ADMINISTRATIVE CIRCULAR

THE 10\textsuperscript{th} ASIA – EUROPE FINANCE MINISTERS’ MEETING

(The 10\textsuperscript{th} ASEM FinMM)

14 - 15 OCTOBER 2012

BANGKOK, THAILAND
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1. **INTRODUCTION:**

The Ministry of Finance of Thailand warmly welcomes all participants to the 10th Asia – Europe Finance Ministers’ Meeting (hereinafter referred to as “the 10th ASEM FinMM”) and other related meetings in Bangkok, Thailand during 14 – 15 October 2012.

This Administrative Circular provides initial logistics and administrative information in order to help delegations prepare for participation in the 10th ASEM FinMM and related events. Updates will be issued as required in order to provide the very latest information.

The Ministry of Finance of Thailand wishes all the delegates a most productive and memorable visit to Bangkok, Thailand during the upcoming the 10th ASEM FinMM.

2. **THE 10th ASEM FinMM THAI SECRETARIAT:**

The Thai Secretariat for the 10th ASEM FinMM Meeting is responsible for organizing meeting’s agenda, program, document, administrative and logistic arrangements of relevant meetings.

**The contact point for meeting’s agenda, program and document:**
Ms. Pornwasa Sirinupongs  
Mr. Nadhavudh Dhamasiri  
Ms. Boontaree Kositanurit  
Tel: +66 2273-9020 ext 3610, 3612, 3627 or (Direct Line) +66 2298 5600  
Fax: +66 2298 5600  
Email: asemfinmm2012@mof.go.th

**The contact point for meeting’s administrative & logistic arrangements:**
Mr. Rit Syamananda  
Ms. Karnjana Tangpakorn  
Ms. Sakun Lambasara  
Tel: +66 2273-9020 ext 3607 or 3623  
Fax: +66 2293 9059  
Email: asemfinmm2012@mof.go.th

**Contact Address:**  
International Economic Policy Bureau  
Fiscal Policy Office  
Ministry of Finance  
Rama VI Road  
Bangkok 10400, Thailand
3. **OVERVIEW OF DATES AND VENUE:**

The 10th ASEM FinMM and the ASEM Senior Finance Officials’ Meeting will be held on 14 and 15 October 2012. The tentative schedule is as follow:

<table>
<thead>
<tr>
<th>Date (2012)</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 October</td>
<td>14.00 – 16.30</td>
<td>ASEM High-Level Finance Officials’ Meeting</td>
</tr>
<tr>
<td>(Sunday)</td>
<td>18.30 – 21.00</td>
<td>Cocktail Reception &amp; Welcome Dinner for all Ministers/Head of Delegates, Spouses and Delegates</td>
</tr>
<tr>
<td>15 October</td>
<td>08.30 – 17.30</td>
<td>The 10th ASEM FinMM</td>
</tr>
<tr>
<td>(Monday)</td>
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</tbody>
</table>

The meetings will be held at the Siam Kempinski Hotel, Bangkok

Address: Siam Kempinski Hotel  
991/9 Rama I Road, Pathumwan  
Bangkok 10330, Thailand  
Tel: +66 2162 9000  
Fax: +66 2162 9301  
Website: [www.kempinski.com/bangkok](http://www.kempinski.com/bangkok)

Updated Provisional Program can be downloaded from the 10th ASEM FinMM official website [www.asemfinmm2012.com](http://www.asemfinmm2012.com).

4. **REGISTRATION AND ACCREDITATION:**

**On-line Registration**  
On-line Registration for the 10th ASEM FinMM will be available from **15 August – 1 October 2012**.

All delegates are required to complete their on-line registration on the 10th ASEM FinMM official website [www.asemfinmm2012.com](http://www.asemfinmm2012.com) **no later than 1 October 2012**. Each member country will be sent via email the Letter of Notification with a username and password necessary for the on-line registration. Once the registration is completed, a Confirmation Letter of the successful registration will be sent electronically to each delegate.

All information on registration will be protected and available only to a limited number of the Thai Secretariat personnel.
On-site Registration
After the on-line registration closes on 1 October 2012, unregistered delegates will be required
to complete on-site registration and accreditation at the Registration Center located at Chadra
Ballroom Foyer, 2nd Floor of Garden Wing, Siam Kempinski Hotel, on Sunday, 14 October 2012
at 12.00 – 18.00 hours and Monday, 15 October 2012 at 8.30 – 9.00 hours. Please be advised
that due to security reasons, on-site registration might have limited availability and no
guarantee can be given that the registration process will be completed before the meeting
starts. Identification (ID) badge for each on-site registration will be provided only after his/her
delegate’s status has been verified.

Please be informed that only registered delegates with ID Badges are allowed to access the
meeting venue.

5. ACCESS TO MEETINGS:
5.1 Pickup & Display of Identification (ID) Badges:
Registered delegates are invited to collect the ID badge by presenting a photo ID, passport
or a diplomatic identity card and signing the receipt form at the registration counter
located at Chadra Ballroom Foyer, 2nd Floor of Garden Wing, Siam Kempinski Hotel, on
Sunday, 14 October 2012 at 12.00 – 18.00 hours and Monday, 15 October 2012 at 8.30 –
9.00 hours.

Each delegate is required to wear the ID badge at all times while in meeting venues.

5.2 Ministers and Head of Delegates’ Lapel Pins:
Meeting lapel pins will be provided to all ASEM Finance Ministers/Head of Delegates. The
lapel pins will be given to Thai Liaison Officers for distribution prior to the beginning of the
meetings.

5.3 Plenary Session Overpasses:
In addition to ID badges, meeting overpasses will be required in order to enter the ASEM
FinMM’s Meeting with the exception of lapel pin wearers who will not be required to
possess a meeting overpass. Each member country and international organization will be
provided with two (2) overpasses.

6. ACCOMMODATION:
6.1 Courtesy Accommodations for Ministers/Head of Delegates:
The Royal Thai Government will provide 2 nights (14 and 15 October 2012) of
complimentary accommodation for Ministers/Head of Delegates at either Siam Kempinski
Hotel or InterContinental Hotel. Please see Annex A for the hotel arrangement for each
country/international organization.
Any additional charges such as extra-nights, suite upgrades, meals and incidentals (including room mini-bar use, overseas phone call, etc.) beyond the hospitality noted above should be paid by the respective delegation directly to the hotel.

6.2 **Hotel Information (Cost & Reservation):**

The following hotels have been designated for the ASEM FinMM delegates.

(1) **Siam Kempinski Hotel**
991/9 Rama I Road, Pathumwan, Bangkok 10330, Thailand  
Website: [www.kempinski.com/bangkok](http://www.kempinski.com/bangkok)  
Hotel Reservation: Reservation Department  
Contact Person: Ms. Sureeporn Piromnipanant  
E-mail: groupbookings.siambangkok@kempinski.com or sureeporn.pirom@kempinski.com  
Tel: +66 2 162 9000  Fax: +66 2 162 9307

(2) **InterContinental Bangkok**
973 Ploenchit Road, Bangkok 10330, Thailand  
Website: [www.intercontinental.com](http://www.intercontinental.com)  
Hotel Reservation: Reservation Department  
Contact Person: Reservation Group Coordinator  
E-mail: rsvngroupco@ihgbangkok.com  
Tel: +66 2 656-0444  Fax: +66 2 254-9988

(3) **Holiday Inn Bangkok**
971 Ploenchit Road, Bangkok 10330, Thailand  
Website: [www.holidayinn.com](http://www.holidayinn.com)  
Hotel Reservation: Reservation Department  
Contact Person: Reservation Group Coordinator  
E-mail: rsvngroupco@ihgbangkok.com  
Tel: +66 2 656-0444  Fax: +66 2 254-9988

Room reservation at Siam Kempinski Hotel, InterContinental Bangkok and Holiday Inn Bangkok can be made by filling in the reservation forms (Annexes B and C) and e-mail or fax it directly to the addresses provided in the reservation forms. Delegates may also download the hotel reservation forms from the 10th ASEM FinMM official website [www.asemfinmm2012.com](http://www.asemfinmm2012.com).

The accommodation will be provided on the basis of “first come – first served” service. Each delegate will be responsible for hotel costs including room charges, cancellation charges, telephone/fax and other services provide by the hotel.

**Check-in/Check-out Time:**

- Check-in time is 14.00 hours
- Check-out time is 12.00 hours. Half of the room rate will be charged for any late check-out until 18.00 hours and full rate charge will apply for any late check-out after 18.00 hours.
- Early check-in and late check-out rooms are subject to availability.
7. **MEETING FACILITIES AND SERVICES:**

7.1 **Viewing Room for Ministerial Meeting:**

Attendance of the 10th ASEM FinMM plenary on 15 October 2012 for each country/international organization is limited to Minister/Head of Delegates plus two delegates. A viewing room, with English-language audio and video feeds will be available for registered delegates who wish to follow proceedings of the 10th ASEM FinMM at Chadra Ballroom 3, 2nd Floor of Garden Wing, Siam Kempinski Hotel, Bangkok.

7.2 **Common Delegation Room:**

A Common Delegation Room will be located at Pathumma 1, 2nd Floor of Garden Wing, Siam Kempinski Hotel, Bangkok and available on 14 October 2012 from 12.00 – 18.00 hours and on 15 October 2012 from 9.00 – 18.00 hours. The room will be equipped with computers, printers, and internet access for delegates.

7.3 **Bilateral Meeting Room:**

Room for bilateral meeting will be made available at the Siam Kempinski Hotel upon request. Please fill in the request form (Annex E) and email to the Thai Secretariat (asemfinmm2012@mof.go.th).

7.4 **Thai Secretariat Room:**

The Thai Secretariat Room will be located at Surawin 1 & 2, 2nd Floor of Garden Wing, Siam Kempinski Hotel, Bangkok on 14 - 15 October 2012 at 8.30 – 19.00 hours.

7.5 **Muslim Prayer Room:**

The Muslim Prayer Room will be provided at Siam Kempinski Hotel, Bangkok on 14 - 15 October 2012.

7.6 **Interpretation:**

All meetings will be conducted in English. Upon advance request from members, simultaneous interpretation facilities (booths and audio equipments) can be provided for the plenary sessions on 15 October 2012 (Annex F). Each requested member must bring simultaneous interpreter for own use during the plenary sessions. In addition, the interpreter is required to make an online register under delegation registration form.

Delegations that intend to utilize a whisper interpreter to support Minister/Head of Delegate at plenary and non-plenary events must notify the Thai Secretariat in advance to ensure adequate seating.

7.7 **Medicare Services:**

First Aid for delegates will be provided free of charge at Siam Kempinski Hotel, Bangkok and InterContinental Bangkok from 14 - 15 October 2012 at 8.30 – 19.00 hours.
8. **LIAISON OFFICERS:**

A liaison officer (LO) will be assigned to each Minister/Head of Delegate. The designated liaison officer will be introduced to the Minister/Head of Delegate at the airport.

Each delegation is required to nominate one contact person, who will be communicating with the Thai Secretariat on LO arrangement for the Ministers/Head of Delegates.

All other questions regarding LO arrangement may be directed to Ms. Amonrat Charuratna  E-mail: gismo@mof.go.th

9. **SECURITY OFFICERS:**

The Royal Thai Government will provide personal security for all Ministers and Head of Delegates through the period of attending the 10th ASEM FinMM. Special security precautions will be taken at the airport during the arrival and departure of the Ministers/Head of Delegates and their spouses.

Strict security will be enforced at all times at the Hotels, the Minister’s suites, meeting rooms, and other function venues where the Ministers/Head of Delegates are expected to attend.

Access to the meeting areas will be restricted to those who wear ID Badges. Entry into the meeting rooms is limited to all Ministers/Head of Delegates and holder of appropriate identification passes.

If Minister/Head of Delegate wishes to bring a personal security from his/her country, the personal security is requested to make an online registration under delegation registration form. In addition, if any delegate or personal security plans to carry any weapon into Thailand, he/she must report in advance as well as fill out a Request Form in order to seek for permission before entry. (The Request Form for carrying weapon into Thailand will be available upon request).

All other questions regarding security & requested form for carrying weapons may be directed to asemfinmm2012@mof.go.th

10. **SPOUSE PROGRAM:**

A separate programme, LOs, and security will be arranged for the spouses of the Ministers/Head of Delegates. Please register name and details of the spouse under the Ministers/Head of Delegate registration form.
11. VISA & CUSTOMS INFORMATION:

11.1 Visa:
A Valid passport is required for entry into Thailand. Visas may be required for delegates from some countries. The list of countries entitled for Visa Exemption and Visa on Arrival can be found at www.immigration.go.th

Delegates are advised to refer to respective Royal Thai Consulates or Royal Thai Embassies in their countries for visas requirement and application.

11.2 Customs:
All the foreign citizens arriving to Thailand must pass through normal procedures of customs control.

For more information on customs control please visit website www.customs.go.th/wps/wcm/connect/custen/travellers/arriving+in+thailand/arrivingint thailand

12. AIRPORT AND TRANSFERS:

12.1 Bangkok Airport Information:
There are two airports in the city of Bangkok which are (1) Suvarnabhumi Airport and (2) Don Muang Airport. Please note that Suvarnabhumi is in use for international and domestic travel (www.suvarnabhumiairport.com) and Don Muang (www.airportthai.co.th/ewtadmin85_AOT/ewt/donmueang/main.php?filename=index) is in use for domestic travel and private aircraft. Therefore, most delegates who travel inbound using commercial airlines will be arriving at Suvarnabhumi Airport. Nevertheless, participants are kindly requested to clarify the information concerning the Airport of arrival in the registration form.

If a delegate wishes to travel inbound and/or outbound by private aircraft, he/she must inform the flight details to the Thai Secretariat and seek for a permission in advance. Please also be advised that airport rental fee for landing and parking will be directly charged to the respective delegation at the designated airport. The Royal Thai Government will not be responsible for any costs associated with delegates who travel by private aircraft.

12.2 Airport Limousine:
At Suvarnabhumi Airport, 24 hours airport limousine service is provided by Airports of Thailand Public Company Limited with various choices of vehicles including but not limited to: BMW series 7, Mercedes Benz E class, London Cab, Toyota Camry. Fare varies according to distance and type of vehicle and can be found on the following website: www.suvarnabhumiairport.com/to_from_limousine_en.php
Delegates may contact the Airport Limousine Service Counter on the 2nd Floor at Baggage Claims area and Arrival Hall exists at Customs Channel A, B and C, Suvarnabhumi Airport.

12.3 Public Taxi
Public Taxis are located on the platform at gates 4 and 7 on the 1st floor of the Arrival Passenger Terminal at Suvarnabhumi Airport. The Public Taxi service is provided 24 hours a day. Fare charged will be according to distance traveled plus THB 50 airport-access fee which can be paid directly to the driver once arrival at your destination.

12.4 Airport Rail Link
Bangkok traffic situation can be intense at times therefore Airport Rail Link may be an option for participants to travel from Suvarnabhumi Airport to Bangkok city center.

Participants can either use the Airport Rail Link New SA Express Line (non-stop travel) or the SA City Line (several stops) from Suvarnabhumi Airport to Phaya Thai station (the last station on this line) and connect to BTS line to Siam station in order to access to the Siam Kempinski Hotel.

Participants may board and purchase tickets for the Airport Rail Link at the Basement Level of the Passenger Terminal Building.


<table>
<thead>
<tr>
<th>Airport Rail Link</th>
<th>Journey Time</th>
<th>Fare</th>
<th>Frequency</th>
</tr>
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<tbody>
<tr>
<td>New SA Express Line</td>
<td>Within 18 minutes</td>
<td>90 Baht (one way)</td>
<td>Every 30 minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>150 Baht (Round Trip)</td>
<td></td>
</tr>
<tr>
<td>SA City Line</td>
<td>Within 30 minutes</td>
<td>45 Baht</td>
<td>Every 20 minutes</td>
</tr>
</tbody>
</table>

Upon arriving at Phaya Thai station, participants may choose to take either the BTS or public metered-taxi to access to the Siam Kempinski Hotel, Bangkok or other places.

**BTS**: Participants may connect onto the BTS System directly from the Airport Rail Link at the Phaya Thai station. To access to Siam Kempinski Hotel, Bangkok, a person needs to purchase the BTS ticket, take the BTS line heading towards ‘Bearing’ station and disembark at Siam station (2 stations from Phaya Thai station). Once at the Siam station, participants may exit the station, enter Siam Paragon Shopping Mall, descend to the ground floor, walk to the rear exit of Siam Paragon Mall (signs will be available to guide you) and cross the road to enter the Royal Wing of Siam Kempinski Hotel. Journey time from Phaya Thai station to Siam station should be approximately 10 minutes (excluding walking time from Siam station to Siam Kempinski Hotel). The BTS fare for single-journey between Phaya Thai station and Siam station is 20 Baht.

**Taxi**: At the exit of the Makkasan and Phayathai Airport Link Terminals, delegates may find taxis to continue their travel to Siam Kempinski Hotel, Bangkok, which will take
approximately 20 minutes depending on traffic situation.

13. TRANSPORTATION:

13.1 Transportation for Ministers/Head of Delegates:
A courtesy car with driver will be provided to each Minister/Head of Delegates upon his/her arrival on 14 October 2012 at Suvarnabhumi International Airport, and will at service throughout the day and evening during the 10th ASEM FinMM events or until 16 October 2012.

13.2 Shuttle Services:
Shuttle buses will be provided for all delegates between designated hotels (InterContinental Bangkok and Holidays Inn) and the meeting venue (Siam Kempinski Hotel, Bangkok) during 14 - 15 October 2012. The Shuttle schedule will be provided at the transportation desk at the hotels’ lobby.

14. DOCUMENTATION:

The documentation section is located at the Thai Secretariat Room. It will handle all documents for circulation at the meetings. Three (3) sets of meeting documents will be provided to each member country in the meeting room.

If the delegation would like to circulate documents prior to meetings, it is requested to send the master copy of document and request form via e-mail to asemfinmm2012@mof.go.th by Friday, 5 October 2012 or directly hand-in the handy drive containing the master copy of document and request form to the Thai secretariat by Sunday, 14 October 2012. Upon submission of the document for circulation, the delegate is requested to clearly indicate the title, number of copies required and the time such document to be circulated (Annex G: Documentation Reproduction Request Form).

15. DRESS CODE:

Dress code for all meetings and social events is business attire, unless otherwise indicated on the programme.
16. **MEDIA ARRANGEMENTS:**

16.1 **Media Registration & Accreditation:**

On-line Registration for media will be opened between 15 August – 1 October 2012. All media representatives are required to complete their registration on the 10th ASEM FinMM official website [www.asemfinmm2012.com](http://www.asemfinmm2012.com) no later than 1 October 2012. Confirmation Letter of the successful registration will be sent electronically to the provided email addresses. Only registered media representatives are allowed access to the meeting venue and facilities during the 10th ASEM FinMM.

Information on registration form will be protected and accessible only to a limited number of Thai Secretariat personnel.

After the on-line registration closes on 1 October 2012, unregistered media representatives will be required to register onsite at the Media’s Registration Center located at the lobby area at the Kempinski Residences Bangkok, Siam Kempinski Hotel, Bangkok, on Sunday, 14 October 2012 at 12.00 – 18.00 hours and Monday, 15 October 2012 at 8.30 – 9.00 hours. Otherwise, Media representatives will not be allowed to get into the meeting venue.

**Important Notice:** For On-site registration, each media representative must show the Letter of Assignment from the Editor for accreditation.

Please be advised that due to security reasons, onsite registration might have limited availability and no guarantee can be given that the registration process will be completed before the meeting starts. ID badge for each onsite registration will be provided only after his/her media representative’s status has been verified. In this regard, we would like to urge all media representatives to register via on-line registration prior to the beginning of the meetings.

All other questions regarding Media Registration and Arrangement may be directed to Mr. Suthee Ketudat Email: suthee@fpo.go.th

16.2 **Media ID Badge Issuance:**

Media ID Badges will be available at the Media’s Registration Center located at the lobby area at the Kempinski Residences Bangkok, Siam Kempinski Hotel, Bangkok, on Sunday, 14 October 2012 at 12.00 – 18.00 hours and Monday, 15 October 2012 at 8.30 – 9.00 hours.

Registered Media representative will be issued a Media ID Badge that will provide access to the Media Center and Press Conference during the period of the 10th ASEM FinMM. The registered Media representatives will be escorted by staff for press event outside of the designated press area.
16.3 Media Center:
The Media Center will be located at Business Center, 2nd Floor, Kempinski Residences Bangkok, Siam Kempinski Hotel, Bangkok. The room will be opened on 14 October 2012 from 12.00 – 18.00 hours and on 15 October 2012 from 9.00 – 18.00 hours.

17. GENERAL INFORMATION:

17.1 Currency: The official monetary unit in Thailand is BAHT. The exchange rate of 1 US$ is equivalent to approximately 32 baht (as of August 2012). Currency exchanges are available at banks and foreign exchange houses.

17.2 Electricity: 220 volts is used in Thailand. Kindly check the power supply before using your equipments.

17.4 Time: The hour in Thailand is +7 relative to the Greenwich timeline.

17.4 Climate: Bangkok has a tropical wet and dry climate. Average temperatures in the city during October is 32 °C (89 °F) – 24 °C (75 °F).

17.5 Smoking: Smoking is prohibited in all indoor places and most public areas.
## ANNEX A

### HOTEL ARRANGEMENT FOR MINISTERS/HEAD OF DELEGATES

<table>
<thead>
<tr>
<th>No</th>
<th>Country/Organization</th>
<th>Hotel</th>
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<tbody>
<tr>
<td>1</td>
<td>ASEAN Secretariat <strong>Secretariat</strong></td>
<td>Siam Kempinski Hotel</td>
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<td>2</td>
<td>Australia</td>
<td>InterContinental Bangkok</td>
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<tr>
<td>3</td>
<td>Austria</td>
<td>InterContinental Bangkok</td>
</tr>
<tr>
<td>4</td>
<td>Belgium</td>
<td>Siam Kempinski Hotel</td>
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<td>5</td>
<td>Brunei Darussalam</td>
<td>Siam Kempinski Hotel</td>
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<tr>
<td>6</td>
<td>Bulgaria</td>
<td>InterContinental Bangkok</td>
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<td>7</td>
<td>Cambodia</td>
<td>Siam Kempinski Hotel</td>
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<td>8</td>
<td>China</td>
<td>Siam Kempinski Hotel</td>
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<td>9</td>
<td>Cyprus</td>
<td>InterContinental Bangkok</td>
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<td>Czech Republic</td>
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# ANNEX B

## RESERVATION FORM

10th Asia – Europe Finance Ministers’ Meeting: ASEM Finance Ministers’ Meeting
14-15 October 2012

<table>
<thead>
<tr>
<th>Attention:</th>
<th>Reservation Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel:</td>
<td>(66 2) 162 9000</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:siam@booking.siam">siam@booking.siam</a>@bangkok.com</td>
</tr>
<tr>
<td>Fax:</td>
<td>(66 2) 162 9207</td>
</tr>
</tbody>
</table>

### Hotel Reservation Form

Please return this form to the hotel.

**Number of guests:**
- 1. Mr. / Ms. / Mrs. Last Name: __________________________ First Name: __________________________
- 2. Mr. / Ms. / Mrs. Last Name: __________________________ First Name: __________________________

**Company Name:** __________________________
**Address:** __________________________
**Tel:** __________________________
**Fax:** __________________________

**Room Type:**
- [ ] Single: THB 4300 per room per night
- [ ] Single: THB 6000 per room per night
- [ ] Double: THB 6700 per room per night
- [ ] Double: THB 7500 per room per night
- [ ] Executive Room: Single: THB 7500 per room per night
- [ ] Executive Room: Double: THB 9000 per room per night

**Room Rates:**
- The above rates are inclusive of 10% service charge, and 7% government tax.
- Room rates include Daily Breakfast at the hotel’s restaurant.
- Room rates inclusive of Internet Access.

**CHECK-IN:** __________________________
**FLIGHT:** __________________________
**TIME:** __________________________

**CHECK-OUT:** __________________________
**FLIGHT:** __________________________
**TIME:** __________________________

**SPECIAL REQUEST (SUBJECT TO AVAILABILITY):**
- [ ] King Bed
- [ ] Twin Bed
- [ ] Smoking
- [ ] Non-smoking
- [ ] Vegetarian

**Limosine Transfer:**
- [ ] From Airport
- [ ] To Airport
- [ ] Roundtrip

**Executive Room Benefits:**
- Complimentary beverages throughout the day, breakfast, and evening cocktails at the Executive Lounge.
- Complimentary breathalyzer and high-speed internet access. All-day complimentary tea, coffee, and soft drinks at the Executive Lounge. Welcome fruit upon arrival. Choice of daily newspaper. Complimentary evening cocktails at the Executive Lounge. Complimentary parking service for one garment per day. Complimentary use of the Executive Lounge meeting rooms.

**CREDIT CARD GUARANTEE:**
I hereby authorize you to guarantee my reservation in case of NO SHOW or CANCELLATION.

**Credit Card:**
- [ ] AMEX
- [ ] VISA
- [ ] MASTERCARD
- [ ] JCB

**Name of credit card:** __________________________
**Credit card no.:** __________________________
**Exp. date:** __________________________
**Authorizing Signature:** __________________________
**Date:** __________________________

---

**Siam Kempinski Hotel Bangkok**
991/9 Rama 1 Phetburi
Bangkok, 10330
Tel: (66 2) 162 9009 Fax: (66 2) 1453501

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The 10th Asia – Europe Finance Ministers’ Meeting
14 - 15 October 2012, Bangkok, Thailand
**ANNEX C**

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### ROOM RESERVATION FORM

**10th Asia - Europe Finance Ministers’ Meeting (10th ASEM FinMM)**  
Ministry of Finance, Thailand  
14 - 15 October 2012

| Hotel: | Reservation Department  
| InterContinental Bangkok  
| 9/3 Ploenchit Road, Bangkok 10330, Thailand  
| By E-mail: resgrouproom@ihgbangkok.com  
| By Fax: +66 2 254-9988  
| By Tel: +66 2 254-0444  
| Attention: Reservation Group Coordinator  

| Name of guest:  
| (Mr / Ms / Mss) ___________ (Family Name), ___________ (First Name)  

| Company Name:  
| Position:  

| Tel:  
| Fax:  

| Date of Arrival:  
| Arrival Flight No./Time:  

| Date of Departure:  
| Departure Flight No./Time:  

| Check-in Date:  
| (normal check-in time: 1400 hrs.)  
| Check-out Date:  
| (normal check-out time: 1200 hrs.)

---

**ACCOMMODATION**

InterContinental Bangkok  
Room type: Grand Deluxe (45 sq.m)

- Single occupancy: Baht 5,700-net per room per night
- Double occupancy: Baht 5,700-net per room per night

Holiday Inn Bangkok  
Room type: Standard Room (28.5 sq.m)

- Single occupancy: Baht 3,500-net per room per night
- Double occupancy: Baht 3,500-net per room per night

---

1. If you are staying on a double occupancy, please provide the full name of your partner:  
(Mr / Ms / Mss) ___________________________

- Rates are quoted per room per night basis, inclusive of 7% tax and 10% service charge
- Rates are inclusive of daily breakfast at Expresso (for InterContinental) and Cafe G (for Holiday Inn)
- Room rates are inclusive of 1 (one) high speed internet access and each login password allows concurrent usage on 3 devices. Moreover, in-house guest is able to access wireless internet at the meeting room and hotel’s public areas if continue using the remaining hours from guest room.

---

9/1, 9/3 Ploenchit Road, Bangkok 10330, Thailand  
Tel +66 (0) 2656 0994  
Fax +66 (0) 2656 0994  
inforoom@ihgbangkok.com  
www.intercontinental.com

---

The 10th Asia – Europe Finance Ministers’ Meeting  
14 - 15 October 2012, Bangkok, Thailand
ANNEX D

Siam Kempinski Hotel

location Map

The 10th Asia – Europe Finance Ministers’ Meeting
14 - 15 October 2012, Bangkok, Thailand
InterContinental Bangkok and Holiday Inn Bangkok
## BILATERAL ROOM REQUEST FORM

### Contact Details

<table>
<thead>
<tr>
<th>Country/Organization</th>
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<tbody>
<tr>
<td>Contact Name</td>
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<tr>
<td>Title</td>
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</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
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### Meeting Details

<table>
<thead>
<tr>
<th>Meeting Date</th>
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<tbody>
<tr>
<td>Meeting Time <em>(start – end time)</em></td>
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<tr>
<td>Duration <em>(hours)</em></td>
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<tr>
<td>Number of People</td>
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</table>

*Room for bilateral meeting will be made available at the Siam Kempinski Hotel upon request. Please fill in this request form and email to the Thai Secretariat* ([asemfinmm2012@mof.go.th](mailto:asemfinmm2012@mof.go.th))
# INTERPRETATION FACILITY REQUEST FORM

## Country/Delegation Details

<table>
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## Contact Details

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<td>Email</td>
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<td>Phone</td>
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## Simultaneous Interpretation Request

<table>
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<th>10th FinMM on Sunday, 15 Oct 2012</th>
<th>YES</th>
<th>NO</th>
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## Whisper Interpretation Request

*Please indicate the events at which your Minister intends to utilize a Whisper Interpreter, in order to ensure that adequate seating is arranged*

<table>
<thead>
<tr>
<th>Event and Location</th>
<th>Date</th>
<th>Minister</th>
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</tbody>
</table>

Please complete and email this request form no later than 1 October 2012 to asemfinmm2012@mof.go.th

*Note: The interpreter is requested to make an online register under delegation registration form.*
# DOCUMENTATION REPRODUCTION REQUEST FORM

*Please use this form per document*

<table>
<thead>
<tr>
<th>Contact Person</th>
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<td>Purpose <em>(Consideration or Information)</em></td>
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<tr>
<td>Access <em>(Public or Restricted)</em></td>
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<tr>
<td>Number of Copies</td>
<td></td>
</tr>
</tbody>
</table>

It is requested to send the master copy of document and this request form via e-mail to asemfinmm2012@mof.go.th by Friday, 5 October 2012 or directly hand-in the handy drive containing the master copy of document and this request form to the Thai secretariat by Sunday, 14 October 2012.