

## BIMSTEC Media Kit

Sawasdee and welcome all media participants to the upcoming 6<sup>th</sup> BIMSTEC Summit and related meetings to be held from 2 - 4 April 2025 at the Shangri-la Bangkok Hotel.

We will provide media with access to all relevant tools needed to cover the 6<sup>th</sup> BIMSTEC Summit and related meetings. This media kit provides information on media support, as well as guidelines for registration and participation during the 6<sup>th</sup> BIMSTEC Summit and related meetings.

A media liaison officer (MLO) is assigned to official media delegations designated by each member state.

### 1. Media Registration

The Department of Information, Ministry of Foreign Affairs of Thailand, is responsible for media registration to attend the 6<sup>th</sup> BIMSTEC Summit and related meetings, including access to the media portal and related meeting venues. Media registration is currently open during 4 - 15 March 2025.

Both official and general media need to apply and complete online registration according to the following guidelines:

- Complete the specified form on the website: <http://www.bimstecthailand.com> under the "Media Registration" section by following the 'next' buttons at the end of every page for accreditation. All media must register with all required information, including the address of your office\*;
- Each applicant will be reviewed before approval is granted. The accreditation process may take up to 10 - 15 working days after the date of submission of an application, thus it is highly advised to register as soon as possible;
- Registration is limited to one request per account. Group applications are not available;
- Successful registration will be notified via email. Please kindly take a screenshot or print the approval email as proof of completed registration for further procedures;
- If there are any changes or additional details regarding media during the 6<sup>th</sup> BIMSTEC Summit and related meetings, information will be made available and updated on the website (<http://www.bimstecthailand.com/>)
- Should you need further assistance with the process, please contact:  
Press Division  
Department of Information  
Ministry of Foreign Affairs of Thailand  
Tel: +66 (0) 2 203 5000 ext. 22030  
E-mail: [bimstec2025media@gmail.com](mailto:bimstec2025media@gmail.com)

*\* NOTE: For international press/media who are currently based in Thailand and have a press card issued by a related Thai authority, please use your office address in Thailand. Overseas participants are required to apply for an appropriate visa to enter Thailand.*

**– Online media registration for BIMSTEC Summit 2025 needs to be completed by 15 March 2025. On-site registration is NOT available –**

## **2. Visa Application**

Upon completion of registration, both official and general media residing outside Thailand are required to apply for an appropriate visa via <https://www.thaievisa.go.th/> before entering the country. Please submit proof of registration as a supporting document for the visa application.

## **3. Collection of Media Badges**

Media badges will be available for collection at the following venues:

- **The Ministry of Foreign Affairs**  
443 Sri Ayudhya Road, Phaya Thai, Ratchathewi, Bangkok 10400  
31 March – 1 April during 2025 10.00 – 17.00 hrs.
- **Media Center**  
Shangri-La Hotel, 89 Soi Wat Suan Plu, Bangrak, Bangkok 10500  
2 – 3 April 2025 during 08.30 – 17.00 hrs.

\* Each media participant must present:

- Proof of completed registration and
- Original passport/ID card to collect their media badges.

\*\* An authorized recipient may collect media badges on behalf of approved registrants with additional documents as follows:

- A copy of passport/ID card with the signature of the approved registrant;
- A copy of passport/ID card with the signature of the recipient.

\*\*\* Kindly note that every effort will be made to provide timely accreditation and issuance of media badges for all media registrants. In case of any technical issues, a passport or other valid forms of ID will be required for badge issuance, which may take up to two hours depending on the number of cases. Registered media are highly advised to collect the badges well in advance of the meetings.

#### 4. Media Center

The Media Center is located at Next2 Chao Phraya Room, level 1, Shangri-La Bangkok Hotel. Operating hours will be between 2 to 4 April 2025 from 08.30 to 17.00 hrs. The Media Center will be equipped with the following amenities and support:

- Press Working Area with working space for up to 150 media participants;
- Press Conference Area for up to 30 attendees at a time is available upon request;
- Additional working space for up to 80 media participants may be set up if needed;
- Interview backdrops and media doorstep space;
- Still photos, videos, audiovisual, and related content of the meetings will be circulated regularly;
- Refreshments and dining area with complimentary snacks, as well as lunch and dinner boxes provided at designated hours

#### 5. Security Measures

- Accessibility is for accredited media members bearing valid media badges only.
- Media badges must be worn at all times and will be checked at all Media Center checkpoints.
- Security measures, especially security checkpoints for media equipment, both outside and inside the Shangri-La Bangkok Hotel will be advised in due course.
  - A media liaison officer (MLO) will be assigned for official media delegations designated by each member state.
  - For each member state, please specify one still photographer and one videographer as official media to enter each related meeting. They will each be given an “official” armband and an overpass to identify themselves.
  - Due to security protocols, media members must be accompanied by the MLOs and Media Center officials to all scheduled media opportunities at the meeting venue. Media members can move freely without an escort around the Media Center on the 1st Floor only.

#### 6. Media Opportunities

Full coverage will be available for

- BIMSTEC Leaders’ arrival;
- The Witnessing of BIMSTEC Leaders over an MoU Signing Ceremony; and
- The Press Conference by the Chair.

Due to space limits and for security purposes, media coverage will be limited to the host media and no more than 2 official media persons (one photographer and one videographer), who will be given an “official” armband and an overpass to identify themselves. Photos and video footage will be shared upon request.

- Arrivals and departures of BIMSTEC Leaders at designated airports, namely Suvarnabhumi Airport and Air Force Base 6; and
- BIMSTEC Senior Officials' Meeting (SOM), Foreign Ministers' Meeting (FMM), and other bilateral meetings.

Please note that members of the media are required to assemble at the Media Center **no less than 60 minutes** before each media opportunity. Security screening and clearance will be conducted. Then the MLOs and the Media Center officials will accompany the media to each venue accordingly.

In case of a large media turnout, media pooling will be exercised with priority given to Host and Official Media. The media pool will share all coverage materials upon request. Media members can monitor the TV screens and the information counter in the Media Center for the latest schedule of related meetings, events, and media briefings by representatives of the MFA, as well as possible press conferences to be held by BIMSTEC Member States.

## 7. Contact Details

For more information and any inquiries, please contact

Press Division, Department of Information

Ministry of Foreign Affairs of Thailand

Tel: (+66) (0) 2203 5000 ext. 22030

Fax: (+66) (0) 2643 5102

E-mail: [bimstec2025media@gmail.com](mailto:bimstec2025media@gmail.com)

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No. 0903/ <C. B001>

Re: 6<sup>th</sup> BIMSTEC Summit media visa application for <Full Name>

This Note is to certify that <Full Name, Position, Passport Number> is approved as media for news coverage during the 6<sup>th</sup> BIMSTEC Summit and Related Meetings to be held between 2 - 4 April 2025 in Bangkok, Thailand.

The applicant may use this Note as an accredited letter to apply for an appropriate visa at a Royal Thai Embassy or a Royal Thai Consulate-General in your country of residence.

For further inquiry, the Press Division may be contacted at +66 2 203 5000 ext. 22030 or Email [bimstec2025media@gmail.com](mailto:bimstec2025media@gmail.com)

Ministry of Foreign Affairs,  
Bangkok.  
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