

บันทึกย่อ

Center for International Affairs. ศูนย์กิจการนานาชาติ Tel. 1154, 1155, 1156 FAX: 6122

Ref. No. 5136/

ISU/WACE

Date 24/4/97

เรียน

TO: Prof Dr. Wichit

จาก

From: K.C. Umey

28 เม.ย. 2541

- | | |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Kindly be informed เพื่อโปรดทราบ | <input type="checkbox"/> Please contact me โปรดติดต่อข้าพเจ้า |
| <input checked="" type="checkbox"/> For your comments เพื่อขอความคิดเห็นของท่าน | <input type="checkbox"/> Please forward โปรดส่งต่อ |
| <input type="checkbox"/> For your approval เพื่อโปรดพิจารณาอนุมัติ | <input type="checkbox"/> Please reply โปรดตอบ |
| <input type="checkbox"/> For your signature เพื่อโปรดลงนาม | <input type="checkbox"/> Please follow up โปรดติดตาม |
| <input type="checkbox"/> Please handle เพื่อโปรดพิจารณาดำเนินการ | <input type="checkbox"/> As you requested ตามที่ท่านต้องการ |
| <input type="checkbox"/> Please return เพื่อโปรดส่งคืน | <input type="checkbox"/> Return with thanks ส่งคืน ขอบคุณ |
| <input type="checkbox"/> Please inform us of results โปรดแจ้งผลให้ทราบ | <input type="checkbox"/> For Circulation เพื่อโปรดเวียนในหน่วยงาน |
| <input type="checkbox"/> Please attend เพื่อโปรดเข้าร่วม | <input type="checkbox"/> Please confirm เพื่อโปรดยืนยัน |
| <input type="checkbox"/> For dissemination เพื่อเผยแพร่ | |

Remarks:

หมายเหตุ

Kindly consider the following
Committee for ISU/WACE and
express for IIA participation in OCHA
this year. Thank you.

Approved
W.S.

Meeting is 29 April. Give up Coop. Technique.

ISU : Summer Session 1999

WACE : 2001

EXECUTIVE COMMITTEE

Chair : Prof. Dr. Wichit Srisa-an
Members : Chairs of each committee
Secretary : Technopolis, CIA

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COMMITTEE ON PUBLIC RELATIONS AND PROMOTION

Chair : Dr. Krich Suebsonthi

members : Division of Public Relations, Technopolis and Co-op

- Prepare brochures and posters in English and Thai
ISU :for distribution this year
WACE: for distribution in the Washington Conference in 1999
- Prepare Video Casette
ISU for showing in Ohio
WACE for showing in Hong Kong (1998) and Washington (1999)
- Prepare Promotion Programs: TV, Radio features; newspaper release, internet and homepage
- Link with local universities
- Link with local ministries and other concerned government agencies
- Link with private sector and business. industries, NGOs, professional organizations
- Acquire materials (maps, brochures, cassettes, videos) from TAT in Korat, Isarn and Thailand

COMMITTEE ON PROTOCOL AND INTERNATIONAL RELATIONS

Chair : Dr. Pongchan Na Lampang

members : CIA, Technopolis and Co-op

- Coordinate with international partners on logistical arrangements
- Link with universities outside of Thailand
- Link with Thai Embassies in key countries
- Link with key embassies in Thailand
- Link with Foreign Industries, Chambers of Commerce in Thailand
- Facilitate visas, permits and other formalities
- Attend to VIP guests during Opening and Closing Ceremonies, Receptions, press interviews, etc.
- Coordinate with Committee on Public Relations and Promotion
- Legal arrangements with partner
- Coordinate foreign exhibition

COMMITTEE ON TRANSPORTATION AND COMMUNICATION

Chair : Dr. Weerapun Sriboonlue

members :

- Arrange transportation from local airport to SUT or hotels on arrival and departure
- Provide shuttle transportation to town and within SUT
- Arrange transportation during field trips and other organized tours
- Confirm air tickets or rebooking if required
- Arrange for orderly traffic in the campus
- Coordinate and control telephone (including mobile phones), fax, email needs and uses

COMMITTEE ON SOCIALS AND ENTERTAINMENT

Chair : Dr. Chanchai Intaraprawat / Dr. Aim-orn Tassanasorn

members :

- Organize programs during gala receptions and Opening Ceremonies if required
- Organize daily and special and sports activities for participants of training courses
- arrange pre- and post-tours for participants

COMMITTEE ON HEALTH AND SECURITY SERVICES

Chair : Dr. Vithoon Osathanond

- Arrange health insurances for trainees as required
- Provide emergency and minor health services
- Arrange hospitalization if required
- Check sanitary facilities (toilets) in the buildings to be used
- Coordinate security services

COMMITTEE ON ACADEMIC PROGRAMS

Chair : Dr. Tavee Lertpanyavit

members : Dr. Weerapong Pairsuwan

- Coordinate with international partners on all matters concerning academic programs
- choice of lecture topics, speakers or lecturers, schedules, venues, submission of lecture notes (diskettes) laboratory instructions, demonstrations, etc
- Reproduce lectures and produce proceedings of Conference
- Arrange day to day implementation of the academic programs
- Assign MC and translators/interpreters if necessary during Opening and Closing Ceremonies and Gala receptions

COMMITTEE ON ACADEMIC SUPPORT SERVICES

Chair : Dr. Vorapot Khompis / Dr. Ladda Grote

members :

Coordinate with the Committee on Academic Programs and provide assistance in:

- Decoration of halls for opening, closing and plenary sessions
- Arrange public address systems and also audio-visual equipment needed
- Arrange for computers to be used
- Arrange logistical needs in lecture rooms
- Photocopying services
- Arrange equipment for laboratory work and demonstrations

COMMITTEE ON FINANCE AND REGISTRATION

Chair : Dr. Prasart Suebkha

members : Finance Division

- Coordinate with international partners on budget and other financial matters
- Collate budgetary requirements from the various Committees
- Collection of fees and issuance of receipts
- Disbursement of funds

- Auditing and preparaton of financial reports

COMMITTEE ON ACCOMMODATION AND FOOD

Chair : Mr. Manu Omakpt

members : Technopolis

- Arrange booking of accommodations both at SUT and hotels in town
- Facilitate pre- and post-conference accommodations in Bangkok and possible other cities in Thailand
- Arrange daily meals and snacks
- Arrange gala receptions and other receptions
- Provide portorage services on arrival and departues

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