



# 1<sup>st</sup> Young SEA-TVET Symposium

## “Learning and Sharing towards Internationalisation and Harmonisation”

29-31 August 2016, Maritime Park & Spa Resort, Krabi Province, Thailand

*Hosted by the Office of Vocational Education Commission, Ministry of Education Thailand*

## Guidelines for Teachers and Students' Preparation

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The committee would like to express its appreciation for the participation of your school/college in the 1<sup>st</sup> Young SEA-TVET Symposium. We would like to inform you as follows:

### 1. Letter of Acceptance:

To accept the registration of your school/college, the Committee will normally provide you with a simple acknowledgement by email. However, the “**Letter of Acceptance**” which bears names of teachers and students can be provided upon a request by the school/college.

If your school needs to receive the Letter of Acceptance, you can directly email to Ms Pimratchada at email: [tvvet@seameo.org](mailto:tvvet@seameo.org).

### 2. Amendment and Cancellation of Participation

For any unforeseen circumstance that the school/college will need to amend or cancel the participation in the Symposium, we would like to request your cooperation to inform as soon as possible or by **25 August 2016**.

Please inform the amendment/cancellation to the email addresses: [tvvet@seameo.org](mailto:tvvet@seameo.org); [civec.ovec@gmail.com](mailto:civec.ovec@gmail.com); [Sarinun@seameo.org](mailto:Sarinun@seameo.org); and [Piyapa@seameo.org](mailto:Piyapa@seameo.org).

### 3. Accommodation Arrangement:

The Committee has reserved accommodation for all international participants at the Maritime Park Spa and Resort, Krabi (<http://www.maritimeparkandspa.com>). Twin or triple sharing rooms will be arranged as appropriate.

### 4. Airport Transfers:

Transportation for airport transfer will be provided to all international participants who will travel to the Krabi International Airport according to the provided flight schedule.

For the transportation arrangement, the flight schedule should be provided to the Ms Pimratchada at email: [tvvet@seameo.org](mailto:tvvet@seameo.org) by **25 August 2016**.

### 5. Preparation before Departure:

Please ensure that the followings will be prepared before departure:


- a. The passport must be valid for at least 6 months before the date of departure. (For international participants)
- b. Sport wear, sport shoes, and cap/hat for outdoor activities

- c. School uniform (if available)
- d. **Simple national dress** such as batik or local fabric shirt/skirt is recommended to wear on **Day 1 on 29 Aug starting from the Opening Ceremony.**
- e. Pocket money for personal expenses (Thai Baht can be exchanged at the airport) – The organizer will provide all meals to teachers and students on the following days:
  - 28 Aug - Dinner
  - 29 Aug - Breakfast, lunch, dinner and 2 coffee breaks (morning and afternoon)
  - 30 Aug - Breakfast, lunch, dinner and 2 coffee breaks (morning and afternoon)
  - 31 Aug - Breakfast, lunch and morning coffee break.
 (Halal food and snacks are provided in all meals.)
- f. Camera/video camera for documentation purposes
- g. Umbrella (Due to the rainy season in Thailand)
- h. Personal medicine
- i. **Computer notebook/tablet/laptop** for student group activity
- j. Some necessary stationary for setting up exhibition and student group activity
- k. **Simple name cards with contact details** to be exchanged with participants from other countries
- l. **Small souvenirs** to be exchanged with participants from other countries
- m. Brochures or brief information pamphlet of your school
- n. Music and equipment such as musical instruments, costumes, make up, accessories used for the cultural performance
- o. Food or snacks – if the teachers and/or students have difficulty to eat Thai food, we suggest to bring along some instant noodles or snacks from your country. (For international participants)

## 6. Guidelines for School/College Exhibition:

To set up the exhibition at the Symposium, details for preparation are as follows:

How to participate in the exhibition	Schools/colleges can confirm the participation in the exhibition by indicating in the registration form.  The confirmation deadline is 25 August 2016.
Theme of exhibition	Innovative Achievements of our College and Students
Location of the exhibition	Foyer in front of the Ballroom Ground Floor, Maritime Park Resort & Spa
Exhibition fee	Free of charge
Exhibition showtime	29- 30 August from 9.00 to 17.00 hrs 31 August from 9.00 to 12.00 hrs
Estimated visitors	Approximately 300 students and teachers from Southeast Asian countries
Provided exhibit space	Raw space 4 sq.m. (2x2 m.)
Provided equipment	1 Table, 1 Empty Board (Height 200 cm. x Width 70 cm) per a school

	 <p>(Tentative design)</p>
Methods to display	<ul style="list-style-type: none"> <li>• We strongly recommend the school to bring along simple portable display stands or roller stands.</li> <li>• Valuable or heavy objects are not recommended to bring along and display. We suggest you to present by using photos of the objects.</li> <li>• Posting any display materials or posters on the hotel's wall is not permitted.</li> </ul>
Setting-up period	28 August from 18.00 to 21.00 hrs or 29 August from 07.00 to 08.30 hrs.
Tear-down period	31 August
Remarks	<ul style="list-style-type: none"> <li>• Due to the limited space of the exhibition area, space allocation will be reserved on the basis of "first come, first serve".</li> <li>• Please bring along the necessary stationary for setting-up your exhibition.</li> <li>• Simple pamphlets and brochures are necessary for distributing at the exhibition.</li> <li>• It is not necessary to display the valuable/expensive materials.</li> <li>• It is not necessary for students and teachers to stand by at the exhibition the whole day. Students and teachers can stand by at the exhibition during the coffee break or lunch period.</li> </ul>
Contact person	<p>For inquiry, please contact Ms Sarinun (SEAMEO Secretariat)  Email: <a href="mailto:sarinun@seameo.org">sarinun@seameo.org</a> (cc: <a href="mailto:piyapa@seameo.org">piyapa@seameo.org</a>)  Tel: +662 391 0144 ext 0</p>

## 7. Guidelines for Student Presentation:

How to participate in the student presentation	<p>Schools/colleges can confirm the participation in the student presentation by indicating in the registration form.</p> <p>The confirmation deadline is 25 August 2016.</p>
Theme of the student presentation	My Innovative Project
Schedule of presentation	Session 3 on 29 August 2016 at 13.30-15.00 hrs.

Duration of each presentation	Maximum of 5 minutes
Presenter (s)	<ul style="list-style-type: none"> <li>• The presenter(s) must be student.</li> <li>• The presenter can be a student or a group of students.</li> </ul>
Presentation file	PPT or other appropriate media
Mechanism of this session	<p>Students and teachers will be grouped according to the study areas:</p> <ul style="list-style-type: none"> <li>• Group 1: Hospitality, Tourism and Entrepreneur</li> <li>• Group 2: Agriculture and Fisheries</li> <li>• Group 3: Electronics, Mechatronics and Manufacturing</li> <li>• Group 4: IT, Business and Commerce</li> </ul> <p>The activities of this session will be facilitated by Thai TVET teachers. The activities in each group include:</p> <ul style="list-style-type: none"> <li>• Ice breaking and Games</li> <li>• Student presentations</li> <li>• Question and answers</li> </ul> <p>The list of presenters in each group will be provided in the programme.</p>
Submission of presentation file	The presentation file should be submitted to Ms Sarinun at e-mail: <a href="mailto:sarinun@seameo.org">sarinun@seameo.org</a> <b>by 28 August 2016.</b>
Remarks	The Committee will confirm with the teachers/students for the room and group where the student will deliver the presentation.
Contact person	For inquiry, please contact Ms Sarinun (SEAMEO Secretariat) Email: <a href="mailto:sarinun@seameo.org">sarinun@seameo.org</a> (cc: <a href="mailto:piyapa@seameo.org">piyapa@seameo.org</a> ) Tel: +662 391 0144 ext 0

## 8. Guidelines for Student Cultural Performance:

How to participate in the cultural performance	<p>Schools/colleges can confirm the participation in the cultural performance by indicating in the registration form.</p> <p>The confirmation deadline is 25 August 2016.</p>
Schedule of cultural performance	<ul style="list-style-type: none"> <li>• Dinner on 29 August 2016 at 19.00-21.00 hrs.</li> <li>• Dinner on 30 August 2016 at 19.30-21.30 hrs.</li> </ul> <p>The Committee will confirm with the teachers/students before the event when the student performance will be presented.</p>
Venue for cultural performance	Ballroom 1-3, Ground Floor
Duration of each performance	Maximum of 5 minutes
Performers	The main actors must be students, but teachers can participate in as the supporting actors.
Submission of music file	<p>School should bring along the music to be used for the performance in 2 forms:</p> <ol style="list-style-type: none"> <li>1) CD/DVD – in case that the musical player does not have an USB port. (Please protect the CD/DVD with the proper case to avoid the damage during travelling)</li> <li>2) Handy drive.</li> </ol>

	<p><b>Please provide the CD/DVD and handy drive to Ms Sarinun on <u>28 Aug upon your arrival.</u></b></p> <p>Or you can send the music file to Ms Sarinun by email: <a href="mailto:Sarinun@seameo.org">Sarinun@seameo.org</a> by 26 Aug</p>
Preparation of costume, and make-up	It is recommended to bring along <b>necessary/simple</b> costume, accessories, equipment and make-up. It is not necessary to bring along the full costume or expensive equipment.
Remarks	The Committee will confirm with the teachers/students for the day that your student will present the cultural show.
Contact person	For inquiry, please contact Ms Sarinun (SEAMEO Secretariat) Email: <a href="mailto:sarinun@seameo.org">sarinun@seameo.org</a> (cc: <a href="mailto:piyapa@seameo.org">piyapa@seameo.org</a> ) Tel: +662 391 0144 ext 0