use worldwide. Travelers with difference in electricity plug type and voltage appliances should carry their own plug-adaptor kit. Organizers will not be able to arrange for the same.

Climate

Thailand has a tropical climate with three distinct seasons: summer from March – May, rainy season from June – October and cool season from November – February. Temperature ranges from 24°C to 35°C. It will be useful to check the 10-day Weather Forecast for Bangkok on the internet, and be appropriately prepared for the weather.

Contact Details

In case of any emergency, please contact:

Ms. Chenerin Maneechansuk

Mobile # 0805868348 or 66-2-2821918

or

Ms. Urairat Rujirek

Mobile # 0819186121 or 02-2822919

Tourist police : 1155

Police (General Emergency call) : 191

Suvarnabhumi Airport Call Center : 02-132-1888