



MEDIA ADVISORY

**ASEAN Foreign Ministers' Retreat
13-14 August 2013
Hilton Hua Hin Resort and Spa Hotel
Hua Hin, Thailand**

1. GENERAL INFORMATION

The ASEAN Foreign Ministers' Retreat (AMM Retreat) will be held on 13-14 August 2013 in Hua Hin, Thailand.

2. VENUE

The AMM Retreat will be convened at the Hilton Hua Hin Resort and Spa Hotel, Hua Hin, Thailand. The contact details are as follows:

Hilton Hua Hin Resort and Spa Hotel

33 Naresdamri Road
Hua Hin 77110
Prachuap Khiri Khan Province, Thailand
Tel: 66-32-538-999
Fax: 66-32-538-990
Email: hua-hin@hilton.com

3. MEDIA SECRETARIAT & FACILITIES

The Media Secretariat will be located at Room Rama 3 at the Hilton Hua Hin Resort and Spa Hotel. It will be in operation from 08.30 – 18.00 hrs on 13 to 14 August 2013.

There will be telecommunications facilities, computers with internet access, and common work area for media.

Background documents, press release, any other documents will be available at the Media Secretariat.

4. ACCREDITATION

Members of the media who wish to report the meetings are required to be accredited and in possession of a media badge. The media badge must be WORN AT ALL TIMES at the official venues and will be required for entry.

Media applications for accreditation must be accompanied by a letter of assignment from the editor or a news executive from his/her respective media organization. Applications without an accompanying signed letter of assignment will not be processed.

Media are kindly requested to fill in the **Registration Form (Annex I)** and submit it **by 8 August 2013** via e-mail **mfathai.media@gmail.com** or by fax + 66 2 643 5106.

Media Accreditation can also be granted on site, at the lobby of the Hilton Hua Hin Hotel during following hours: 08.30 – 17.00 hrs. on 13 August 2013

Accredited members of the media can collect their media badges on 13 August 2013 at the Media Secretariat. Please bring with you photographic proof of identity, i.e. passport, driver's license or media identification card.

5. CUSTOMS CLEARANCE

All members of media are required to present an A.T.A Carnet document or a detailed list of media equipment which includes type and serial numbers of the devices to the Customs Office at the port of entry. It is strongly recommended that member of media provide information about their media equipment, by filling in **Section C** of Media Registration Form.

Please go to www.customs.go.th for more detailed information on customs clearance procedures.

6. ACCOMMODATION

Accommodation is limited for the meetings therefore media organisations are advised to book early if they wish to secure accommodation within a reasonable distance of Meeting.

Media are required to make their own reservations directly with the Hilton Hua Hin Resort and Spa Hotel **before 31 July 2013**, using the hotel reservation form as attached in **Annex II**. Please note that all rooms will be reserved on a first-come, first-served basis.

Contact person (for hotel reservation):

Ms. Parinthorn Katapan (Director of Sales, the Hilton Hua Hin Resort and Spa Hotel)
Mobile: +66 (0) 81 818 1421
Telephone: +66 (0) 2 442 2185
Fax: +66 (0) 2442 2385
Email: parinthorn.katapan@hilton.com

Ms. Rapheephan Phatchaneebon
Mobile: +66 (0) 81 562 1144
Telephone: +66 (0) 2 442 2188
Fax: +66 (0) 2442 2385
Email: Rapheephan.Phatchaneebon@Hilton.com

List of recommended hotels in Hua Hin area include:

Dusit Thani Hua Hin

1349 Petchkasem Rd., Cha Am, Phetchaburi 76120
Tel: +66 3252 0009
Fax: +66 3252 0296
<http://www.dusit.com/dusit-thani/dusit-thani-huahin.html>
Contact person: Ms. Chulalak Makmee
Office: +66 3244 2100

Mobile: +66 81 283 3789
Email: chulalak.mm@dusit.com
dthhsales1@dusit.com

Sheraton

1573 Petchkasem Rd., Cha Am, Phetchaburi 76120
Tel: +66 3270 8000
Email: reservations.huahin@sheraton.com
<http://www.sheratonhuahin.com/>
Contact person: Ms. Sriaschara Prowsri
Office: + 66 2168 7800
Mobile: + 66 81 804 0234
Email: sriaschara.p@sheraton.com

Asara

53 Soi Hua Hin 5., Hua Hin, Prachuab Khirikhan 77110
<http://asaravilla.com/>
Contact person: Ms Kueanthip Iamsean
Office: +66 2611 6800 Ext. 702
Mobile: +66 85 111 7842
Email: sale@asaravillaandsuite.com

Anantara

43/1 Phetkasem Beach Rd., Hua Hin, Prachuab Khirikhan 77110
Tel: +66 3252 0250
Fax: +66 3252 0259
Email: huahin@anantara.com
<http://huahin.anantara.com/>
Contact person: Ms Praoranuch Saengchote
Office: +66 2365 7537
Mobile: +66 89 724 0287
Email: praoranuch_sa@anantara.com

Best Western Plus Serenity Hua Hin

53/9 Soi Hua Hin 5/1, Petchkasem Rd., Hua Hin, Prachuap Khirikhan 77110
Tel: +66 32 522 225
Fax: +66 32 522 530
Email: info@serenityresorts.com / rsvn@serenityresorts.com
<http://www.serenityresorts.com/>
Contact person: Ms. Mallika Vejkama
Office: +66 32 522 225
Email: sales@serenityresorts.com

Centara Grand

1 Damnernkasem Rd., Hua Hin, Prachuab Khirikhan 77110
Tel: +66 3251 2021-38
Fax: +66 3251 1014
Email: chbr@chr.co.th
http://www.centarahotelsresorts.com/chbr/chbr_default.asp
Contact person: Ms Suwisa Chamnil
Office: +66 3251 2021 / +66 2 7691234 Ext. 6597
Mobile: +66 81257 2793
Email: salesoffice2@chr.co.th

7. TRANSPORTATION

Unless otherwise arranged, media are responsible for their own transportation. One-day car rental fee (including driver) from Bangkok to Hua Hin varies from 2,000 - 5,000 Baht.

AOT (Airports of Thailand) Limousine, Thai Airways Limousine Service and American Express Airport Taxi are recommended for travelers unfamiliar with Bangkok. These services are available for booking 24 hours near the luggage pick up area and at the arrival hall exit at Suvarnabhumi Airport. Delegates may look for the yellow AOT banner and other limousine signage. Per trip fare varies, depending on vehicle type (highway tolls included). Commercial metered taxis are also available at the curbside of the arrival hall at Suvarnabhumi Airport.

International and local car rental companies:

AVIS

Contact: +66 (2) 251 1131-2, +66 (2) 255 5300-4 or +66 (81) 378 5697
<http://www.avisthailand.com>

Quality-Rent-a-Car

Contact: +66 (2) 678-9888

Nathitorn Travels

Contact: +66 (89) 686 5533

Team Tour

Contact: +66 (86) 677 1222 or +66 (86) 688 1222

8. DRESS CODE

Media representatives should wear proper attire while covering all events. Dark lounge suit or smart attire is advisable. Please avoid tank-tops, shorts, slippers and sandals.

9. MEDIA CONTACT

For general enquiries:

1. Mr. Panote Preechyanud

Tel: +66 2 643 5105

Mobile: +66 86 660 5060

Email: panote@gmail.com

2. Mr. Panu Chaisriha

Tel: +66 2 203 5000 ext. 22026

Mobile: +66 89 032 7078

Email: panu.chaisri@gmail.com

10. OTHER INFORMATION

Banking and Currency

Foreign currency and travellers' cheques are conveniently exchanged and cashed at major banks and authorized money exchangers. Banks are generally open on weekdays from 08.30 to 15.30 hrs. The banks in the shopping malls however operate for longer hours until at least 19.30 hrs. every day of the week. Cash in THB can also be withdrawn from the ATMs. The exchange rates vary daily but 30 THB is approximate to 1 USD. Kindly check the local banks for daily exchange rates.

Hotels, shopping malls, restaurants and ATMs accept most international credit cards, including Visa, MasterCard, and American Express.

Tax Refund

Foreign visitors can claim a 7 % value-added tax (VAT) refund for goods with total value of at least 5,000 THB, purchased at stores with a “VAT REFUND FOR TOURISTS” sign. Present a VAT Refund Form (P.P.10) and the invoice(S) for a refund at VAT Refund for Tourists Office upon departure.

Suvarnabhumi Airport (24 hrs) Tel +66 2 134 0674-8

For more details, visit the Revenue Department website at www.rd.go.th/vrt/howwill.html

Weather

Climate: Prachuap Khiri Khan Province is normally sunny, warm, and humid.

Temperature during August is in range of 26 – 33 °C or 79 – 92 °F.

Electricity/Voltage

Standard voltage is 220 volts AC at 50 Hertz. Wall outlets usually accommodate two types of plugs: flat-bladed and round-pinned plugs.

Emergency Numbers

Police Tel. 191

Tourist Police Tel. 1155, 1699

Fire Brigade Tel. 199

Ambulance Service 1669

Highway Police Tel. 1193

**ASEAN Foreign Ministers' (AMM) Retreat
Hua Hin, Thailand
Tentative Programme of Activities
13-14 August 2013**

Tuesday, 13 August 2013

- AM - Arrival of Delegates
- 12.30-14.00 - Working Lunch of ASEAN Senior Officials
Venue White Lotus Restaurant, 17th Floor
Attendance SOM Leader +2, Deputy Secretary-General of ASEAN +2
- 14.00-17.00 - ASEAN Senior Officials' Meeting
Venue Rama 5 Ballroom
Attendance SOM Leader +6, Deputy Secretary-General of ASEAN +6
- 19.00-21.00 - Welcome Dinner hosted by H.E. Dr. Surapong Tovichakchaikul, Deputy Prime Minister and Minister of Foreign Affairs of the Kingdom of Thailand
Venue The Market Restaurant
Attendance All delegates

Wednesday, 14 August 2013

- 09.00-10.30 - Group Photo
- ASEAN Foreign Ministers' Retreat
Venue Rama 5 Ballroom
Attendance Minister +2, Secretary-General of ASEAN +2
- 10.30-10.45 - Coffee Break
- 10.45-12.30 - ASEAN Foreign Ministers' Retreat (continued)
Venue Rama 5 Ballroom
Attendance Minister +2, Secretary-General of ASEAN+2
- 12.30-14.00 - Lunch hosted by H.E. Dr. Surapong Tovichakchaikul, Deputy Prime Minister and Minister of Foreign Affairs of the Kingdom of Thailand
Venue White Lotus Restaurant, 17th Floor
Attendance All delegates

Note: Smart casual attire for all events