

# IAPCO Regional Seminar 2014 in Thailand

The Bid and Beyond: Engaging All!

16-18 July, 2014

Plaza Athenee Bangkok,  
A Royal Meridien Hotel



## Speakers:



### Michel Neijmann

IAPCO President  
Managing Partner  
K2 Conference & Event Management Co.,  
Istanbul, Turkey

### Jan Tonkin

IAPCO Vice President  
Vice-Chair Training Academy  
Managing Director  
The Conference Company  
Auckland, New Zealand



### Nicola McGrane

IAPCO Council Member  
Managing Director  
Conference Partners  
Dublin, Ireland

## Who should attend?

Anyone involved in the meetings industry will find this seminar programme of interest, benefiting those of all levels of knowledge, whether new to the industry or having many years of experience.

Participants are welcome from:

- PCOs, DMCs, travel agencies
- National tourism organizations
- Convention and Visitor Bureaus
- Venue operators, conference hotels
- International associations
- Exhibition management companies
- Association management companies

Certificate of Attendance from IAPCO & TCEB will be awarded

Programme by:



MEETING  
QUALITY

Hosted & Organised by:



# Welcome remarks by



Director of  
MICE Capabilities  
Department  
Thailand Convention  
& Exhibition Bureau  
(TCEB)



Thailand Convention & Exhibition Bureau (TCEB) – a leading-edge government agency – has been the key to success for a wide range of global and regional business events since 2004. TCEB has formed numerous collaborations and networks linked to open up bright new chapters of business opportunities, and to enhance every business success with special care that will spur lasting advancement and achievements. Our goal is to equip the business events industry with continuous development, long-term growth and sustainable success on the national, regional, and global stage.

TCEB is pleased to announce Thailand as the exclusive host for the IAPCO Regional Seminar on “The Bid and Beyond: Engaging All!” from 16<sup>th</sup> to 18<sup>th</sup> July, 2014. This is the golden opportunity for you and our industry colleagues from around Asia Pacific to obtain internationally-recognized accreditation in this field of expertise.

The key objective of the IAPCO Regional Seminar is to provide specialized training for you who are involved in the meetings industry e.g. PCOs, DMCs, Convention and Visitor Bureaus, Venue operators, and Exhibition management companies.

MICE industry in Asia is growing at an extraordinary rate in keeping with the rapid expansion of the economies of many countries in the region. Now in Thailand, MICE sector is growing and evolving at a rapid pace of around 15 % per annum. With world-class venues and infrastructure, world-renowned and professional services, a vast array of attractions, and the competence to meet the needs of the most complex and demanding events, it is no wonder Thailand has earned international and second to none reputation as a destination of choice for MICE events, hence, establishing itself as a MICE hub in the region. It is important, therefore, to ensure a strong development in organization skills that will lead to successful events, and IAPCO programme is developing these skills, serving the needs, and setting standard for MICE industry.

To help achieve our educational goals, TCEB signed the agreement with IAPCO to host the IAPCO Regional Seminar in Thailand for three consecutive years (2013-2015) which we firmly believe for accreditation of Asia's Professional Congress Organisers (PCOs) is both timely and necessary. This learning experience will provide an opportunity for you to be part of this dynamic international meetings management training in full support of TCEB's consistent efforts to strengthen industry professional standards. In view of the ASEAN Economic Community or AEC becoming effective in the year 2015, this capacity building for MICE professional is therefore significant so that you could be geared and equipped to leverage on the opportunities arising from the regional economic integration in ASEAN. Besides, TCEB can support your business meetings and events to be hosted in Thailand in the future.

For TCEB, it has been our pleasure to host this IAPCO Regional Seminar 2014 in Thailand. I wish you every success and enjoy the entire learning experiences in Thailand.

A handwritten signature in black ink that reads 'Nichapa' followed by a long, sweeping horizontal line.

**Nichapa Yoswee**  
*Director of MICE Capabilities Department  
Thailand Convention & Exhibition Bureau (TCEB)*

## From the President of IAPCO



IAPCO has been providing education and training for many years now, and we are extremely proud of everything we have achieved so far: Over 20 regional and national seminars and 40 editions of our annual seminar in Switzerland.

This upcoming Regional Seminar in Bangkok in 2014 is yet another highlight of our commitment to be present in different regions around the world with our message on professionalism of the meetings world.

Bangkok and Thailand have proved to be important destinations in the conference field. Any destination wanting to keep or obtain a lead position in our activity needs to be updated, professional, and provide both good infrastructure and quality service. Congress participants not only look for quality scientific programmes, that is obvious, but also good facilities in appropriate locations. Moreover infrastructure without quality service is an 'empty building'. We need to understand that the staff in all areas of our industry have to be up to the task.

We in IAPCO are confident that these Seminars (2014 will mark the second in a series of three) can help its participants to better understand the requirements of this very demanding activity, which today asks for a variety of skills from us all, the providers of quality service. We hope to see you in Bangkok this coming July,



**Michel Neijmann**  
President, IAPCO



## From the Chair of the Training Academy



This year's seminar has a theme around "The Bid and Beyond: Engaging All!" The competition among destinations and countries to position themselves in the business events industry and to bring meetings to their cities is increasing. It has become tougher and tougher over the last decade. Clients are more demanding and want more for less than ever before. In many of the decision making processes for the selection of future venues more rational and transparent criteria are applied overweighing emotional aspects.

The more mature "meeting destinations" are reinventing themselves by offering new products and services. Emerging destinations are knocking on the door offering good infrastructure and excellent value for money. Showing union of all stakeholders in a city during the bid stage makes a huge difference and all parties play an important role in the destination branding and the creation of perception.

IAPCO is the university recognized benchmark for quality by the congress organisations and is the global branding for excellence in the meetings industry, your partner for quality and distinction! This second seminar out of three is an endorsement of the future vision of the meetings industry of Thailand, recognising that education is the route to quality and excellence and the pathway to successful meetings, both bidding and winning, and the delivery.

We are delighted to be a part of your training programme, and IAPCO endorses the work and dedication which you contribute to this industry.



**André Vietor**  
Chair, IAPCO Training Academy



## What is IAPCO?

IAPCO was founded in 1968 by professionals for professionals engaged in the organization and management of international congress, convention and special events: professional conference organizers (PCOs)

## What is an IAPCO Seminar?

A major part of IAPCO is to provide specialist training for PCOs. IAPCO's education programme is regulated by the IAPCO Training Academy where over 2,000 participants from 77 countries have obtained the IAPCO Accreditation at the Annual Seminar in Switzerland [17-22 January 2015]. Furthermore over 1800 participants have attended the IAPCO Accreditation for attending Regional Seminars. Since the first IAPCO Seminar in 1975, IAPCO has built up an unequalled reputation in the field of international meetings management training.

## Why Thailand?

Thailand, having earned a global recognition as a preferred tourism destination, is always looking ahead. Placing MICE industry as a national agenda, Thailand aims for another height, transforming itself into a major MICE hub of Asia. It now becomes the first country in Asia in launching MICE curriculum to universities with the ultimate goal to elevate standards and professionalism of MICE personnel. Service quality and standards of Thailand is not only globally recognized but also dynamic at international level. Thailand began to promote Green Meetings among MICE operators in 2009, having earned Bangkok a leader in Green Meetings in Asia. It is now moving up the ladder, becoming the first in Asia in introducing Event Sustainability Management Systems to the industry. Quality, standard and professionalism are now the key and the core of Thailand's MICE industry, apart from its world-class infrastructure, value for money, countless business opportunities and myriad of destinations.





## Registration Fee

Description	Early Bird (Before 30 <sup>th</sup> May 2014)	After 30 <sup>th</sup> May 2014
IAPCO, TICA, TEA, EMA Members	THB 9,000.00	THB 12,000.00
Non Members	THB 12,000.00	THB 15,000.00

- 7% VAT has been included in the above rate.
- Registration fee includes documentation, lunches, refreshment breaks, certificate of attendance
- Registration fee does not include accommodation. Reservation must be made direct to the hotel – see hotel reservation form attached.

## Cancellation & Refund

- Cancellations by letter, fax or email only – received by the Secretariat before 20<sup>th</sup> June 2014, the registration fee will be refunded less 50%\* and/or no refund will be given for cancellations received thereafter, or for participants who do not attend or partially attend.
- A confirmation of cancellation will be sent by TCEB thereafter.
- Participants are required to arrange insurance for cancellation, travel, loss of possessions, medical, accident etc. on their own behalf.
- The Regional Host, TCEB reserves the right to cancel the Seminar in the event of exceptional circumstances, in which case the registration fee will be fully refunded.\*

\*All bank charges are to be borne by the participant.

## Application

Participation in the Seminar is strictly limited. Applicants will be accepted on a first-come first-served basis and only after payment has been received. Provisional bookings are not encouraged. However, bookings and payments can be made in a company name if the particular participant is not yet known at the time of booking. Bank Transfer is recommended as the payment method. An acknowledgement will be sent on receipt of a registration form together with, if required, an invoice; however, confirmation of a place at the Seminar will only be made once payment is received.

Please complete the enclosed registration form and return to the Secretariat before 20<sup>th</sup> June, 2014 by fax to: (+66) 2658 1412 OR email to: [patumwadee\\_o@tceb.or.th](mailto:patumwadee_o@tceb.or.th), [www.micecapabilities.com](http://www.micecapabilities.com)



## Hotel Accommodation

### **Plaza Athenee Bangkok, A Royal Meridien Hotel:**

Located on Wireless Road, the most beautiful tree-lined avenue in the heart of Asia's favourite destination for culture and entertainment, Plaza Athénée Bangkok, A Royal Méridien Hotel is ideally positioned in the city's shopping and commercial hub.

Explore a world of cuisine, wine and coffee in five restaurants, one bar + one bakery and experience the ultimate in relaxation with a stunning tropical roof top pool, day spa, and fully equipped fitness centre including jogging track and squash court.

Featuring over 5,600 square metres and 28 unique venues of flexible event and meeting space, the Hotel provides the perfect venue for personalized meetings and conferences in Bangkok

Just steps from our grand lobby, the Phloenchit BTS Skytrain station allows our guests to quickly reach major sightseeing destinations and numerous shopping malls.

Easy access to two expressways and less than an hour from Suvarnabhumi International Airport.

## Transportation

Suvarnabhumi International Airport is a grand vision of modern air travel, with its sophisticated design and facilities. This gateway to the cosmopolitan heart of Bangkok is situated approximately 36 kilometers east of downtown, on an 8,000 acre (32 km<sup>2</sup>) plot of land. Suvarnabhumi is the sixth busiest airport in Asia, and the busiest in the country, having handled 47.9 million passengers in 2011, and is also a major air cargo hub, with a total of 96 airlines. The airport also has a rail link system that can get you to/from the city centre in 15 minutes, so transferring to downtown or the industrial hub of Thailand's Eastern Seaboard is both easy and convenient.



Time	Wednesday 16 July 2014	Thursday 17 July 2014	Friday 18 July 2014
09.00-09.30 hrs.		Marketing the Bid – <i>Nicola McGrane</i>	Contracts – <i>Jan Tonkin</i>
09.30-10.00 hrs.		Organising the Bid – <i>Jan Tonkin</i>	
10.00-10.30 hrs.		Lobbying – <i>Michel Neijmann</i>	Networking Events – <i>Michel Neijmann</i>
10.30-11.00 hrs.		Break	Break
11.00-11.30 hrs.		The Art of Sponsorship – <i>Jan Tonkin &amp; Nicola McGrane</i>	Building Teams – <i>Nicola McGrane</i>
11.30-12.00 hrs.			
12.00-12.30 hrs.	Registration	Risk Management – <i>Michel Neijmann</i>	Trends – <i>Jan Tonkin</i>
12.30-13.00 hrs.		Networking Lunch	Networking Lunch
13.00-13.30 hrs.			
13.30-14.00 hrs.	Opening & Introduction to IAPCO - <i>Michel Neijmann</i>	Engaging your Participants - <i>Nicola McGrane</i>	Final Preparation for Working Groups
14.00-14.30 hrs.	Research – <i>Michel Neijmann</i>	The Principles of Budgeting and Cashflow Forecasting – <i>Jan Tonkin</i>	
14.30-15.00 hrs.	ICOH Case Study – <i>Nicola McGrane</i>		
15.00-15.30 hrs.	Bid Teams & Roles – <i>Jan Tonkin</i>	Break	Presentation of Working Groups (2 groups)
15.30-16.00 hrs.	Break	Working Groups	Presentation of Working Groups (2 groups)
16.00-16.30 hrs.	Introduction to Working Groups - <i>Michel Neijmann</i>		Presentation of Working Groups (2 groups)
16.30-17.00 hrs.	Working Groups		Presentation of Working Groups (2 groups)
17.00-17.30 hrs.			Closing and Certificates

## ICOH Case Study

What better way than to start with a case study? A true and comprehensive story about bidding that offers an insight in all aspects of a long and challenging bid procedure.

## Bid Team and Roles

Who should be in a bid team? Learn about the roles of each team member and the particular skills they contribute to a successful bid campaign. Tips about managing a bid team will also be provided.

## Marketing the Bid

Marketing a bid is all about the marketing of a brand. You have to market the people, showing enthusiasm and the talent of the city. You have to market the destination, its assets, its investment, its relevance to the bid. It is not just about the bid document itself, but also the pre-marketing. In this session you will learn about the efforts involved in marketing the bid to the members of the bid team and beyond, through yet another inspiring case study.

## Organising the Bid

Regardless of how much or how little time is available to assess the financial viability of a conference and organise a bid, there are a number of steps which need to be followed. A case study is used to illustrate these steps, the setbacks and the success criteria.

## Lobbying

A big part of business in the meetings industry, and especially in bid procedures, seems to be influenced by 'lobbying'. What is lobbying and how do you make use of it? In this session you will receive some first hand examples of the mystery and the power of the lobby. Furthermore, suggestions on how to engage in lobbying will be provided and discussed.

## Engaging your Participants

Congresses provide the ideal opportunity for face to face connections. In a world where everyone is constantly connected, what makes a congress special:

- New programme formats
- New ideas of engagement
- Effective networking
- Social interaction

## Budgeting and Cashflow Forecasting

Budgeting and budget control are the essential ingredient of a well-run business, department or congress. The principles of good financial management apply equally to all three. This session will focus on

- General principles of financial management
- Creating a self-financing congress budget
- How to ensure no surprises
- Forecasting revenue and expenditure
- Creating the cashflow, that dovetails with the budget

## Risk Management: preparing for the worst

In today's world there is the necessity to undertake risk management strategies especially when working with international congresses. So what and why Risk Management? This session will provide you with tools to enable you to undertake Risk Management both on-site and pre-event and some examples of where Risk Assessments have worked to the advantage of the event.

## The Art of Sponsorship

How can you maximise your revenue whilst ensuring that you give market value and service. What is the most effective way to approach your sponsors to ensure that you engage with them?

- Timing and research
- How to engage and excite your sponsors
- Innovative ideas
- Technical management of sponsorship
- Meeting the sponsors' needs
- Looking at current pharma compliance legislation

## Contracts: watching out for the fine print

A contract is a contract and every transaction involves a contract of some kind. A contract needs to be a win-win negotiation, not a win-lose or a win-don't care scenario. Fighting over non-essential items, or even in-comprehensible clauses such as force majeure and indemnification, can result in a bad contract, bad results and the start of a bad working relationship. Learn which battles to fight and which to give way gracefully; understand negotiation with different cultures and nationalities. And create that win-win contract.

## Networking for Engagement

How to create the perfect social environment to maximise interaction between delegates, between delegates and speakers, between delegates and sponsors and exhibitors to ensure an ROI for everyone. What should we do differently to engage people from the moment they enter the conference centre to the moment they leave. What technology, What activities, What technology, what activities, do we use to maximise social interaction and physical connectivity between all who attend. How to create talking points around an event. It's the memories and the connections people make that will make them return for the next conference. This session is about attendance retention by creating memorable experiences.

## Building Teams: the right person for each role

The thinking behind employment, the structure of committees and the impact of people as a resource: different roles, different people, one result.

- Transforming the working environment to drive and nurture team engagement starts with having the right people working in the right role. Creating a powerful vision and strategy with which the team can connect and feel a sense of belonging is equally important.
- How do you ensure that the right people within the Local Organising Committee Structure/your client's team are in the right roles, to suit both their expertise, their time availability and their ability to deliver to you.

As a manager building event teams, it is important to recognise the human resource factor:

## Trends

What is changing in the world of conferences? What is the impact on our future business? How can we design and deliver a service which will ensure we stand out from our competition? This session will examine these questions through the eyes of conference participants and those hosting conferences.

## Working Groups

Participants will be divided into groups, given certain tasks to work on, culminating in a presentation to the entire group. This will embrace close involvement with colleagues of different industry sectors and inevitably with different experiences. You will:

- Engage
- Work as a team
- Tackle the task
- Present in a competitive environment
- Have an incredible learning experience

## Certified Meeting Professional Program (CMP)

For more than twenty-five years, the Convention Industry Council (CIC) has defined new levels of professionalism through its Certified Meeting Professional (CMP) program. CIC certifies individuals through an internationally recognised certification program that evaluates the competency of meeting professionals. The CMP designation represents the standard of excellence in today's meetings, conventions and exhibitions industry. In order to apply, an applicant must have a minimum of three years industry experience, completed a minimum of 25 hours of continuing education and pass the CMP examination. The IAPCO Seminar, held in Thailand from 16-18 July 2014 provides up to 15.5 hours of continuing education that can be applied towards the CMP application.

Visit the CIC website – [www.conventionindustry.org](http://www.conventionindustry.org) – and click on CMP Program for further information.

# Speakers' Profiles



## **Michel Neijmann**

**IAPCO President  
Managing Partner  
K2 Conference & Event  
Management Co.,  
Istanbul, Turkey**

After some years of temporary assignments at congresses, Michel started his professional career in the meetings and exhibition industry with a part-time involvement in the European Society of Cardiology in 1989. Following his graduation from University,

Michel joined Congrex in 1997 where he was involved in the organisation of many international congresses. Changing perspective, he decided to focus on a post-graduate in journalism in 2003. Returning to the industry later that year, new appointments took him from Istanbul to AIM Group in Rome, and in 2010 he returned to Istanbul as Managing Partner of K2.

Michel is President of IAPCO and has been a member of the Training Academy since 2006. He is a regular presenter at both Regional Seminars and at the IAPCO Annual "Wolfsberg" Seminar.



## **Jan Tonkin**

**IAPCO Vice President  
Vice-Chair Training Academy  
Managing Director  
The Conference Company  
Auckland, New Zealand**

Jan Tonkin is the founder and Managing Director of The Conference Company. With more than 25 years' experience, conferences, exhibitions and awards programmes have been the focus of Jan's professional life, both in Britain and in New Zealand. Formed in 1990,

The Conference Company has become New Zealand's leading PCO business with 24 staff and offices in Auckland, Wellington and Christchurch. The Conference Company is the only accredited member of IAPCO in New Zealand.

Jan is a member of the Board of Conventions & Incentives New Zealand and IAPCO Vice President; Chair of the Quality Committee. She is a frequent speaker at IAPCO Regional Seminars and at the IAPCO Annual "Wolfsberg" Seminar.



## **Nicola McGrane**

**IAPCO Council Member  
Managing Director  
Conference Partners  
Dublin, Ireland**

Nicola established Conference Partners in 1998 to create a niche market in international Association Conference Management with a strong emphasis on partnering with leading researchers and innovators across a broad range of disciplines. Over the past 15 years and as a result of client demand, Conference Partners' portfolio of expertise has grown to encompass Core PCO and Association Management Services. Driven by passion and enthusiasm, the key values which drive her commercial activities are quality, trust and integrity. She takes a "hands on approach" to her business and is regarded as a leading lateral thinker with an innovative approach to problem solving and delivery. She is a founding member and the immediate past chairperson of The Association of Irish Professional Conference Organisers (AIPCO) and is a Member of the IAPCO Council.

# IAPCO Regional Seminar 2014

## The Bid and Beyond: Engaging All!

### 16 - 18 July 2014

## REGISTRATION FORM

First Name :	Last Name :
Company _____	
Address : _____	
Title: _____	
Phone :(        )	Fax: (        )
E-Mail : _____	
Years of experience in the conference industry:	Date of Birth:     /     /

- I am a member of      IAPCO      EMA      TEA      TICA  
 I am not a member of any of the above Association

**Company Type**

- |   |   |
|---|---|
| <input type="checkbox"/> Professional Conference Organizer<br><input type="checkbox"/> Convention Bureau<br><input type="checkbox"/> National Organization/Association<br><input type="checkbox"/> Conference Hotel<br><input type="checkbox"/> Travel Agency | <input type="checkbox"/> Destination Management Company<br><input type="checkbox"/> Event Management Company<br><input type="checkbox"/> International Organization/ Association<br><input type="checkbox"/> Convention Centre<br><input type="checkbox"/> Other (please specify) : _____ |
|---|---|

**Within my Company I have involvement with:**

- |  |  |
|--|--|
| <input type="checkbox"/> Managing my Company/Department<br><input type="checkbox"/> Congress Promotion & Marketing<br><input type="checkbox"/> Financial Planning & Budgets<br><input type="checkbox"/> Scientific Programmers & Abstracts<br><input type="checkbox"/> Exhibitions<br><input type="checkbox"/> Other (please specify): _____ | <input type="checkbox"/> Conference & Event Management<br><input type="checkbox"/> Bidding for Congresses<br><input type="checkbox"/> Sponsorship<br><input type="checkbox"/> Accommodation<br><input type="checkbox"/> Registration |
|--|--|

Description	Early Bird (Before 30 <sup>th</sup> May 2014)	After 30 <sup>th</sup> May 2014
IAPCO, TICA, TEA, EMA Members	THB 9,000.00	THB 12,000.00
Non Members	THB 12,000.00	THB 15,000.00

- 7%VAT has been included in the above rate.
- Registration fee includes documentation, lunches, refreshment breaks, certificate of attendance
- Registration fee does not include accommodation. Reservation must be made direct to the hotel – see hotel reservation form attached.ation form attached.

**Payment – Bank transfer**

**Account Name:** MICE CAPABILITIES DEVELOPMENT  
**Account No.:** 038-438984-1  
**Bank Name:** SIAM COMMERCIAL BANK PUBLIC COMPANY LIMITED  
**Branch Name:** Siam Square Branch  
**Bank Address:** 222/1-7 Rama I Road, Wangmai, Patumwan Bangkok 10330,Thailand  
**Swift Code:** SICOTHBK

*Please send a copy of the original bank transfer – payable to the mentioned account number together with this registration form to the Secretariat before 20<sup>th</sup> June, 2014 by fax to: (+66) 2658 1412 OR email to: patumwadee\_o@tceb.or.th, www.micecapabilities.com*

*\*Kindly note all the bank charges are to be borne by the participant.*

**Respiration & Payment Deadline : 20<sup>th</sup> June 2014**

Other Arrangements

I will travel to Bangkok by      Air      Own arrangement / Car

Arrival Date : \_\_\_\_\_ Arrival Time : \_\_\_\_\_ Flight No : \_\_\_\_\_

Departure Date : \_\_\_\_\_ Arrival Time : \_\_\_\_\_ Flight No : \_\_\_\_\_

Special Dietary Arrangement

Please specify if any special dietary arrangement is required \_\_\_\_\_

# IAPCO Regional Seminar 2014

## The Bid and Beyond: Engaging All!

### 16 - 18 July 2014

PLAZA ATHENEE BANGKOK, A ROYAL MERIDIEN

Please complete the form and send to our **SECURITY FAX ONLY** at: **66 2 650 8845**

#### HOTEL RESERVATION FORM \*PLEASE COMPLETE THIS HOTEL RESERVATION FORM IN CAPITAL LETTERS\*

Date : \_\_\_\_\_

Attention : Reservations Department

From : Mr./Ms. \_\_\_\_\_

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

E-mail : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax: \_\_\_\_\_

Guest Name : 1) \_\_\_\_\_

2) \_\_\_\_\_

Arrival Date : \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

Departure Date : \_\_\_\_\_ Flight \_\_\_\_\_ Time \_\_\_\_\_

Room Type	No. of Room	Rates Baht
Deluxe Room (Single/Twin)		<b>Baht 4,600 ++</b> for single occupancy / <b>Baht 5,100 ++</b> for double occupancy. Inclusive of daily breakfast and high speed internet.
Deluxe Junior Suite (Single/Twin)		<b>Baht 5,600 ++</b> for single occupancy / <b>Baht 6,100 ++</b> for double occupancy. Inclusive of daily breakfast and high speed internet.
Royal Club Room (Single/Twin)		<b>Baht 6,600 ++</b> for single occupancy / <b>Baht 7,600 ++</b> for double occupancy. Inclusive of daily breakfast, high speed internet and Le Royal Club benefits.
Deluxe Suite Room (Single/Twin)		<b>Baht 10,600 ++</b> for single occupancy / <b>Baht 11,600 ++</b> for double occupancy. Inclusive of daily breakfast, high speed internet and Le Royal Club benefits.

Special Request:

( ) Smoking ( ) Non Smoking ( ) King Bed ( ) Twin Bed

- The above rates are **subject to** 10% service charge and applicable government tax on room rate and service charge, effectively a total of 17.7% and non-commissionable. The hotel reserves the right to adjust the applicable VAT and/or tax according to any change in the government tax law or tax structure.
- Hot buffet breakfast for guests in residence is **included** within the room rate. Breakfast for guests who are not staying in the hotel will be charged at THB 850 net/per person.
- Above rates are **inclusive of** High Speed Internet (Wi-Fi) access. Guest is able to access free Wi-Fi in lobby + public areas if continue the remaining hours from the room.

#### PLAZA ATHENEE BANGKOK A ROYAL MERIDIEN

โรงแรมพลาซ่า แอทธินี รอยัล เมอริเดียน  
 61 WIRELESS ROAD (WITTHAYU), BANGKOK 10330 THAILAND  
 61 ถนนวิทยุ กรุงเทพฯ 10330 ประเทศไทย  
 T +66 2 650 8800  
 F +66 2 650 8500-1  
 lemeridien.com/plazaatheneebangkok

N13° 44' E100° 32'

# IAPCO Regional Seminar 2014

## The Bid and Beyond: Engaging All!

### 16 - 18 July 2014

PLAZA ATHENEE BANGKOK, A ROYAL MERIDIEN

Please complete the form and send to our **SECURITY FAX ONLY** at: **66 2 650 8845**

#### ACCOMMODATION PROCEDURE

##### Early Check in or Late Check out

The hotel will assist with a limited number of guest rooms for early check in or late checkout subject to availability. Complimentary early check in rooms will be confirmed between 0~72 hours prior to requested arrival time. Complimentary late checkout rooms will be confirmed by the hotel 12~24 hours prior to requested departure time. Guaranteed early check in or late checkout can be provided using the following payment schedule;

##### Early Check in;

Before 10:00: 100% of the room rate  
10:00 ~ 14:00: 50% of the room rate  
After 14:00: normal check in

##### Late Check out:

12:00: Normal check out  
12:00 ~ 18:00: 50% of the room rate  
After 18:00: 100% of the room rate

##### Early Departure

To avoid an early departure fee, kindly reconfirm your departure date prior or within the day of arrival, an early departure charge of THB 2,800 + 7% vat will be applied if the departure date is earlier than the original committed date at check in.

**Cancellation policy:** Cancellation made after **13/JUL/2014** shall be subject to one night cancellation fee which is equivalent to one room night multiple by daily room rate.

Cancellation made after **72 hours prior to arrival or No Show** shall be subject to full night cancellation fee which is equivalent to total room nights multiple by daily room rate.

**\*\*\*Credit Card information is required in order to guarantee the booking. Reservations will not be made without credit card details.**

Credit Card Holder Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

**For safety reason regarding your credit card information**

**Please complete the form and send to our security FAX ONLY at: 66 2 650 8845**

For any question please contact our reservations Tel: 66 2 650 8800 or Email: [reservations.bangkok@lemeridien.com](mailto:reservations.bangkok@lemeridien.com)



#### PLAZA ATHENEE BANGKOK A ROYAL MERIDIEN

โรงแรมพลาซ่า แอทธินี รอยัล เมอริเดียน  
61 WIRELESS ROAD (WITTHAYU), BANGKOK 10330 THAILAND  
61 ถนนวิทญู กรุงเทพฯ 10330 ประเทศไทย  
T +66 2 650 8800  
F +66 2 650 8500-1  
[lemeridien.com/plazaatheneebangkok](http://lemeridien.com/plazaatheneebangkok)

N13° 44' E100° 32'