



Organization for Security and Co-operation in Europe

Office of the Secretary General
Section for External Co-operation

Vienna, 22 April 2016

To: Delegations of the OSCE participating States
Asian Partners for Co-operation
Mediterranean Partners for Co-operation
Invited International Organizations

Subject: Practical arrangements, registration form, and hotel reservation form –
2016 OSCE Asian Conference on Strengthening Comprehensive Security
Bangkok, Thailand, 6 - 7 June 2016

I. PRACTICAL ARRANGEMENTS

With reference to the Permanent Council Decisions No. 1179 and No.1203, the Section for External Co-operation would like to share the following practical arrangements for the 2016 OSCE Asian Conference on Strengthening Comprehensive Security, to be held in Bangkok, Thailand, on 6 and 7 June 2016.

I.1 Venue

The conference will be held at the Astor Ballroom, The St. Regis Hotel Bangkok. The address is as follows:

The St. Regis Hotel & Residence Bangkok
159 Rajadamri Road, Bangkok 10330 Thailand

I.2 Registration of participants in the conference

The attached registration form should be completed and submitted to the OSCE Secretariat as indicated in the form, no later than by **Monday, 23 May 2016**.

Participants representing Embassies or Consulates in Thailand are also requested to comply with this requirement.

I.3 Hotel reservation

The host country has blocked a number of hotel rooms for delegates attending the Conference and agreed on special corporate rates with The St. Regis Hotel. Room rates are indicated on the hotel reservation form. To make a reservation, participants are kindly requested to complete the attached hotel reservation form and forward it directly to the hotel manager by e-mail or fax, as indicated on the hotel reservation form **by Sunday, 15 May 2016**. After this date, the blocked rooms will be released and the hotel will only be able to accommodate room reservations on first-come, first-served basis.

The St. Regis Hotel Bangkok

Contact Point: Ms. Supornpan Sangkawattana, Reservation Manager

Tel: +66-2-207-7777

Fax: +66-2-207-7838

E-mail: Reservation.Bangkok@stregis.com

Address: The St. Regis Hotel Bangkok, 159 Rajadamri Road, Bangkok 10330 Thailand

Website: www.stregis.com/bangkok

II. TRAVEL

II.1 Visa Requirements

Participants are kindly requested to make their own visa arrangements with the Royal Thai Embassy or Consulate-General in their country of residence prior to their travel (<http://www.thaiembassy.org/main/>). Visa will be issued free of charge to the conference participants. For detailed information on visa exemption and visa on Arrival, please refer to the website:

<http://www.consular.go.th/main/th/customize/62281-Summary-of-Countries-and-Territories-entitled-for.html>

II.3 Travel arrangements

Participants are responsible for their own travel arrangements.

II.4 Transportation from and to the airport

The distance between the Suvarnabhumi Airport and The St. Regis Hotel is approximately 30 km. Taxi and limousine services are available at the airport. Alternatively, public transportation, such as the Airport Rail Link, will take you from the airport to Bangkok city centre in some 30 minutes. A further option is the hotel's limousine transfer. Prices are indicated in the hotel reservation form. For any further queries, please contact the Hotel Reservation Manager.

III. Excursion

An excursion to the Sampran Model in Nakhon Pathom Province, 45 km from Bangkok, will be organized on 7 June in the afternoon after the conclusion of the conference. The Sampran Model is a project co-organized by the government, the private sector and local farmers with the goal to develop an organic agricultural value chain, promote sustainable development, and empower the local community. The detailed programme of the excursion will be shared closer to the date.

Participants are kindly requested to indicate on the registration form whether they intend to take part in the excursion.

IV. GENERAL INFORMATION

IV.1 Documents reproduction and distribution

All conference documents for reproduction and distribution should be submitted to: documents@osce.org

IV.2 Exchange rate (as of 7 April 2016)

1 Euro = 40.61 Thai Baht
1 US Dollar = 35.50 Thai Baht

IV.3 Weather conditions

The weather in June is classified as hot and humid, with an average temperature ranging from 27 to 33 degree Celsius.

IV.4 Time difference

Thailand's standard time zone is GMT + 7 hours.

IV.5 Tourism

Tourist information on Thailand and other practical information can be obtained on the website <http://www.tourismthailand.org/home>

IV.6 Electricity

The standard electricity supply is 220-volts AC, 60 Hz

IV.7 Mobile phone

Foreign mobile phones are operational in Thailand. For information about the roaming tariffs, please contact your provider. Local sim cards are also available at the airport.

V. POINT OF CONTACT

OSCE Secretariat:

Ms. Aldona Szymanski, Senior External Co-operation Assistant
Tel: +43-1-514 36 – 6190, Mobile: +43-664 859 09 59; Fax: +43-1-514 36 – 6250
E-mail: aldona.szymanski@osce.org or pm-extco@osce.org



2016 OSCE Asian Conference
Strengthening Comprehensive Security
Bangkok, Thailand, 6 - 7 June 2016



REGISTRATION FORM

Please complete by typing in the appropriate cells; to tick the check boxes, please double click on them and choose the "checked" option

Participating State <input type="checkbox"/> Partner State <input type="checkbox"/> International Organization <input type="checkbox"/> OSCE Institution <input type="checkbox"/> NGO/Academia <input type="checkbox"/>	
Name of State / Institution:	
Family Name: Ms. <input type="checkbox"/> Mr. <input type="checkbox"/>	Given Name(s):
Title / Position as to appear on the list of participants:	
Citizenship:	
Mobile No. <i>with all prefixes, including national code:</i>	E-mail address:
In an event of emergency please contact:	E-mail address:
Participation in the excursion to the Sampran Model in Nakhon Pathom Province	
I will participate alone <input type="checkbox"/> I will participate and will be accompanied <input type="checkbox"/> I will not participate <input type="checkbox"/>	
During the Conference, I will stay at the The St. Regis Hotel Bangkok <input type="checkbox"/> and will be accompanied by <input type="text"/> person(s) Alternatively, I can be reached under the following address / tel. / fax #:	

Please complete this form electronically, save it with your FAMILY NAME and submit **not later than 23 May 2016** by e-mail to:

pm-extco@osce.org



ST REGIS

BANGKOK

The St. Regis Bangkok Reservation Form

Name: Ministry of Foreign Affairs Thailand

Group name:

2016 OSCE Asian Conference during 6-7 June 2016

Please return to: Ms. Supornpan Sangkawattana
Reservation Manager

E-mail: Reservation.Bangkok@stregis.com

The St. Regis Bangkok

159 Rajadamri Road

Bangkok 10330

Phone: 66 2207 7777 Fax: 662 207 7838

Website: www.stregis.com/bangkok

BOOKING DETAILS:

Last Name (Mr/Mrs/Miss): _____ First Name: _____

Arrival Date: _____ Flight: _____ Time: _____

Departure Date: _____ Flight: _____ Time: _____

GUEST DETAILS:

Title: _____ Company: _____

Address: _____

State/Country: _____ Zip/Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____

PLEASE RESERVE:

Bed Type

Smoking Request

Room Rate	Caroline Astor Suite room	<input type="checkbox"/> Single @ THB 22,000.-net	<input type="checkbox"/> Double @ THB 22,600.-net
	Metropolitan Suite room	<input type="checkbox"/> Single @ THB 10,500.-net	<input type="checkbox"/> Double @ THB 11,100.-net
	Deluxe room	<input type="checkbox"/> Single @ THB 6,500.-net	<input type="checkbox"/> Double @ THB 7,200.-net

-Rates are inclusive of 10% service charge and 7% VAT.

-Inclusive of daily breakfast at VIU restaurant, High speed internet access, Daily Local newspaper delivery, Digital newspaper

24 hours. Legendary Butler Service (packing and unpacking service, Coffee and Tea in room by butler service, 2 pcs. pressing service per day per person)

Other Special Request/ Dietary _____

Remark: Room is subject to availability at time of reservation.

TRANSPORTATION:

Limousine Transfer Required: Airport to St.Regis hotel St.Regis hotel to Airport

Mercedes Benz S-Class transfer at THB 3,200. - net per way (maximum 2 persons per car)

Mercedes Benz Van Vito transfer at THB 4,000. - net per way (maximum 5 persons per van)

RESERVATIONS GUARANTEE:

Credit Card with expiry date is required at the time of booking.

Credit Card details:

Visa American Express Mastercard Diners Club Others _____

Card Holder: _____ Expiry Date: _____

Card No: _____ Signature: _____

TERMS & CONDITIONS:

- The Hotel will forfeit one night's room deposit for a guaranteed booking in the event of cancellation within 3 days of your arrival.
- Check-in time is after 15:00hrs. Check-out time is before 12:00 noon.
- Guaranteed early arrival should be reserved the night before and charged accordingly.
- No-show on the specified date of arrival will be subject to full nights charge. Reservation will be released after no show date.