



# 2012

## WBU-ICEVI 2012 : Volunteer Manual



<http://www.wbu-icevi2012.org>



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## Volunteer schedule

- 1. Airport usher:** This position will assist the delegates from the arrival gate pass through the immigration, pick up bags, pass through customs and send to shuttle service staffs (Seatours staff company). This position will work from 06 Nov 2012 to 19 Nov 2012. The availability of volunteers will be assigned from the numbers of registration flight of the delegates.

**Working date / hours: 6-19 November 2012**

- a) 07.00-15.00 hrs (8 hrs)
- b) 15.00-23.00 hrs (8 hrs)
- c) 23.00-07.00 hrs (8 hrs)

- 2. Information desk:** Provide the event information and also other facilities such as the restaurant and tourist destination. The location will be on ground floor, M floor, 2<sup>nd</sup> to 5<sup>th</sup> floor

**Working date / hours: 6-19 November 2012**

- a) 07.30-14.30 hrs (7 hrs)
- b) 13.30-20.30 hrs (7 hrs)

- 3. Meeting room attendant:** Guide participants from/to the seat and to hand on the microphone during question & answer. Facilitate delegates in the meeting room.

**Working date / hours: 8-18 November 2012**

- a) 07.00-11.00 hrs (4 hrs)
- b) 11.00-15.00 hrs (4 hrs)
- c) 15.00-19.00 hrs (4 hrs)

- 4. Exhibition attendant:** Provide the exhibition information and lead the delegates to the exhibition booth, which located on the 2<sup>nd</sup> floor and 5<sup>th</sup> floor.

**Working date / hours: 12-16 November 2012**

- a) 12.00-16.00 hrs (4 hrs)
- b) 16.00-20.00 hrs (4 hrs)

- 5. Usher:** Provide directions or guide participants around the meeting venue. The usher will be assisting you in the hotel check-in process. Please find the assistance from usher on the ground floor at the desk near the hotel reception and another desk in front of the escalator to M. floor.

**Working date / hours: 7-18 November 2012**

- a) 07.00-11.00 hrs (4 hrs)
- b) 11.00-15.00 hrs (4 hrs)
- c) 15.00-19.00 hrs (4 hrs)

**6. Food and Beverage:** this position will assist the delegates during coffee break in the morning and afternoon to pick up the lunch box and coffee break. For breakfast will be arranged in the “Imperial China Restaurant and Uncle Ho” on the 4th floor.

**Working date / hours: 8-18 November 2012**

- a) 06.30-12.30 hrs (6 hrs)
- b) 11.30-17.30 hrs (6 hrs)

**7. Tour:** Assist the participants during tour program on 11 November and 17 November 2012.

**Working date / hours: 11 & 17 November 2012**

- a) 11 Nov 2012: 08.00-17.00 hrs (Ayudhya)
- b) 11 Nov 2012: 08.00-16.00 hrs (Bangkok)
- c) 17 Nov 2012: 08.00-17.00 hrs (Pattaya)
- d) 17 Nov 2012: 08.00-16.00 hrs (Sampran)

**8. Social program:** Guide participants during social program and assist delegates for their required of food and beverage

**Working hours: 11-16 November 2012**

- a) 11 Nov 2012: 19.00-22.00 hrs (3 hrs)
- b) 12-15 Nov 2012: 18.00-21.00 hrs (3 hrs)
- c) 16 Nov 2012: 19.30-23.30 hrs (4 hrs)

## **Volunteer break time**

1. Meeting room attendant – should have a lunch break at the same time with delegates.
2. Exhibition Attendant, F&B, Information desk, Social Program and Usher should not have a break at the same time with delegates, please check your break time with the leader on site.

## **Volunteer leader contact number**

### **1. Airport usher**

a) Mr. Boonthep Jirapongthanawej 081-638-2419

### **2. Shuttle service**

a) Mr. Boonthep Jirapongthanawej 081-638-2419

### **3. Information desk**

a) Miss Panomporn Wachirakajorn 081-907-7273

### **4. Meeting room attendant**

a) Miss Chindarat Kietpanachart 081-616-5926

### **5. Exhibition attendant**

a) Mr. Udom Srimaluengkul 089-203-2306

## 6. Usher

a) Miss Tanita Sutthada 087-706-7256

## 7. Food and beverage

a) Miss Somtawil Boonnom 089-819-7104

b) Miss Netumporn Krissanapani

## 8. Social Programme

a) Miss Voranuj Parnjai 081-841-9623

b) Miss Supranee Thiposod

## 9. Tour

a) Miss Panomporn Wachirakajorn 081-907-7273



**Information Desk  
Tour**

พนมพร วชิรขจร  
081 907 7273



**Food & Beverage**

สมถวิล บุญไฉม  
089 819 7104



**Food & Beverage**

เนตรฉิมพร กฤษณปารณ์  
087 019 8718



**Meeting Attendant**

จินดารัตน์ เกษรติพนชาติ  
081 616 5926



**Supervisor**



**Exhibition Attendant**

อุดม ศรีเมลิองกุล  
089 203 2306



**Usher**

ธนิศา สุตรธาดา  
087 706 7256



**Socail Programme**

วรบุษ ปานใจ  
081 841 9623



**Socail Programme**

สุปรานี ทิพนธ์โอสถ  
089 924 4087



**Airport Usher  
Shuttle Service**

บุญเทพ จิรพงษ์ธนาเวช  
081 638 2419

## Rules for volunteer (for Airport usher)

1. Please wear volunteer shirt & badge during your shift.
2. Women and men should wear trousers in polite color (Black, Dark Brown, Dark grey) Women should not wear skirts and all jeans are not allowed.
3. Men should wear slack shoes and women should wear flat shoes, high heels are not recommended. All in black color or dark brown color is recommended. Please make sure that your shoes are comfortable as you will be walking all day in event.



4. Volunteer should not wear oversize bags. Mini shoulder bag is recommended. Please note that you should not leave your belongings unattended in any areas even in the volunteer room. The organizers will not be responsible for any lost items during your shift.
5. If you have any inquiries or any unpleasant incident during your shift, please immediately report to your leader.
6. Please do not keep any found item with yourself. Please hand it to hotel staffs at concierge on ground floor.

## **Airport Transfer services Overall tasks briefing**

1. Please sign your name with the leader every time when you start your shifts and end of your shifts.
2. Please wear the Airport Authorization card all your working times, if you lost your card. Please contact your leader immediately. **Please note that if you are not wearing the airport authorization card. You will not be allowed to enter to the restricted area.**
3. During the event dates, complimentary airport shuttle bus between 06 Nov 2012 to 19 Nov 2012 (Suvarnabhumi Airport to The Imperial Queen's Park hotel is provided). We have requested all delegates to register their arrival and departure flight / date in advance. The volunteer will be hand their tasks by the leader on the working day.
4. There might be some of delegates who have not pre-registered their flight. If they have turn up with you during your shift, please inform to your leader in order to arrange for their transfer. If there is no room available to delegates who has not booked their transfer, volunteer might help them to travel via airport taxi services which located on the ground floor, the delegates have to take responsibility for their travel costs. If some delegates wish to travel by their own, please offer any assistance if needed.
5. The volunteer's services will provide assistance to participants with visual impairment from the gate where the plane arrives all the way through the meeting point. The assistance will be based on the arrival time information provides by delegates on their online pre-registration.
6. All delegates with visual impairment will be allowed to use the immigration fast track (premium lane) upon arrival.

7. There will be the luggage tags prepared for the delegates to categorize their accommodation. Please tag the delegates' bags with the hotel tag in order to identify their bag when arrives at the Imperial Queen's Park.
8. The transfer pick up area located at exit door 10 on 2<sup>nd</sup> floor. There will be staffs from the transfer company (Seatours) to assist the volunteer for bag pick up.

### **Airport flow step by step**

1. Flight arrives >> Volunteer assists delegates from aircraft and leads to fast track for immigration protocol. Volunteers are stationed at concourse intersections, visa-on-arrival kiosk and premium lane entrance
2. Volunteers assist delegates emerging from immigration area
3. Volunteers assist delegates with baggage claims, regroup at meeting point nearby Belt 18
4. Volunteer takes delegates through custom and hand over to Shuttle Service at exit door 10, 2<sup>nd</sup> floor.
5. At exit 10, the volunteer and Seatours staffs have to separate the luggage of delegates into a group of each hotel and tag the bag with the hotel tag.
6. Bus leaves with shuttle bus staff (Seatours company staff) from the airport - venue
7. 10 minutes before bus arrival, bus driver calls the volunteer station at the venue for reception
8. Volunteer at the venue (Usher & Information Desk staffs) standby to pick up delegates at the venue entrance door
  - If participants stay at Imperial Queen's Park, Volunteer assists delegates to the front desk to process the check-in.
  - If delegate stay at other hotels, please call taxi for the transfer process

### **Visa and travel documents**

Foreigners must possess valid passports or similar documents and comply with the regulations contained in the Immigration Act B.E. 2522 (1979) and its related provisions. Be aware that Thai visa requirements change from time to time. Thai embassy in your home country can provide you with the most up to date Thailand visa information.

A list of countries which nationals are exempted from visa and permitted to stay only for the purpose of tourism for 30 days is as followed:

Australia, Austria, Belgium, Bahrain, Brunei, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Indonesia, Ireland, Israel, Italy, Japan, Kuwait, Lao, Luxembourg, Macao, Malaysia, Monaco, Netherlands, New Zealand, Norway, Oman, Philippines, Portugal, Qatar, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, U.A.E., U.K., U.S.A., and Vietnam.

Nationals from countries Brazil, Chili, Republic of Korea, and Peru will have the permission to stay for 90 days, if the round-trip tickets are confirmed and presented.

To find out more about visa detail and procedures, please visit this link: <http://www.immigration.go.th> or call +66 (0) 2 141 9889

## **List of countries which are declared Yellow Fever infected Areas**

The Ministry of Public Health has issued regulations that applicants who have travelled from or through the countries which have been declared Yellow Fever Infected Areas must provide an International Health Certificate proving that they have received a Yellow Fever vaccination.

The International Health Certificate must be submitted together with the visa application form. The traveller will also have to present the said certificate to the Immigration Officer upon arrival at the port of entry in the Kingdom. As for those nationals of the countries listed below but who have not travelled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

Following are the countries which are declared Yellow Fever Infected Areas:

1. Angola : Republic of Angola
2. Benin : Republic of Benin
3. Bolivia : Republic of Bolivia
4. Brazil : Federative Republic of Brazil
5. Burkina Faso : Burkina Faso
6. Burundi : Republic of Burundi
7. Cameroon : Federal Republic of Cameroon
8. Central African Republic
9. Chad : Republic of Chad
10. Colombia : Republic of Colombia

11. Congo	:	Democratic Republic of the Congo
12. Congo Republic	:	Republic of the Congo
13. Cote d' Ivoire	:	Republic of Cote d' Ivoire
14. Ecuador	:	Republic of Ecuador
15. Equatorial Guinea	:	Republic of Equatorial Guinea
16. Ethiopia	:	Federal Democratic Republic of Ethiopia
17. French-Guiana		
18. Gabon	:	Gabonese Republic
19. Gambia	:	Republic of the Gambia
20. Ghana	:	Republic of Ghana
21. Guinea-Bissau	:	Republic of Guinea Bissau
22. Guinea	:	Republic of Guinea
23. Guyana	:	Cooperative Republic of Guyana
24. Kenya	:	Republic of Kenya
25. Liberia	:	Republic of Liberia
26. Mali	:	Republic of Mali
27. Mauritania	:	Islamic Republic of Mauritania
28. Niger	:	Republic of Niger
29. Nigeria	:	Federal Republic of Nigeria
30. Panama	:	Republic of Panama
31. Peru	:	Republic of Peru
32. Rwanda	:	Republic of Rwanda
33. Sao Tome & Principe	:	Democratic Republic of Sao Tome & Principe
34. Senegal	:	Republic of Senegal
35. Sierra Leone	:	Republic of Sierra Leone
36. Somalia	:	Somali Democratic Republic
37. Sudan	:	Republic of the Sudan
38. Suriname	:	Republic of Suriname
39. Tanzania	:	United Republic of Tanzania
40. Togo	:	Republic of Togo
41. Trinidad and Tobago	:	Republic of Trinidad and Togago
42. Uganda	:	Republic of Uganda
43. Venezuela	:	Republic of Venezuela
44. Argentina	:	Argentina Republic
45. Paraguay	:	Republic of Paraguay

Source: Ministry of Foreign Affairs of Kingdom of Thailand ([www.mfa.go.th](http://www.mfa.go.th))  
updated 30 June 2012

## Visa on Arrival

According to Interior Ministry Announcements, passport holders from 28 countries and territories may apply for visas at the immigration checkpoints for the purpose of tourism for the period of not exceeding 15 days.

1. The completed payment ticket indicate that passenger intend to leave from Thailand after 15 days from date of arrival.
2. The applicant must possess means of living expenses at the amount at least 10,000 Baht per person and at least 20,000 Baht per family accordingly.
3. The applicant must possess a passport with at least six-month validity and must present fully paid ticket which is valid within 15 days since the date of entry.
4. Visa on arrival is provided at 24 designated international checkpoints and applicants should submit the application form duly filled out and to which his/her recent photograph (4 x 6 cm) is attached. The application fee is 1,000 Baht.
5. Visitors who enter the Kingdom with Visa on Arrival generally cannot file an application for extension of stay except in special cases such as illness which prevents them from travelling, etc. They can submit an application at the Office of Immigration Bureau, Immigration Division 1, Government Center B, Chaengwattana Soi 7, Laksi, Bangkok 10210. Tel +66 (0) 2 141 9889 or at website <http://www.immigration.go.th>

List of countries and territories is as follows:

- |                   |   |                               |
|-------------------|---|-------------------------------|
| 1. Bhutan         | : | Kingdom of Bhutan             |
| 2. China          | : | People's Republic of China    |
| 3. Cyprus         | : | Republic of Cyprus            |
| 4. Czech          | : | Czech Republic                |
| 5. Estonia        | : | Republic of Estonia           |
| 6. Hungary        | : | Republic of Hungary           |
| 7. India          | : | Republic of India             |
| 8. Kazakhstan     | : | Republic of Kazakhstan        |
| 9. Latvia         | : | Republic of Latvia            |
| 10. Liechtenstein | : | Principality of Liechtenstein |
| 11. Lithuania     | : | Republic of Lithuania         |
| 12. Maldives      | : | Republic of Maldives          |
| 13. Mauritius     | : | Republic of Mauritius         |
| 14. Oman          | : | Sultanate of Oman             |

- 15. Poland : Republic of Poland
- 16. Russian Federation
- 17. Saudi Arabia : Kingdom of Saudi Arabia
- 18. Slovakia : Slovak Republic
- 19. Slovenia : Republic of Slovenia
- 20. Uzbekistan
- 21. Ukraine
- 22. Federal Democratic Republic of Ethiopia
- 23. Taiwan
- 24. Bulgaria
- 25. Andorra
- 26. Malta
- 27. Romania
- 28. San Marino

For further information about Thailand Visa, please visit <http://www.mfa.go.th/main/en/services/123>

## **Guide dogs**

Some delegates are travelling with their guide dogs, therefore there will be few procedures that require the assistance from volunteer. The volunteer will be assigned from the leader to assist the delegates travelling with guide dog.

There will be a procedure to be followed step by step below:

### **How to prepare the documents for guide dog import to Thailand (at Suvarnabhumi airport)**

The below instructions are requested to be done by the persons who requested for guide dog travel to Thailand. Please follow the instructions step by step, for any inquiries, please contact [qsap\\_bkk@dld.go.th](mailto:qsap_bkk@dld.go.th) or +66 2 134 0636.

1. The dog owner, please contact officer of the animal quarantine station, Suvarnabhumi airport 7-10 days before travel via email address: [qsap\\_bkk@dld.go.th](mailto:qsap_bkk@dld.go.th) please send the required documents as follows:
  - 1) Passport of the person who travel with a guide dog
  - 2) Guide dog information such as name, age, gender, breed type, color, weight, microchip no. and numbers of guide dog
  - 3) The vaccination certificate of the guide dog
  - 4) Photo of guide dog (in color)

- 5) The home address of the persons who requested to travel with a guide dog
  - 6) The address of the place to stay in Thailand of the persons who requested to travel with a guide dog
  - 7) Name of the departing airport
  - 8) Arrival dates of the person and guide dog to the Kingdom of Thailand
2. The officer will check the received documents from the dog owner in order to prepare for the "Import permit form". If this stage completed, the process will be made through e-service in Department of Livestock Development website, therefore, the "Import permit form" will be prepared at this stage.
  3. After the "Import permit form" has been completed, the officer will scan and send the electronic version attached with the "guide dog import requirement" to the dog owner via e-mail address within 3 days of working days (The first day will count from the day that the required documents has been completely received by the officer.)
  4. The participants who received the "Import permit form" are required to take this document, together with the guide dog health certificate, which has been issued by the government organization of the original port (Only in English version, genuine copy) plus the vaccination certificate of the guide dog. The owner, please bring the above mentioned documents to contact the veterinarian officer at Suvarnabhumi airport animal quarantine station on your arrival date (the office is located nearby the luggage belt no. 8 after passport control (Tel: +66 2 134 0636). After that, you will receive the requests for guide dog permission forms (R.6 form) and the guide dog permission form (R.7 form). The dog owner is required to pay an additional fee to the officer 100 THB (=USD4) per one guide dog and then receive the payment receipt as an evidence.
  5. The dog owner, please bring the R.7 form to indicate to the customs officer before entering Thailand.

### **How to prepare the documents export guide dog from Thailand (Suvarnabhumi airport)**

1. The dog owner, please contact the Animal quarantine station officer 3 days before departure from Thailand. Address: CE1 building, tax free zone, Suvarnabhumi Airport, Rajathewa, Bangplee, Samutprakarn (TEL: +66 2 134 0731). Please bring your guide dog for health checking at this stage.

2. The officer will release the animal export permission form (R.9 form) to the dog owner to indicate to the airlines and will provide the guide dog health certificate to the dog owner to provide to the veterinarian on their arrival destination.
3. The dog owner has to pay for additional service fee to the officer 50 THB (=USD2) per one guide dog and receive the receipt as an evidence.

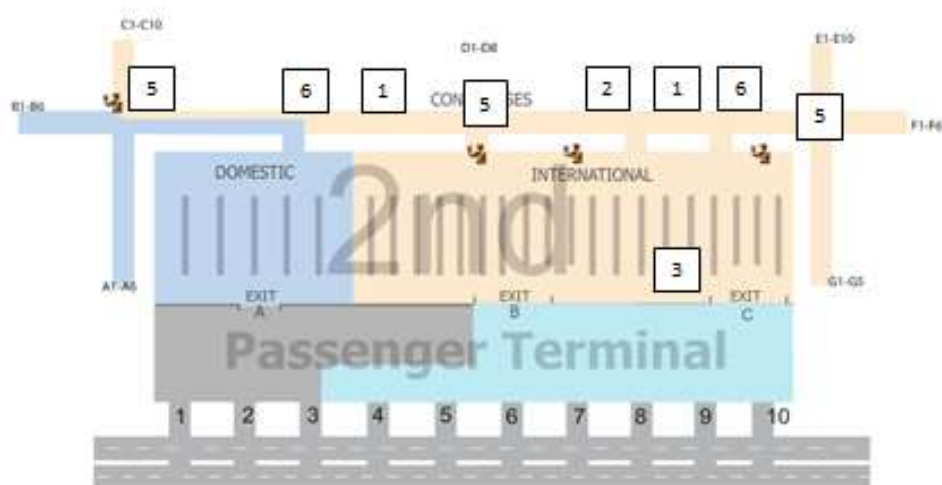
## At Airport

1. There will be guide dog toilet papers available at Animal quarantine station for free at the airport.

## At venue

1. The venue does not provide any caretakers for guide dogs, the owner have to take on their own responsibility.
2. Guide dogs are allowed to be with the owner and access to any location in the venue such as in the conference room, please make sure that guide dog has not obstructed the aisle.
3. We also provide an on-site veterinarian for guide dogs, please contact the veterinarian team at Benjasiri room foyer, 2<sup>nd</sup> floor for services from 10.00-18.00 hrs on 8-18 November 2012. For emergency, please call for Jaroensuk Animal Hospital: 02-391-6469 or Thonglor Animal Hospital: 02-712-6301
4. Guide dog toilet located nearby the ATM machine in front of the hotel.
5. The veterinarian has prepared the guide dog kit for free to collect, please contact veterinarian on-site.

## Airport arrival floor plan





- |   |                     |
|---|---------------------|
| 1. Visa on Arrival                                  | Concourse D         |
| 2. Passport controls fast track services            | Concourse D         |
| 3. Volunteer meeting point (after passport control) | Belt no.18 & Exit C |
| 4. Shuttle service meeting point                    | Exit 10             |
| 5. Airport Information                              | Concourse D         |
| 6. Health control                                   | Concourse D         |

## **Transfer schedule from airport to venue**

1. Airport pick up service will be available from 6-17 November 2012, per flight arrival

## **Transfer schedule from venue to airport**

1. 10-15 November 2012: up to flight departure, please check and confirm at transfer desk
2. 16-19 November 2012: shuttle bus will leave the venue 5 times a day 06.00 hrs/10.00 hrs/ 12.00 hrs/ 15.00 hrs/ 21.00 hrs
3. Participants are required to confirm the shuttle bus service before leave at least 24 hours before your departure at transfer desk (registration desk, M floor)

## **About the venue**

### **Position**

1. Information desk
2. Meeting room attendant
3. Exhibition attendant
4. Usher
5. Food and Beverage
6. Social program

### **Venue location and accessibility**

#### **The Imperial Queen's Park**

199 Sukhumvit Soi 22,  
 Bangkok 10110, Thailand  
 Tel: +66 (0) 2261 9000  
 Fax: +66 (0) 2261 9530-4

## **Direction from Suvarnabhumi Airport**

1. From Suvarnabhumi International Airport take a taxi at the airport to get on Motorway Expressway to the Imperial Queen's Park Hotel, it will take approximately 1 hour.
2. Suvarnabhumi Airport Express Line which is located at the underground of the airport terminal leaves every 15 minutes to Makkasan station. Then take a taxi from Makkasan station to the Imperial Queen's Park Hotel through Asok Road then to Sukhumvit Road to go to Sukhumvit 22 Road. The whole trip should take about 30-35 minutes.
3. Suvarnabhumi Airport Express Bus number AE3 (Suvarnabhumi Airport to Sukhumvit Road) which can be taken at the main entrance on the ground floor of the airport which will pass the Imperial Queen's Park Hotel.
4. From Phrom Phong BTS sky train station, walk through Benjasiri Park which should take about 10 minutes to the Imperial Queen's Park Hotel.
5. From MRT Sukhumvit station connect to BTS sky train drop off at Phrom Phong Station.

## **Event program at a glance**

1. African Union of the Blind General Assembly (AFUB)  
*Date: 08-09 Nov 2012 Room: Queen's Park 2,3*
2. WBU Diversity Forum  
*Date: 10-11 Nov 2012 (Forenoon) Room: Queen's Park 2,3*
3. WBU Executive Committee Meeting  
*Date: 11 Nov 2012 (Afternoon) Room: Queen's Park 4*
4. WBU General Assembly Welcome Reception  
*Date: 11 Nov 2012 (Evening) Place: 9<sup>th</sup> Floor*
5. WBU General Assembly  
*Date: 12-16 Nov 2012 Room: Queen's Park Grand Hall*
6. ICEVI Meetings and General Assembly  
*Date: 15-18 Nov 2012 Room: Queen's Park Grand Hall*
  - 1) 15-16 Nov 2012 – Joint program day for WBU-ICEVI participants  
*Room: Queen's Park Grand Hall*
  - 2) 16 Nov 2012 (Afternoon) – WBU General Assembly Closing Session and ICEVI Regional Committee Meetings  
*Room: Queen's Park Grand Hall*
  - 3) 16 Nov 2012 (Evening) – Joint Gala dinner  
*Room: Queen's Park Grand Hall*
  - 4) 17 Nov 2012 – Joint strategy day with ICEVI and WBU related to the Global Campaign on Education for All Children with Visual Impairment (EFA-VI)  
*Room: Queen's Park 2,3*

5) 18 Nov (Forenoon) – ICEVI General Assembly

*Room: Queen’s Park 1*

6) 18 Nov (Afternoon) – ICEVI Executive Committee Meeting

*Room: Queen’s Park 1*

## AFUB: 8-9 November 2012

AFUB 08-09 November 2012								
Time	8 November 2012					Time	9 November 2012	
08:30 - 17:30	Registration					08:30 - 17:30	08.00-17.00 Project Steering Group meeting of the DANIDA Capacity Building Project (Conference room A, 9th Fl.) 15 pax/invitation only	Registration
09:00 - 10.30	AFUB Plenary 1 (200) QP 2&3					09:00 - 10.30		Plenary 5 (200) QP2&3
10:30 - 11:00	Coffee Break					10:30 - 11:00		Coffee Break
11:00 - 12:00	Plenary 2 (200) QP2&3					11:00 - 12:00		Plenary 6 (200) QP2&3
12:00 - 14:00	Lunch Break					12:00 - 14:00		Lunch Break
14:00 - 15:30	Plenary 3 (200) QP2&3					14.00- 15.30		Plenary 7 QP2&3
15:30 - 16:00	Coffee Break					15:30 - 16:00		Coffee Break
16:00 - 17:00	Plenary 4 (200) QP2&3					16:00 - 17:00		Plenary 8 QP2&3
17:00 - 18:00	Regional Meeting 1 (25-30 pax) (QP6)	Regional Meeting 2 (25-30 pax) (QP2)	Regional Meeting 3 (25-30 pax) (QP3)	Regional Meeting 4 (25-30 pax) (QP4)	Regional Meeting 5 (25-30 pax) (QP5)			

## WBU Diversity Forum: 10-11 November 2012

WBU Diversity Forum			
Time	10 November 2012	Time	11 November 2012
08.30-17.30	Registration	08.30-17.30	Registration
09.30-10.45	Plenary 9 (400) (QP2&3)	09.30-10.30	Plenary 13 (400) (QP2&3)
10.45-11.15	Coffee Break	10.30-11.00	Coffee Break
11.15-12.30	Plenary 10 (400) (QP2&3)	11.00-12.30	Plenary 14 (400) (QP2&3)
12.30-14.30	Lunch Break	12.30-14.00	Lunch Break
14.30-15.30	Plenary 11 (400) (QP2&3)	14.00-15.30	WBU Executive Committee Meeting (50) (QP4)
15.30-16.00	Coffee Break	15.30-16.00	Coffee Break
16.00-17.00	Plenary 12 (400) (QP2&3)	16.00-18.00	WBU Executive Committee Meeting (50) (QP4)
		19.00-22.00	Welcome reception (Swimming Pool, 9th floor)

## WBU GA: 12 – 14 November 2012

<b>WBU GA 12 November 2012</b>		
<b>Time</b>	<b>12 November 2012</b>	
<b>08.30-17.30</b>		<b>Registration</b>
<b>09.00-10.30</b>		<b>Open Ceremony WBU GA (Plenary)(700) (QPGH)</b>
<b>10.30-11.00</b>		<b>Coffee Break</b>
<b>11.00-13.00</b>	<b>12.00-14.00 Press Conference (Imperial China 11 50pax / invitation only</b>	<b>Plenary 15 (700) (QPGH)</b>
<b>13.00-15.00</b>		<b>Lunch Break</b>
<b>15.00-16.30</b>		<b>Plenary 16 (700) (QPGH)</b>
<b>16.30-17.00</b>		<b>Coffee Break</b>
<b>17.00-18.00</b>	<b>16.30-19.30 Message commission committee meeting (Panorama 2) Invitation only</b>	<b>Plenary 17 (700) (QPGH)</b>
<b>18.00-19.00</b>		
<b>19.00-20.00</b>	<b>Cocktail Reception 18.30 (Terrace) 60 pax/ invitation only</b>	

<b>WBU GA 13 November 2012</b>							
<b>Time</b>	<b>13 November 2012</b>						
<b>08.30-12.30</b>	<b>Registration</b>						
<b>09.00-10.30</b>	<b>Plenary 18 (700) (QPGH)</b>						
<b>10.30-11.00</b>	<b>Coffee Break</b>						
<b>11.00-12.30</b>	<b>Plenary 19 (700)</b>						
<b>12.30-14.30</b>	<b>Lunch Break</b>						
<b>14.30-16.00</b>	<b>Plenary 20 (700)</b>						
<b>16.00-16.30</b>	<b>Coffee Break</b>						
<b>16.30-19.00</b>	<b>Regional Meeting 1 (75-100) (QP1)</b>	<b>Regional Meeting 2 (75-100) (QP2)</b>	<b>Regional Meeting 3 (75-100) (QP3)</b>	<b>Regional Meeting 4 (75-100) (QP4)</b>	<b>Regional Meeting 5 (75-100) (QP5)</b>	<b>Regional Meeting 6 (75-100) (QP6)</b>	<b>Regional Meeting 7 (75-100) (Saithip)</b>
<b>18.00-19.30</b>	<b>Accessible TV developments meeting (Bangkok Panorama 2) 30pax/first come first serve</b>	<b>Reception (Bangkok Panorama 1) 42 pax/invitation only</b>					

<b>WBU GA 14 November 2012</b>		
<b>Time</b>	<b>14 November 2012</b>	
<b>08.30-12.30</b>	<b>07.30-09.00</b> <b>WBU breakfast meeting</b> <b>(Bangkok Panorama 1)</b> <b>30 pax/invitation only</b>	<b>Registration</b>
<b>09.00-10.30</b>	<b>09.00-17.00</b> <b>Accessibility Committee of the Institute</b> <b>on Disability and Public Policy</b> <b>(Business Center room, ground floor.</b> <b>Imperial Club Tower)</b> <b>8-10 pax/invitation only</b>	<b>Plenary 21</b> <b>(700)</b> <b>(QPGH)</b>
<b>10.30-11.00</b>		<b>Coffee Break</b>
<b>11.00-12.30</b>		<b>Plenary 22</b> <b>(700)</b> <b>(QPGH)</b>
<b>12.30-14.30</b>		<b>Lunch Break</b>
<b>14.30-16.00</b>		<b>Plenary 23</b> <b>(700)</b> <b>(QPGH)</b>
<b>16.00-16.30</b>		<b>Coffee Break</b>
<b>16.30-17.30</b>		<b>Plenary 24</b> <b>(700)</b> <b>(QPGH)</b>
<b>18.00-20.00</b>	<b>Transforming Braille Project</b> <b>Meeting</b> <b>(Imperial China)</b> <b>+ 20.00 dinner</b> <b>15 pax/invitation only</b>	<b>ICEVI Meeting</b> <b>(50 pax)</b> <b>17:00 - 19:00)</b>
<b>20.00</b>	<b>Dinner by RNIB</b> <b>Imperial China Restaurant</b> <b>15 pax/invitation only</b>	

## WBU-ICEVI Joint Program: 15-16 November 2012

WBU-ICEVI JOINT PROGRAM 15 November 2012						
Time	15 November 2012					
08.30-12.30		Registration				
09.00-10.30		Plenary 25 (700) (QPGH)				
10.30-11.00		Coffee Break				
11.00-12.30	12.00-14.30 an Accessible GPS Tour (Lobby) 15 pax First come frist serve	Concurrent 1 (120) (QP3)	Concurrent 2 (120) (QP1)	Concurrent 3 (120) (QP2)	Concurrent 4 (120) (QP4)	Concurrent 5 (120) (QP5)
12.30-14.00		Lunch Break				
14.00-15.30		Plenary 26 (700) (QPGH)				
15.30-16.00		Coffee Break				
16.00-17.30		Concurrent 1 (120) (QP3)	Concurrent 2 (120) (QP1)	Concurrent 3 (120) (QP2)	Concurrent 4 (120) (QP4)	Concurrent 5 (120) (QP5)
17.00-19.00		ICEVI Meeting (30-40 pax) (QP6)				
19.00-20.00	18.00-20.00 launch new WBU employment website (Sakura) 100 pax Invitation only	18.00-20.30 an Accessible GPS Tour (Lobby) 15 pax/ first come first serve				



<b>WBU-ICEVI JOINT PROGRAM 16 November 2012</b>								
<b>Time</b>	<b>16 November 2012</b>							
<b>08.30-12.30</b>	<b>Registration</b>							
<b>09.00-10.30</b>	<b>Plenary 27 (900) (QPGH)</b>							
<b>10.30-11.00</b>	<b>Coffee Break</b>							
<b>11.00-12.30</b>	<b>Concurrent 1 (120) (QP3)</b>	<b>Concurrent 2 (120) (QP1)</b>	<b>Concurrent 3 (120) (QP2)</b>	<b>Concurrent 4 (120) (QP4)</b>	<b>Concurrent 5 (120) (QP5)</b>			
<b>12.30-14.00</b>	<b>Lunch Break</b>							
<b>14.00-15.30</b>	<b>Closing of WBU GA (14:00 - 15:30) (900) (QPGH)</b>							
	<b>ICEVI Regional Meeting 1 (30 pax) (QP4)</b>	<b>ICEVI Regional Meeting 2 (30 pax) (QP5)</b>	<b>ICEVI Regional Meeting 3 (30 pax) (QP6)</b>	<b>ICEVI Regional Meeting 4 (30 pax) (Saithip)</b>	<b>ICEVI Regional Meeting 5 (30 pax) (Bangkok Panorama 1)</b>	<b>ICEVI Regional Meeting 6 (30 pax) (Bangkok Panorama 2)</b>	<b>ICEVI Regional Meeting 7 (50 pax) (Imperial China 11)</b>	
<b>15.30-16.00</b>	<b>Coffee Break</b>							
<b>16.00-17.30</b>	<b>ICEVI Regional Meeting 1 (30 pax) (QP4)</b>	<b>ICEVI Regional Meeting 2 (30 pax) (QP5)</b>	<b>ICEVI Regional Meeting 3 (30 pax) (QP6)</b>	<b>ICEVI Regional Meeting 4 (30 pax) (Saithip)</b>	<b>ICEVI Regional Meeting 5 (30 pax) (Bangkok Panorama 1)</b>	<b>ICEVI Regional Meeting 6 (30 pax) (Bangkok Panorama 2)</b>	<b>ICEVI Regional Meeting 7 (50 pax) (Imperial China 11)</b>	<b>WBU Executive Meeting (50 pax) (Sakura)</b>
<b>19.30-23.00</b>	<b>Gala Dinner (Sit down dinner) (QPGH)</b>							

## EFA-VI Forum, ICEVI GA: 17-18 November 2012

EFA-VI					ICEVI GA						
Time	17 November 2012				Time	18 November 2012					
08.30-10.00	08.00-18.00 Daisy Meeting (Sakura) 35pax/invitation only				Registration		08.00-09.00				
09.00-11.00					Plenary 30 (300) (QP2&3)		09.00-10.30	Plenary 34 (200) (QP1)			
11.00-11.30					Coffee Break		10.30-11.00	Coffee Break			
11.30-12.30					Plenary 31 (300) (QP2&3)		11.00-12.00	Plenary 35 (200) (QP1)			
12.30-14.00					Lunch Break		12.00-13.30	Lunch Break			
14.00-15.30					Discussion 1 (Saithip)	Discussion 3 (QP 4)	Discussion 4 (QP 5)	Discussion 5 (QP 6)	Discussion 2 (300) (QP2&3)	13.30-16.00	ICEVI Executive Meeting (13.30-16.00) (30-40 pax) (QP4)
15.30-16.00					Coffee Break		15.30-16.00	Coffee Break			
16.00-17.30					Plenary 33 (300) (QP2&3)		16.00-17.00	Plenary 37 (200) (QP1)			
17.00-18.00							17.00-18.00				
									(8.00-16.00) Conference/ Seminar(Sakura) 35pax/invitation only		

## Tour Program

### 1. Tour1 – Ayutthaya Ancient Capital

Date: Sunday 11 November 2012 Time: 08:00-17:00 hrs

### 2. Tour2 – Bangkok and the River of Kings

Date: Sunday 11 November 2012 Time: 08:00-16:00 hrs

### 3. Tour 3 – The Pattaya Experience

Date : Saturday 17 November 2012 Time: 08:00-17:00 hrs

### 4. Tour 4 – Thai Village Life Experience at Sampran

Date: Saturday 17 November 2012 Time: 08:00-16:30 hrs

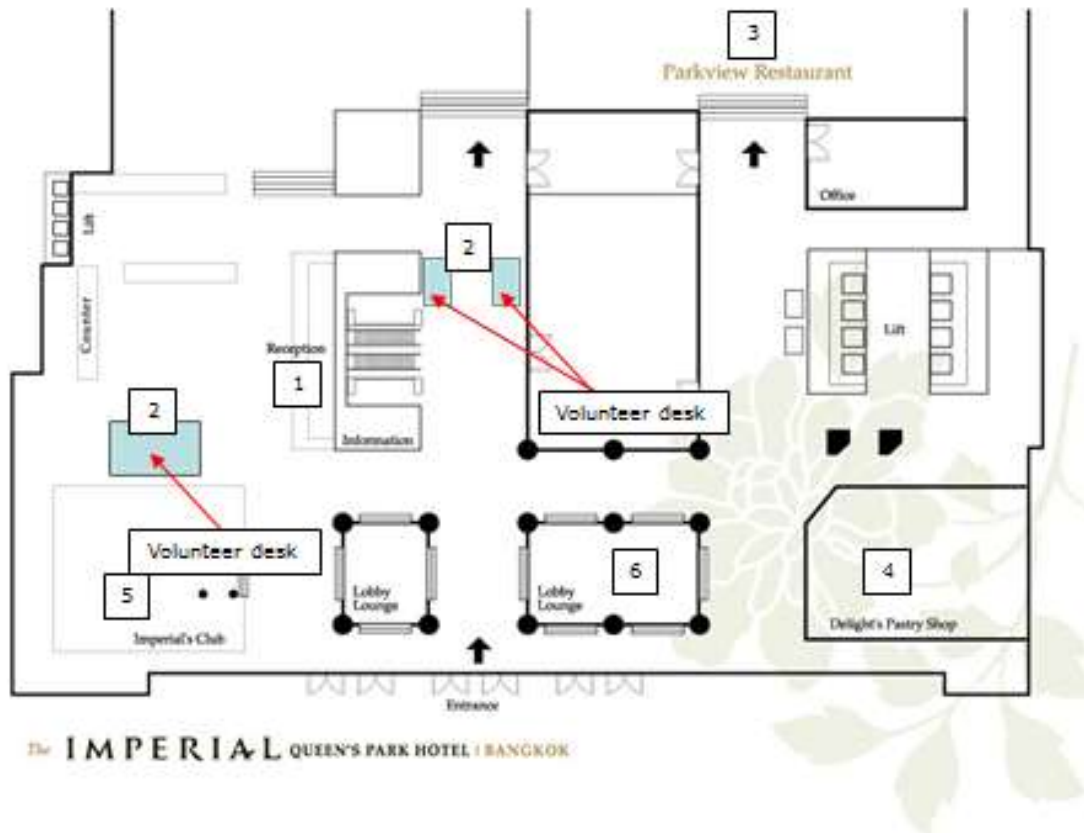
## Volunteer stations around the hotel

1. Ground floor, two counters near escalator to M Floor
2. Ground floor, the entrance of Park View Restaurant
3. Ground floor, in front of Reception Counter
4. M floor, opposite registration counter
5. 2<sup>nd</sup> floor, nearby lift and exhibition area
6. 3<sup>rd</sup> floor, nearby lift nearby Bangkok Panorama I & II
7. 4<sup>th</sup> floor, in front of Imperial China restaurant
8. 5<sup>th</sup> floor, in front of Rainbow room
9. 9<sup>th</sup> floor, at walking street to swimming pool, in front of party, in front of Lift in another building

## Meeting room name and other locations

- |  |                                 |
|--|---------------------------------|
| 1. Registration desk                                   | M floor                         |
| 2. WBU-ICEVI office                                    | Benjasiri 2, M floor            |
| 3. WBU committee meeting room                          | Benjasiri 3, M floor            |
| 4. Slide preview room/IT Center/Internet               | Benjasiri 4, M floor            |
| 5. Organizer office                                    | Benjasiri 5, M floor            |
| 6. ICEVI committee meeting room                        | Benjasiri 6, M floor            |
| 7. Queen's Park Grand Hall (Queen's Park 1,2,3)        | 2 <sup>nd</sup> floor           |
| 8. Queen's Park 4,5,6                                  | 2 <sup>nd</sup> floor           |
| 9. Bangkok Panorama I, II                              | 3 <sup>rd</sup> floor           |
| 10. Saithip  | 3 <sup>rd</sup> floor           |
| 11. The Imperial China Restaurant                      | 4 <sup>th</sup> floor           |
| 12. Rainbow (Exhibition)                               | 5 <sup>th</sup> floor           |
| 13. TAB office / to request for Braille print services | 6 <sup>th</sup> floor, room 602 |
| 14. Gala dinner area                                   | 9 <sup>th</sup> floor           |
| 15. Sakura room  | 37 <sup>th</sup> floor          |

## Venue floor plan



## Ground floor

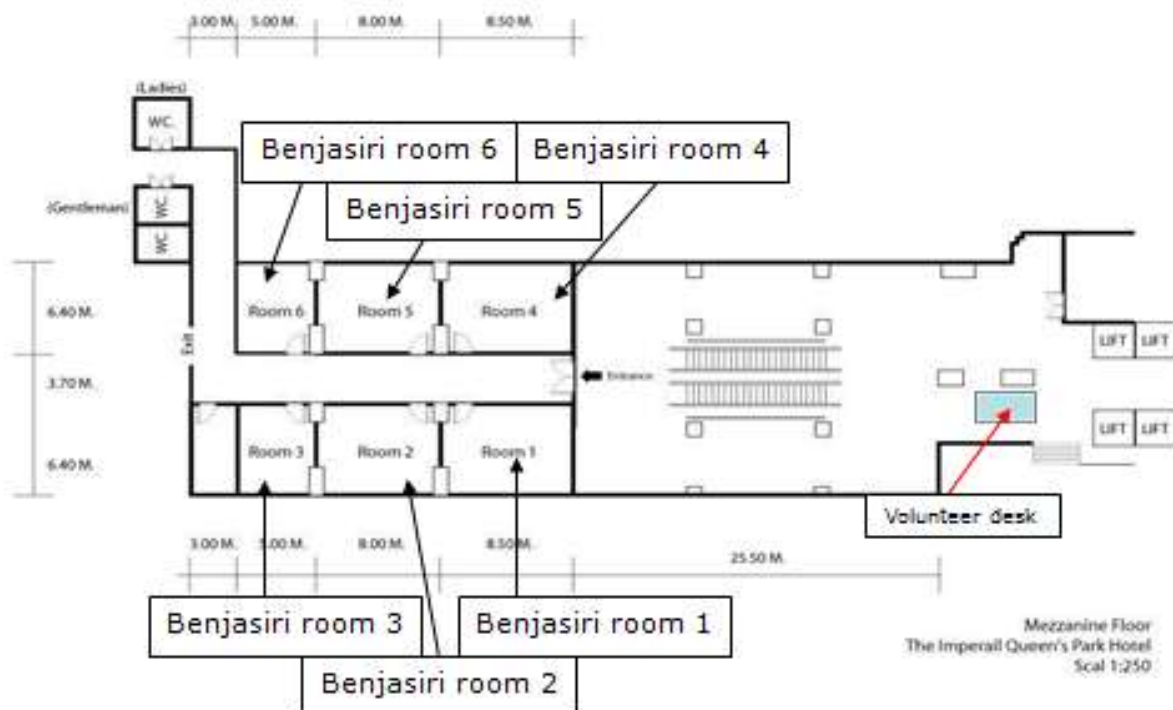
### Volunteer station on ground floor

1. Two counters near escalator 1<sup>st</sup> floor to M Floor
2. At the entrance of Park View Restaurant
3. In front of Reception Counter >> assistance in check-in process

### Functions on Ground floor

1. Hotel reception counter – where you can check-in and check-out for your stay in the hotel
2. Volunteer desks – 2 desks in front of escalators to M floor and 1 desk in front of hotel reception
3. Park view restaurant
4. Delights @ 22 – the pastry shop
5. Imperial's Club
6. Lobby Lounge
7. ATMs

## M Floor (Benjasiri area)



### Functions on M floor (Benjasiri area)

Benjasiri room 1 – Volunteer office

Benjasiri room 2 – WBU-ICEVI office

Benjasiri room 3 – WBU committee meeting room

Benjasiri room 4 – IT Center/Load Slide Preview/Low Vision (Accessibility room provides the internet services, slide loading and preview for the presenters)

Benjasiri room 5 – Organizer room

Benjasiri room 6 – ICEVI committee room

### Other functions

**First aid services** – Nurse will stand by at foyer in front of the Benjasiri room 1, 2<sup>nd</sup> floor as below schedule

- 8 -11 Nov 12: 8.00-17.00 hrs.
- 12-16 Nov 12: 8.00-20.00 hrs.
- 17-19 Nov 12: 8.00-17.00 hrs.

**Veterinarian for guide dogs** – The vet will standby at the foyer in Benjasiri area from 8-18 November 2012, 09.00 – 18.00 hrs.

## **Accessibility (IT Resource Room for Internet Access, Slide loading & Preview and Low Vision Accessibility)**

At IT resource room (or Accessibility room) located in Benjasiri room 4 on M Floor, various equipments and assistive technology devices for the blind and low vision are provided, such as, slate and stylus, Manual Braille, talking book player, computer with software for the blind and low vision.

Furthermore, this room also provides Braille printing service which you can take the order in this room. The charge will depend on the number of pages. Please check with staffs on-site for more information.

Any other accessibility functions are as follows:

1. Floor markers – plastic with texture to put on the floor
  - In the beginning of the room, such as the exhibition aisle, or any places with access difficulties.
  - Directions of markers
2. ClickAndGo Wayfinding Maps – what is it and how it works?
  - ClickAndGo Wayfinding Maps ([www.clickandgomaps.com](http://www.clickandgomaps.com)) will be delivering a customized service for the WBU-ICEVI 2012 general assembly in November, offering walking directions and virtual tours of the entire hotel and conference venue.

Event visitors and attendees will have access to detailed walking directions throughout the hotel and event venue. Routes from the main lobby entrance to the reception counter, elevators, restaurants, and meeting rooms will all be available through a searchable database. This service will uniquely allow any attendee to become familiar with the venue “before they arrive at the conference”.

Delivery of our data will be made freely available through every possible data delivery system: via telephone using our interactive voice response system, via audio output from your screen reader, via direct download of text or MP3 files, or via Braille or large print output. In the case of a deafblind user, the data can be accessed through any refreshable Braille device.

For more information, please visit: [www.clickandgomaps.com/wbu-icevi2012](http://www.clickandgomaps.com/wbu-icevi2012) or contact via Skype™ from anywhere in the world +990009369996176534 (Please note that the + symbol must be included when making this call)

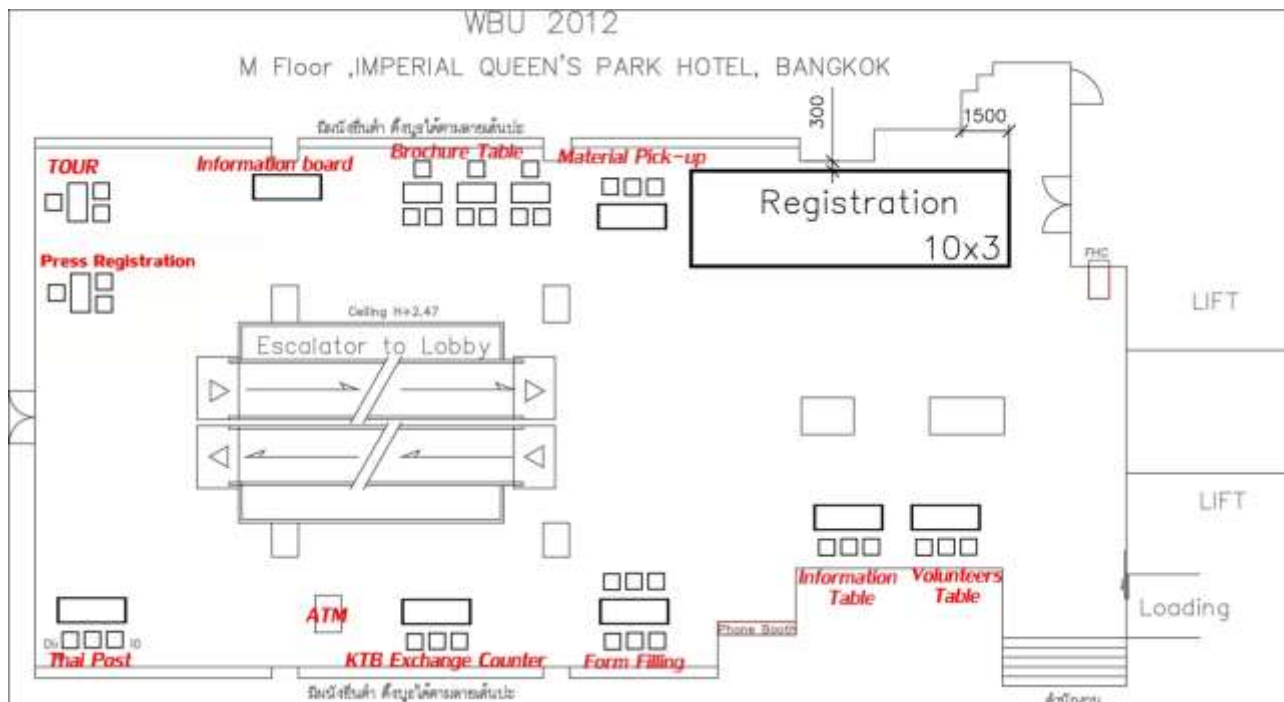
How to access to the file: on the English document we will create the voiceye code at the top right corner of the page, which you can read the file by downloading free application called "Voiceye" through your Smartphone and it will be automatic saved in your phone.

We will also have the application called "WBU-ICEVI 2012" where you can find any related information on our event here. Please note to download the application.

## M floor (Registration area)

### Functions on M floor (Registration area)

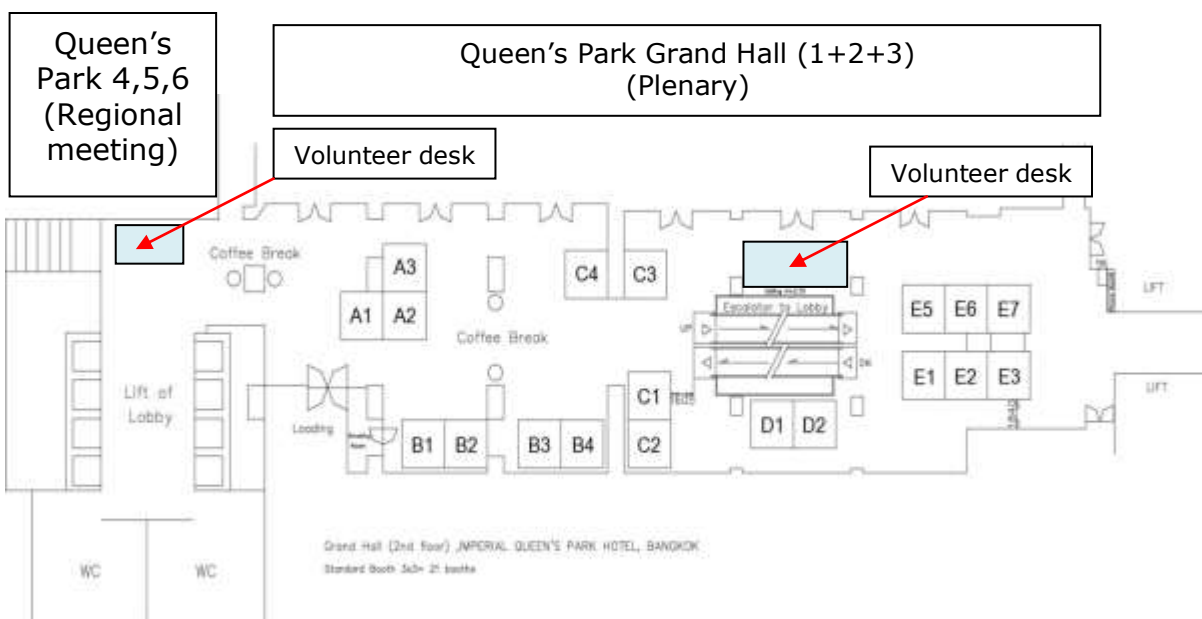
1. Registration counter
2. Volunteer desk
3. Information desk
4. Event Material pick-up desk
5. Form filling desk
6. Brochure table
7. ATMs & currency exchange counter
8. Tour desk
9. Press registration desk
10. Post office (only 16 November 2012, 08.00-17.00 hrs)



## 2<sup>nd</sup> floor

### Functions on 2<sup>nd</sup> floor

1. Queen's Park Grand Hall (Queen's Park 1/2/3)
2. Queen's Park 4/5/6 - WBU GA voting room are assigned at room Queen's Park 6
3. Exhibition booth
4. Coffee break area
5. Volunteer desk

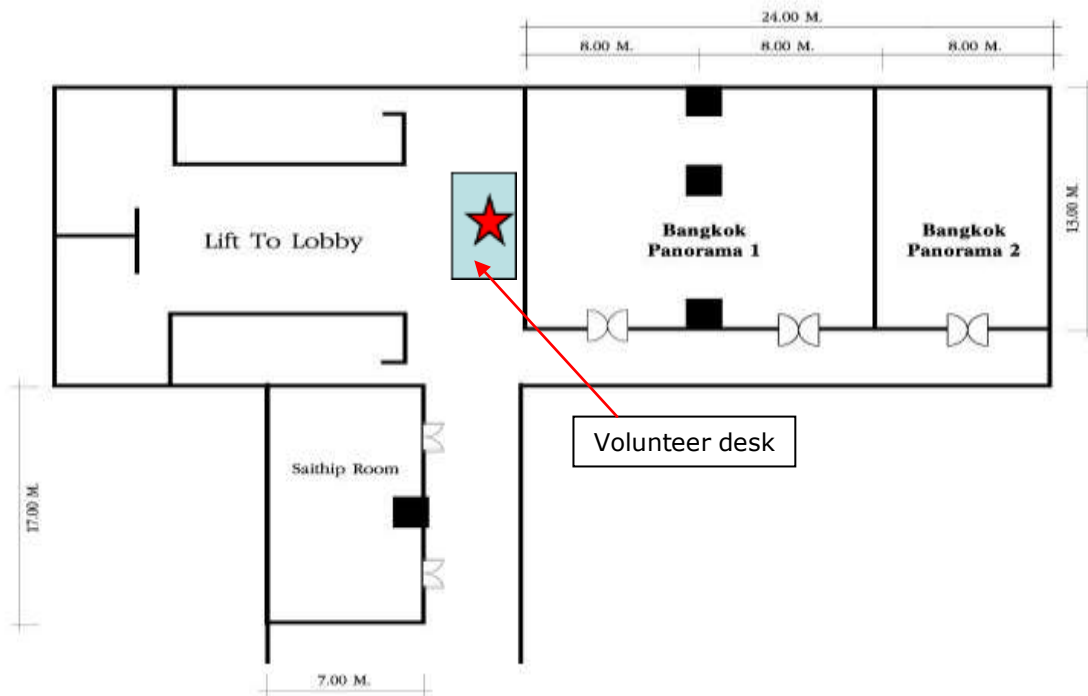




## 3<sup>rd</sup> Floor

### Functions on 3<sup>rd</sup> floor

1. Saithip room
  - 13 Nov 2012, WBU GA Regional meeting
  - 16 Nov 2012, ICEVI Regional meeting
  - 17 Nov 2012, Discussion room 1
2. Bangkok Panorama I
3. Bangkok Panorama II
4. Volunteer desk



## 4<sup>th</sup> floor

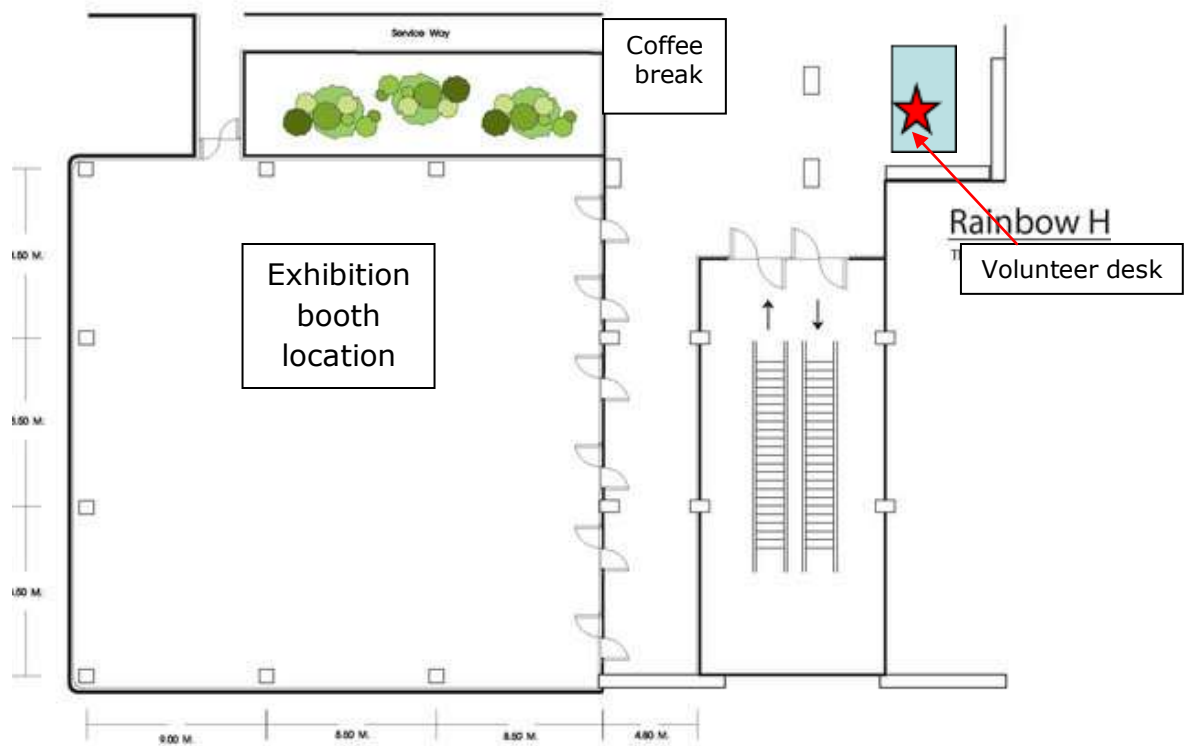
### Functions on 4<sup>th</sup> floor

1. A volunteer desk will be located in front of The Imperial China Restaurant
2. The guests of Imperial Queen's Park can have their breakfast in Imperial China Restaurant on the 4<sup>th</sup> floor and at the area called "Uncle Ho" nearby the restaurant on the 4<sup>th</sup> floor
3. Volunteer rest area at Lesnympmier room

## 5<sup>th</sup> Floor

### Functions on 5<sup>th</sup> floor

1. Rainbow room – Exhibition hall
2. Volunteer desk
3. Coffee break area



## 9<sup>th</sup> floor

### Functions on 9<sup>th</sup> floor

#### 1. Swimming pool

- On 4th Floor and 9th Floor

Opening Hours – open daily: 07.00 – 19.00 hrs.

Note: Complimentary Wi-Fi access to the internet is also provided in this area

Username: room number

Password: last name in CAPITAL LETTER (for foreigner) and

First name in CAPITAL LETTER (for Thai)

#### 2. Welcome reception area – 11 November 2012

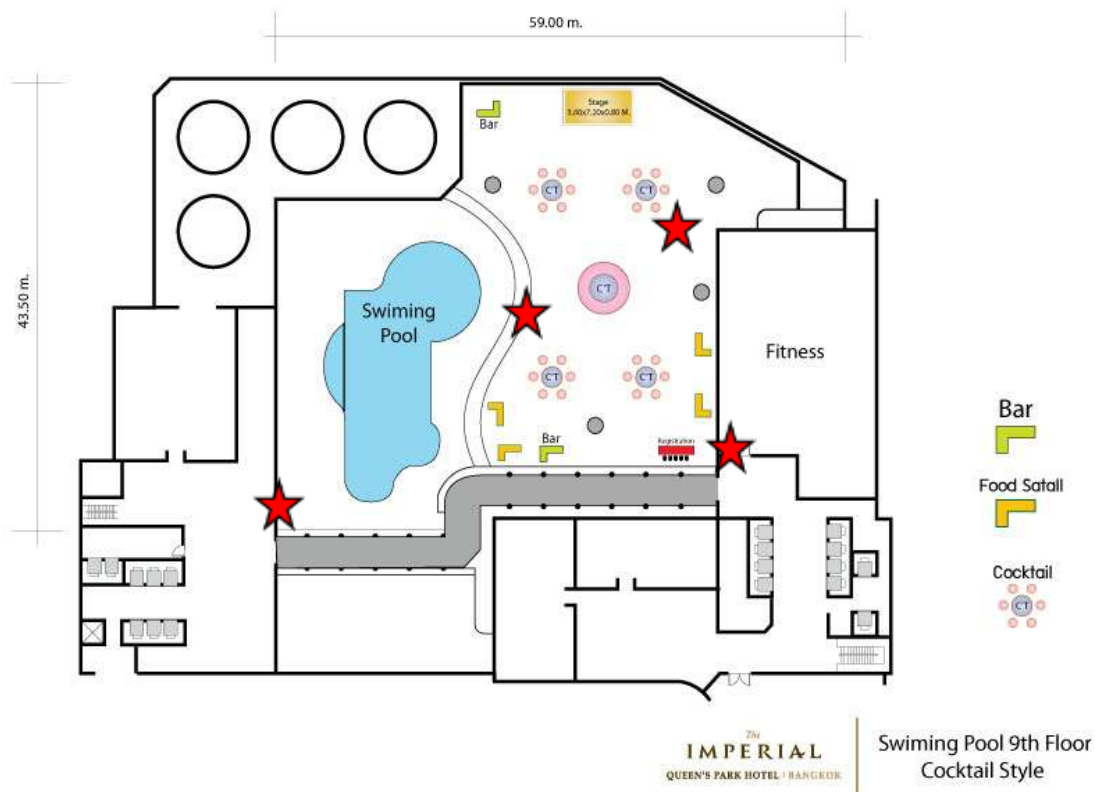
#### 3. Fitness

- Choose from our daily timetable of exercise classes step workouts, body- conditioning and Tone Zone to concentrate on any specific trouble - spots. Professional fitness instructors are available to help you get started.

Opening Hours- open daily 06:00– 10:00 hrs.

#### 4. Spa

Opening Hours – open daily: 10.00 – 22.00 hrs.



## **37<sup>th</sup> Floor (Sakura)**

WBU executive meeting – 16 November 2012

### **Event facilities**

#### **1. Limousine Service**

Make use of our limousine service to explore Thailand in comfort and style. Provided by the 'Limousine Express Group', Thailand's professional car rental service, every trip is a prestige ride. Whether it's for business, leisure, airport transfer, sightseeing around Bangkok or a whirlwind visit across the country- be sure to make use of our limousine service. Location, ground floor.

#### **2. Business Centre**

At Lobby, Ground Floor

#### **3. First aid service**

- i)** For health security for reason, the venue are unable to provide medicine to delegates
- ii)** Venue are only provide first aid box for the case with unserious injured, please contact one of the hotel staff for the kit.
- iii)** Nurse will stand by in every conference day in front of Benjasiri room 1
  - 8 -11 Nov 12      open from 8.00-17.00 hrs.
  - 12-16 Nov 12    open from 8.00-20.00 hrs.
  - 17-19 Nov 12    open from 8.00-17.00 hrs.

#### **4. Veterinarian**

- Vet will be standby for guide dogs at Benjasiri foyer, M floor from 8-18 November 2012, 08.00-17.00

#### **5. Prayer Room**

- Venue will provide a prayer room on 9<sup>th</sup> floor at Conference Meeting Room 2

#### **6. Lost & found**

- 1) Lost and found will be at the hotel's concierge, close to the hotel's reception counter on the ground floor.
- 2) Any lost and found will deposit at lost and found center, no keeping the found stuff at the event service counters.

#### **7. Post office**

## **In-room & hotel facilities**

1. Access key cards, this will allowed the hotel guests access to their room floor only due to the security reason. All delegates are allowed to be in the public zone such as ground floor, M floor, 2<sup>nd</sup> floor, 3<sup>rd</sup> floor, 4<sup>th</sup> floor, 5<sup>th</sup> floor. 9<sup>th</sup> floor and 37<sup>th</sup> floor.
2. In-room telephone is located as follows
  - At working desk
  - At side table near bed
  - At rest room
3. Complimentary in-room internet access for 2 accounts per room, 24 hour service. Some rooms will connect with LAN line and some rooms connect with Wi-Fi, please contact the hotel staff when you check-in for username and password. The internet services also available for anyone who is not the hotel guests, please contact staffs at the concierge desk on the ground floor to pay for services.
4. Control panel located on the side table near the bed, Braille mask will be put on the control panel to explain the functions.
5. Mini bars – the costs of items in the mini bar are not included in the room rate, the additional charges will be responsible by the room owner (for sponsors delegates, no mini bar in room)
6. Complimentary 2 bottles of drinking water in room, tap water in the hotel is not recommended.
7. Complimentary 1 set of coffee/tea is located at working table or side table.
8. The hotel doesn't guarantee for the in-room universal plugs. Even though, there are numbers available for borrowing, but the adapter requested are based on availability. The hotel suggested that all delegates should take their own adapter in case the hotel adapters are out of stock.
9. Hair dryer available in rest room

## **Hotel internal numbers**

1. Room services : press 5
2. Front office : press 2
3. Laundry : press 4
4. Emergency assistance : press 0

## **In-house numbers**

<b>No.</b>	<b>Room</b>	<b>Number</b>
1	BENJASIRI ROOM	5023
2	BANASIRI RM 1	5024
3	BENJASIRI RM 2	5025
4	BANASIRI RM 3	5026
5	BENJASIRI RM 4	5027

6	BENJASIRI RM 5	5028
7	BENJASIRI RM 6	5029
8	QUEEN'S PARK 1	5054
9	QUEEN'S PARK 2	5030
10	QUEEN'S PARK 3	5033
11	QUEEN'S PARK 6	5036
12	QUEEN'S PARK 5	5037
13	QUEEN'S PARK 4	5038
14	BKK PANORAMA 2	5049
15	BKK.PANORAMA 1	5051
16	SAITHIP,3 FLOOR	5052
17	UNCLE HO , 4/F	5079
18	RAINBOW ROOM,5/F	5083
19	Room 701	701
20	Room 702	702
21	Room 801	801
22	Room 802	802
23	THE TERRACE	5069
24	CONFERENCE 6,9F.	5451
25	BOARD ROOM ,9/F	5452
26	CONFERENCE B,9/F	5453
27	CONFERENCE A,9F.	5454
28	CONFERENCE 5,9F.	5450
29	CONFERENCE 4,9F.	5455
30	CONFERENCE 3,9F.	5456
31	CONFERENCE 2,9F.	5457
32	CONFERENCE 1,9F.	5459
33	FOYER 9 FL.	5460
34	Spare	5464
35	Spare	5465
36	Spare	4738
37	Spare	4739
38	Spare	4755
<b>RESTAURANTS &amp; BARS</b>		
39	IMPERIAL CHINA	5058-9
40	KACHO	5111-2
41	LAI THONG	5953
42	LOBBY LOUNGE	5009
43	PARKVIEW	5001/5004
44	COFFEE SHOP BAR	5062
45	KACHO BAR	5110
46	ROOM SERVICE	5014
47	SUNDOWNER'S	5008

# Registration

## Registration information

Registration counter is located on M floor. The on-site registration is also available. However, Only Thai Baht is accepted in cash and credit card. There is registration desk for Thai delegates located on the ground floor.

Any delegates who wish to drop off a proxy form, please contact staffs at the information counter on M floor.

## On-site Registration Fee

Meeting	Date	Delegate	Observers	Guides / Interpreter / Accompanying Person
AFUB General Assembly	Nov 8-9, 2012	6,450 THB	-	-
WBU Diversity Forum	Nov 10-11, 2012 (Morning)	4,850 THB	4,850 THB	4,850 THB
WBU General Assembly	Nov 12-16, 2012	11,250 THB	9,650 THB	8,050 THB
ICEVI Events and Assembly	Nov 15-18, 2012	9,650 THB	8,050 THB	6,450 THB
WBU General Assembly & ICEVI Events and Assembly	Nov 12-18, 2012	19,250 THB	16,050 THB	12,850 THB
WBU Diversity Forum & WBU General Assembly & ICEVI Events and Assembly	Nov 10-18, 2012	22,450 THB	19,250 THB	16,050 THB
EFA-VI Strategy Day (One-Day Registration)	Nov 17, 2012	4,850 THB	-	-
Gala Dinner (For additional purchase)	Nov 16, 2012 (Evening)	3,000 THB	-	-

## **Registration counter and Working Hours**

Registration counter is located on M Floor

1. 8 November 2012 : 07.30-17.30 hrs
2. 9 – 11 November 2012 : 08.30-17.30 hrs
3. 12 November 2012 : 07.00-17.30 hrs
4. 13 – 16 November 2012 : 08.30-12.30 hrs
5. 17 November 2012 : 08.30-10.00 hrs

## **Registration Procedure**

1. Pre-registration – Bring confirmation letter with confirmation number >> Receive badge >> pick up event material
2. Onsite registration – Fill the registration form >> Payment at cashier >> Receive badge and event bag >> pick up event material >> Receive the payment receipt by next day.

## **Document pick up**

1. Having received a name badge, the participant will pick up conference documents in the requested format at Material Pick-up table, nearby the registration counter.
2. Documents requested by participants:
  - a) Braille
    - i. English contracted
    - ii. English uncontracted
    - iii. French uncontracted
    - iv. Spanish uncontracted
  - b) Electronic
  - c) Large Print
  - d) Disk
    - i. ASCII/text file
    - ii. MS Word
    - iii. DAISY
3. For document formats, Large Print, have to be matched with the language of the participants. For Electronic, Disk, and DAISY, all languages will be put in the Flash Drive.

## **Certificate of attendance**

For ICEVI participants, certificate of attendance can be requested at ICEVI office, Benjasiri 6, M floor.



## Badge type

1. There will be 6 badge types as below:

- a) Committee - organizing committee members
- b) Delegate\* - members who have voting rights
- c) Observer\* - normal participants
- d) Guide - assistant/interpreter to participants
- e) Interpreter - assistant/interpreter to participants
- f) Accompanying Person - spouse/assistant of participants

\*Volunteer shall assist blinds who will wear Delegate and Observer badges\*

2. Name badge will be sorted by color to the accessible events.

Events	Date	Sticker Color
AFUB General Assembly	08-Nov-12	Yellow
AFUB General Assembly	09-Nov-12	
WBU Diversity Forum	10-Nov-12	Red
WBU Diversity Forum	11-Nov-12	
WBU General Assembly, Exhibition Visitor	12-Nov-12	Blue
WBU General Assembly, Exhibition Visitor	13-Nov-12	
WBU General Assembly, Exhibition Visitor	14-Nov-12	
ICEVI Events and Assembly, Joint workshop,	15-Nov-12	Black
ICEVI Events and Assembly, Joint workshop,	16-Nov-12	
ICEVI Events and Assembly	17-Nov-12	
ICEVI Events and Assembly	18-Nov-12	



**Delegate Badge example**

# **Event meeting room**

## **Seating style**

**Classroom style** – meeting rooms with classroom style are filled with desks and seats, like a classroom

volunteers should inform delegates about the objects on the desk and the desk's relative position (e.g., water placement or direction of the stage). There will be electric socket available for delegate on the table.

## **Roles of meeting room attendant**

1. To provide information about session topic in the meeting room.
2. Assist all participants to seats in the conference room at least 15 minutes before the session starts. Objects on the table should be informed to participants for them to acknowledge
3. Assist participants during questions and answers by handing over the microphone and serve as a point of contact for participants who wish to interact with session leaders.
4. Assist the participants until the end of the session.
5. To oversee entrance to the meeting room and make sure that the only people with valid access can enter the session
6. To make sure that room capacity is not overflow, if it is, please contact hotel staffs for more seats.

## **Roles of stage manager**

1. Assist chair to the stage, have a seat and inform the position of the objects on the table (such as where is the microphone, drinking water, the audience etc...)
2. Assist chair of the session, inform the chair about the program information and speakers in each session
3. Time keeper for the chair, the stage manager should inform chair at least 5 mins before the sessions starts and the end of the session

\*on WBU-GA (12-14 Nov) day, Viv Barnes will be a stage manager for this involved session, for 8-11, 15-18 Nov, 2 volunteers have to do this position\*\* (the volunteer leader will assign this later)

## **Slide preview room / IT resource room**

All speakers needed to upload and preview their slide at Slide Preview room which will located at Benjasiri 4, M Floor. Please advise the speakers to upload their slide at least 1 hour before the session starts

## **Translation and how to register for headset**

All delegates should register for headsets at the translation desk before their sessions start. They should exchange their translation cards for the headsets and return it at the end of the day (The exchange card are given with the badge at the registration desk).

Delegates must be responsible for damage and loss of the headsets.

## **Social program**

### **Welcome reception**

A warmth and special welcome program are prepared for all participants of WBU-ICEVI 2012. The Program has the idea of letting you feel the friendliness and heritage culture of Thai. An activity is prepared to allow the delegates to get to know each other.

Date : 11 November 2012  
Time : 18.30-20.30 hrs.  
Venue : 9<sup>th</sup> Floor at Imperial Queen's Park Hotel  
Dress code : National dress (is recommended)  
Meal : Cocktail

### **Volunteer role & responsibility**

1. Stage usher – assist the blind speaker to the stage during the ceremony
2. Entrance – to stand by at the entrance door and provides some assistance to delegates if needed
3. F&B – assist delegates for food and beverage in the ceremony

### **Welcome Reception Schedule**

#### **Stage usher**

14.00-15.30 hrs                      **Stage Usher** meet k'Ann Procongress to rehearse the queue for stage assistance

## Schedule

18:00	MC invite all group into room
18:05	The master of ceremony call upon The President of TAB to deliver Welcome Speech
	The President of TAB to deliver Welcome Speech Senator Monthian and Mr.Virat
18:10- 19:30	MC introduces the music band and invite all to "Cocktail Walking Dinner"the objective is for all participants to know each other
	All Participants have a cocktail party along with the music

## Opening ceremony

It is the honor having Her Royal Highness Princess Maha Chakri Sirindhorn presenting over the opening ceremony, giving special keynote lecture and open the exhibition. The magnificent performance from the orchestra of the blind also presents during this ceremony.

Date : 12 November 2012  
Time : 09.30-11.00 hrs.  
Venue : Queens' Park Grand Hall, 2<sup>nd</sup> Floor at Imperial  
Queen's Park Hotel  
Dress code : Formal

Note:

Registration opens : 07.00 – 08.30 hrs (delegates who registered after 08.30 hrs **will not** allow to enter the Opening Ceremony, the room will be sealed for security check at 09.00 hrs and will open again at 11.00 hrs after the ceremony)

### **Do / Don't in front of HRH Princess Maha Chakri Sirindhorn**

During the opening ceremony, there will be involved with royal activities. Therefore, some instructions below are suggested for all delegates.

#### **Do:**

1. Formal suits for men and formal dresses (+blazer on top), skirts must below the knees for women are only allowed to attend the opening ceremony.
2. Formal shoes should be wear during the ceremony.
3. The gift should be handed to congress organizer on 12 November 2012 at 06.00 hrs at Benjasiri room 5 (M floor) for security check. Please note that persons are not allowed to give the gift directly to HRH.

#### **Don't:**

1. Please do not take any photos (from all cameras includes mobile phone, tablet, iPad camera).
2. Using mobile phone in the room is not allowed.

3. Women should not dress in all black and must not wear the followings clothes ex. Strapless, tank top, spaghetti strap, vest without blazer covered and improper clothes such as legging, jegging, jeans skirts and trousers. Please note that women cannot wear pantsuits and any kind of trousers in the opening ceremony.
4. Men should not wear shorts and crops.
5. The guide dogs are not allowed in Opening Ceremony.

### **Volunteer role & responsibility**

1. Social function – assist the blind performer during the ceremony
2. Meeting attendant – Meeting attendant assist delegates to their seat

### **Rules for volunteer**

1. **All volunteer have to start their shifts at 06.45 hrs** (as the registration will start early at 07.00 hrs)
2. **10 of Social function attendants** – are selected to assist the blind orchestra in the ceremony, the volunteer leader must submit the name of these 10 people to K.Ann or K.Prae PCO by Wednesday 31 October 2012.
3. **All volunteers must wear badges.** Men, must wear volunteer shirts with trousers, and formal suits on top, all black and polite slack shoes. Women, must wear volunteer shirts with black skirts below knees, covered with a black blazer, black polite shoes (flat ballet shoes) must be worn, hair, pony tails only.
4. During the ceremony, **any volunteers except those 10 people from social functions and 10 people of Meeting attendant** will not allowed to stay in the grand hall.

### **Volunteer tasks**

#### **1. Social functions (starts shift at 06.45 hrs) / 10 people**

<b>06.45 hrs</b>	<b>Social functions attendant</b> be ready at the hotel entrance to pick up the blind Orchestra musician from the hotel entrance door to grand hall, 2 <sup>nd</sup> floor to rehearse the queue and stage positions.
<b>07.00-07.30 hrs</b>	<b>Social functions attendant</b> and blind orchestra arrives at Grand Hall for rehearsal.
<b>07.30-08.30 hrs</b>	<b>Social functions attendant</b> brings all musicians to dress room at Queen’s Park 5, 2 <sup>nd</sup> floor, for dress up and have breakfast.
<b>08.30 hrs</b>	<b>Social functions attendant</b> bring back the musician to the grand hall and prepare for a performance on stage.
<b>11.00 hrs</b>	<b>Social functions attendant</b> collect the musician from the stage to the Queen’s Park 4, 2 <sup>nd</sup> floor.

## **2. Usher (starts shift at 06.45 hrs)**

- 07.00-08.45 hrs**      **Usher**, starts the shifts and stand by to assist delegates at ground floor, M floor and 2<sup>nd</sup> floor
- 08.30-08.45 hrs**      **Usher** help to announce to the delegates who wish to attend the Opening Ceremony to enter the Grand Hall.

## **3. Meeting attendant (starts shift at 06.45 hrs)**

- 07.00-08.45 hrs**      **Meeting attendant**, stand by at Queen's Park Grand Hall to assist delegates from usher to their seat.
- 08.45 hrs**              **Meeting attendant**, make sure all delegates are seated. Then, leave the room and stand by at Lesnymphier room, 4<sup>th</sup> floor
- 11.00 hrs**              **Meeting attendant**, come back to assist all delegates leave from the grand hall

## **4. Exhibition attendant (starts shift at 06.45 hrs) / 10 people (5 each floor)**

- 07.00-08.45 hrs**      **Exhibition attendant**, stand by at 2<sup>nd</sup> floor and 5<sup>th</sup> floor at exhibition zone
- 08.45 hrs**              **Exhibition attendant (on 2<sup>nd</sup> floor)** help to close the escalators from M floor to 2<sup>nd</sup> floor and 2<sup>nd</sup> floor to other floors (this means none of delegates are allowed to go up and down to 2<sup>nd</sup> floor after this time)

## **5. F&B attendant (starts shift at 06.45 hrs)**

- 06.45-08.00 hrs**      **F&B attendant**, assist delegates who stay at the hotel for their breakfasts on 4<sup>th</sup> floor, Imperial China Restaurant and Uncle ho
- 08.00 hrs**              **F&B attendant**, Make sure that all delegates who wish to enter the Opening ceremony leaves from the restaurant
- 08.30 – 11.00 hrs**      **F&B attendant** stand by at Lesnymphier room, 4<sup>th</sup> floor
- 11.00 hrs**              **F&B attendant** stand by to assist delegates at the coffee break area on 2<sup>nd</sup> floor and 5<sup>th</sup> floor

## Opening Ceremony Schedule

<b>07.00-08.00 hrs</b>	Person who wishes to give a souvenir to HRH Princess Maha Chakri Sirindhorn to submit for security check at Gallery room, ground floor
<b>07.00-08.30 hrs</b>	Delegates Register at Registration counter on M.floor
<b>07.30-08.45 hrs</b>	Delegates pass through the security checkpoint by the Royal office and enter into the Queen's Park Grand Hall, 2 <sup>nd</sup> floor (door close at 09.00 hrs)
<b>09.00-09.30 hrs</b>	Ceremony door closed, delegates stand by in the room
<b>09.30 hrs</b>	<b>Her Royal Highness Princess Maha Chakri Sirindhorn arrives at Imperial Queen's Park Hotel</b>
<b>09.35 hrs</b>	<b>HRH Princess Princess Maha Chakri Sirindhorn arrives at the ceremony hall.</b>
<b>09.40-10.00 hrs</b>	<ul style="list-style-type: none"><li>- Minister of Ministry of Social Development and Human Security to deliver Welcome Message on behalf of Prime Minister.</li><li>- Mrs. Maryanne to deliver speech opening remarks and greetings on behalf of WBU.</li><li>- Lord Colin Low to deliver speech opening remarks and greetings on behalf of ICEVI.</li><li>- Senator Monthian Buntan, Chairman of the Organizing Committee to report the background of the congress and call upon 5 Mains sponsors to handing souvenir from HRH Princess Princess Maha Chakri Sirindhorn.</li></ul>
<b>10.00-10.05 hrs</b>	HRH Princess Princess Maha Chakri Sirindhorn deliver the opening speech for the 8th WBU GA.
<b>10.05-10.15 hrs</b>	Blind Music with Symphony Orchestras style " Contemporary World Music".
<b>10.15-10.50 hrs</b>	HRH Princess Princess Maha Chakri Sirindhorn walks to the front of the Grand Hall and cuts the ribbon to officially open the exhibition for the of visually impair and takes tours on the exhibition floor from 2 <sup>nd</sup> floor to the 5 <sup>th</sup> floor (Rainbow room)
<b>10.50-11.00 hrs</b>	HRH Princess Princess Maha Chakri Sirindhorn takes 3 photos with the group of organizing committees

**11.00 hrs** Handling souvenir at the hotel entrance door before departure of HRH Princess Maha Chakri Sirindhorn from Imperial Queen's Park hotel

### **End of Opening Ceremony**

### **International blind music festival**

The delegates will enjoy national music representing by blind bands around the world.

Date : 12-15 November 2012  
Time : 18.00-21.00 hrs.  
Venue : Benjasiri Park  
Dress code : Casual

Please note that the Benjasiri park and Imperial Queen's Park's back door will open until 22.30 hrs during these days.

### **Volunteer role & responsibility**

1. Usher (Hotel – Park – Hotel) – assist delegates for their walk from Imperial Queen's Park to Benjasiri park and on the way back to the hotel  
\*\*Meeting point, volunteer desk in front of hotel reception, ground floor from 17.30 hrs towards\*\*
2. Usher (Standby at Park) – assist delegates for seating and during the ceremony

### **Closing ceremony**

Date : 16 November 2012  
Time : 14.00-15.30 hrs.  
Venue : Queens' Park Grand Hall, 2<sup>nd</sup> Floor at Imperial Queen's Park hotel  
Dress code : Formal

### **Volunteer role & responsibility**

1. Stage usher – assist the blind speaker to the stage during the ceremony

### **Gala dinner**

This is an evening of socialization and acquaintances. A night of opportunity for both delegates and speakers to mingle with each other. Delectable and tasty Thai cuisine will be served.

Date : 16 November 2012



Time : 19.30-23.00 hrs.  
 Venue : Queens' Park Grand Hall, 2<sup>nd</sup> Floor at Imperial  
 Queen's Park hotel  
 Dress code : Formal  
 Meal : Sit down dinner

Gala dinner is included in the registration fee. You will receive the ticket upon registration, please keep it carefully and please note to bring and show the gala dinner ticket before entering to the gala dinner. For additional ticket can be purchased at the registration counter for 100 USD.

### **Volunteer role & responsibility**

1. Stage usher – assist the blind speaker to the stage during the ceremony
2. Performance – assist the blind performer during the ceremony
3. Seat usher – assist the delegates for their seating in the ceremony hall

### **Gala dinner schedule**

Time	Discription
15.30-18.00	Set up
16:00	Rehearsal
19:00	MC invites all participants into room
19:30	MC introduces the agenda
9:36	MC call upon Representative of Organizing Committee to deliver the report speech
	Representative of Organizing Committee to deliver the report speech
19:40	MC invites all participants to have dinner
19:45	MC Call upon Representative of WBU and ICEVI to handing award
	Mrs. Marrayanne Diamond, President of World Blind Union to handing WBU awards
19:55	Load Colin Low, President of International Council for Education of people with Visual Impairment to handing ICEVI awards
20:50-23:00	MC introduces Big Band and invites all participants to enjoy dinner

## **Food and Beverage**

### **Lunch process for volunteer**

1. Please check with participants for type of food as quantity of veggie is limited only for pre-registration

2. Volunteer help delegates to queue up for food
3. Explain menus of the day
4. Take delegates to seat (no specific area for lunches)

## Meal location

Date	Time	Meal type	Place
8-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:00 - 14:00	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
9-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:00 - 14:00	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
10-Nov	10:45 - 11:15	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:30 - 14:30	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
11-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:30 - 14:00	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
12-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	13:00 - 15:00	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	16:30 - 17:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
13-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:30 - 14:30	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	16:00 - 16:30	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
14-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:30 - 14:30	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	16:00 - 16:30	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
15-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:30 - 14:00	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
16-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:30 - 14:00	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
17-Nov	11:00 - 11:30	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:30 - 14:00	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
18-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:00 - 13:30	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
19-Nov	10:30 - 11:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	12:00 - 14:00	Lunch	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor
	15:30 - 16:00	Coffee break	Foyer, 2 <sup>nd</sup> / 5 <sup>th</sup> floor

## **Where to eat?**

There is no specific area to seat during lunch and coffee break. The delegates can sit in their meeting room or somewhere else around the meeting room.

## **Type of food provided in the event**

Volunteers have to assist the delegates to choose the prefer meal during lunch and dinner time. There will be two choices of meal provided during the event date which is:

1. Normal food: which is not containing any ingredient from beef, pork and product from peanuts.
2. Vegetarian food: the number of vegetarian food will be prepared for the delegates who has been registered and asked for the special meal requested, the location of vegetarian food are located nearby booth E3 on 2<sup>nd</sup> floor
3. Breakfast will be served to the hotel guests at Imperial China Restaurant and Uncle Ho area on the 4th floor.

\*please check with participants for type of food as quantity of veggie is limited only for pre-registration\*

## **Lunch coupons**

Lunch coupons will be provided with the registration kit for everyday lunch. The date will be printed into the coupons and delegates have to use within the specific date.

No additional coupon to be replaced in case the delegates has losts coupons

## **Coffee break and lunch**

1. Choices of tea or coffee will be provided during the coffee breaks in the morning and afternoon.
2. Lunch coupons will be provided with the registration kit. Lunch box will serve at foyer in front of Queen's Park Grand Hall (2<sup>nd</sup> Floor) and Rainbow room (5<sup>th</sup> Floor). There will be assistance from volunteer during lunch time.
3. Coffee break will be provided to delegate with name badge in front of Queen's Park Grand Hall (2<sup>nd</sup> Floor) and Rainbow room (5<sup>th</sup> Floor)
4. There is no additional coupon for replacement in case that the provided coupons have been lost.

## **Alternative restaurant (at venue)**

Other place can dine at venue

### **1) Parkview Restaurant** – International cuisine

Location : Ground Floor  
Open daily : breakfast (05:00-10:30 hrs)  
Buffet lunch (11:30-14:30 hrs)  
Buffet dinner (18:00-22:30 hrs)  
Buffet Sunday Brunch (11:00-15:00 hrs)

### **2) The Imperial China Restaurant** – Chinese dishes from region of Canton and other famous provinces in China. Type of menu; A la carte, Dim Sum Set Lunch Monday till Saturday, Chinese Sunday Brunch.

Location : 4<sup>th</sup> Floor Imperial Club Tower  
Open daily : Lunch (11:30-14:00 hrs)  
Dinner (18:00-22:00 hrs)

### **3) Kacho Japanese Restaurant** – Traditional Japanese cuisine.

Location : 37<sup>th</sup> Floor Queen's Park Tower  
Open Daily : Lunch (11:30-14:00 hrs)  
Dinner (18:00-22:00 hrs)

### **4) Sundowner's Bar** – listening to the cover music, sit and relax. Type of menu; A la carte (snacks)

Location : Ground Floor  
Open daily : 18:00-24:00 hrs

### **5) Lobby Lounge** – Cocktail and relax. Type of menu; A la carte, snacks and afternoon tea or coffee selection.

Location : Ground Floor  
Open daily : 10:30-22:30 hrs  
Afternoon tea (14:30-17:30 hrs)

### **6) Lai Thing Thai Restaurant** – offers Royal Thai Cuisine at its best and with its original flavor in a cozy warm atmosphere amidst a modern Thai setting. The Restaurant features a great selection of your favourite dishes and set menus on special occasions.

Location : Ground Floor  
Opening time : 18:00-20:00 hrs

### **7) Delights @ 22** – Selections of cakes, pastries and ice cream.

Location : Ground Floor

## 8) In-Room Dining

Open daily : Breakfast (06:00-11:00 hrs)  
All-day dining (11:00-24:00 hrs)  
Late night menu (24:00-06:00 hrs)

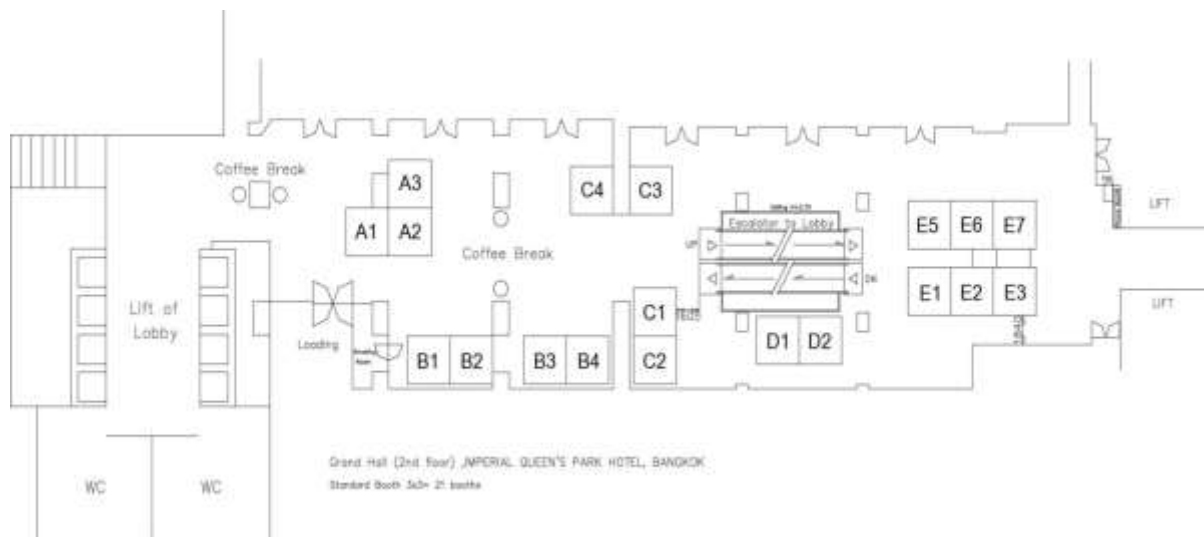
## Exhibition

### Exhibition hours

- 12 November 2012 : 10.30-20.00 hrs
- 13 – 15 November 2012 : 12.00-20.00 hrs
- 16 November 2012 : 10:00-16.00 hrs

### Exhibition floor plan

#### 2<sup>nd</sup> Floor



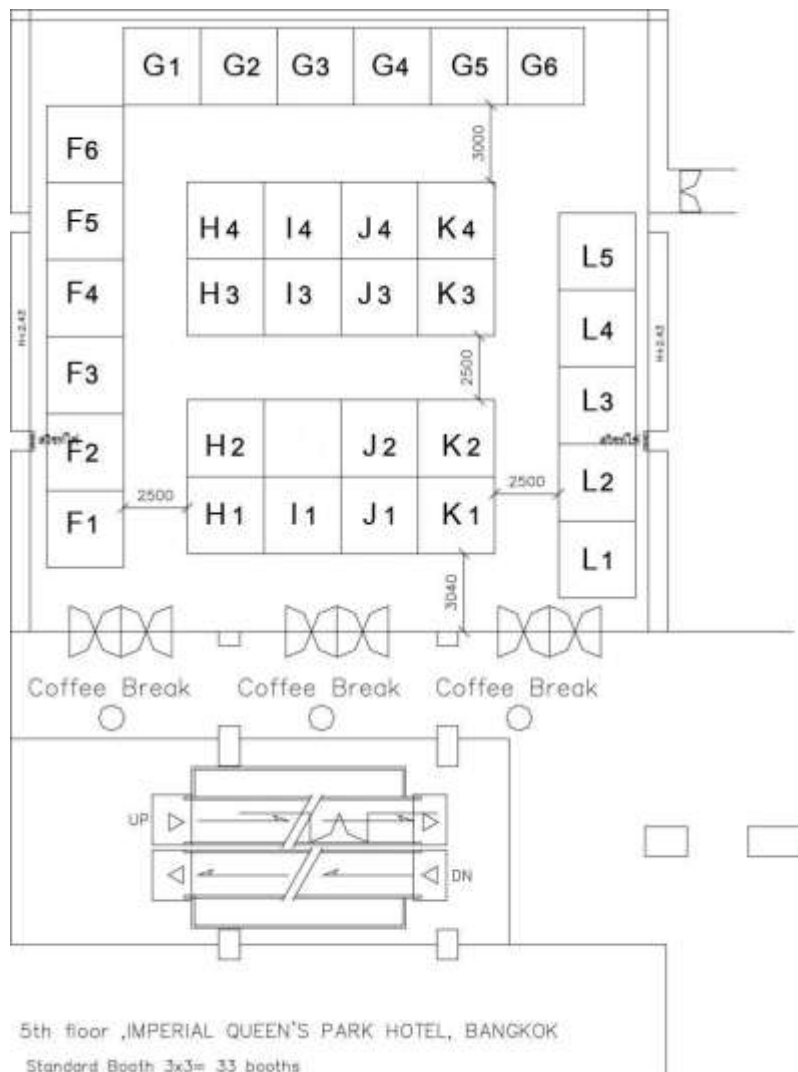
#### 2nd Floor (In front of Queen's Park Grand Hall)

- A1 Freedom Scientific GmbH
- A2,A3 Humanware
- B1 ViewPlus Technologies
- B2 C&P-Chris Park
- B3,B4 BAUM Retec AG
- C1 Abilis Foundation
- C2 TAB Group
- C3 Perkins Products and Perkins International, divisions of Perkins School of the Blind
- C4 National Office for Empowerment of Persons with Disabilities (NEP)
- D1,D2 THE CHRISTIAN FOUNDATION FOR THE BLIND IN THAILAND (มูลนิธิคริสตธรรมิกชน)

เพื่อคนตาบอดแห่งประเทศไทย)

- E1 Por Teck Tung (ปอเต็กตึ๊ง)
- E2 Lampang Eye Foundation (มูลนิธิพิทักษ์ดวงตาลำปาง)
- E3 Faculty of Medical Siriraj Hospital (คณะแพทยศาสตร์ ศิริราชพยาบาล มหาวิทยาลัยมหิดล มูลนิธิช่วยคนตาบอดแห่งประเทศไทย)
- E5 Thai PBS
- E6 Handy Tech Elektronik GmbH
- E7 Vision Alliance

## 5<sup>th</sup> Floor



## 5th Floor (Rainbow Room)

- F1 Nippon Telesoft Co., Ltd.
- F2 Duxbury Systems, Inc.
- F3 ONCE-CIDAT
- F4 Thailand Service Co-operative of the Blind Limited (สหกรณ์บริการคนตาบอด)

- F5 Pyxima NV
- F6 Braillo Norway A/S
- G1 สมาคมสตรีตาบอดในประเทศไทย
- G2 11th International Conference on Low Vision
- G3 Ratchasuda College, Mahidol University (วิทยาลัยราชสุดา)
- G4 VisionAid International Ltd
- G5 Mobience
- G6 Enabling Technologies
- H1 Zychem Limited
- H2 American Thermoform Corporation & ATC Low Vision
- H3 KGS Corporation
- H4 American Foundation for the Blind (AFB)
- I1 Optelec
- I3, J3 RNIB / Ambutech / Daisy Consortium
- I4 Persion Technologies Pvt Ltd.
- J1 Harpo Sp. z o.o.
- J2 ClickAndGo Wayfinding Maps
- J4 Reinecker Reha-Technik GmbH
- K1 Shinano Kenshi Co., Ltd. (PLEXTALK)
- K2 Madrassa An-Noor For the Blind
- K3 HIMS International Corporation
- K4 Dolphin Computer Access Ltd
- L1 Index Braille
- L2 Wintech Manufacturing Company Limited
- L3 VOICEYE Inc.
- L4 Lutheran Braille Workers
- L5 Blista-Brailletec / CareTec International

## **Exhibition Visitor**

Exhibition Visitors are the public visiting the exhibition. Each visitor will have to register, at no cost, and get the sticker as a pass to exhibition hall, during visiting hours. But they cannot take coffee break or lunch box.

## **Roles of volunteer in Exhibition area**

1. The volunteers have to know the floor plan of the exhibition area, i.e., locations of the booths.
2. Explain booth categories.
3. Assist the participants to the booths.
4. Standby at exhibition exit to direct participants to other areas.

# Accommodation

## Official hotel

Hotel	Distance to Venue
<b>Order by: Distance to Venue</b>	
<b>Imperial Queen's Park Hotel</b>	<b>VENUE</b> (Sukhumvit 22)
<b>Marvel Hotel Bangkok</b>	The Hotel is opposite the Venue (Sukhumvit 22)
<b>Citrus Sukhumvit 22</b> <a href="http://www.citrus22bangkok.com/WBU-ICEVI2012.php">http://www.citrus22bangkok.com/WBU-ICEVI2012.php</a>	Walk a few minute to Venue (Sukhumvit 22)
<b>Royal Park View</b> <a href="http://royal-parkview.com/booking.html">http://royal-parkview.com/booking.html</a>	Walk a few minute to Venue (Sukhumvit 20)
<b>Windsor Suites Hotel</b> <a href="http://www.windsorsuiteshotel.com/wbu.php">http://www.windsorsuiteshotel.com/wbu.php</a>	Round trip shuttle bus transfer to /from Hotel-Venue during event date (Sukhumvit 20)
<b>Rembrandt Hotel</b> <a href="http://www.rembrandtbkk.com">www.rembrandtbkk.com</a>	Round trip shuttle bus transfer to /from Hotel-Venue during event date (Sukhumvit 20)

## Check-in and checkout time policy

1. Check in time is 14.00 hrs. Check out time is complimentary offers by hotel till 14.00 hrs.
2. Early check in guarantee before 14.00 hrs. It is recommended that room reservation covering the night before is made with the hotel.
3. Late check out is extended to 14.00 hrs. However, the time is subject to availability on that day.
4. A half day charge for late check out later than 14.00 hrs. One night room charge for late check out later than 18.00 hrs.

## Transfer from/to venue- accommodation schedule

Transfer will be provided between the followings accommodation to and from the venue (by each hotel service) Transfer are available twice a day: morning (07:30 am) evening (18:30 pm). During social event date (11, 16 Nov), the evening time will be changed to 22:00 and 23.30 pm

- Royal Park View
- Windsor Suites Hotel
- Rembrandt Hotel



## Transfer schedule

**Thursday 8 - Saturday 10 November 2012**

From / To	From / To
<ul style="list-style-type: none"> <li>• Rembrandt Hotel- Imperial Queen's Park</li> <li>• Windsor Suites Hotel-Imperial Queen's Park</li> <li>• Royal Park View-Imperial Queen's Park</li> </ul>	<ul style="list-style-type: none"> <li>• Imperial Queen's Park- Rembrandt Hotel</li> <li>• Imperial Queen's Park- Windsor Suites Hotel</li> <li>• Imperial Queen's Park- Royal Park View</li> </ul>
07:30 hrs.	18:30 hrs.

**Sunday 11 November 2012**

From / To	From / To
<ul style="list-style-type: none"> <li>• Rembrandt Hotel- Imperial Queen's Park</li> <li>• Windsor Suites Hotel-Imperial Queen's Park</li> <li>• Royal Park View-Imperial Queen's Park</li> </ul>	<ul style="list-style-type: none"> <li>• Imperial Queen's Park- Rembrandt Hotel</li> <li>• Imperial Queen's Park- Windsor Suites Hotel</li> <li>• Imperial Queen's Park- Royal Park View</li> </ul>
07:30 hrs.	22:00hrs.

**Monday 12- Thursday 15 November 2012**

From / To	From / To
<ul style="list-style-type: none"> <li>• Rembrandt Hotel- Imperial Queen's Park</li> <li>• Windsor Suites Hotel-Imperial Queen's Park</li> <li>• Royal Park View-Imperial Queen's Park</li> </ul>	<ul style="list-style-type: none"> <li>• Imperial Queen's Park- Rembrandt Hotel</li> <li>• Imperial Queen's Park- Windsor Suites Hotel</li> <li>• Imperial Queen's Park- Royal Park View</li> </ul>
07:30 hrs.	18:30 hrs.

**Friday 16 November 2012**

From / To	From / To
<ul style="list-style-type: none"> <li>• Rembrandt Hotel- Imperial Queen's Park</li> <li>• Windsor Suites Hotel-Imperial Queen's Park</li> <li>• Royal Park View-Imperial Queen's Park</li> </ul>	<ul style="list-style-type: none"> <li>• Imperial Queen's Park- Rembrandt Hotel</li> <li>• Imperial Queen's Park- Windsor Suites Hotel</li> <li>• Imperial Queen's Park- Royal Park View</li> </ul>
07:30 hrs.	23:30hrs.

## Saturday 17-Sunday 18 November 2012

From / To	From / To
<ul style="list-style-type: none"><li>• Rembrandt Hotel- Imperial Queen's Park</li><li>• Windsor Suites Hotel-Imperial Queen's Park</li><li>• Royal Park View-Imperial Queen's Park</li></ul>	<ul style="list-style-type: none"><li>• Imperial Queen's Park- Rembrandt Hotel</li><li>• Imperial Queen's Park- Windsor Suites Hotel</li><li>• Imperial Queen's Park- Royal Park View</li></ul>
07:30 hrs.	18:30 hrs.

## General information

### Language

More than 92% of the population speaks Thai or one of its regional dialects. While the Thai language is the official language of Thailand, as a result of its cosmopolitan capital city and established tourism infrastructure, English is spoken and understood throughout much of Thailand.

### Weather

Bangkok's weather is hot and humid year round with temperatures ranging from 25 – 40 °C. During the month of November, likely temperatures are 25 – 30 °C, cloudy and raining frequently.

### Transportation in Bangkok

Bangkok's new international airport is only 30 minutes from downtown by the Airport Link Train Service. The BTS Skytrain and MRT Underground services offer safe and convenient travel throughout the city. The Skytrain (BTS) and MRT Underground systems connect the hotels, main shopping, entertainment and business areas of the city. Bangkok by taxi and tuk tuk may be good alternatives for some visitors to travel around the city, provided you avoid congested roads in the rush hour with reasonable price. Public transportation by normal and air-conditioned buses is available throughout the city. Please note that all of Bangkok transportation service will accept only Thai Baht. Please make sure you have already exchanged your currency before travel or upon arrival at the airport.

### Currency use

The Thai monetary unit is the "BAHT (spelled "bath"). Thai Baht (Approx 30 THB = 1USD.) \*the currency prices are subject to be changed.

Coins are used in denominations of 25 satang (brass), 50 satang (brass), 1 Baht (silver), 5 Baht (silver with a copper rim) and 10 Baht (brass with a silver margin). (The size of the coins will be from smallest to largest)

Bank note denominations comprise 20 Baht (green), 50 Baht (blue), 100 Baht (red), 500 Baht (purple), and 1,000 Baht (gray).

Both coins and banknotes have western and Thai numerals on them. Try not to tender 500 or 1,000 Baht notes on local buses or when buying a 30 Baht bowl of noodles as change probably won't be available.

## **Bank**

Most banks in Thailand open from 08.30 am to 15.30 pm, Monday to Friday (except national holidays). Banks are also available in Shopping Mall which opens from 11.00 am – 19.00 pm. The main Thai commercial banks (Bangkok Bank, Kasikorn Bank, Siam Commercial Bank, Krung Thai Bank etc.) have branches throughout the country. Foreign banks also offer commercial banking services.

Most banks in Thailand have a nationwide network of ATM machines that dispense Thai Baht only. The ATMs usually have Thai and English language displays and will accept the cards of other Thai banks, and foreign cards that use internationally recognized electronic banking systems. Many teller machines will also accept VISA or MasterCard (the logos will be prominently displayed).

## **Nearest banks and ATMs**

- ATMs Siam Commercial Bank located in front of the venue.
- ATMs Bank of Ayudhya located opposite the venue
- Bangkok Bank located in the Emporium department store.
- Currency Exchange located opposite by the venue.
- **Krung Thai Bank (KTB bank) also provides the ATMs machine and currency exchange counter, located on the ground floor nearby the lift to the car park and M floor at the venue.**

## **Credit card**

Visa and MasterCard are accepted in most hotels, stores and restaurants. Please note that credit cards and traveler's checks may not be accepted other than in cities and resorts.

## **Tipping**

It is customary to tip waiters, porters, guides, drivers, etc.

## **Hospital / Pharmacy**

A number of public and private hospitals and clinics are located within 5-10 km distance of the congress venue. Pharmacist-assisted drugstores can be found on main roads and in many major department stores.

## **Time difference**

Thailand time is 7 hours ahead of Greenwich Mean Time (GMT+7)

## **Electricity**

The standard electricity supply in Thailand is 220V, 50 cycles. Electrical sockets are usually of the flat or round two-pin type but there is a trend towards earthed three-pin outlets in many modern buildings. Adapters and voltage converters for any international plug type are available at hardware stores and most department stores.

## **Travel locations around the venue**

### **1. Benjasiri park , Sukhumvit rd (BTS Phrom Phong)**

**Opening time:** 05:00-20:00 hrs/daily

This compact park was built to commemorate the 60th birthday of HM Queen Sirikit in 1992. It features a huge sculpture of a commemorative coin illustrating an image of HM Queen Sirikit and 12 pieces of contemporary sculptures including children's works.

### **2. The Emporium, 622 Sukhumvit Rd (BTS Phrom Phong)**

**Opening time:** 10:00-22:00 hrs/daily

This upmarket mall, with selections of everything in design, including watches, cosmetics and clothes, is the top competitor to Ratchaprasong's Gaysorn Plaza.

The lower floors are dedicated to brands like Louis Vuitton and Rolex, but (unlike Gaysorn) it has more affordably priced goods on the upper levels. Kinokuniya bookstore has a large selection of English language books, including travel-related ones. The top floor is home to one of the nicest cinemas in the city after Siam Paragon (and somewhat less pricey than that

one) and the Thailand Creative and Design Center. Emporium also has a popular food court and a good selection of restaurants on the fifth floor.

A very upscale happening (and crowd), this place challenge the idea of food courts as being simple places to have a snack after shopping. Park Food Hall serves an extensive three-course meal with wine in a dimly-lit atmosphere. You can also go to the regular food court, which is comparatively small and hidden behind the other restaurants, but cheap and often packed. At peak hours it's difficult to get a seat if you're alone. The prices have been increasing over the past years though

### **3. Robinson department store, 259 Sukhumvit Rd (BTS Asok or MRT Sukhumvit)**

**Opening time:** 10:00-22:00 hrs/daily

Robinson is the well-known department store that is spread all over Bangkok. Its food court, while still decent, is a bit more expensive than the others, and you may need to order twice get full. It's in the basement floor of the building.

Sukhumvit is home for many of the city's expatriates, enjoying a cosmopolitan reputation, it comprises Thai, Asian and western faces. On top of this there is a huge variety of dining and nightlife venues and plenty in the way of novelty 'Thailand moments'.

### **4. Terminal 21 (BTS Asok, direct access via Skywalk)**

**Opening time:** 10:00-22:00 hrs/daily

Terminal21 brings you to the whole new experience of shopping with Market Street Style. It combines unique destinations from around the world such as Rome, Paris, Tokyo, London, Istanbul, San Francisco and Hollywood into one fully-furbished department store. Enjoy a perfect combination of fashion, food, and film, with more than 600 shops for urbanistas including the famous Urbanation. Fancy the 36 meter long escalator that connects together all the continents in our welcoming world. Easily reached by both BTS and MRT train service.

### **5. Gateway Ekamai (BTS Ekkamai, exit 4)**

**Opening time:** 10:00 – 22:00 hrs/daily

Gateway Ekamai, a new lifestyle shopping mall distinctive from other community malls sprouting around town. Distinct with remarkable ambience of Japanese lifestyle an extraordinary new experience for clients; coupled

with remarkable location right in the heart of Ekamai, a junction of business and residential area.

Commanding an area more over 93,000 sq. m. The main concept are including the culture and lifestyle of the Japanese. The main selling point is the Japan Town zone with the original recipe's Japanese restaurants that opened the first store in Thailand. Furthermore, Gateway Ekamai is divided into 8 floors. Complete with shops and services such as variety of authentic Japanese restaurants, choices of international cuisines, supermarket, lifestyle fashion outlets, beauty and health shops, IT store and edutainment center.

## Emergency numbers

Emergency Call	
Police	191
Fire	199
Telephone Directory Assistance	1133
Tourist Police / Tourist Service Center	1155
Thailand Yellow Pages	1188
Highway Police	1193
Crime	1195
Water Accident	1196
Bangkok Metropolitan Administration Hotline	1555
Bangkok Taxi Call Center	1681, 1661, +66 (0)2 424-2222
Airport Taxi	+66 (0)2 973-3191
Inter-province Bus Call Center	+66 (0)2 579-5599
Thai Airways	+66 (0)2 345-1111

## Useful links

- Tourism Authority of Thailand (TAT) : [www.tourismthailand.org](http://www.tourismthailand.org)
- Thai Airways : [www.thaiairways.co.th](http://www.thaiairways.co.th)
- Airport Taxi : [www.bangkokairporttaxi.com](http://www.bangkokairporttaxi.com)

- Airport Rail Link : [airportrailink.railway.co.th/en/index.html](http://airportrailink.railway.co.th/en/index.html)
- Bangkok Mass Transit System : [www.bts.co.th/index\\_coverPage.html](http://www.bts.co.th/index_coverPage.html)
- Bangkok Metro Public Company Limited: [www.bangkokmetro.co.th/index.aspx?Lang=En](http://www.bangkokmetro.co.th/index.aspx?Lang=En)

## Tour program

There are tour program for delegates to visit Bangkok and other provinces as below details or more information at WBU-ICEVI 2012 website <http://wbu-icevi2012.org/Tour-Program.html>

## Full day sightseeing tours

### 11 November 2012

1. **Bangkok city tour (Incl. lunch):** Depart your hotel for Sa Thorn Pier. Take a twenty-minute boat ride along the Chao Phraya River; the River of Kings.
  - Visit Wat Po, the largest extended Buddhist Temple where houses the gigantic Reclining Buddha.
  - Rattanakosin Exhibition Hall: an interactive museum, experience the history and culture of Bangkok.
    - PRICE THB 1,650 NET PER PERSON
    - TIME 08:00 – 17:00 hrs
    - MINIMUM 30 Persons
2. **Full day Ayutthaya tour (Incl. lunch):** A visit to Ayutthaya is a journey back in time. Ayutthaya is a designated UNESCO World's Heritage site.
  - Visit Wat Phra Sri San Petch
  - Visit Wat Panan Choeng, another important temple and a fish sanctuary
  - Ride an Elephant (Extra cost)
  - Visit "Million Toy Museum"
    - PRICE THB 1,800 NET PER PERSON
    - TIME 08:00 – 17:00 hrs
    - MINIMUM 30 Persons

## **17 November 2012**

**1. Pattaya day trip (Incl. lunch):** This is the trip which inclusive of a visit to The Redemptorist Vocational School for People with Disabilities, an education institute for the blinds and disabilities founded and sponsored by the Holy Redeemer Church Catholic Mission of Thailand.

- Lunch at Nong Nooch Garden & Resort: Asia's biggest botanical gardens. Experience a Thai Cultural show.
- Elephant Riding (Extra cost)
  - PRICE THB 1,800 NET PER PERSON
  - TIME 08:00 – 17:00 hrs
  - MINIMUM 30 Persons

**2. Rose garden day trip (Incl. lunch):** This is an inclusive of a visit to the Rose Garden with "Thai Living Experience" and Cultural Show, Sampran Rehabilitation and Training Centre for Blind Women.

- You will experience of how to make flower garlands, Thai massage ball, even how to plant rice.
- Cultural shows inclusive of traditional Thai wedding, dances and boxing shows.
- Visit Sampran Rehabilitation and Training Centre for Blind Women.
  - PRICE THB 1,800 NET PER PERSON
  - TIME 08:00 – 17:00 hrs
  - MINIMUM 30 Persons

## **3 days 2 night post tours**

### **1. Chiang Mai pre & post tour (3 days 2 nights)**

- Visit Wat Phra Dhat Doi Suthep (the top peak of the mountains at 1056 meters above sea level.
- Khantoke Dinner and selection of traditional Thai culture and folk performances.
- Mae Sa Elephant Camp.
- Handicraft Villages in San Kampaeng.

### **2. Phuket pre & post tour (3 days 2 nights)**

- Visit Phuket Fantasia Show
- Visit Phi Phi Island tour by Speedboat
- Snorkeling, swimming and relaxing at Khai Island.

### **3. Samui pre & post tour (3 days 2 nights)**

- Angthong National Marine Park Tour, snorkeling at Emerald Lake.
- Visit Wua Talap island, relax and sunbath on the tranquil beach.











