INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

Tenth Intergovernmental Session of the IOC Sub-Commission for the Western Pacific
(WESTPAC-X)

Phuket, Thailand, 12-15 May 2015

INFORMATION NOTE FOR PARTICIPANTS
Tenth Intergovernmental Session of the IOC Sub-Commission for
the Western Pacific (WESTPAC-X)
Phuket, Thailand, 12-15 May 2015

Information Note for Participants

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Dear Participants,

Welcome to Phuket for the Tenth Intergovernmental Session of the IOC Sub-Commission for the Western Pacific (WESTPAC-X) which will be held from 12 to 15 May 2015 at the Cape Panwa Hotel, Phuket, Thailand. To facilitate your travel preparations, please find below the information on logistic arrangements.

1. Session Venue

The session will be held at the meeting room “Tamarind Bay” on the lobby floor of the Cape Panwa Hotel.

The address of the hotel could be found below.

Cape Panwa Hotel
27, 27/2 Mu 8, Sakdidej Rd. Cape Panwa, Phuket 83000 Thailand
Tel: (66) 76 39 1123-5 ext. 117
Fax: (66) 76 39 1177
Email: meeting@capepanwa.com
Website: http://www.capepanwa.com/

Location and map of the hotel are attached as Annex A.

2. Hotel Reservation

It is recommended that participants make hotel reservations, as early as possible, either at the Cape Panwa Hotel where the session will take place, or at the Kantary Bay Hotel, about one kilometer away from the Cape Panwa Hotel. Free shuttle services between the two hotels will be provided every fifteen minutes from 07:00 a.m. to 12:00 a.m.

Detailed Information on the hotels and special rates for the session could be found below.

1. Cape Panwa Hotel (Session Venue) ★★★★★

Address: 27, 27/2 Mu 8, Sakdidej Rd. Cape Panwa, Phuket 83000 Thailand
Tel: (66) 76 39 1123-5 ext. 117
Fax: (66) 76 39 1177
Email: meeting@capepanwa.com
Website: http://www.capepanwa.com/accommodation.html

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Special Room Rate</th>
<th>No. of Room Guaranteed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Suite (Single/Twin)</td>
<td>THB2,700 (US$ 83)</td>
<td>30 rooms</td>
</tr>
<tr>
<td>Cape Suite (Single/Twin)</td>
<td>THB3,500 (US$ 108)</td>
<td>20 rooms</td>
</tr>
</tbody>
</table>

The special room rates are inclusive of 10% service charge, VAT and breakfast.

In-room WiFi service will be charged at THB150/day/user or THB600/week/user, VAT included.

Free WiFi is available in the meeting room and public areas of the hotel.

Check-in time: 14:00 p.m.; Check-out time: 12:00 p.m.
Late Check-Out time: 18.00 p.m., with extra 50% of room rate charged.
2. Kantary Bay Hotel (1.0 km from the session venue) ★★★★★

Address: 31/11 Mu 8, Sakdidej Rd., Cape Panwa Phuket 83000 Thailand
Tel: (66) 76 39 1514
Fax: (66) 76 39 1208
Email: meeting@capepanwa.com
Website: http://www.kantarybay-phuket.com/accom.html

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Special Room Rate</th>
<th>No. of Room Guaranteed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio Suite (Single/Twin)</td>
<td>THB1,400 (US$ 43)</td>
<td>30 rooms</td>
</tr>
</tbody>
</table>

The special room rates are inclusive of 10% service charge, VAT and breakfast.
In-room WiFi service will be charged at THB150/day/user or THB600/week/user, VAT included.
Free WiFi is available in the meeting room and public areas of the hotel.
Check-in time: 14:00 p.m.; Check-out time: 12:00 p.m.
Late Check-Out time: 18:00 p.m., with extra 50% of room rate charged.

IMPORTANT NOTE!

To ensure the above specified special rate could be applied without any problem, participants are encouraged to make room reservations directly with their preferred hotel as early as possible, preferably no later than 15 April 2015.

Please complete the attached Hotel Reservation Form (Annex B), and send it, via email, to Ms Krittaya Bootlakorn at meeting@capepanwa.com with a copy to Dr Suree Satapoomin at suree.ss@gmail.com and Ms Thapupsorn Hnoonim at t.hnoonim@unesco.org.

3. TRANSPORTATION

The Phuket International Airport is located 44.8 kilometers (55 min without traffic) away from the session venue. There are three options that participants can choose for transporting from the airport to the hotel.

Hotel Transfer Service

It is recommended that participants book hotel transfer service by sending the Hotel Reservation Form (Annex B), via email, to Ms Krittaya Bootlakorn at meeting@capepanwa.com with a copy to Dr Suree Satapoomin at suree.ss@gmail.com and Ms Thapupsorn Hnoonim at t.hnoonim@unesco.org. The rate of the transfer service could be found below.

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Rate/One-way transfer/car, van</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Seater Sedan (Toyota Camry)</td>
<td>THB1,200 (US$ 37)</td>
</tr>
<tr>
<td>6-Seater Mini Van</td>
<td>THB1,200 (US$ 37)</td>
</tr>
</tbody>
</table>

Metered Taxi

For participants preferring metered taxi service, you can find the metered taxi booth to the right side of the international and domestic terminal halls when exiting the building. In addition to fare shown on meter, you are required to pay a airport surcharge of THB100 (US$ 3). The average one-way taxi fare, subject to the traffic, from the Phuket airport either to the Cape Panwa hotel or the Kantary Bay hotel is THB900 - THB1,200 (US$ 28-US$ 37).
**Limousine Service**

There are several companies providing limousine services at the Phuket airport. Service counters are located outside of the arrivals hall. The average rates are provided as below.

<table>
<thead>
<tr>
<th>Type of Vehicle</th>
<th>Rate/One-way transfer/car, minibus</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Seater Standard Car (Toyota Corolla Altis)</td>
<td>THB950 - THB1,100 (US$ 30 - US$ 34)</td>
</tr>
<tr>
<td>8-Seater Standard Minibus (Toyota Commuter)</td>
<td>THB1,200 - THB1,600 (US$ 37 - US$ 49)</td>
</tr>
</tbody>
</table>

4. **Registration**

Participants are required to register upon arrival at the session venue (Cape Panwa Hotel) on the morning of 12 May 2015. The registration desk for the Tenth Intergovernmental Session of WESTPAC will open at 08:00 a.m., 12 May 2015, outside the meeting room “Tamarind Bay” on the lobby floor of the hotel. Please provide your name card to the Session Secretariat upon registration.

5. **Meals**

International Buffet Lunch will be provided on all working days, from 12-15 May 2015 at the air-conditioned “Top of the Reef Restaurant and Otter’s Bar”. You may need to indicate your food preference in the Hotel Reservation Form (Annex B).

6. **Field Trip**

Several half-day field trips will be arranged for participants on Thursday, 14 May 2015. Participant wishing to join any program, is required to confirm your participation by sending the Field Trip Participation Form (Annex D), via email, to Dr Suree Satapoomin at suree.ss@gmail.com with a copy to Ms Thapupsorn Hnoonim at thnoonim@unesco.org, preferably no later than 15 April 2015.

For Program B and C, participants are requested to make direct payment to the travel agency (Best Way Trip company) on 12 May 2015, the first day of the session. The counter sales will be arranged in front of the meeting room “Tamarind Bay” at 10:00 a.m.

7. **Visa Information**

Participants requiring an entry visa to Thailand are strongly advised to apply for it with the Thai Embassy or Consulates in your country as soon as possible in order to secure the required entry visa prior to your departure.

Information on visa requirement and procedure can be found on the website of the Ministry of Foreign Affairs of the Kingdom of Thailand at http://www.mfa.go.th/main/en/services/123.

8. **Weather, Time Zone and Currency**

Temperature in Phuket in May ranges between 27°C to 36°C. There are frequent short heavy thundery showers, offering welcome relief from the temperature and humidity. Participants may need to bring more causal clothing, sunscreen, mosquito lotion or spray if you deem necessary. Current weather conditions can be found at http://www.worldweather.org/en/city.html?cityId=579

The standard time zone in Thailand is GMT/UTC +7 hours.

The currency in Thailand is Thai Baht (THB). The current exchange rate as at February 2015 is US$ 1 = THB 32.36. You can view exchange rates at www.xe.com. Participants are advised to
exchange some Thai Baht (THB) prior to your departure, or upon your arrival at the Phuket International Airport. There are four currency exchange counters in the arrival hall and one counter in the departure hall.

9. **Electricity**

   The electrical currents in Thailand are 220 volts with the following electrical outlets:

   ![Electricity Outlets]

   WESTPAC Office disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, **it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.**

   Should you have any questions or require any assistance on the logistic arrangements, please feel free to contact:

   **IOC Sub-Commission for the Western Pacific (WESTPAC)**
   
   Ms. Thapupsorn Hnoonim  
   Tel: +66 2 141 1448; Fax: +66 2 143 9245  
   Cell phone: +66 81 528 8512  
   Email: t.hnoonim@unesco.org

   Finally, we wish you a pleasant stay in Phuket, the Pearl of Andaman Sea!

   IOC Sub-Commission for the Western Pacific (WESTPAC)
Annex A

Hotel Location Map (1)

Cape Panwa Hotel and Kantary Bay Hotel
(http://www.capepanwa.com/location.html)
Annex B

HOTEL RESERVATION FORM

“Tenth Intergovernmental Session of the IOC Sub-Commission for the Western Pacific (WESTPAC-X)”

Please return the completed reservation form no later than 15 April 2015
to Ms Krittaya Bootlakorn at meeting@capepanwa.com with a copy to Dr Suree Satapoomin at suree.ss@gmail.com and Ms Thapupsorn Hnoonim at t.hnoonim@unesco.org.

<table>
<thead>
<tr>
<th>Title/ Given Name/ Last Name</th>
<th>E-mail/Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like to book</td>
<td></td>
</tr>
</tbody>
</table>

Tick | Room Type | Single/ Twin | Remarks |
-----|-----------|--------------|---------|
✓    | Cape Panwa Hotel | May 2015 |         |
☐    | Junior Suite    | 2,700 THB  |         |
☐    | Cape Suite      | 3,500 THB  |         |
☐    | Kantary Bay Hotel | May 2015 |         |
☐    | Studio Suite    | 1,400 THB  |         |

Note:
- Room Rates are net inclusive of 10% service charge and 7% VAT with buffet breakfast for 2 persons per room per night.
- Rate are applicable for the participants of “Tenth Intergovernmental Session of the IOC Sub-Commission for the Western Pacific (WESTPAC-X)”, 12-15 May 2015, Phuket, Thailand only.
- 20% discount for any spa treatment at Cape Spa.
- Cancellation/No Show/Early Check-out
  - Cancellation must be made in writing 14 days before arrival date, failing which, the hotel reserves its right to charge the first night of stay.
  - No show will be subject to a fee equivalent to minimum one night’s room charge.
  - Early check-out will be subject to a fee equivalent to minimum one night’s room charge.

Check-in date: ____________________________ Check-out date: ____________________________

Extra option:
☐ Extra Bed at THB 1,500 at Cape Panwa Hotel/ ☐ Extra Bed at THB 600 at Kantary Bay Hotel

Special Dietary Requirement (e.g. Vegetarian, no beef/seafood) etc.______________________________

Airport Transfer:
☐ 3-seaters Sedan (Toyota Camry) at THB 1,200 (US$37)/one-way transfer/car: ☐ pick up/ ☐ drop off
☐ 6-seaters Mini Van at THB 1,200 (US$37)/one-way transfer/van: ☐ pick up/ ☐ drop off

Arrival Date: ____________________________ Flight No.: ____________________________ Flight Time: ____________________________
Departure Date: ____________________________ Flight No.: ____________________________ Flight Time: ____________________________

Credit card guarantee by

TYPE: ☐ VISA ☐ MASTER ☐ AMEX ☐ DINERS
Card No:_________ -_________ -_________ -_________ / Expiry Date: __________(MM)/ ________ (YY)
Cardholder’s Signature____________________________
Annex C

Phuket International Airport Terminal Map
(http://phuket.sawadee.com/airport.html)

In case of any problems due to unforeseeable circumstances, please call our mobile for assistance at 66 (0) 81 528 8512 (Ms Thapupsorn) and 66 (0) 89 894 1690 (Ms Nachapa).
Annex D

Field Trip Participation Form

“Tenth Intergovernmental Session of the IOC Sub-Commission for the Western Pacific (WESTPAC-X)”

Date: May 14, 2015 / Venue: Phuket, Thailand

Please return the completed participation form no later than 15 April 2015
to Dr Suree Satapoomin at suree.ss@gmail.com with a copy to Ms Thapupsorn Hnoonim at t.hnoonim@unesco.org.

<table>
<thead>
<tr>
<th>Personal Information</th>
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<tbody>
<tr>
<td>Title</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Trip Participation (Thursday, May 14, 2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐ No ☐ (If yes, please select the program)</td>
</tr>
</tbody>
</table>

☐ Program A – at no cost of partipants / Time Schedule 13:30 – 17:30 hrs
Sightseeing: Phuket Aquarium/ Phuket Big Buddha/ Chalong Temple

☐ Program B – THB 1,200 (US$ 37) per person (dinner + English speaking tour guide)/ Time Schedule 13:30 – 19:30 hrs
City Tour: Phuket Town Shino-Portuguese/ Rang Hill View Point/ Laem Promthep Rawaii Beach

☐ Program C – THB 1,250 (US$ 38) per person / Time Schedule 13:30 – 17:00 hrs
Elephant Trekking and Elephant Show