

This document is intended only to provide a preliminary guide in considering the location and venue of the conference. If the location and/or venue for hosting any academic conference does not meet the conditions set forth in this checklist, it does not disqualify the member from sponsoring. Members can also consider sponsoring that meeting under the guidelines set forth in the PReMA Code of Practice and PReMA Code Guideline.

## CHECKLIST

### For Considering the Location and Venue of the Academic Conference

#### 1. Location – Districts and Provinces

- a) If the location is in the district and province specified in any of the following items, it shall be deemed an appropriate location for holding the meeting in accordance with 7.2.3 Appropriate Venue in PReMA Code Guideline 2019.

- Bangkok and perimeter or
- Hat Yai District, Songkhla Province or
- Pattaya City, Chonburi Province or
- Cha-am District, Phetchaburi Province or
- Hua Hin District, Prachuap Khiri Khan Province or
- Pak Chong District, Nakhon Ratchasima Province or
- Muang District, Chiang Mai Province or
- Muang District, Khon Kaen Province or
- Phuket Province

*Note: If the location is not in the district and province specified above, please consider b) below.*

- b) If the location does not fall within one of the designated districts and provinces listed in a) above, the list below will be considered. If such location meets **at least two** of the following criteria, it shall be deemed to be a suitable location to hold the meeting in accordance with section 7.2.3 Appropriate Venue in the PReMA Code Guideline 2019.

- has a convention center
- is in the Muang district of the province where the meeting is held, or is not more than 45 kilometers away from the Milestone of the Muang district of the province where the meeting is held (refer to reliable maps such as google map etc.)
- is a province that has a medical school or a medical center hospital
- is a province where international airports are located, such as (1) Suvarnabhumi International Airport (2) Don Mueang International Airport (3) Chiang Mai International Airport (4) Mae Fah Luang-Chiang Rai International

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Airport (5) Hat Yai International Airport (6) Phuket International Airport ( 7) Krabi International Airport (8) Udon Thani International Airport (9) Surat Thani International Airport (10) Ubon Ratchathani Airport and (11) U-Tapao International Airport, except Samui International Airport is not considered an appropriate location.

## 2. Meeting Venue – Hotels and Venues

If a location meets **all of the following criteria**, it shall be deemed an appropriate location for the meeting in accordance with 7.2.3 Appropriate Venue in PReMA Code Guideline 2019.

- The meeting venue has the necessary facilities to accommodate the meeting and its participants, such as the size of the meeting room and the number of guest rooms.
- Participants can travel to the meeting venue and guest rooms by car, van, sky train, subway or on foot.
- The meeting venue must not be renowned for its entertainment, sports, leisure or vacation facilities e.g., golf club, health spas, water park, amusement park, theme park\*
- The meeting venue must not be lavish e.g., ranking by an internationally recognized body must not exceed 5 stars.
- If the meeting venue and accommodation are the same place, the venue should have standard rooms at least 70% of the total number of guest rooms.

*\*Note: If for any reason it is necessary to arrange in such place, company should be able to demonstrate that the venue remains appropriate for academic meeting. The venue should not be the main attraction of the event or be perceived as such. The meeting must be based on the subject matter of the meeting rather than the meeting place itself. e.g., the meeting venue focuses on its entertainment, sports, leisure or vacation facilities such as golf club, health spas, water park, amusement parks, or Theme Parks located within the venue or near the venue, or the venue provides such facilities to outsiders; that venue is not considered an appropriate location.*