



Greater Mekong Subregion Economic Cooperation Program

15th GMS Ministerial Conference

DEVELOPMENT PARTNERS' MEETING AND 15TH GMS MINISTERIAL MEETING 18 – 19 June 2009

Dusit Thani Hua Hin Hotel
Petchburi Province, Thailand

INFORMATION NOTE

This Information Note is provided for the guidance of the participants to the 15th GMS Ministerial Conference based on available information as of the date of the note.

I. MEETING VENUE

The GMS Ministerial Conference will be held at the **Dusit Thani Hua Hin Hotel** in Cha-am, Petchburi Province, Thailand from 17 to 19 June 2009. Development Partners are invited to attend the following two major events:

- Development Partners' Meeting (DPM): 18 June
- GMS Ministerial Meeting(MM): 19 June

The Program of Activities is attached for more details.

Development Partners are also invited to join the cocktail reception and launching of the latest GMS publication entitled *Corridor Chronicles: Profiles of Cross Border Activities in the Greater Mekong Subregion*, on the night of 17 June, 6:30pm, at the Rim Talay Restaurant (open-air beach front restaurant), Dusit Thani Hua Hin Hotel.

II. Pre-Registration and Visa Facilitation

Participants should accomplish the pre-registration form, which is attached to ADB's invitation letter. Among others, the participant should provide passport information, meetings to be attended, and accommodation requirements. A copy of the pre-registration form is attached.

(1) Photo ID

All participants are required to submit **on or before 29 May 2009**, two passport size photos for purposes of the security ID to be issued by the Conference Secretariat. Digital photos (70kb+300 dpr) are preferred and can be sent by e-mail, or printed photos can be mailed to the Development Partners' Meeting coordinator. The contact person/s to receive the pre-registration form and photos are indicated in the pre-registration form. Delays in the receipt of photo IDs could delay the processing of the Conference ID and may cause inconvenience to the participants.

(2) Visa

Participants requiring a visa to enter Thailand are requested to submit an application to the Thailand Embassy in their respective capitals or other Thailand diplomatic missions, as may be appropriate in particular circumstances

To facilitate the processing of the visa application, participants are requested to submit the following information, as reflected in the Pre-registration Form, to ADB: (i) passport number; (ii) citizenship; (iii) place of birth; (iv) date of birth; (v) issue date; (vi) expiry date; (viii) place of issue; (ix) type of passport; and (x) where visa will be obtained. The office of the Thai GMS National Coordinator will issue a visa authorization to the concerned diplomatic mission to facilitate the processing of the visa application.

III. AIRPORT FACILITATION

(1) Arrival and Departure to Cha-am, Petchburi Province

There are no direct flights to Cha-am, Petchburi Province. The most convenient connecting flight is from Bangkok (Suvarnabhumi Airport), the capital of Thailand, which will be the port of entry for most participants. From Bangkok, Cha-am, Petchburi Province can be reached by road (3 hours).

Transit Arrangements in Bangkok

Upon arrival at the Bangkok airport, participants will travel by road to the meeting venue. Land transportation will be arranged by the Royal Thai Government. For proper coordination, participants are requested to notify the Conference Secretariat, at once, if there will be changes in their flight itineraries.

The Royal Thai Government will provide customs and immigration facilitation to GMS delegations arriving in Bangkok. Airport-hotel-airport transfers will also be provided.

(2) Baggage

Delegations are responsible for retrieving their respective baggage. The 15th MM-Team assigned at the airport will provide necessary assistance.

(3) Airport Tax

A departure tax of Baht 700 (around US\$20) for international flights will be charged unless this is included in the air ticket price.

IV. TRANSPORTATION

Each Development Partner delegation will be requested to coordinate with the Development Partners' Meeting coordinator, who will work with the Thailand Conference Coordinator on airport facilitation matters.

ADB will provide identification tags to facilitate baggage retrieval at the airport.

Thailand will provide Fast Track lane for all delegates at the Bangkok (Suvarnabhumi) from 16 to 19 June 2009. **All delegates are advised to proceed to the “15th GMS MM Meeting Point Counter” at the Arrival Hall (near baggage claim No.10).** Thailand’s staffs at the counter will lead the delegation to the exit gate for transportation service.

(1) Airport Transfer

Conference Participants. Local transportation (roundtrip airport-hotel-airport) has been arranged for the Development Partners.

V. ACCOMMODATION

(1) Hotel Arrangement

Block reservations have been made for the Conference Participants at Dusit Thani Hua Hin Hotel with the following room rates (information to follow) and hotel address:

Type of Room	Single Occupancy	Extra bed
Superior Room	Baht 4,000 nett/day	Baht 1,700 nett/day
Dusit Grand Room	Baht 9,000 nett/day	Baht 2,900 nett/day

Dusit Thani Hua Hin

Address: 1349 Petchkasem Road, Cha-am, Petchburi 76120 Thailand
Tel. No.: +663 252 0009
Fax No.: +663 252 0296
Email: dthhrsvn@dusit.com
Website: http://www.dusit.com/hotels/thailand/hua_hin/dusit_thani/index.html

The above room rates are inclusive of buffet breakfast. These rates can be obtained only through the Conference Secretariat and not directly with the hotel.

(2) Hotel Check-in Procedure

Upon arrival at the hotel, GMS delegations will be directed to a reception hall where they will be given the keys to their respective rooms after signing the hotel registration form (Express check-in).

VI. CONFERENCE PROCEDURES

(1) Conference ID/ Registration

At the same time of their check-in at the hotel reception hall, participants will also be requested to register for the Conference by accomplishing the Registration Form, after which the Conference bags, with documents and IDs, will be given.

Representatives of Development Partner organizations who have not previously submitted their photos should provide these to the Conference Secretariat at the reception hall.

Participants who were unable to register at the hotel reception hall upon their arrival may also register in front of Grand Ballroom, The Royal Dusit Hall, Dusit Thani Hua Hin Hotel and obtain a temporary ID before the start of the meeting on the same day.

(2) Conference-Related Services

A GMS Desk at the Dusit Thani Hua Hin Hotel will be available to assist the delegates on information regarding local transportation arrangements and general information about the Conference Program and activities.

The Business Center at the Dusit Thani Hua Hin Hotel will provide:

- Flight reconfirmation (free of charge) and flight booking services (with fees)
- Fax, long distance and internet services (with fees)

(3) Local Transportation

During 17-19 June, delegates are required to contact Dusit Thani Hotel directly for daily shuttle bus to Hua Hin Market with the charge of Baht 70 /person /one way.

VII. SECURITY AND PROTOCOL

Representatives of Development Partner organizations are requested to coordinate with The Office of the Thai GMS National Coordinator for all security and protocol arrangements during the Conference.

Only photo IDs issued by the Conference Secretariat will be recognized for purposes of registration and entry into the meeting venues at Dusit Thani Hua Hin Hotel.

(1) Departure

Representatives of Development Partner organizations are requested to inform the Secretariat Liaison Office at their respective hotels of any changes in their flight schedule.

Thailand will provide local transportation from the meeting venue to the airport.

Representatives of Development Partner organizations planning to stay in Petchburi Province or visit other parts of Thailand after the Conference are requested to inform the Thailand Conference Coordinator directly or through the Secretariat Liaison Office.

DPM Meeting Coordinator:

Ms. Sandrine Boucher

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Dusit Thani Hua Hin Hotel Location Map:



Dusit Thani Hua Hin Hotel Floor Plan:

