

BIMSTEC2024 Media Kit

Sawasdee and welcome to all media participants to the upcoming 6th BIMSTEC Summit and related meetings to be held during 2 – 4 September 2024 at the Shangri-la Bangkok Hotel. Media participant will be open for on-site only.

We will provide the media with access to everything they need to cover the 6th BIMSTEC Summit and related meetings. This media kit provides supporting materials as well as a guide to register and participate in the 6th BIMSTEC Summit and related meetings.

1. Media Registration

The Department of Information, Ministry of Foreign Affairs will be responsible for media registration. **Media participants who wish to attend the 6th BIMSTEC Summit and related meetings as well as gain access to the media portal or media conferences need to apply and complete the online registration** according to the following guidelines:

(1) Register on our website (<http://www.bimstecthailand.com/>) with all required information, including the address of your office*;

(2) The Department of Information will review the information before granting approval, which may take up to 10 days after the date of submission of information, so it is highly advisable to register in advance;

(3) Successful registration will be notified via email, and please kindly take a screenshot or print the approval email as proof of complete registration for further procedures

(4) If there is any change or additional details regarding press/media during the 6th BIMSTEC Summit, information will be made available and updated on our website (<http://www.bimstecthailand.com/>)

(5) If you need assistance with the registration process, please contact:

Press Division
Department of Information
Ministry of Foreign Affairs of Thailand
Tel: +66 (0) 2 203 5000 ext. 22030
E-mail: bimstec2024media@gmail.com

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

– Online media registration for BIMSTEC Summit 2024 needs to be completed by 25 August 2024. On-site registration is NOT available –

2. Visa Application

Upon completion of registration, official/general media residing overseas are required to apply for appropriate visa before entering the country. Please present proof of complete

registration along with other required documents at the Royal Thai Embassies and Royal Thai Consulates-General for visa application.

3. Collection of Media Badges

Media participants who completed the registration can collect media badges at the following venues:

o The Ministry of Foreign Affairs

443 Sri Ayudhya Road, Phaya Thai,
Ratchathewi, Bangkok 10400

29 – 30 August 2024 10.00 – 17.00 hrs.

o Media Center

Shangri-La Hotel, 89 Soi Wat Suan Plu,
Bangrak, Bangkok 10500

3 September 2024 08.30 – 17.00 hrs.

* Each media participant must present; (1) proof of complete registration (e.g., a screenshot or a printed page of the registration approval email) and (2) original passport/ID card to collect their media badge.

** In case of any convenience, an authorized recipient may collect the badge on behalf of the approved registrant, with additional documents as follows:

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

*** Kindly note that every effort will be made to provide timely accreditation and issuance of ID badges for all media registrants. However, the organizers are unable to guarantee that the process will be without technical issues. A passport or other valid form of ID will be required for the badge issuance, and the process may take up to two hours depending on the number of cases. Registered media are highly advised to spare your time to collect the badges prior to the meetings.

4. Media Center

The Media Center is located at Private Room 1-2 adjacent to Chao Phraya Room, level G, Shangri-La Bangkok Hotel. The operating hours will be from 08.30 – 19.00 hrs. The total size is 221 sq.m. with important areas as follows:

- Press Working Area; with working space for up to 100 media participants
- Press Conference Area for up to 30 attendees at a time
- Refreshment and dining area

Audiovisual, video and audio content of the 6th BIMSTEC Summit and related meetings will be provided for members of press.

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5. Contact Details

- For more information and any inquiries, please contact the Press Division, Department of Information, Ministry of Foreign Affairs of the Kingdom of Thailand at Tel: (+66) (0) 2203 5000 ext. 22030 Fax: (+66) (0) 2643 5102 or by e-mail: bimstec2024media@gmail.com

**Department of Information
Ministry of Foreign Affairs
August 2024**

Official Media Arrangements
during the 6th BIMSTEC Summit and Related Meetings
2 – 4 September 2024, Bangkok, Thailand

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I. Official Media Accreditation

- The official media registration is open until 25 August 2024.
- The official media includes the photographers and cameramen attached to the official delegation (e.g., the Office of the Prime Minister, and the Ministry of Foreign Affairs). The official media is required to register as “media” and submit required documents following the instructions on BIMSTEC2024 Media Kit (detail under the “Media Registration” on <http://www.bimstecthailand.com/en/home/>) until 25 August 2024.
- Successful applicants will receive an approved email, which shall be used for visa applications.
- Apart from the online registration, the Department of Information also requires a list of official media delegation from each participating member country through a diplomatic note, which should include their ID cards and equipment lists.
- Official media’s badges, media kits, and armbands will be distributed by a Media Liaison Officer (MLO) designated to each member country.
- A media program will be available and updated on Thailand’s BIMSTEC2024 website under the “Media Registration” section (<http://www.bimstecthailand.com/en/home/>) and the BIMSTEC2024 Media Handbook.

II. Visa Application

- Upon completion of registration, the official media residing outside Thailand are required to apply for appropriate visas before entering the country. The media registration approval e-mail should be printed and submitted along with other required documents at the Royal Thai Embassies and Royal Thai Consulates-General in their respective areas for visa applications.

III. Airports Facilitation

- The Department of Information will facilitate a media coverage at airports upon arrival and departure of the Heads of Delegation attending the 6th BIMSTEC Summit and related meetings.
- In case that the official media is not travelling with the Heads of Delegation, the Ministry of Foreign Affairs will coordinate with relevant agencies to facilitate equipment customs clearance and other related arrival/departure procedures.
- Flight information as well as details on media equipment shall be provided to the Ministry of Foreign Affairs as soon as possible.

IV. Media Center

- Details of the operation hours of the Media Center will be available in due course on the “Media Registration” section on <http://www.bimstecthailand.com/en/home/>.
- Photos and VDO clips of the relevant meetings and functions will be provided to both the official media and all media to download accordingly.
- Computers, printers, photocopiers, and WiFi will be provided.
- Meals and refreshments will be provided to the registered accredited members of the media at the Media Center

V. Contact Details

- For more information and any inquiries, please contact the Press Division, Department of Information, Ministry of Foreign Affairs of the Kingdom of Thailand at Tel: (+66) (0) 2203 5000 ext. 22004 Fax: (+66) (0) 2643 5102 or by e-mail: bimstec2024media@gmail.com.

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**Department of Information
Ministry of Foreign Affairs
August 2024**