

## ASEAN e-Authentication Workshop Information Package

The “ASEAN e-Authentication Workshop” is scheduled to be held at the following venue with agenda as detailed below:

<b>Meeting Venue</b>	Brainstorming @ ETDA Office (22 <sup>nd</sup> floor), The Ninth Tower Grand Rama 9  (Note: please find meeting logistics information appended)
<b>Date</b>	1 – 2 September 2015

### Host & Organizer

<b>HOST</b>		<b>Ministry of Information and Communication Technology, Thailand</b>
<b>ORGANIZER</b>		<b>Electronic Transactions Development Agency (Public Organization), Thailand</b>

## 1. Meeting Venue:

### ETDA Office:

#### Electronic Transactions Development Agency (Public Organization)

The Ninth Tower Grand Rama 9 (Tower B) 22<sup>nd</sup> floor

33/4 Rama 9 Road, Huai Khwang, Bangkok 10310

Tel: +662 123 1234 Fax: +662 123 1200

Website: <https://www.eta.or.th/>

## 2. Registration

All attendees are requested to complete and return Workshop Registration form with a copy of passport via e-mail or facsimile to:

### Ms. Thiphonphan Uthaitat

Email: [aseanworkshop@eta.or.th](mailto:aseanworkshop@eta.or.th)

Tel: +662 123 1209 ext. 90900

Fax Number: +662 123 1200

## 3. Registration Deadline

No later than **21 August 2015**

Early registration would be greatly appreciated.

## 4. Air Ticket

- a) Round-trip economy air ticket allowance (not exceeding USD 700\*) will be provided under the ASEAN ICT Fund for one delegate from each member state  
*\* If booking air ticket with a travel agency, please request for a letter stating conversion rate from your currency to Thai Baht (THB) on the booking date. Otherwise, conversion rate will refer to the Foreign Exchange Rate by Bank of Thailand as of 1 September 2015.*
- b) Please be aware that the taxes are at your own expense.
- c) Please prepare the following documents to us on the first day of the workshop:
  - The original receipt of your round-trip economy air ticket
  - The original boarding pass of your arrival (and also the transit, if any).
  - A copy of passport
- d) Please hand over the documents to the sign-in desk on the meeting day.
- e) After returning to your country, please send the scanned boarding pass of your return trip via e-mail or facsimile to:

### Ms. Thiphonphan Uthaitat

Email: [aseanworkshop@eta.or.th](mailto:aseanworkshop@eta.or.th)

Tel: +662 123 1209 ext. 90900

Fax Number: +662 123 1200

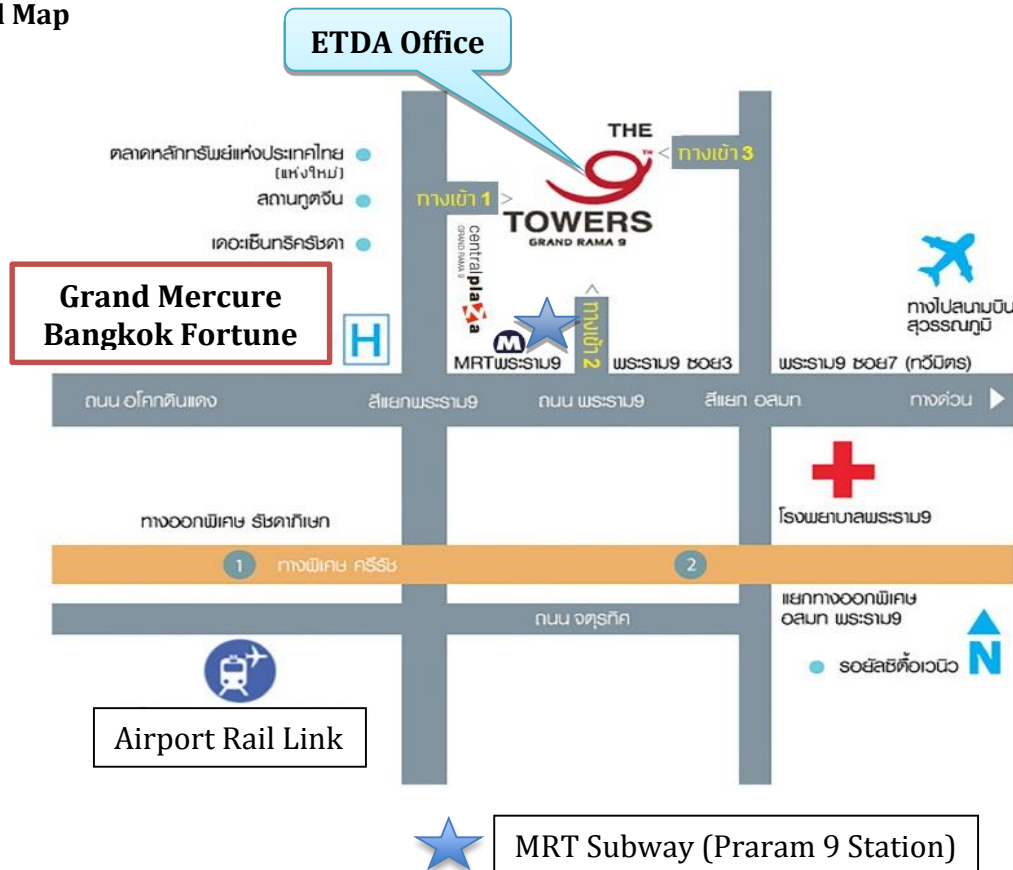
## 5. Accommodation

Delegates are encouraged to stay at the Grand Mercure Bangkok Fortune. The hotel is centrally located in Bangkok city and is only 1 km away from ETDA office (10 min. walk). Allowance and accommodation fees for up to 2 nights (31 August – 1 September, 2015). Each delegate will get fellowship including accommodation and per diem.

Grand Mercure Bangkok Fortune is a stylish hotel with 400 spacious and well-appointed rooms and suites including a “Club Prestige” Floors. Conveniently located on Ratchadaphisek road, the hotel is attached to Fortune Town I.T. Mall and Shopping Complex. The hotel is well located with airport Expressway close by, the MRT (Metro) station at its doorstep. The hotel provided 3 restaurants, 2 bars, comprehensive meeting facilities, business centre, fitness, outdoor swimming pool and spa.



### Hotel Map



## 6. Meal Supplement

Breakfast is provided for all participants on 1 – 2 September 2015 at the restaurant of the hotel. Lunch will be served at the meeting venue.

## 7. Airport Transfer

The transportation can be arranged between Suvarnabhumi International Airport and The Grand Mercure Bangkok Fortune by the hotel. The transportation rate is 1,300 THB (one way). Delegates are advised to indicate the request for transportation inside the registration form. If no request is made then delegates will arrange the transportation by themselves.

### **Alternatives:**

#### Public Taxi

From airport to the hotel (include surcharge for airport taxi and express way fee) approx. THB 300-350 per way.

#### Airport Rail Link

SA Express train takes 15 min from the airport to Makkasan station. Fare cost approx. THB 150 per way.

City Line train takes 30-45 min. Fare cost approx. THB 45 per way.

From Makkasan station to Grand Mercure Fortune Hotel takes 5-10 min. Taxi fare approx. THB 50 per way.

Please find the details of airport link train from the link below.

<http://www.srtet.co.th/en/index.html>

## 8. Dress Code

The dress code during the workshop is business casual.

## 9. Contact Information

<b>Grand Mercure Bangkok Fortune</b>	<b>Hotel concierge</b> Email : <a href="mailto:room@gmbfhotel.com">room@gmbfhotel.com</a> Tel : +662 641 1500 Fax : +662 641 1510
<b>ETDA</b>	<b>Ms. Thiphonphan Uthaitat</b> Email: <a href="mailto:aseanworkshop@etda.or.th">aseanworkshop@etda.or.th</a> Tel: +662 123 1209 ext. 90900 Fax Number : +662 123 1200

## 10. General Information

### **10.1 Passport and Visas**

General visit visa and business visit visa are permitted. Kindly refer below link for further information on passport and visas.

<http://www.mfa.go.th/main/en/services/123/15405-General-information.html>

### **10.2 Climate:**

Bangkok, Thailand has identical average temperatures in December – an average high of 32°C and low of 25°C

### **10.3 Currency/Credit Card:**

The currency is THB (Thai Baht). Major credit card brands (Visa and MasterCard). Cash can be withdrawn from every ATM point with charges. There's a currency exchange counter at Fortune Mall located next to the hotel.

### **10.4 Electricity supply:**

220 volts, 50 cycles/sec., Thai uses standard 3-pin square plugs and sockets.

### **10.5 Useful Contacts:**

**Police:** +662 275 2125 (Suthisan Police Station)

**Fire:** +662 275 6044 (Huay Khwang Fire Station)

**Ambulance:** +662 202 9999 (Praram 9 Hospital)

### **10.6 Mobile Phone:**

Thailand operates three main mobile operators as below;

AIS / AIS 3G

TRUE move/ TRUE move H

DTAC/ DTAC Trinet

#### **Note:**

All the three mobile providers have sales centers at the Suvarnabhumi BKK Airport and at IT Mall Fortune Tower which is located in the same building as Grand Mercure Bangkok Fortune.

You may contact any mobile provider sales centers either at Suvarnabhumi Airport upon arrival or at IT Mall Fortune Tower after check in.

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### Getting Mobile SIM Card in Suvarnabhumi Airport

- **AIS Shop**  
2<sup>nd</sup> Floor, at the Arrival Hall (between Exit gate No. 6 and 7)
- **TrueMove H Shop**  
2<sup>nd</sup> Fl., Gate 5 (Arrival Terminal)
- **DTAC Shop**  
2<sup>nd</sup> Floor, at the Arrival Hall

### Getting Mobile SIM Card in IT Mall Fortune Tower (adjacent to Grand Mercure Bangkok Fortune)

- **True Shop**  
IT Mall Fortune Town: 3 rd Fl. CP Tower2  
Business Hours : Mon – Fri 10.30 a.m. – 8.00 p.m.  
: Sat – Sun 10.00 a.m. – 8.00 p.m.  
: Public Holidays 10.00 a.m. – 8.00 p.m.  
Contact Number: +668 6570 2982
- **DTAC Shop**  
IT Mall Fortune Town: 2 nd Fl.  
Business Hours: Mon – Sun 10.30 a.m. – 8.30 p.m.  
Contact Number: +662 641 1842

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