



The e-ASEM Research Network Meeting and Seminar
'Increasing Opportunities for e-Learning in Lifelong Learning'
30-31 August 2010, Phuket, Thailand

As of 17 June 2010

PRACTICAL INFORMATION FOR INTERNATIONAL PARTICIPANTS

1. INTRODUCTION TO CITY

An introduction to the city of Phuket: www.tourismthailand.org

2. HOTEL AND CONFERENCE VENUE

All sponsored participants will be staying at
The Blue Marine Resort & Spa
290/1 Prabaramee Road, Patong, Kathu, Phuket 83150, Thailand
Tel + 66 76 370400 Fax + 66 76 370 499

<http://www.thebluemarine.com>

The Thai Ministry of Education and Ministry of Labour will sponsor up to 3 nights at the hotel. (arrival Sunday 29 August, departure Wednesday 1 September). Net room charges (without personal expenses) for sponsored participants will be paid directly by the Thai hosts to the hotel.

In all cases, the organisers will not cover any incidentals/personal costs (additional nights, costs for accompanying persons, overseas telephone calls, telegrams and faxes, business centre or internet connection charges, room service, laundry and mini-bar charges, etc.). These costs are to be borne by the participants themselves.

3. VISA REQUIREMENTS

Information on Visas: www.mfa.go.th (English Version) – go to "**Visas and Travel Documents**" for the "**Summary of Countries and Territories entitled for Visa Exemption and Visas on Arrival**". Conference participants can enter Thailand on a tourist visa. Citizens from many EU and ASEAN countries can enter Thailand on a short stay without a visa.

However, participants are strongly encouraged to verify these details with the relevant missions in their countries of residence. More details on visa application requirements are available at www.mfa.go.th

4. AIRPORT-HOTEL TRANSPORTATION

The organisers will provide transportation from and pick up service for international participants from the Phuket International Airport to the Hotel and vice versa on 29 August and 1 September. You can easily see assign "e-ASEM Meeting and Seminar" at the Airport gate.

Please inform the organisers your flight details in the registration form.

5. MEALS

All lunches and dinners for sponsored participants during the conference and meeting (informal dinner on Sunday evening, 29 August; breakfast, lunch and dinner on 30 and 31 August; breakfast at the hotel on 1 September) will be covered by the Thai hosts.

Note: Hotel accommodation includes breakfast. The organisers will not provide any other per diem allowance to the participants.

6. INTERNET ACCESS (at meeting/conference venue)

Free internet access is available in front of the conference room (2 screens, open 0800 – 1800 daily).

7. REIMBURSEMENTS (APPLICABLE FOR SPONSORED PARTICIPANTS ONLY)

International Flight

Reimbursement procedure

A maximum amount of Euros 400 (for flight within Asia to Thailand) or 800 euros (for flight between Europe and Thailand) will be reimbursed to eligible participant's bank accounts after the meeting upon receipt of travel documents as indicated below. These travel documents are strictly required by the European Commission Audit for Trust Fund and the Danish State Audit for managing the sponsorship fund.

1. Original or certified copy of invoice / receipt of payment for airfare.
2. Boarding passes (all flights)
3. Photocopy of flight ticket/itinerary
4. Valid bank details (a standard form will be provided)

The ASEM LLL Hub will only reimburse each sponsored participant upon submission of complete reimbursement documents and their valid bank details before **15 September 2010** (stamp dated or email to address below). Participants who fail to do so will not be reimbursed.

It will take about 15 working days to transfer the travel subsidy to the stipulated bank account after receiving all the documents.

If you have any questions please email them to asemLLL@dpu.dk

Domestic Flight

In case there is no direct flight between participant's country and Phuket, Thailand Cyber University Project will pay for economy air-tickets between the Suvarnabhumi International Airport and Phuket International Airport. Travel subsidies are granted on the basis of each application. **The airline must be Thai Airways ONLY.**

A maximum amount of Baht 12,000 will be reimbursed by the TCU to eligible participants in cash at the meeting upon receipt of travel documents as indicated below.

- Original or certified copy of invoice / receipt for airfare.
- Exchange rate between local currency and Thai Baht.
- Boarding passes
- Photocopy of ticket
- Photocopy of the first page passport

TCU will only reimburse each sponsored participant upon submission of complete reimbursement documents at the meeting venue only.

8. CONTACT ADDRESS

Enquiries can be sent to:

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