



**APT Training Course on Preparing for International Conferences 2023**  
7-10 March 2023, Bangkok, Thailand

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**INFORMATION NOTE**

We welcome guest speakers and trainees to the Training Course on Preparing for International Conferences 2023. We hope you will have a very pleasant stay in Bangkok.

We are pleased to provide the details below for your advance information and convenient reference.

**TRAINING VENUE**

The Training Course on Preparing for International Conferences 2023 will be held from 7 to 10 March 2023 at the Sarocha room, 3rd floor, Swissôtel Bangkok Ratchada.

As the risk of Covid-19 infection remains, all guest speakers and trainees are kindly recommended to wear a mask in the meeting room and when going to crowded or low-ventilation places. Doing a rapid Antigen test is advised if risk symptoms appear.

Please be advised that APT Secretariat will not be able to bear any cost of medical or travel insurance for the participant including any measures for Covid-19 such as quarantine, PCR test, etc. APT requests participants to kindly make necessary arrangements for medical, travel insurance and others covering the whole period of the event and overseas travel.

**REGISTRATION**

The registration counter will be set up in the foyer area outside the Sarocha room, 3rd floor, Swissôtel Bangkok Ratchada. Registration and distribution of badges will commence on Tuesday 7 March 2023 from 08:30 hours to 09:30 hours. **Guest speakers/Trainee delegates are required to bring their passports or other photo identification to receive their badges.**

**OPENING OF THE TRAINING COURSE**

The Opening of the Training Course on Preparing for International Conferences will begin at 09:30 hours on Tuesday 7 March 2023.

**WIRELESS ACCESS TO THE INTERNET**

Internet Access over Wireless LAN will also be available during the Training. Guest speakers and trainee delegates who wish to utilize the Wireless LAN facility are kindly requested to bring their own laptops with a wireless LAN card. Please contact the APT Secretariat for network configuration.

## **SOCIAL FUNCTIONS**

### Coffee Breaks

Coffee Breaks during the training period will be served in the foyer of the Sarocha room, 3rd floor, Swissôtel Bangkok Ratchada.

### Luncheons

An International Buffet Lunch during the training period will be served in 204 Bistro, G floor (7 to 8 March 2023) and in the 4th Avenue, 4th floor (9 to 10 March 2023), Swissôtel Bangkok Ratchada.

## **APT SECRETARIAT ROOM**

APT Secretariat Room is located at the Intanin room on the 3rd floor, Swissôtel Bangkok Ratchada.

## **TRANSPORTATION FROM THE AIRPORT TO HOTEL**

Guest speakers and trainees are requested to use public transportation facilities of the Suvarnabhumi International Airport, Thailand. For more information, please visit website: <http://www.bangkokairportonline.com/>.

For your general information, the following transportations are available from Suvarnabhumi International Airport to the Hotel:

1. Public Meter Taxi is located on 1st floor of the Arrival Hall, entrance 4 and 7. Fare shown on meter, plus THB 50 surcharge for boarding at the airport.
2. Airport Limousine Service, the limousine service to various destinations in the city, is located at the arrival floor of the airport.
3. Hotel Limousine (HOTEL/Suvarnabhumi Airport/HOTEL - One Way):
  - Toyota Camry THB 1,700 net per car per way (max 3 persons)
  - Benz E-Class THB 2,800 net per car per way (max 3 persons)
  - Toyota van commuter THB 2,300 net per van per way (max 7 persons)

It takes about 50 minutes by car from Suvarnabhumi International Airport to the hotel via express way.

## **CONTACT INFORMATION**

**Ms. Chisato Kaneda**  
**Assistant Programme Officer**  
Asia-Pacific Telecommunity (APT)  
12/49 Soi 5 Chaeng Watthana Road  
Bangkok 10210, Thailand  
Tel: +662 573 0044 Ext. 104  
Fax: +662 573 7479  
Email: [apthrd@apt.int](mailto:apthrd@apt.int)

## MAP OF THE HOTEL

For map of Swissôtel Bangkok Ratchada: please click [see the map](#) inside this below link:

<https://www.swissotelbangkok.com/>

**Hotel name in Thai language to be shown to taxi driver:**

**“โรงแรมสวิสโฮเต็ล กรุงเทพฯ รัชดา”**

*Note: Many taxi drivers do not have a clear understanding of English. Therefore, please collect the hotel card and show to the taxi driver on your return to the hotel.*

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