



**Workshop on how to write scientific articles in
English for international journals in the domain of
environmental science**

Administrative Circular

**30th September – 4th October, 2013
Khon Kaen University
Khon Kaen, Thailand**

1. Presentation:

The objective of this workshop is to provide capacity building in environmental and agricultural sciences with specific focus on how to write scientific articles in English for submission to international journals. Furthermore, by bringing together the researchers from Thailand, Laos, Vietnam and Cambodia this workshop will also facilitate the development of a regional research network in environmental and agricultural sciences.

Note that it is NOT an English language course.

The workshop is made up of 3 phases:

- (1) Presentation and discussion of the different sections of an article.
- (2) Writing of a first draft of an article.
- (3) Oral presentation by the participants of their articles, followed by questions from the audience.

2. Participants

Target participants for the workshop are approximately 17 from SEA countries and 5 local staffs who have been working in agriculture and related field as researchers/scientists.

LMI LUSES, PPR SELTAR and KKU will cover travel expenses for the selected participants from Lao, Thailand and Vietnam. This will include travel (a roundtrip flight or bus to Khon Kaen from the capital city of each participant by economy class), and accommodation for 6 nights (29th September – 5th October, 2013), food and other incidental expenses. Additional participants must bear all cost by their own economies.

For selected participants who received confirmation by the organizing committee, please submit your airfare quotation (in US. Dollars, for a restrict ticket, excluding travel insurance) and detailed travel itinerary from travel agent directly to IRD Representative of your own countries for approval as soon as possible, to avoid higher air fares, visa and accommodation problems and etc. Please keep Mr. Dassakorn Borihan (secretary.dddird@yahoo.com) or Dr. Emma Rochelle-Newall (emma.rochelle-newall@ird.fr) posted in copy regarding the occurred expenses.

The flight details are attached in Annex I.

Contact persons

IRD Vietnam

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IRD Lao

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IRD Thailand

Ms. Jiraporn Mahaphan E-mail: jiraporn.mahaphan@ird.fr Tel: (+66)2 677 3249

Mr. Dassakorn Borihan E-mail: secretary.dddird@yahoo.com Tel: (+66)2 561 2728

Note: Cambodian participant is advised to keep in touch with IRD Representative in Lao regarding this matter

3. Language of the Workshop

English will be the official and working language at the workshop.

4. Registration

All participants are needed to present for participation and register for Per Diem attendance at the event, the Per Diem will be distributed for the dinner at the registration desks at Khon Kaen University, Faculty of Agriculture.

Operation hours for registration are as follows:

Monday 30th September 2013, 8.00 – 14.00 hrs
Mr. Dassakorn Borihan, LMI LUSES secretary
E-mail: secretary.lddird@yahoo.com
Tel: (+66)87 423 7151

5. Host country authorities and Contact persons

Khon Kaen University is taking in charge of the preparation of the Scientific Workshop
“How to write scientific articles in English for international journals in the domain of environmental science”

For additional information, please contact below:

Dr. Yupa Hanboonsong (Project leader)
Khon Kaen University, Faculty of Agriculture
Mittaphap Rd, Khon Kaen 40001, Thailand.
Tel: + 66-043-362108
Email: yupa_han@kku.ac.th

6. Workshop Dates and Venue

The workshop will be held from 30th September – 4th October, 2013, at Khon Kaen University, Faculty of Agriculture, Khon Kaen, Thailand.



7. Accommodation and Hotel Reservation

The organizing committee is pleased to arrange accommodation reservation for participants in the Khon Kaen Hotel.

All guest rooms have bathroom shower and bathtub, complimentary bathroom toiletries, complimentary bottled water, color TV and satellite, air-conditioning, facilities, wired & wireless internet connection.



8. How to reach the venue

Khon Kaen University will provide airport transfer arrangements to the hotel. The Khon Kaen Hotel is located in the heart of Khon Kaen City. From Khon Kaen Airport to the Khon Kaen Hotel by taxi takes only 15 - 20 minutes. However, taxi services at the airport or Hotel transportation service will be available. The rate of taxi services at the airport is approximately THB 100 to THB 150.

9. Arrival and Entry Formalities

All participants are required to possess valid passports to enter Thailand. Participants from certain country require visa to enter the country. Participants are responsible for arranging their visas, if required. For details related to visa requirement for entering Thailand, please check with the visa requirement. For more detailed, please visit the website <http://www.mfa.go.th/main/en/home>

10. Hospitality

For the SEA participants, the budget will cover for the travel expense and per diem throughout the event.

At the event, the host will provide two coffee breaks and lunch along five days workshop. We will provide THB 300 per each participant for the dinner after the trip. The per diem will be distributed at the registration desk on 30th September, 2013, Khon Kaen University.

11. General information

- Time Zone

Thailand is 7 hours ahead of Greenwich Mean Time (GMT+7). For time difference calculation, please visit the following website: <http://www.timeanddate.com/worldclock/converter.html>

- Electricity and Water



Thailand has an AC 220 volts, 50 cycles, 3-pin (two standard pins and one dedicated grounding pin on bottom) electrical plug and socket type as shown below. However, standard 2-pin type plug and socket type can be found. Many hotels have a 110-volt outlet for razor. Tap water is not recommended for drinking. Bottled water is available in hotels, restaurants, supermarkets, convenience stores and elsewhere.

- Currency and Credit Cards

The currency in Thailand is Baht (฿) divided into 100 Satang. Coins come in denominations of 25 and 50 Satang and 1, 2, 5, and 10 Baht and notes in nominations of 20, 50, 100, 500, and 1000 Baht. Currency exchange is available at the banks, airport, hotels and exchange service counter elsewhere in the city. Currency exchange rates vary daily.

The exchange rate as of 26 July 2013 is approximately thirty one Baht per one UDS.

- Business and Banking Hours

Government offices are open from 8.30 a.m. to 4.30 p.m. Most shopping malls, department stores, and super markets are open from 10.00 to 8.00 p.m. daily. Many convenience stores are open 24 hours.

Banks are open from 8.30 a.m. to 3.00 p.m., Monday to Friday, with automated teller machines (ATM) operating 24 hours. However, the banks operated inside big department stores are open until 19.00 or 20.00 hrs every day.

- Emergency Numbers

- Emergency call center (Police, Fire, Ambulance):191
- Police :191
- Fire Brigades : 199
- Ambulance : 1554
- Tourism Police (English, French, and German spoken) : 1155
- Tourism Authority of Thailand (TAT) : 1672
- Immigration Bureau : +66 (0) 2287 3101-10
- Suvarnabhumi International Airport : +66 (0)2 132-1888

- Making phone call

Thailand's international country code for calling Thailand from overseas is +66, and the code for placing a call to another country from a Thai phone is 001 followed by the country code of the nation you are dialing, (though other long distances providers allow you to dial 007, 008, or 009 rather than 001, but at different, typically higher rates). International operator assistance is available by dialing 110. International calling card can be purchased at Suvamabhumi International Airport or convenient stores.

- Public Transport in Khon Kaen

Khon Kaen, there are very few buses. However, there are a number of Songthaews (long-bed trucks, outfitted with seats to carry passengers), Tuk-Tuk (a three wheeled, window-less hybrid between a motorcycle and a taxi) or Taxi. To get a ride, wait on the side of the road and motion to oncoming drivers by extending your arm, palm down, and wave your hand slightly. When the drivers stop, tell where you want to go and ask the prices (which you may negotiate). Tuk-tuks are a bit more expensive than Songthaews, but in a tuk-tuk you can be sure that you are always be the only fare picked up.

The fares are depending on where and what time you go. However, it can be negotiated. The regular prices of Songthaews will be 10 bath inside the city each person.

There are also yellow, white, light blue and green Songthaews travel on prescribed routes, usually running between (Central market) and a nearby town. They charge 10 Bath each person.

ANNEX I

Please be advised to take the roundtrip flight from your capital city which will allow you to reach the domestic flight Bangkok – Khon Kaen in the same day.

Please submit your airfare quotation (in US. Dollars, for a restrict ticket, excluding travel insurance) and detailed travel itinerary from travel agent directly to IRD Representative of your own countries for approval as soon as possible, to avoid higher air fares, visa and accommodation problems and etc. Please keep Mr. Dassakorn Borihan (secretary.1ddird@yahoo.com) or Dr. Emma Rochelle-Newall (emma.rochelle-newall@ird.fr) posted in copy regarding the occurred expenses

Vietnamese participants

Thai Airways

Website <http://www.thaiairways.com/>

Depart	Hanoi	Bangkok	Return	Bangkok	Hanoi
1	10h35	12h25	1	07h45	09h35
2	20h45	22h35	2	17h50	19h40

Vietnam Airline

Website <http://www.vietnamairlines.com/>

Depart	Hanoi	Bangkok	Return	Bangkok	Hanoi
1	09:00	10:50	1	11:55	13:45
2	13:20	15:10	2	16:45	18:35
3	16:15	18:05	3	19:05	20:55

Cambodia participant

Bangkok Airways Recommended

Website <http://www.bangkokair.com/eng>

Depart	Phnom Penh	Bangkok	Return	Phnom Penh	Bangkok
1	06:20	07:30	1	08:10	09:20
2	10:10	11:20	2	13:20	14:30
3	15:10	16:30	3	17:10	18:20
4	19h10	20h20	4	21:00	22:10

Lao participants

Participants from Lao are advised to take the public transportation by bus Vientiane – Khon Kaen

Depart	Vientiane	Khon Kaen	Return	Khon Kaen	Vientiane
1	8:15	10:15	1	14:45	15:45

Domestic flight operated by Thai Airways

Website <http://www.thaiairways.com/>

Depart	Bangkok	Khon Kaen	Return	Khon Kaen	Bangkok
1	07:05	08:00	1	08:45	09:40
2	10:30	11:45	2	12:30	13:25
3	14:35	15:50	3	16:15	17:10
4	18:20	19:15	4	20:00	21:00