

Dear Fellow Aikidoka

We are now three weeks away from meeting all of you at the 5th biannual AFSEA seminar to be held in Bangkok! Preparations are well under way and we wanted to provide with you with some information so that you are aware of arrangements in order to have events unfold smoothly.

1. Airport Arrival Information

This information is only applicable for those registering with **either package A or B** (together with his/her extra person/spouse).

For all seminar attendees arriving on the 22nd and 23rd September, please follow instructions below as to how to meet with our representatives upon arrival (**see also attached PDF**):

Suvarnabhumi

Upon passing through customs and heading into the Arrival Hall, please proceed to exit door number 10. If you look at the attached map it is located at Exit C Entrance 10 at the bottom right hand corner. There inside the building before exiting through the door, our representative holding an Aikido sign board will be there to greet you. If for some reason you are unable to locate the person or find yourself lost, please contact **Khun Woraphot at [+668 1823 5854](tel:+66818235854)**.

Don Muang

Upon passing through customs and heading into the Arrival Hall, please proceed to exit door number 2. If you look at the attached map, it is to the left where the 6 red dots are lines up and numbered. Proceed to door number 2. There inside the building before exiting through the door, our representative holding an Aikido sign board will be there to greet you. If for some reason you are unable to locate the person or find yourself lost, please contact **Khun Somkiat at [+668 4530 8881](tel:+66845308881)**.

NOTE: If you still have not provided us with your flight details, please do so as soon as possible otherwise we will be unable to guarantee that the necessary transportation has been arranged for you and you may have to find your own way to the hotel.

2. Hotel Check In Procedures

We have arranged for the accommodation for all seminar participants to be shared across two hotel located in very close proximity to one another. The two hotels are The Emerald hotel and The Bangkok Cha-da Hotel, located directly opposite one another. We will be emailing additional information to the participants residing in The Emerald Hotel shortly.

Upon arrival at the hotel you have been assigned, please proceed to the check in counter to commence the check in process with the hotel staff.

Many of you will arrive early in the morning, so please feel free to check in and rest or head out for some shopping. Please note that the AFSEA Registration desk will open at 14:00hrs.

In case you have any issues with the hotel during your check in process, please ask the hotel staff to contact **Mr. Chak at [+6681 551 2593](tel:+66815512593)**. They will have his contact details in order to contact him if any clarity is required regarding any individual accommodation details.

3. Seminar registration procedure

The AFSEA seminar registration desk will be open from 14:00 hrs on Friday September 23rd. The registration desk will be located in the foyer in front of the Grand Ballroom at the Cha-da hotel. We will be open

for registration until 20:00 hrs on the Friday and will resume the next day from 08:00 hrs. **There will be no registration desk at the Emerald Hotel.**

To register for the seminar, please bring your passport for identification.

For participants who kindly paid for the seminar in advance, but have not sent us a copy of the bank transfer, please be requested to bring proof of payment with you for the registration.

For participants who will be paying for the seminar upon arrival, we would appreciate the seminar fee to be made in Thai Baht (THB) at the exchange rate of 35 THB/USD which was the prevalent rate used at the time that the packages were priced and when the original payment deadline was determined

4. Welcome Dinner Details

The Welcome Dinner will be held at Bangkok Cha-da Hotel at the Kanna Restaurant on the 3rd floor and will commence at 19:00hrs. Please ensure that you arrive at 18:45hrs to be seated so that we can commence on time.

We will initially be seating all participants on tables by country (so please keep an eye out for the flag of the country you registered through) so that we can make introducing the various groups easy. After introductions, you will be free to mingle and enjoy on another's company. The dress code for the dinner is **Casual**.

That's it for now! Please stay tuned for further updates as our meeting dates draw ever closer. Please do not hesitate to contact us in case you have any questions.

Best Regards,
The Organizing Committee