



**IB Asia Pacific Scheduled Workshop
St Andrews International School, Bangkok (High School)
14 - 16 March 2025, Friday to Sunday**

LOGISTICS INFORMATION PACK FOR PARTICIPANTS

Dear Participants,

Click [here](#) for more information about the required documents and preparation for international travellers to Bangkok, Thailand.

Below is essential information to note for the upcoming event you have registered for.

1. WORKSHOP VENUE

St Andrews International School Bangkok, High School Campus

1020 Sukhumvit Road, Khlong Toei, Phra Khanong, Bangkok, 10110

[Note]: There are multiple St Andrews schools in Thailand. Please ensure you have the right location.

Nearest BTS station: **Ekkamai (E7), exit 4**

Website: [St Andrews International School Bangkok High School Campus](#)

IMPORTANT Please complete the online visitor form and screenshot/save the response email to show to school's security before entering the campus. [Online Entry Form](#)



*[Note]: Parking is **not** available on campus. You are strongly encouraged to take the BTS to Ekkamai station as it is the easiest and fastest way.*

If you are coming by taxi, you can show the driver these instructions:

โรงเรียนนานาชาติเซนต์แอนดรูว์ส กรุงเทพฯ (มัธยม) 1020 ถนนสุขุมวิท พระขนิ่ง คลองเตย กรุงเทพฯ 10110

(สถานที่ตั้งเดิมของโรงเรียนศรีวิกรม) ระหว่างรถไฟฟ้าสถานีเอกมัย และ สถานีพระขนิ่ง สามารถให้แท็กซี่มาส่งที่หน้าโรงเรียน

Bangkok is notorious for its traffic so please plan to leave your location at least 30 - 45 minutes (varies by proximity) in advance to ensure a punctual arrival.

2. WORKSHOP STRUCTURE

- The welcome address will commence promptly at 8.30am SHARP in the **Sports Hall**. There will be signages to direct once you arrive.
- Attendance-taking will be done in the respective classrooms. *Please note that if your name is not found on the attendance sheet during session 1, please enter your name and email address and look for IB Field Rep/IB Representative on-site.*
- Mid-morning tea, mid-afternoon tea and lunches will be served at the workshop venue. Catering will be no pork, no lard and contains no nuts. Vegetarian options will also be available.
- We will be doing staggered lunch on Day 1 and 2. Please note that all workshops on the **3rd Floor** are to lunch at **11.45am – 12.45pm**. All workshops on the **4th Floor** will lunch from **12pm – 1pm**. We seek your full cooperation to follow the lunch timings to avoid any disappointment.
- To support environmental sustainability, we will not be providing plastic bottled water during the event. Please bring your own water bottle and note that water fountains are available in the school.

Time	Day 1	Day 2	Day 3
0830 - 1000	Session 1	Session 5	Session 9
1000 - 1030	AM Break		
1030 - 1200	Session 2	Session 6	Session 10 (end of workshop)
1200 - 1300	* Staggered Lunch		
1300 - 1430	Session 3	Session 7	
1430 - 1500	PM Break		
1500 - 1630	Session 4	Session 8	

[Note]: If you have registered within 2 weeks to the event, you may not receive a printed badge or be included in the pre-workshop survey.

3. INTERNET ACCESS & RESOURCES

Please bring the following:

- USB Drive** - Please bring 1 or 2 thumb drives to share materials. There is no photocopying onsite.
- Internet** - Wi-Fi is available at the school.
- International adapter** (and MAC cables) if you are travelling from overseas.
- Laptop/Notepad** - *If you are bringing your school's laptop, please ensure you have disabled your proxy settings / ask your IT Dept to provide you with enough access rights to change the internet proxy settings. Otherwise, the tech support team at the event will not be able to support you and help you get access to the internet.*

4. ACCOMMODATION

Workshop participants are responsible for booking their own accommodation and make their own way to the workshop venue.

The host school is conveniently located near [Ekkamai BTS Station](#), and there are several hotels in the surrounding area. Please select your preferred hotel through a booking engine.

5. VISA REQUIREMENTS

- Please check with your travel agent whether you are required to apply for visa.

- b) A visa support letter can be downloaded from the registration system directly once you have received the confirmation email.
- c) Please ensure that you have enough time to apply for a visa.

6. AIRPORT TRANSFER

There are two airports in Bangkok. Suvarnabhumi Bangkok International Airport and Don Mueang International Airport.

If you are arriving at Suvarnabhumi Bangkok International Airport, options.

- a) By Train
Ride on the Airport Rail Link and alight at Phaya Thai Station, it cost THB45 single way and around 30 minutes. Thereafter change to another line to your destination.
- b) By taxi
The easiest option, fare around THB300-400 one way and approx. 45 minutes to 1.5 hour depending on traffic. Do visit the Suvarnabhumi Bangkok International Airport [website](#) for more information.

If you are arriving at Don Mueang International Airport

The easiest is by taxi, fare around THB 200-300 one way and approx. 45 minutes to 1 hour depending on traffic. Do visit the Don Mueang Airport [website](#) for more information.

Complimentary airport transfer St Andrews International School Bangkok to Suvarnabhumi Bangkok International Airport (BKK) and Don Mueang International Airport (DMK) and will be provided on Day 3, **16 March 2025**. The bus will leave at **1215 sharp**, please be **punctual**.

7. ISSUANCE OF CERTIFICATE AND SURVEY

- a) Certificate will be distributed online via the registration system approximately 7 working days after the event.
- b) IB will also be sending a quality assurance survey form for your completion. We thank you in advance for responding to this survey as your feedback is important to us.

You will be notified via email once it is ready for downloading. Therefore, please ensure that your name and email address are reflected correctly on the registration system and attendance list.

We wish you a productive workshop.

Best regards,
IBAP PDD Events Team

GENERAL INFORMATION

For more information about Bangkok, please visit: [The official website of Tourism Authority of Thailand](#)

- a) **Tipping:** Tipping is not usually practiced in Thailand although it is becoming more common. Most hotels and restaurants add a 10% service charge to the bill. Taxi drivers do not require a tip, but the gesture is appreciated, and 10-20 baht is acceptable for porters.
- b) **Weather:** Mostly sunny with an average forecast temperature ranging from 26-35°C. Please bring along shades, cap, sunscreen, umbrella and cotton clothing. [Bangkok, Bangkok, Thailand Monthly Weather | AccuWeather](#)
- c) **Safety:** Please always practice safety precautions. It is advisable to practice good personal hygiene and wear a mask if you are suffering from a cough or running nose. Please do not turn up at the event if you are feeling unwell and ensure that you inform your coordinator and workshop leader immediately.
- d) **Water** is not drinkable, but generally ok if boiled. Bottled water is widely available.
- e) **Etiquette:** Understanding other peoples' languages, cultures, etiquettes and taboos is of great value to the traveller or visiting businessperson. Please visit the website for more info. [Thailand - Cultural Etiquette - e Diplomat](#)

- f) **[BTS Sky Train](#)** - Train stations can mostly be found in commercial areas of Sukhumvit and Silom, it is fast and safe. The sky train is divided into 2 lines: Sukhumvit line (Kheha Station-Khu Khot Station), and Silom line (Bang Wa Station-National Stadium Station). The sky train has a minimum and maximum fare of THB17 - 62. Tourists may buy One-Day Pass tickets at THB150 (unlimited trips).
- g) **[Bangkok MRT](#)** - The city's subway system or MRT connects many of the top tourist attractions with the accommodation areas, markets, and the business district. Fares range from THB17 to 71. The trains run from 6am to midnight, daily.
- h) **Taxis** cruising city streets use meter. They charge a minimum of 40 baht for the first 3 kilometres, and approximately 6.5 baht per kilometre thereafter. Make sure you have change, as taxi drivers often don't! Passengers must pay tolls in the case of using an expressway.
- i) **Tuk-Tuk** - three-wheeled open-air motorised taxis are popular for short journeys. Fares must be bargained in advance.

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Neither the IB nor its directors, officers or agents are responsible or liable for the safety and property of participants or their companions during the workshops or any excursions related thereto. Travelling to and from the workshop venue shall take place under the participants' sole responsibility. Participants are advised to seek information on potential health and security risks incurred by themselves or their companions at the workshops and to secure adequate insurance coverage. Swiss law shall govern any legal issues relating to the enrollment and participation in the workshops. Any disputes arising with respect to or in connection with the enrollment and participation in the workshops shall be finally settled by one arbitrator in accordance with the Rules of Arbitration of the Chamber of Commerce and Industry of Geneva.