

## **Guidelines to Self-sponsored Participants of the 12<sup>th</sup> Asian Maize Conference**

### **Date and Venue**

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

### **Hotel Accommodation**

1. Recommended place of stay is Rama Garden Hotel which is also the Conference venue. The Hotel details are as follows:

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](mailto:rama@ramagardenshotel.com)  
<http://www.ramagardenshotel.com/>

2. The concessional rate for the 12<sup>th</sup> 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.
3. Hotel booking will be done by the organizers after submission of your flight itinerary via email to the Conference Secretariat ([amc.apaari@gmail.com](mailto:amc.apaari@gmail.com)) with copy to Ms.Urairat Rujirek ([urairat@apaari.org](mailto:urairat@apaari.org))
4. If a participant decides to stay in a different hotel or at a residence in Bangkok, he/she needs to organize the local transport arrangement to the Conference venue. The Conference Secretariat will not be able to make the transport arrangement.

### **Air Ticket Arrangement**

1. Self-sponsored participants are responsible for the booking and purchasing of air ticket at their own end and at their cost.
2. Once the travel schedule is confirmed, please send the same via email to Ms. Urairat Rujirek ([urairat@apaari.org](mailto:urairat@apaari.org)) for record latest by 15 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.

### **Per Diem / Incidentals**

1. No per diem or reimbursement of incidental expenses is applicable to self-sponsored participants.
2. Organizers will host lunches, dinners, and tea/coffee during the dates of the Conferences (30 October to 1 November 2014). 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. After confirmation of the receipt of the Registration Form by the Conference Secretariat, participants are requested to process a wire transfer payment for the Registration Fee US\$ 500, as per the details provided in the 12<sup>th</sup> AMC Registration Form (contact [amc.apaari@gmail.com](mailto:amc.apaari@gmail.com); [urairat@apaari.org](mailto:urairat@apaari.org), if needed), latest by **15 September 2014**.
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 participant, 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 hours 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 electric 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