



Greater Mekong Subregion Economic Cooperation Program

15th GMS Ministerial Conference
17 – 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. The three major events are:

- Senior Officials' Meeting (SOM): 17 June
- Development Partners' Meeting (DPM): 18 June
- GMS Ministerial Meeting (MM): 19 June

The Program of Activities is attached for more details.

II. Pre-Registration and Visa Facilitation

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

(1) Photo ID

All delegates are required to submit **on or before 26 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 ADB Conference Coordinator. The contact persons 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.

(2) Visa

Participants requiring visas to enter Thailand are requested to submit an application to the Royal Thai 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 and Thailand: ((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.

Each Country will be assigned a coordinator/liaison officer throughout the Conference.

(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.

(4) VIP Arrival/Departure

VIP arrival/departure courtesies will be provided to the GMS Ministers and ADB Vice President

IV. TRANSPORTATION

Each GMS country delegation is requested to designate for each arriving batch, a 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 all Conference participants (including Development Partners).

Ministers and ADB Vice President. A special car for each GMS Minister and ADB Vice President will be provided upon arrival and departure at the Bangkok (Suvarnabhumi) Airport.

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.

Kindly note that the hotel bill will be settled individually except for ADB-financed delegates. For ADB-financed delegates, ADB will only pay for the room charges. Any incidental charges (i.e. laundry, mini bar, telephone, etc.) will be charged to the personal account of the guest/occupant.

(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, GMS delegations 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.

GMS participants who have not previously submitted their photos should provide these to the Conference Secretariat at the reception hall.

GMS delegations and other Conference participants who were unable to register at the hotel reception hall upon their arrival may also register in front of Grand Ballroom 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

GMS delegations are requested to coordinate with The Office of the Thai GMS National Coordinator for all security and protocol arrangements during the Conference. In particular, GMS countries are requested to inform Thailand in advance:

- if the GMS Minister will be accompanied by his own security personnel; and
- if media representatives from the GMS country will accompany the Minister and/or the delegation

Each GMS Minister will be assigned a coordinator/liaison officer throughout 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

GMS delegates 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.

Delegates 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.

It is understood that participants wishing to stay in Thailand after the Conference will bear the cost of their prolonged stay and will make their own arrangement for the departure. For ADB-financed participants, accommodation expenses will be covered only up to the evening of 19 June 2009.

VIII. COMMUNICATIONS-RELATED

(1) Translation Services

GMS delegations with other language translation requirements are requested to coordinate with the Thailand Conference Coordinator as soon as possible. The Thailand Conference Coordinator will arrange for the translator's booth but the GMS countries are requested to bring their own translators or interpreters.

GMS delegations may bring their own interpreters as necessary.

(2) Media

Thailand and ADB will invite local and foreign media, respectively to cover the Conference.

Media representatives will be allowed to enter the meeting venue only for those meetings or sessions that are open to the general public.

A media corner will be set up in front of Grand Ballroom, The Royal Dusit Hall, Dusit Thani Hua Hin Hotel. Information kits on the GMS will be made available at the media center.

There will be a press conference after holding the 15th Ministerial Meeting. Venue will be at Khao Luang, The Royal Dusit Hall, Dusit Thani Hua Hin Hotel.

Conference Coordinators:

Mr. Ronald Antonio Butiong

Senior Regional Cooperation Specialist
Regional Cooperation and Integration Group
Southeast Asia Department (SERD)

Asian Development Bank

Tel. No.: (63 2) 632 6134 or (63 2) 632 5775

Fax No.: (63 2) 636 2226/ 2227

Email: rabutiong@adb.org

cc: jtranquilino@adb.org; mlegal@adb.org

Ms. Sirima Tohmeena

Policy and Plan Analyst
National Economic & Social Development Board (NESDB)
962 Krung Kasem Road, Pom Prab
Bangkok, 10100, Thailand

Tel. No. (66 2) 280 4085 ext. 3317/3302

Fax No. (66 2) 281 9882

E- mail: sirima@nesdb.go.th

cc: siripong@nesdb.go.th; komonchanok@nesdb.go.th

Dusit Thani Hua Hin Hotel Location Map:



Dusit Thani Hua Hin Hotel Floor Plan:

