

Hospitality Desk Brief Guideline

- Good _____ (Morning/ Afternoon/ Evening), Sir/Madam.
Welcome to the 2nd World Congress on Agricultural and Rural Finances.
- May I have your name, association, and country please?
--- Check database ---

If not on database (proceed if found)

- Would you please fill in the form?
- And may I have one of your business cards?
- May I have your Room number and your Departure Flight, so that we can arrange your airport transfer?
- Will you be attending these functions? “Opening ceremony”, “International Night” and “A Night to Remember”
- How would you like to pay for your registration?

We accept credit card and also payment in US Dollars. The currency exchange services can be obtained at the Hotel’s reception desk.

Welcome kits

- Here is your badge and your welcome bag.
Inside you will find a Second World Congress Guide book, BAAC Wisdom, and 3 invitation cards for:
 1. The Grand Opening on (31 October)
 2. The International Night (1 November)
 3. “A Night to Remember” (2 November)
- There is also a pickup schedule. In the morning of 31 October at 7.00am, we will be headed to the Royal Thai Navy Hall for the Opening Ceremony and in the afternoon we will be visiting the Temple of Emerald Buddha and the Grand Palace. We will meet here about 6.50am. It is our honor to have HRH Princess Maha Chakri Sirindhorn presides in the opening ceremony. The dress code for the 31 October is formal. Please see more details in the pick up schedule.
Thank you and hope you have a good stay.

**Second World Congress and Related Events
October 30- November 6, 2007**

Information Note to Delegates

Dear Delegates:

Welcome to Bangkok.

1. World Congress Information Desk

When you check in at your respective hotels, you may kindly approach the World Congress Information Desk staff who will be glad to assist you.

2. Free Time on October 28- 29

There is no official schedule on October 28- 29. However, the World Congress Information Desk would be glad to assist you in booking for any tours of your choice. Any booked tours shall be on your respective personal accounts.

3. Payment of Participation Fee

For those who haven't remitted their fees, kindly make payment at the World Congress Information Desk. If the fees have been remitted earlier, please show proof of bank-to-bank payment. Payments may be made in cash in US\$.

If you are paying in baht, the payment will be as follows, using this exchange rate (US\$1: US\$34.50):

In cash	payment by card (with corresponding charges)
US\$ 500=Baht 17,250	17,770
US\$ 250=Baht 8,625	8,884

Kindly show the invoice or document of proof of payment

4. World Congress Badge

The World Congress badge shall be given to delegates upon check-in/payment of fees

5. World Congress Kit

The World Congress kit (bags, papers and other items) shall be distributed at the World Congress Information Desk, on October 30 beginning at 12:00 am onward. Show any id card when getting the materials.

6. APRACA EXCOM (for EXCOM members only)

For EXCOM members, the meeting shall be at the Royal Orchid Sheraton Hotel and shall start at 0845am.

Vehicles from the Royal City and SD Avenue Hotels shall leave at 0730am. Kindly be at the lobby by 0725.

7. Fin Power Programme /AA Dialogue

For Asian and African delegates who are attending the Fin Power Programme/AA Dialogue, the meeting shall be at the Royal Orchid Sheraton Hotel and shall start at 10.15am.

Vehicles from the Royal City and SD Avenue Hotels shall leave at 0730am. Kindly be at the lobby by 08.45

The AA Dialogue will end at 05.00pm. Delegates who are attending the speakers' Orientation shall proceed to River side 5 Cocktails follows.

Other delegates shall proceed to the River City Shopping Complex. Dinner shall be provided .

All buses leave for Royal City and SD.Avenue hotel at 08.15pm.

8. Speakers' Orientation

All speakers please bring along their paper works and presentation for organizer.

9. The schedule on October 31- onward

The details can be found in your World Congress Kit.

If you are interested, to join the fourth programme listed above, please inform BAAC in advance. If you are joining, payment for this fourth activity shall be received in cash when you arrive.

The official guidebook shall be distributed on October 30 at each hotel, including the id tag

10. Recommended Attire for the Congress and Social Events

a. Opening Ceremony (Wednesday 31 October 2007, am)

Men: formal wear, dark suit preferred

Ladies: Formal Wear

b. Visit to the Grand Palace and The Temple of the Emerald Buddha (Wednesday 31 October 2007 pm)

The Grand Palace and Temple is a sacred site. Those who wish to enter the grounds must wear appropriate clothes: for men: long trousers and sleeved, collared shirts and shoes: for women: long skirts, appropriate blouses or long dresses, shoes

Avoid using:

- Shorts, mini-skirts, short skirts, tight fitting trousers
- See-through shirts and blouses, as well as culottes or quarter length trousers
- Sandals (without ankle or heel straps)
- Sweat shirts and sweat pants, wind-cheaters, pajamas and fisherman trousers
- Rolled short or long sleeves

- c. **International Night** at Millennium Hilton Hotel at 19.00 am. **(Thursday 1 November 2007)**

National dress or attire would be highly appreciated.

- d. **Gala Dinner** at Royal Orchid Sheraton Hotel at 19.00 am. **(Friday 2 November 2007)**

Evening party dress and suit

- e. **Field trip to Ayutthaya (Saturday 3 November 2007) and to Chiangrai, Northern Thailand (Sunday to Tuesday, 4-6 November 2007)**

Casual clothing, umbrellas and walking shoes would be useful.

5. Helpful Emergency Mobile Phone Numbers

For general Administration matters

K. Apinya Tel : 081 - 9890418

K. Sabithong Tel : 081 - 8025876

K. Noppaporn Tel : 081 - 9372688

For hotel arrangements, please contact :

Royal Orchid Sheraton Hotel

K. Warintara Tel : 081- 485-2381

Royal City Hotel

K. Vanida Tel : 081-8556683

Again welcome to Bangkok.

The APRACA-BAAC Organizers

Pick Up Schedule for Delegates at Royal City Hotel

October 31, 2007			Activity	Time
Departure	Transportation/ Duration	Attire		
0700 From: Royal City Hotel To: Royal Thai Navy Convention Hall	By Bus / about 20 minutes	Formal Attire (Women kindly wear skirt)	Opening Ceremony	0800 - 1030
			1st day of conference	1030 - 1330
1330 From: Royal Thai Navy To: Grand Palace and Temple of the Emerald Buddha (Wat Phra Kaew)	By Bus / about 45 minutes	Casual (These locations are holy places, it is forbidden to wear shorts or sandals. Women are requested to wear long skirts.)	Visit-Tour	1400 - 1700
1700 Return from: Grand Palace To: Royal City Hotel	By Bus / about 45 minutes			
November 1, 2007			Activity	Time
Departure	Transportation/ Duration	Attire		
0800 From: Royal City Hotel To: Royal Thai Navy Convention Hall	By Bus / about 20 minutes	Formal Attire	Full Day Conference	0830 - 1700
1700 Return from: Royal Thai Navy Convention Hall To: Royal City Hotel	By Bus / about 30 minutes			
1800 From: Royal City Hotel To: Millennium Hilton Hotel	By Bus / about 60 minutes	Requested to wear their national costumes or attire to enliven the occasion	International Night	1900 - 2130
2130 Return from: Millennium Hilton Hotel To: Royal City Hotel	By Bus / about 60 minutes			
November 2, 2007			Activity	Time
Departure	Transportation/ Duration	Attire		
08.00 From: Royal City Hotel To: Royal Thai Navy Convention Hall	By Bus / about 20 minutes	Formal Attire	Half Day Conference	0900 - 1330
1330 Return from: Royal Thai Navy Convention Hall To: Royal City Hotel	By Bus / about 30 minutes			
18.00 From: Royal City Hotel To: Royal Orchid Sheraton Hotel	By Bus / about 90 minutes	Smart Casual		
November 3, 2007			Activity	Time
Departure	Transportation/ Duration	Attire		
0800 From: Royal City Hotel To: Arts and Crafts Center & Ayutthaya	By Bus / about 60 minutes	Casual	Visit Tour	0900 - 1530
1530 Return from: Ayutthaya To: Royal City Hotel	By Bus / about 60 minutes			
CICA only				
0800 From: Royal City Hotel To: Ayutthaya	By Bus / about 60 minutes	Casual	Visit Tour (CICA)	0800 - 1200
1200 From: Ayutthaya To: Royal City Hotel	By Bus / about 60 minutes			
Departure to Airport				
Official Date 4 November 2007	CICA 3 November 2007			
Shuttle Bus Every 1:30 Hour	Self-Arrangement for other dates			