



Alphe Asia Preparation for Educators

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If you need us in Asia

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DATE: 22-24 February 2012
VENUE: The InterContinental
973 Ploenchit Road
Bangkok, 10330, Thailand
t: +66 2 656 0444
www.bangkok.intercontinental.com

Check-in time is 14:00
Check-out time is 12:00

Rough currency guide:
US \$1 = 30 Thai Baht
See www.x-rates.com for latest rates

BEFORE THE WORKSHOP

REGISTERING ON MEETING MANAGER

All conference communications are sent through our online system, Meeting Manager, so please register on the site as soon as possible. Simply go to www.hothousemedia.com/mm, click on Educator Registration and follow the steps. To complete the registration process, select the conference(s) you wish to attend.

If you are already registered on Meeting Manager, please log in and tick to apply for this conference.

BOOKING YOUR HOTEL ROOM AT THE INTERCONTINENTAL BANGKOK

After selecting the conference(s) you wish to attend, the system will prompt you to book your accommodation. Click 'yes' and enter your required dates. You will then receive a confirmation email. Should you wish to make any changes, simply log in, go to conferences and click 'hotel booking' to edit.

If you do not require a hotel room please select the 'no room required' option.

The rate for a Grand Deluxe Room is 7415.10 Thai Baht per night including taxes.

ACCOMMODATION CANCELLATION CHARGES

Cancelling your attendance within 35 days of the event

will result in a charge of one night's accommodation. If you cancel within 48 hours, you will be charged the full cost of the accommodation booked.

APPOINTMENT SCHEDULING

All meetings are booked through Meeting Manager. Make sure your profile is complete and up to date by 25th January, which is when appointment scheduling function will begin. Any changes made after this will not be printed in the conference catalogue.

You will receive a reminder email just before you are given access to the advisor list.

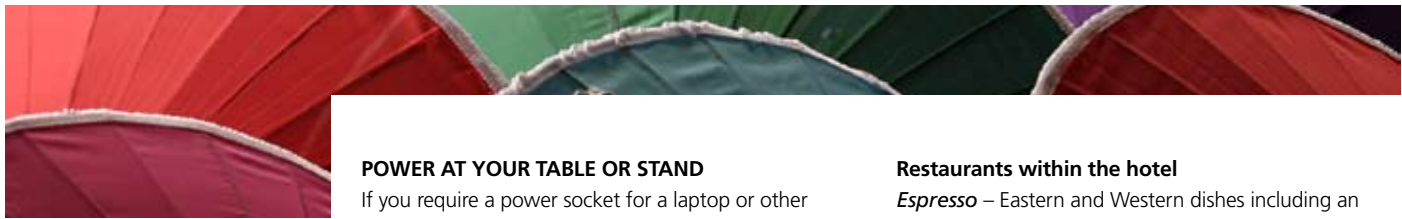
FORWARDING MATERIALS TO THE HOTEL

Please send packages for the attention of *Piriyaporn Phaoluengtong – Event Manager for the Alphe Workshop*.

Please **clearly mark the name of your institution** on the package so that it can be delivered to your table ready for your arrival.

Mark your materials "Information materials for conference" and give the insurance value as zero. This will help avoid customs delays and taxes. Check with your courier company whether the materials have been delivered successfully before you leave home.

Please ensure that your materials do not arrive more than seven days before the workshop begins. ►



POWER AT YOUR TABLE OR STAND

If you require a power socket for a laptop or other device, please email ashleigh_bunker@hothousemedia.com to order. These are charged at £30 each and payment will need to be made by credit card in advance.

VISAS

Citizens from most countries do not require visas in order to enter Thailand. To check, go to www.worldtravelguide.net/thailand/passport-visa. If needed, please apply for your visa at least four weeks before the conference.

DURING THE WORKSHOP

GETTING THERE

The hotel is 25km from Bangkok International Airport. Taxis are easily booked from the airport and should cost around 300 Thai Baht.

GETTING AROUND

Taxi cabs are safe and can be taken from the front of the hotel. You can also hail a taxi from the street. Tuk-tuks, little open taxis, can be hired for around 100 Thai Baht for short journeys.

HOTEL FACILITIES

Breakfast, Lunch & Refreshments

The Alphe Café will be open from 8am on the Thursday and Friday mornings serving complimentary coffee, tea and pastries and fruit.

Water will be available throughout the day from a central water station. Lunch is not included in your participation package but there is a host of eateries within the hotel as well as a good selection within easy walking distance.

Restaurants within the hotel

- Espresso* – Eastern and Western dishes including an international buffet
- Grossi Trattoria & Wine Bar – True trattoria style dining
- Summer Palace* – Chinese restaurant renowned for its Cantonese specialists
- Fireplace Grill* – modern cuisine featuring steaks seafood and other fresh produce
- The Deli* – a gourmet café for morning coffee, afternoon tea and evening cocktails
- Charm Thai* – traditional Thai cuisine served in a contemporary setting
- Lobby Bar* – informal lounge bar featuring live music, inexpensive drinks and light snacks
- Balcony Lounge* – a comfortable setting for morning coffee, high tea and cocktails, with nightly live entertainment

Restaurants within arcade underneath the hotel

- Shin Daikoku* – Japanese
- Nippontei* – Japanese
- Sawasdee* – Thai
- Matteo* – Italian
- C'est Bon* – French
- Fogo Vivo* – Brazilian
- Bawachi* – Indian
- Beijing 9* – Chinese
- Scala Shark's Fin* – Chinese

ABOUT BANGKOK

Bangkok was founded in 1782 by the first monarch of the present Chakri dynasty. It is now the country's spiritual, cultural, diplomatic, commercial and educational hub. It covers an area of more than 1,500 square kilometres and it is home to around ten million people or more than 10 per cent of the population.

Over the last few decades, Thailand's capital city, Bangkok, had changed into a modern exciting and sophisticated city. It offers visitors not only the cosmopolitan amenities expected from a big city but also a unique treasure trove of cultural attractions.

Thailand, in the heart of Southeast Asia, was never colonised and thus kept its unique culture and heritage intact. Bangkok offers visitors the opportunity to experience a fascinating glimpse of Thailand's gentle culture amidst the bustle of a great and dynamic metropolis. This great city has had astounding success in combining the ancient and modern world.

For tourists, Bangkok has a feast of attractions to offer. The city is dotted with 400 glittering Buddhist temples of great beauty and fascination, magnificent palaces, classical dance extravaganzas, numerous shopping centres and traditional ways of life, especially along the "Venice of the East" timeless canals and the Chao Phraya River of the "River of the Kings" winding through the city. ■

CONFERENCE ITINERARY

Wednesday 22nd February 2012

17:00 - 19:30 Registration and welcome reception for Educators and Advisors
Educators set up their tables and/or stands

Thursday 23th February 2012

08:00 Venue and Alphe Café open
 09:00 - 13:00 Alphe meetings (30 minutes each)
 12:30 - 14:00 Lunch (not included)
 14:30 - 17:30 Alphe Meetings (30 minutes each)
 18.00 - 18.45 Directors' Club drinks reception
 18.45 - 22.30 Dinner for all delegates (included)

Friday 24th February 2012

08:00 Venue and Alphe Café open
 09:00 - 13:00 Alphe meetings (30 minutes each)
 13:00 Clear venue