

การจัด International Space University, Summer Session Program'99

ระหว่างวันที่ 26 มิถุนายน - 4 กันยายน 2542

ประมาณการรายรับ - รายจ่าย

①	<u>รายรับ</u>	<i>income</i>		
	บริการห้องพัก		6,853,200.00	
	บริการอาหาร		3,477,600.00	
	ค่าถ่ายเอกสาร		200,000.00	10,530,800.00
②	<u>รายจ่าย</u>	<i>expenses</i>		
	ฝ่ายประชาสัมพันธ์		511,300.00	
	ฝ่ายขนส่งและคมนาคม		180,000.00	
	ฝ่ายกิจกรรมสังคมและบันเทิง		165,000.00	
	ฝ่ายบริการสุขภาพและความปลอดภัย		69,160.00	
	ฝ่ายการจัดโปรแกรมทางวิชาการ		30,000.00	
	ฝ่ายบริการสนับสนุนทางวิชาการ		932,600.00	
	ฝ่ายการเงินและการลงทะเบียน		33,000.00	
	ฝ่ายการจัดการด้านที่พักและอาหาร		10,103,000.00	
	ฝ่ายพิธีการและวิเทศสัมพันธ์		500,000.00	
	ศูนย์คอมพิวเตอร์		14,418,400.00	
	สำรองจ่ายการดำเนินงาน 5%		1,350,000.00	28,292,760.00
		รายจ่ายสูงกว่ารายรับ		- 17,761,960.00
		2 > 1		

งบประมาณรายจ่าย

การจัด International Space University, Summer Session Program'99

ระหว่างวันที่ 26 มิถุนายน - 4 กันยายน 2542

ลำดับที่	รายการ	ประชาสัมพันธ์ฯ	ขนส่งและคมนาคม	กิจกรรมสังคมฯ	บริการสุขภาพฯ	การอัดโปรแกรมฯ	บริการสนับสนุนฯ	การเงินฯ	จัดการด้านที่พักฯ	พิธีการและวิเทศฯ	ศูนย์คอมฯ
1	สื่อสิ่งพิมพ์	78,300.00									
2	สื่อวิทยุกระจายเสียง	1,000.00									
3	สื่อวิทยุโทรทัศน์	405,000.00									
4	วัสดุ	15,000.00			5,000.00	10,000.00	120,000.00	30,000.00			
5	ค่ารับรอง	12,000.00				20,000.00					
6	ค่าเช่ารถ		180,000.00								
7	ค่าใช้จ่ายเดินทาง			70,000.00							
8	ค่าจัดทำคู่มือด้านการบินเชิง			30,000.00							
9	การจัดแสดงศิลปวัฒนธรรม			30,000.00							
10	ค่าจัดเตรียมอุปกรณ์กีฬา			30,000.00							
11	ตำราจองจ่าย			5,000.00	2,000.00					500,000.00	
12	ค่าตอบแทนพนักงาน				62,160.00		235,400.00				
13	White boardและชั้นวางหนังสือ						127,500.00				
14	ค่าเช่าเครื่องถ่ายเอกสาร						450,000.00				
15	ค่าปรับปรุงห้องคอมพิวเตอร์										2,500,000.00
16	ครุภัณฑ์คอมพิวเตอร์พร้อมอุปกรณ์										8,500,000.00
17	Video Conferencing, Internet Link										1,304,800.00
18	งานระบบโทรศัพท์										2,113,600.00
19	ค่าไปรษณีย์และโทรศัพท์							3,000.00			
20*	Sport club								1,600,000.00		
21*	Open BBQ								100,000.00		
22*	จักรยานเสือภูเขา								70,000.00		
23*	งานภูมิทัศน์								200,000.00		
24	งานบริการห้องพัก								4,587,000.00		
25	งานบริการอาหารและเครื่องดื่ม								3,546,000.00		
26**	งานปรับปรุงห้องพักและอาคาร										
27**	ค่าอุปกรณ์ห้องพักและห้องครัว										
รวม		511,300.00	180,000.00	165,000.00	69,160.00	30,000.00	932,900.00	33,000.00	10,103,000.00	500,000.00	14,418,400.00
รวมทั้งสิ้น		26,942,760.00									

*เป็นรายการที่ได้ตั้งงบประมาณไว้แล้วในปี 2542

**รอแจ้งจากหน่วยงานที่รับผิดชอบ

International Space University, Summer Session Program '99

26 June - 4 September 1998

BUDGET ESTIMATE

Income

Room Service	6,853,200	
Food Service	3,477,600	
Photocopy service	<u>200,000</u>	10,530,800

Expense

PR. Committee	511,300	
Transportation Committee	180,000	
Social Events & Entertainment Committee	165,000	
Health Services Committee	69,160	
Academic Program Committee	30,000	
Academic Support Services	932,600	
Finance Committee	33,000	
Accommodation & Food	<u>10,103,000</u>	
Protocol & International Relations	500,000	
Center for Computing Services	14,418,400	
Miscellaneous (สำรองจ่ายการดำเนินงาน 5%)	<u>1,350,000</u>	28,292,760

Expense .> Income

17,761,960

NO.	items	PR	Transportation	Social Events	Health	Academics	Academic Support	Finance	Accommodation	Protocol	CCS
1	Printing materials	78,300.00									
2	Radio	1,000									
3	T.V	405,000.00									
4	Materials	15,000.00			5,000	10,000.00	120,000.00	30,000.00			
5	Social Function	12,000.00				20,000.00					
6	Bus/Van rental		180,000.00								
7	Travel Expenses			70,000.00							
8	Entertainment Programme			30,000.00							
9	Cultural Performances			30,000.00							
10	Sport Equipment			30,000.00							
11	Reserved money			5,000	2,000.00					500,000.00	
12	O.T				62,160		235,400.00				
13	White Board/Bookshelves						127,500.00				
14	Photocopier						450,000.00				
15	Computer Lab										2,500,000.00
16	Computer Equipments										8,500,000.00
17	Video Con, Internet link										1,304,800.00
18	Telephone System										2,113,600.00
19	Post/Phone							3,000.00			
20	Sport club								1,600,000.00		
21	Open BBQ								100,000.00		
22	Mountain Bike								70,000.00		
23									200,000.00		
24	Room Service								4,587,000.00		
25	Food service								3,546,000.00		
26	Hotel renovation										
27	Kitchen Utensils										
	Total	511,300.00	180,000.00	165,000.00	69,160.00	30,000.00	932,900.00	33,000.00	10,103,000.00	500,000.00	14,418,400.00
	Grand Total	26,942,760.00									

Memo
Suranaree University of Technology
Center for International Affairs
Tel : 4141-4144
Fax : 4140

Ref. No. 5136 / 251.1

14 December 1998

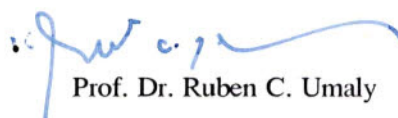
Attn:

- 1.The Rector
- 2.Vice Rector for Academics
- 3.Vice Rector for Planning
- 4.Vice Rector for Administration
- 5.Vice Rector for Development
- 6.Vice Rector for Students Affairs
7. Dean, Institute of Social Technology
8. Dean, Institute of Medicine
9. Director, Center of Computer Services .
10. Director, Center of Science and Technological Equipment
11. Assoc. Prof. Dr. Chanchai Intaprawat
12. Director, Technopolis
13. Director, Center for International Affairs

Re : ISU-SSP'99 Executive Meeting

The Rector, as the chairman of the ISU-SSP'99 Executive Committee would like to invite you to the tele conferencing meeting on 23 December ,10.00 hrs. 3rd floor Library Building. Attached please find the agenda.

Your participation in the meeting will be appreciated.


Prof. Dr. Ruben C. Umaly

Director, Center for International Affairs
Secretary to the ISU-SSP'99 Executive Committee

Design Report
- Murai
- Sunit
ESCAP

ISU-SSP'99 Executive Committee Meeting

22 December, 1998

14.00 hrs.

Saranithas Room, Administration Building

Briefing

Agenda

1. For Information

- 1.1 Report on the ISU-SUT Meetings during 4-13 November 1998 : CIA Director
- 1.2 Progress report on preparation for ISU-SSP'99 : Chairman of each committee
- 1.3 Report on Participation in the ISU's Curricula Meeting :

VR. for Academics / CIA Director

dingjai; Jap. met Beagata / Jim Thompson

- 1.4 The Visit of ISU Team to SUT in January 1999 : CIA Director
- 1.5 Others

minutes
contract: for RCU to financial dir

2. For Consideration

- 2.1 Approval of the List of Advisory Board for ISU-SSP'99 Preparation : CIA Director
- 2.2 Details in Appendix A & B (to be attached to the contract before signing)

: CIA Director

- 2.3 Budget Preparation for ISU-SSP'99 :Chairman, Finance Committee
- 2.4 Computer Provision and Computer Lab Preparation : CCS Director

- 2.5 Scholarships for SUT's faculty : CIA Director

2 set - 1/4 -

- 2.6 Others

① Visa letter - London

② Room - Subjunctive marker / Math

④ cc to CIA

③ Briefing on 11/12/98

⑩

20-21 whole by
All right
se. sub - final
fine tuning
each chair & co-
chair

Schedule - lecture
Report - ATT
other
Computer

Committee of 18 people
Jas & Danti

A. Towner

- Science - Towner
- English - Krik; Manepun
- Techno - Munn
- CIA - RCU/Tob
- ELCA - Rich / Doms

- MVA — 3
- SEAMES — 1
- SEAMWORK — 1
- AWAP — 2
- ASATOL — 1
- UNEXED — 1
- ALONB — 1

6 Jan
4:20

Minutes
Tele-Conferencing meeting
ISU : Executive Committee
28 October, 1998

1. For Information

1.1 Report on the meeting with the ISU President

Prof. Dr. Ruben C. Umaly, the CIA Director informed the committee that as the topics discussed with the ISU President- Dr. Karl Doetsch were included in the meeting's agendas, he would report on each topic as it arises in the meeting.

1.2. Report on Progress in collecting list of Thai experts and experts from AUAP to be invited as visiting lecturers for ISU-SSP'99

The Vice Rector for Academics - Dr. Tavee Lertpanyavit reported to the committee that he had prepared the list of local resource persons in some areas i.e. astronomy, remote sensing, disaster, and telecommunication.

He mentioned that some of the local resource persons would be from AIT. As per discussion with the CIA Director, AIT has agreed to support SUT in preparation for ISU-SSP'99.

1.3 CPM Meeting

The CIA Director reported that ISU would invite two SUT personnel : the Vice Rector for Academics and the CIA Director to attend the Curricula Planning Meeting - CPM which would take place during 20-21 November, 1998 at the International Space University, Strasbourg, France.

1.4 The visit of ISU Team to SUT

The CIA Director reported that the ISU representatives, : Mr. Ken Davidian, Assistant Director in Logistics and Mrs. Gretchen Davidian, Assistant Director in Academics would visit SUT to meet with various committees involved in ISU-SSP'99 preparation.

The University Rector, the Chairman of the Executive Committee, asked the chairman of each committee to arrange for a time to meet with the ISU team to discuss the details in each area.

1.5 Progress report on Public Relations and Promotion

Dr. Bunjerd, a committee member and the secretary to the Public Relations and Promotion Committee reported that 2000 ISU-SSP'99 posters and 1000 brochures were produced. 1500 posters were sent to ISU to be used in students recruitment. The rest were distributed to AUAP members and also institutes in Thailand. The committee had also planned PR activities both before and during the SSP.

The chairman suggested that public relations and promotion should be focused on universities in Thailand which offer related fields of study, i.e

i.e. Chulalongkorn University of Technology, Kasetsart University, Mahanakorn University of Technology, the Civil Aviation Training Center, Aeronautical Radio of Thailand, Thai Airways International Ltd. the Department of Aviation.

In addition, the chairman suggested that SUT should set up an advisory committee to give advice in any related issue. The advisory committee should consist of businessmen and representatives from departments or ministries concerned.

2. For Consideration

2.1 Agreement between ISU and SUT

The CIA Director informed the committee that ISU has sent a revised draft agreement between ISU and SUT regarding the ISU-SSP 1999 on 8 October, 1998. The revised draft agreement states that ISU will make payment to SUT in Thai Baht, and not in the US.Dollars as shown in the draft previously agreed upon by both sides.

After discussing this issue, the chairman of the Executive Committee assigned the Finance and Registration Committee to study and consider this issue in detail.

2.2 Computer and Computer laboratories Provision

As the students' computer laboratory at Classroom Building will not be available during the ISU-SSP 1999, SUT has to find other solutions. Dr. Weerapong Pairsuwan, The Director of the Center for Computing Services proposed three options: (1) borrowing computers from different units within SUT (which the capacity may not meet the minimal requirement for the ISU), (2) renting or buying new computers or (3) have a computer company loan computer for use during SSP'99 in return for advertising possibilities. The CCS Director stated that he would tackle this issue immediately.

2.3 Scholarships to Thai applicants to attend the ISU-SSP 1999

2.3.1 As the host university and for SUT's future benefit, SUT will give partial financial support to three SUT faculty members from the Institutes of Industrial Technology or Resources Technology, Sciences and Social Technology to attend the SSP 99. The tuition fee for the three faculty members will be made available from the SUT Personnel Development Fund.

2.3.2. Regarding finding sponsor from business or industry sector to support more Thai applicants, the University Rector assigned the Finance and Registration Committee to consider it and plan for further arrangements.

*** 2.4 Possibilities of obtaining reduced airfares on Thai Airlines for SSP participants**

The chairman will bring this issue to Thai Airlines for discussion.

2.5 Involvement and Level of support by the Thai Royal Family

The chairman will be responsible for inviting the Thai Royal family member to preside over the opening ceremony and also to deliver a speech. However, the chairman asked the committee member for cooperation not to make any commitment with the ISU regarding this issue.

2.6 Involvement of AUAP universities

The CIA Director will be responsible in recruiting students from AUAP members in countries such as China, Korea, Japan and India.

2.7 Identification of potential contributors to the academic program from SUT and the SEA region.

The Vice Rector for Academics and the CIA Director will attend the Curricula Planning Meeting in Strasbourg . Both of them will also make presentation on this issue.

2.8 Host Family Program

Having discussed the possibility of organizing a host family program, the committee suggested three prioritized targets as follows: SUT community, locality including Foreigner Club in Nakhon Ratchasima and Rotary Club.

2.9 Phone / fax facilities

The CCS Director will be responsible in providing such facilities (phone, fax, overseas pay phone) during the SSP 99 as needed.

2.10 Others

2.10.1 Dr. Vitoon Osathanon informed the committee that the committee on Health and Insurance will include Mrs. Nuengnit Na Lam pang from the SUT Medical Center as a committee and secretary.

2.10.2 As the committee on Food and Accommodation actually is in charge also in venues to be occupied by ISU during the summer program, the committee agreed to change from the committee on Food & accommodations to the committee on Venues, Food and Accommodation.

Prepared by :Mantana Thammachoti
Center for International Affairs
November, 1998

Summary
ISU-SUT Meetings
4-14 November, 1998

November 4, 1998

Committee on Social Events and Entertainment

1. SUT will provide information about social events, entertainment programs (movie, boxing, sports etc.) held in the province during the summer program and
2. Assist ISU in preparation for parties and other entertainment programs on campus i.e. venue, food & drink, movie nights etc. and
3. Occasionally organize Thai cultural performances to ISU students at no cost to ISU.
4. In case that any excursion under sponsorship can be arranged, the committee will give priority to ISU students from developing countries.
5. ISU staff who are in charge of ISU students affairs will coordinate with the committee on weekly basis.
6. The ISU team made a short summary of the SSP'98 host family program in Cleveland and also informed the committee that ISU does not formally request SUT to offer a host family program but they believe that a host family program would enhance the student's stay at SUT.
7. It is agreed that SUT will arrange a cultural presentation for ISU students on 27 June prior to the city tour. Written "Dos and Don'ts" should also be provided to ISU students.
8. The ISU informed that they may need assistance from the committee regarding the city tour.
9. ISU informed the committee that Mr. Rangsan Wongsan - an ISU alumni at SUT, has been assisting ISU in collecting information for the ISU field trip to Pattaya. However, ISU will make a decision after it will have obtained detailed information and a budget estimate for the trip.

Nov. 5, 1998

Director of the Center of Computer Services : in charge of computer / computer lab provision for ISU SSP 99

1. ISU informed the Director of CCS that a minimum of 80 computers , computer laboratories, printers will be needed during the SSP 99.(50 computers for students and 30 for faculty and staff). The computer requirements were given to Dr. Weerapong after the meeting.
2. It was made clear to the CCS Director that ISU does not have policy to rent or buy any computer for the summer program.
3. The ISU student labs and network is required to be available from early June 1999, and 24 hours a day, 7 days a week.
4. The ISU Computer manager will visit SUT in February for detailed computer labs preparation . He will also discuss the video conferencing during the summer program with the CCS Director..
5. The CCS Director informed ISU of the following three possibilities to obtain computers for the ISU SSP 99 use :
 - to borrow from units at SUT
 - to loan from computer companies which would require opportunity to advertise throughout the ISU public relations activities. Discussion with computer companies was planned to be done on Nov. 12
 - to rent or buy new computers which SUT would need further discussion prior to any action to be taken.

6. The CCS Director informed the ISU team that the CCS will request the TAT to install international card phones at Surasammanakhan.

Remarks :

1. After discussions with the computer companies, Dr. Weerapong informally informed CIA that it was unlikely that SUT could loan computers from the computer companies.
2. ISU informed CIA after the meeting with the CCS Director that ISU will discuss with Dr. Weerapong via e-mail regarding the phone and fax machines to be installed in the ISU offices

Committee on Health and Insurance

1. All ISU students will purchase health insurance in their home countries.
2. In case of minor sickness, ISU students will have access to SUT Medical Center. ISU students will pay as billed by the Medical Center (M.C).
3. The committee suggested that Ratchasima Thonburi be the preferred hospital.
4. ISU requested the committee for more information about health insurance modalities and the hospital procedures.
5. In case of emergency, during the working hours, ISU medical officer will contact the MC which will assist in making further arrangements. After working hours, the ISU local staff will help contact the emergency services.
6. ISU requested the committee to assist in obtaining information about purchasing group health insurance for ISU students.
7. ISU students will have access to the SUT Sports and Health Center.
8. The committee will help ISU organize outdoor sports i.e. soccer etc.

Nov. 9, 1998

Committee on Public Relations and Promotion

1. SUT will be responsible for the PR work before and during the summer program, in both the Thai and English media.
2. ISU requested 1 local staff from SUT to work full-time as a PR staff during the summer commencing early June.
3. Information about the activities to be publicized will be provided by ISU.i.e opening ceremony, special guest lectures, astronaut visits, rocket day, design project presentation and closing ceremony.
4. ISU will soon send approx. 20 CD ROMs containing information about SSP 99 to the PR committee for the PR use.

Committee on Academic Support Services

1. The committee will arrange equipment for ISU laboratory work and demonstrations.
2. Apart from provision of all audio-visual equipment needed by ISU, the committee will provide additional assistance in arranging logistical needs in lecture rooms i.e. white or black boards and pen /chalks.
3. ISU presented the list of audio visual equipment which will be needed during the summer program to Dr. Ladda shortly after the discussion.
4. ISU informed the committee that as a host university, SUT is expected to provide also 3 photocopiers during the summer program. - 1 high volume auto feed and another 2 medium volume auto feed machines. ISU will be charged for paper and toner approx. 1 Bath/page

5 ISU also discussed with Dr. Ladda regarding library services.

Nov. 10, 1998

Committee on Transportation and Communication

1. The committee will make arrangements for airport pick-up and drop off at the Nakhon Ratchasima airport on June 26th and Sept. 4th. 1999 at no charge to ISU.
2. ISU requests from the committee a van and a driver during the SSP 99 commencing June 5th. ISU will pay for gasoline and over- time charges.
3. The committee will re-route the SUT bus services in order to facilitate the ISU students to commute between classroom building, library, the new sport center and Surasammanakhan.
4. The committee will have the bus company display English signs on the buses in order to assist the ISU students.
5. Occasionally ISU will formally request for more transportation services i.e. on the departmental day. ISU will be responsible for gasoline and over time- charges.
6. The committee will make an arrangement for transportation for a city tour for all ISU students at no cost to ISU.
7. The ISU staff in charge of travel coordination will cooperate with the committee on Transportation and communication during the summer program.
8. ISU requested the committee to provide cellular phones and pagers for the ISU use during the program.

Meeting with the Vice Rector in Academics as the Chairman of the Committee on Academic Programs.

1. SUT will prepare a list of local and Asian resource persons in related areas for the SSP 99 and will make presentation at the Curriculum Planning Meeting in France during 20-21 Nov.
2. ISU will be responsible for air tickets, meals and hotel accommodation expenses of the invited resource persons .
3. The committee on Academic Programs will assist the ISU to make contact with local business and government institutions for the study visit on departmental day in related areas i.e. remote sensing, business management and satellite applications. (*humanities & social sc.*)
4. SUT will consider the possibility in offering academic credits for ISU students.

Committee on Protocol and International Relations

1. The ISU team made a brief on ISU traditional opening and closing ceremonies.
2. On the student arrival and departure days, ISU staff will be responsible for picking up and dropping off the ISU students with transportation services provided by SUT (the committee on Transportation)
3. The ISU informed the committee that the SSP 99 opening ceremony will be held in the Surasammanakhan main conference room. As for the opening ceremony , SUT will provide national flags of several countries in the opening ceremony at no cost to ISU. The list of the countries/ will be forwarded to the committee at a later time.
4. The committee will help ISU in making arrangements for the ISU class photo on the opening day (prior to the opening ceremony).
5. SUT will host reception after the opening ceremony while ISU will host dinner reception after the closing ceremony. Expenses for cultural performances will also be absorbed by ISU)

6. The committee on Protocol will officially request the Ministry of Foreign Affairs to facilitate the ISU students in applying for a visa and will also issue a letter of certificate to all ISU students to facilitate their visa application.

7. ISU will need assistance from SUT in customs clearance and import tax exemption.

8. The committee will include a staff from the Division of Procurement and Supplies in the committee.

Committee on Venues, Accommodation and food.

1. Sura 1 and 2 will be reserved for ISU-SSP 99.

2. SUT will provide food for ISU at the dining room of Surasammanakhan.

3. During the ISU field trips (July 26-28), ISU has no objection for SUT to use the main conference room for the celebration of the SUT anniversary.

4. Surasammanakhan is requested to have all rooms in Sura 2 available in a good condition.

5. Surasammanakhan will give ISU information about laundry services for ISU people during their stay.

6. Surasammanakhan will allow the ISU students to utilize a big empty room for parties or socializing occasionally.

7. Main conference room and 8 small conference rooms + 1 additional empty room will be occupied by ISU as lecture rooms at no cost to ISU.

Nov. 11, 1998

Committee on Finance and Registration

1. SUT has no objection that ISU will make payment to SUT in Thai Baht.

2. ISU has no objection to make lump sum payment to SUT (4 times as shown in the final draft contract.)

3. ISU requested SUT to provide 4 local staff as follows :

- Ms. Mantana Thammachoti ; full time
- 1 PR person; full time
- 2 part time receptionist
- 1 audio visual coordinator , full time
- 1 driver

4. ISU would like to find out as soon as possible the possibility for the ISU SSP Director and also other faculty members having a small baby to stay at the SUT guest houses.

Director of Technopolis

1. ISU informed the Technopolis Director that 8-9 rooms on the first and second floors of Technopolis will be used as staff and faculty offices for ISU including library, English tutorial room, computer labs. The required number of rooms and room numbers will be shortly communicate to Technopolis.

2. A list of ISU furniture requirements for the above mentioned offices was also given to the Technopolis Director.

Prepared by : Mantana Thammachoti
Center for International Affairs
Nov. 16, 1998

Summary of Pre-CPM Meetings

Held at Suranaree University of Technology

3 - 13 November 1999

by Ken and Gretchen Davidian

Overall Meetings

Dr. Ruben Umaly of the Center for International Affairs (CIA) at Suranaree University of Technology (SUT) and Mantana Thammachoti (Pin) also of the CIA were our hosts for this visit. Both Dr. Umaly and Pin were very generous with their time and attention. They organized all meetings during our stay, arranged for transportation to and from the meetings, arranged our hotel accommodation and plane reservations, basically everything. They treated us to many delicious meals and frequently entertained us in the evenings. It was only due to their generosity and support that the meetings were so successful. We truly appreciate their personal sacrifices and attention and assistance.

Also, the rest of the CIA staff also greatly assisted us during this visit. They allowed us to intrude upon their office space, to use their computers, and generally to be in their way while never suggesting that we were causing them the difficulties we know we were causing them. They also assisted us with making reservations at hotels and airlines and getting us the best rates. We truly appreciate all of their assistance and support.

Meeting with Rector, Dr. Wichit

Dr. Wichit agrees to work with Thai International, the national airlines of Thailand, to see about reduced airfares for ISU. Dr. Wichit is a former board member, and he still has good contacts within the company.

He now is involved in a high-level group which is working toward international higher education in Thailand, and Dr. Wichit plans to introduce the idea of getting good airfares for ISU as part of this activity.

Dr. Wichit indicated that there are several options for tie-in with the Thai Royal Family. The Crown Prince is interested in aviation, and is himself a pilot. In addition, one princess; Linthon, is especially tied to space, having advanced degrees in remote sensing. Also, the King's sister recently received an honorary degree (given by the Rector of SUT, who also happens to be the Rector of other universities as well.) for Information Technology, and she may be available/interested. Dr. Wichit will be the main point of contact for SSP'99 with respect to the royal family involvement.

Dr. Wichit recommended that a National Advisory Committee be formed with respect to SSP '99. The membership would consist of representatives from the various Thai Ministries who are interested in Space. (Unclear as to who or how this will be created.)

Harbin Connection

Dr. Umaly learned during his recent meeting of the AUAP that the ISU Affiliate in Harbin, China will be conducting a 10-14 day program on Space Technology in January 1999. Umaly invited the President of Harbin to visit SUT, on behalf of Dr. Wichit. Umaly believes that the lecturers from this upcoming Space Technology training course, which will be conducted in English, may be appropriate for inviting to the SSP'99 as visiting lecturers as well.

Committee on Socials and Entertainment - Dr. Chanchai

This committee will assist with the opening and closing ceremony receptions (not the ceremonies themselves). They also will assist in finding/planning the Field Trip for SSP'99. In addition, they will work with local travel companies to offer several side excursions (for fees, to be paid by the individual taking the excursion) to places of interest in the region. They also will work to plan cultural events to show Thai culture. It was mentioned that ideally there would be one or two events, ideally off-site, to show Thai culture. The indication is that they plan to bring events to SUT, but nothing definite is planned at this point.

Dr. Umaly suggested that Dr. Chanchai could/should provide an overview of Thai cultural "do's and don'ts" to the SSP'99 students, and we tentatively set this presentation for the afternoon on the first Sunday (the day after arrival day). Also, we discussed developing a written one-page of "Do's and Don'ts" in the Thai culture which could be mailed to the students, staff, faculty, lecturers prior to arrival, as part of the Preparation Information document.

The idea of host families was discussed. There seems to be only a small chance of finding sufficient number of families so that the students will have a one-to-one host family. Instead, the concept which will be worked will be that of hosting special events. For example, if a group of students wish to attend a local sporting event, a host family will "host" them (even though the students would pay their own way). It seems to be that English language is the problem in finding host families. (Families would agree to host young children, but not adults, with whom they have nothing in common.) Even Rotary International would not have enough members in the Nakhon Ratchasima area to support 100 students. They will start with the SUT Faculty, and also Dr. Umaly will work to introduce this idea in his International Club, consisting of people non-native to Thailand but who do live and work in the area.

This committee will provide assistance in telling ISU where in the area to go to purchase beer, soft drinks, chips, pretzels, etc. for the social events. For items such as this, two days of notice would be required if ISU wants the committee to make arrangements. (However, for getting it ourselves, there seems to be local access.) For items which might be unique to the cultural nights, they ask for a minimum of one-week notice. Therefore the Student Affairs Coordinator will need to work very closely with this committee to assist in encouraging the students to make their decisions for Cultural Night special needs at least one week in advance.

It was decided that the ISU Student Affairs Coordinator (SAC) would interface with this committee. Dr. Chanchai requested that the SAC meet with his committee on a weekly basis during the SSP.

Note that the time of the Opening Ceremony may need to change, based on the availability of the Royal Family. That is, the time of day, as opposed to the date will need to be flexible.

Typical Eating Times in Thailand

Breakfast - 7:00 AM

Lunch - 12:00 noon

Dinner - 6:30 - 7:00 PM

Tour of Surasummanakhan I and II

Surasummanakhan I will be the Co-Chair/Faculty housing and the Visiting Lecturer and the Staff Housing. The cost of the room is 800 Baht per night. Each room includes two twin beds, a small refrigerator, a desk and chair, lots of closet space, a TV, a telephone, and a full

bath. The number of rooms available in Surasummanakhn I is 122, as one room is reserved for the Royal Family.

In addition to these rooms, there are four rooms with 2 bedrooms (one king-sized bed in one room and two double beds in the other). The two bedroom suites include a long, front, private hallway with only one long dresser (i.e. no chairs or couches, even though they could fit) and one full bathroom. In addition to these 2-bedroom suites, there are two rooms which have king-sized beds, although one of these two rooms is usually reserved for the Rector (although he has never requested or used it). Each of these larger rooms is 1500 Baht per night.

Surasummanakhan II is the student housing. There are only 100 of these rooms, rather than 170 as ISU has understood. Currently, only 85 rooms are in working condition, including air conditioning. These could be repaired so that all 100 are available for ISU use. The cost of these rooms is 600 Baht per night. Each room contains 3 twin beds, three desks and chairs, a medium-sized refrigerator, lots of closet space, a TV, a telephone, and a full bathroom.

Lecture Hall

The main lecture hall will be a meeting room in Surasummanakhan I. It has conference-style tables and chairs. It has a Barco system for showing videos. The front of the room is on a raised stage. The only concern is that there is no chalk or white board in the room. This will have to be brought in separately. There will be 12 rows of tables needed, so those in the back will have difficulty seeing things written on a chalk board.

The Departmental Classrooms also are located in Surasummanakhan I, on the same level as the Lecture Hall. These will be dedicated for ISU use for the entire SSP. Each Departmental classroom has 2 monitors, 1 speaker, a white board. Video players are available upon request.

Alumni Weekend

Sart and Rangsan have been working for Alumni Weekend plans. They have 3 co-chairs for the weekend: Sart Sukprasert of Thailand (SSP'96), Gongling Sun of China (SSP'98), and Hiroyasu Mizuno of Japan (SSP'98).

Sart is interested in getting astronauts/cosmonauts to come to SUT during Alumni Weekend. They would like to bring in 2000 High School students, use translators, etc. to promote Space to the students of Thailand. He thinks he has funding for transporting the students and the translators, but is wondering if ISU can provide the astronauts. He suggested Jeff Hoffman. We suggested that possibly Jim Newman would be interested. Also, we suggested that it would be ideal if we were to get a panel of astronauts, and suggested that possibly Oleg Atkov could come and possibly an astronaut from NASDA, too. That is, having an international panel of astronauts would be ideal. We mentioned to Sart that there is some funding for bringing lecturers to the SSP, and we will need to check whether or not we can bring them to SUT.

The current theme chosen for the Alumni Weekend is: The Promotion of Space-Related Activities for Peaceful Purposes. Sart's idea for the Conference is to have a keynote speaker talk about "How to Make Business in Southeast Asia." He is hoping to get the former Prime Minister of Thailand to be the speaker.

Sart proposes a soccer match on Saturday afternoon: ISU Alumni versus SSP'99 students.

Sart and Rangsan propose an Alumni Field Trip to Pattaya on Sunday. (They can get a 40 person bus for 20,000 Baht.)

They want to create back-packs for Alumni Weekend, and they believe they can create them for 250 Baht each.

Sart indicated that someone from the FINS(?) Foundation, which has an ISU Board Member, has agreed to sponsor something during SSP'99, for maybe food and drink or possibly the back-packs.

For the Conference, the SUT Engineering department has agreed to review the papers submitted. We explained that this typically is not done for the ISU Alumni Weekend.

Sart and Rangsan have established an e-mail address for submitting questions, etc. about Alumni Weekend.

Computer Meeting - Dr. Weerapong

SUT has a budget to buy new computers, which could then be used as the SSP staff/faculty computers during SSP'99. They have a 2 million Baht budget. (Dr. Weerapong says that this would only buy 20 computers, and not 30.) It seems that they will make this purchase.

Dr. Weerapong said that he knows of a big computer company in Bangkok which he could approach to have them loan the computers to SUT for the SSP, but he needs to know the advertising possibilities that he can promise this company before approaching them on this. Also, maybe a high-level person in the company could be promised a Distinguished Lecture (as a suggestion). To assist Dr. Weerapong in his negotiations with the major computer company, we sent the following by fax to Dr. Weerapong as a way to explain how the computer company would get publicity if it donates computers to SSP'99:

Publicity for Computer Company which Provides Computers to SUT for SSP'99

These are some initial ideas about the publicity areas where the Computer Company can be mentioned, should they donate or loan computers to SUT for SSP'99.

1. ISU Web site will be updated to include mention of the Computer Company. For example, "Computer Facilities supported by Computer Company."
2. All press releases given throughout the SSP will include the mention of the Computer Company as a sponsor of SSP'99. Press releases are sent before and during the SSP'99 to over 300 journalists in North America, Europe (including Slovenia and Bulgaria), Japan, Australia, and South America. With support from the SUT Public Relations and Promotion Committee, these press releases will also be sent throughout Thailand.
3. The Computer Company will be mentioned as a sponsor for SSP'99 in the International Space University 1999 Financial Year Annual Report. Over 3000 copies of this report are mailed world-wide.
4. Information is mailed daily to potential students throughout the world. A flyer could be developed which lists the Computer Company as a sponsor for SSP'99.
5. The Computer Company will be mentioned as a sponsor in the Closing Ceremony brochure/program. It also may be mentioned in the Opening Ceremony brochure/program.

6. Representatives from the Computer Company, if interested, may be invited to participate as a guest lecturer during the SSP.

The funding from ISU to support computers was discussed. Ken explained that ISU does not have a budget to cover rental/purchase/etc. of computers and that doing so would not make sense for ISU's SSP.

We told Dr. Weerapong that we need, in addition to the 30 for faculty/staff, a minimum of 50 computers. We probably could get away with 150 MHz machines. Dr. Weerapong said that this increases the possibility of borrowing the computers from a major computer company.

Ken gave Dr. Weerapong the contact information for Joel Herrmann. Ken said that he would put Joel in touch with Dr. Weerapong so that they can discuss the true requirements for computers. It is also anticipated that Joel and Ken will make a trip to SUT in February.

Computer Lab and offices will be in Technopolis.

The network connections in Technopolis are no problem.

They will set up a server just for ISU use.

The recommendation is that ISU have surge protectors/stability for all of our computer equipment.

Telephone

The lines which will be allocated to ISU are analog lines. There will be no problem with dialing-in. For Mac computers, Dr. Weerapong asked that people bring their own adapters, for dialing into the computer system from a laptop.

They are looking into the possibility of getting an International Pay Telephone installed on campus. They've requested it, and are awaiting feedback from Thai Telecom.

All calls on campus are free of charge. There is a small charge for local calls (3 Baht per minute). Calls to Bangkok are 12 Baht per minute.

Dr. Weerapong also has, as a back-up, a PABX system which they can then set up a billing charge for long distance calls.

They are also looking into the possibility of using, as a trial basis, a wireless system. Each student would have his/her own cell phone. This is at the planning stage at this point.

Video Conferencing

SUT does a great deal of videoconferencing. They are currently getting lectures from AIT and other universities in Bangkok via videocon. This includes a mobile truck to enable videoconferences to be held in many locations on campus. They have specific rooms for this in the Library.

Power Outages

Sometimes, the power is shut off without warning. This causes headaches for the computer people. Not much can be done about this. The power company tries to do this late at night, weekends, etc.

Power is usually stable. During raining season (during SSP), storms sometimes cause the power to go out.

Health Services

We met with Dr. Vithoon to discuss health and safety issues. Also attending the meeting were Dr. Payom, Nurse Naungnij, and Dr. Weerawat Tongyoddee, Chief of the Sport & Health Center. There was much discussion as to whether or not an ISU participant who is sick should go to the Clinic or should go to the hospital in Nakhon Ratchasima. The group determined the following:

<u>Situation</u>	<u>Business Hours</u>	<u>Off Duty Hours</u>
Sickness	Go to Clinic	Wait for Clinic to open
Emergency	Call Clinic	Call SUT contact. Go to hospital
Dental	Call non-SUT dentist	Call non-SUT dentist

The Clinic is open each day from 8:30 to 4:30, with a nurse on duty. The doctor is present only from 11:30 to 1:30 each working day. ISU participants will be able to use the Clinic on a pay for use basis.

The Committee on Health and Security Services will investigate the possibility of ISU students purchasing the local, SUT student health insurance. The committee members wanted to make it clear that if the ISU participants do have the SUT student health insurance, then the ISU participant would still need to pay to use the Clinic and would not be able to make claims for the small costs associated with Clinic examinations, etc. (That is, the health insurance would cover only big things and not include use of the Clinic in its coverage.)

The Clinic includes a pharmacy. The Clinic has an examination room for men and one for women. They can draw blood, do throat cultures, etc. They are not able to do sutures (i.e. put in stitches), as they are not equipped to handle an allergic reaction to novocaine.

For any major trauma, there is an ambulance on campus available 24 hours a day. The committee's only concern with this is: what if one of the SUT personnel was using it. The back-up solution in this unlikely event would be to use the ISU van and driver to take someone to the hospital.

The committee said that there are 3 very good hospitals in Nakhon Ratchasima. The private hospital, St. Mary's (Khon Maria) is ISO 9002 certified.

A tour of the Fitness Center was given by Dr. Weerawat. The Fitness Center will be moved to a new location sometime in early 1999. The new building is located near several outdoor tennis courts. The Fitness Center offers aerobics classes multiple times a day. It has several rooms for volleyball, the Thai foot volleyball, several table tennis tables, and several multi-purpose rooms. It also offers ballroom dancing classes. In addition, the Fitness Center includes a complete weight-training room and aerobic equipment (bikes, treadmills, etc.). ISU participants will be able to become members of the Fitness Center. This will involve a personal fitness assessment, and the ISU participant will be put onto a program under the

direction of the Fitness Center staff. The Fitness Center is currently open from 9:00 AM to 8:00 PM, Monday-Friday, and closed on Saturday and Sunday. However, the Director indicated that it would be no problem for ISU to be loaned a soccer ball or two during the weekend. He also is willing to leave the volleyball and multi-purpose rooms (i.e. not the weight/aerobic machines) unlocked for use during the weekends.

Public Relations

We met with the members of the Public Relations Committee here at SUT. It is led by Dr. Krich, and he has several people (some of whom work for the Center for International Affairs with Dr. Ruben Umaly, our main point of contact) working on the committee with him. The person on the committee who seems to be responsible for implementation of the committee's work is Dr. Banjert Chongapiratanakul.

The committee is very keen to support and publicize SSP'99. So far, they have done the following:

- Printed 2000 posters and distributed to the Association of Universities in Asia and the Pacific (about 170 universities)
- Printed 1000 very nice brochures - a medium-sized tri-fold brochure, the cover of which is a shrunken version of the poster - to advertise the SSP.

The committee provided the following information concerning the news outlets in Thailand with whom they normally work. (It was not clear from the meeting whether or not they already have sent something to these contacts. If they have, it has been information only.)

- 20 radio stations and 5 TV stations in Thailand
- 27 newspapers in Thailand, including two published in English, The Bangkok Post and The Nation

The committee also intends to have alumni appear on local TV talk shows, etc.

During the meeting, Ken and Dr. Umaly suggested that they capitalize on the recent John Glenn return to space, as increased interest in space, and issue a press release about ISU.

The committee was interested in what items will be open to the public, as they want to publicize that information in any press releases. The Distinguished Lectures, of course, will be included. We're also considering the possibility of having the final presentation from the Design Projects be open to the public as well.

The committee indicated that if a reporter comes and is interested in a particular topic, the reporter will want not only footage of the faculty member giving the lecture/working with the students, but the reporter will also want to conduct a more in-depth interview with the faculty member. There was a mixed sentiment among the committee members as to whether or not there will be reporter with such key interest. The conclusion was that we don't know at this time, but it might happen.

If we do get a member of the Royal Family of Thailand to speak at the Opening Ceremony, they assured us that there will be MAJOR coverage in Thailand for the event. (At this point, the Rector is confident that we will be able to get a member to participate in the Opening, even if we have to change the time of the ceremony.)

We have given the committee members the 5 CD-ROMS of information which Caroline Vignard provided to us, and they are very pleased to have these. We will be working with them to see how many additional ones they would like to have.

Library

We met with Dr. Ladda Grote, who is responsible for the CLREM and with Dr. Vorapot, who is in charge of the Equipment Center. (Ken calls Dr. Ladda the "Queen of the Library.") This is the information we learned.

Printed Materials

1. Could a librarian indicate to you the % of english books?
-- 65% of 60,000 books are in English
2. reference material (does it seem good?)
-- We haven't seen it, but they have reference materilas in both Thai and English.

Periodicals

1. Do they have daily newspapers in english?
--- Yes. They receive The Bangkok Post and The Nation (both of these are newspapers from Thailand printed in English)
2. Do they have access to databases to look for periodical articles?
-- Yes. They have "FIRSTSEARCH" For use of this, you buy a card for 50 Thai Baht. This will allow you to perform 10 searches for bibliographic/abstract information or 5 full-text searches. These searches can be performed from your own computer via internet. They also have access to the "UNCOVER" database, which has free access and ties into Ohiolink. For UNCOVER, anyone can look at it and to a bibliography/abstract. To get the full article found from UNCOVER, you go to library and pay a fee.
3. Could a librarian give you a paper list of periodicals (at least in astronautic/remote sensing/space law subject)
-- Their list of periodicals available in English is on their Website. Unfortunately, the first few pages of the Website are only in Thai. But, the url for the list of periodicals is: <http://sutlib1.sut.ac.th/journal>. (This list is in English.) From this webpage, you can see the Table of Contents pages for the various journals. You can search through the list of journals alphabetically. They have about 200 journal titles in 1998, and expect at least that many in 1999.

Services

1. Opening hours during Summer Session?
-- They are open Monday-Friday from 8:00 to 20:00. Saturday they are open from 9:00 to 18:00 and Sunday from 9:00 to 16:00. The univeristy is in full session throughout the SSP.
2. Do they have interlibrary loan services? (can ISU students or IRC coordinator request material through CLREM?)
-- They do have interlibrary loan from throughout Thailand. They do not get the actual book, but instead get photocopies of the book's pages. The person requesting the book must pay for the photocopying and the shipping. This requires 2 weeks to get the copy.
3. Access for ISU students? Will they receive library cards? Will they be able to use all library facilities and services just as a local student? (or restrictions)
-- ISU students can use facilities, but checking out books would be restricted to ISU Coordinator and Assistant. (The students of SUT are restricted to only 3 books each and can keep them for only one week.)
4. Do they have photocopiers or printers in the library?

-- Yes they do. The cost of photocopying is 2 pages for 1 Thai Baht.

Transportation

We met with Dr. Werrapun, the head of the Transportation Committee. We explained that we would like to committee's support for the following:

1. Arrival Day, June 26 - airport pick-ups from Nakhon Ratchasima airport, as this day there will be approximately 100 students, 25 faculty arriving. They may use SUT vans and drivers for this (a Saturday) or may have to rent a big bus. Still to be determined.
2. Campus and City Tour, June 27 - need big busses this afternoon to support the campus and tour of Nakhon Ratchasima. Cannot use vans, really, since there will be someone giving the tour on the bus.
3. A van and driver from June 4 - September 6. ISU will need to do other airport runs, run errands, etc. A question concerning paying for overtime for the driver arose. The cost is less than one dollar an hour for the overtime. The only question is when the overtime goes into effect, and that question still must be answered.
4. We asked this committee's assistance in providing ISU a good price for transportation for the Field Trip. ISU pays for this cost.
5. Also, Pin suggested that the on-campus bus route be modified during ISU SSP to include Surasummanakhan in its regular route.

Academic Topics

We met with Dr. Tavee, the Vice Rector for Academic Affairs. He is working to identify potential lecturers from SUT and the area (including businesses) for SSP'99. He also will be working to identify possible sites for academic visits by the ISU participants. The Rector wants to develop an Advisory Board/Committee, made up of representatives from area businesses, etc. This Advisory Board is not yet in place. Once the Board is created, it will be much easier for Dr. Tavee to identify potential sites for visits by the various departments of the SSP. The list was not currently available.

Dr. Tavee will be presenting the currently available lecturers from SUT and the area at the upcoming CPM. He will not have cv's as part of his presentation, however, because in Thailand, a request for a cv is seen as a confirmation of invitation. The cv's will come later.

The topic of SUT granting graduate credit to the SSP students was discussed. Dr. Tavee thinks that this would be beneficial to both SUT and ISU. The Academic Senate of SUT must agree with this before it can be done. It would mean that the ISU students would need to register with SUT. There may be fees associated with this.

Protocol and International Relations Committee

We met with Dr. Pongchan and additional members of the Protocol Committee. The Opening Ceremony is scheduled for June 28, and we mentioned that it's our understanding that Rector, Dr. Witchit, will be working to get a representative from the Royal Family to attend. This may impact the actual time of the Ceremony, as it will be subject to the Royal Family's schedule. The location for the Opening Ceremony was discussed. Sura I ballroom (i.e. the main classroom) would be acceptable, and members of the committee indicated that they believed Surapatsal might be a better location, depending on the number of attendees. There is an estimate of 150-175 from ISU who will attend. The number from SUT side was unknown at this time. Pin mentioned that Dr. Umaly is planning to invite Embassy

We met with the local printer, Wirote Sukolvong, to get a price quote for the Bio Book, the Contacts Directory, and the Design Project printing. There was some concern, as the printer would ideally like to have the final text for the DP reports 20 days in advance. We requested the price quotes for a 5-day turnaround.

Before departure, we received the price quotes from Mr. Wirote, and he included overtime estimated should our job be a "rush order."

Financial Committee

We met with Dr. Prasart and the members of the Finance Committee. A great deal of the meeting was spent explaining the payments from ISU to SUT including what invoices would be required, when the payments would be made, etc. The payment schedule is specified in the contract, which is now with Dr. Wichit.

The SUT-provided staff, as specified in the contract, was discussed. Ken requested that SUT provide Pin, a Public Relations person, a Driver (who ideally would also be able to serve as Travel Coordinator), and Receptionist (usually two, as ISU, in an ideal situation, would like to have the reception staffed for about 12 hours a day). No firm decisions were made, as this requires further discussion with SUT.

The question of liability insurance was raised. Ken indicated that ISU plans to purchase this, but if there are certain requirements or a local company which offers the insurance, this would be helpful to know.

There is a Bank in Technopolis on the first floor. (Also a post office). ISU can open an account at this bank. It will be no problem at this bank to exchange US Dollars for Thai Baht and vice versa. (Probably cannot do French Francs to Thai Baht).

Asian Institute of Technology (AIT) Visit

Pin helped to arrange a meeting for us with Dr. Shunji Murai of AIT. An SUT driver drove us to Bangkok, approximately a 2-hour ride, early on Friday morning. There, we met with Shunji Murai, Dr. Jean-Pierre Delsol, Dr. Honda Kiyoshi of the faculty of the STARS Program, Space Technology and Research. During discussions, we requested that Dr. Murai provide names of potential lecturers from the region, and he agreed to provide this information to Dr. Umaly.

We learned that Dr. Murai has implemented a program at AIT which has three components. One is education (MS and PhD in Remote Sensing and GIS and Computer Mapping Technology). The second is Short Training Course program. For example, he got \$200K from NASDA this year and has other contracts to develop short courses. The Third is a Research Center, which is wanted (even by the President of AIT), but there is little money for it. They are getting contracts with various companies and other agencies to support their research efforts. Dr. Murai's idea is that you grab the best students from the Master's and Ph.D. program and use them to assist with the research. Then, you feedback the funds from the research into the Educational program. The new building they are building will be for the short courses and the research center, and the goal of these two programs is that they will be self-supported.

Dr. Murai gave us a tour of his brand new building, which will be finished in November 1998 (this month). In addition, we got a tour of the facilities and research areas currently in use, and met many of the graduate students working under the STARS program.

Finally, we were invited to lunch with Dr. Chongrak Polprasert, Professor and Dean of the School of Environment, Resources, and Development, and with Mario Tabucanon, Vice President (Academics) of AIT. Both were very interested in the possibility of involving AIT in ISU. They also would be interested in talking more with a high official from ISU as to the possibilities for further cooperation (i.e. things like the MOU already written).

Return-Path: <kdavidian@isu.isunet.edu>
X-Sender: davidian@ilio.isunet.edu
Date: Mon, 14 Dec 1998 09:43:11 +0100
To: "Mantana Thammachoti" <mantana@ccs.sut.ac.th>
From: Ken Davidian <kdavidian@isu.isunet.edu>
Subject: Re: COMPUTER Provision & The visit to SUT

purpose of visit: Jan

Dear Pin:

I hope you had a good weekend. Gretchen and I had to work on Saturday to report to the Board of Trustees about the upcoming SSPs (1999-2001). I will respond to your email here and I have already sent it to Joel to try to get him to think about the timing of our trip as well as to encourage him to send out his email to Dr. Weerapong...

At 11:21 14-12-98 +0700, you wrote:

>Good morning Ken,

● Haven't received a copy from Joel yet but that is Okay as I already

>heard from you. 80 for students and 30 for staff & TAs...altogether 110
>computers...Is that right??? I believe Dr.Weerapong will report to the
>committee about its progress next meeting.

Your numbers are correct...

> Re the visit to SUT by the end of January....I believe the purpose
>is to follow upparticularly the computer preparation...

*program -
for 1st letters*

The purpose of the trip is computer lab preparation and follow-up as well as to check in to see how things are going. I will be able to visit some of the facilities I haven't yet seen. Ideally, I would like to come in March or April, but I understand the necessity for the computer guys to get together and talk about the network needs. That's why coming at the end of January/beginning of February is OK with me...

Some other things I'd like to have taken care of include photocopiers and SUT staff members... maybe it's too early for the latter, but if we could get an idea of the number of people we'll get so we can finalize our staff positions...

> Dr. Weerapong has just walked by our office..I grasped him. He
>hasn't received anything from Joel yet. He said that it should be okay to
>visit us in Jan if you do not expect to see the computer
availability..you
>will be only informed what is planned to do. Actually he expects to get to
>start after the next meeting.

When we come, we will talk about power and network limits of the rooms we want to use as computer labs.

> Frankly speaking... to me..apart from computer issue, I am afraid
>that it may not be worth travelling this soon as there will not be much
>progress after the meeting. (as you know we will have the meeting on 23 Dec
>when the committee will report their progress which later on I will inform
>you)...It depends on your purpose..By the way..there does not seem to have
>any holiday the last week of Jan. My boss seems to be here also.
Actually it
>will be the nice time to visit Korat as it is our winter...you will see how
>COLD and WINDY it is.

I mentioned above why the end of January is our target date. Since I was here in November and I'll be back in June, to me it wouldn't make sense to come until March at the earliest, but the computer guys need to meet and talk, and the earlier that happens, the better...

> Pin
>P.S. I will love you more and more if you can bring along a lot of chocolate
>for James..I will give you Thai Baht when you are here. James always likes
>to have chocolate...but "It is expensive here"..the German says.
>

Usually, to win a woman's love, one would bring *her* (not her husband!), a box of chocolates!

Don't worry, he'll be so chocolated-out, he won't know what hit him! If there are any other items you might want, please just let us know... we'll make sure that it's included in the next "ISU Shipment"!

Ken

=====

Ken Davidian
Assistant Director of Operations
Summer Session Program
International Space University

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คณะกรรมการที่ปรึกษา SUT-ISU-SSP 1999

1. ผู้ว่าการการไฟฟ้าฝ่ายผลิตแห่งประเทศไทย
2. ผู้ว่าการสถาบันการบินพลเรือน
3. กรรมการผู้อำนวยการใหญ่บริษัทการบินไทย
4. ผู้อำนวยการใหญ่บริษัทวิทยุการบินแห่งประเทศไทย
5. อธิบดีกรมการบินพาณิชย์
6. อธิการบดีมหาวิทยาลัยเทคโนโลยีมหานคร
7. ผู้อำนวยการองค์การโทรศัพท์แห่งประเทศไทย
8. ผู้อำนวยการองค์การสื่อสารมวลชนแห่งประเทศไทย
9. ผู้ว่าการการสื่อสารแห่งประเทศไทย
10. อธิบดีกรมประชาสัมพันธ์
11. ผู้ว่าการสถาบันวิจัยวิทยาศาสตร์และเทคโนโลยีแห่งประเทศไทย
12. ผู้อำนวยการสำนักงานพัฒนาวิทยาศาสตร์และเทคโนโลยีแห่งชาติ
13. อธิการบดีจุฬาลงกรณ์มหาวิทยาลัย
14. อธิการบดีมหาวิทยาลัยเกษตรศาสตร์
15. ประธานกรรมการองค์การโทรศัพท์ (นายมีชัย วีระไวทยะ)
16. ประธานกรรมการกลุ่มชินวัตร (ดร.ทักษิณ ชินวัตร)
17. ดร. อาวุธ พลอยส่องแสง
กรรมการผู้จัดการ บริษัท ซี.เอส. คอมมิวนิเคชั่น
18. ผู้ว่าราชการจังหวัดนครราชสีมา
19. ผู้บังคับการ กองบิน 1 (จังหวัดนครราชสีมา)

PR Committee

APPENDIX A: PROGRAMMATIC TERMS AND CONDITIONS

A. Food and Housing

A.1. Housing

A.1.1. SUT agrees to provide housing and food services for the ISU community, as set forth below. The housing services will be part of the items applicable under ARTICLE 4. of the Agreement and subject to the payment schedule agreed to in the ISU'99 SSP Budget.

A.1.2. ISU student housing description:

- Student apartments located at the SUT Seminar Center II (behind Surasammanakhan Hall).
- 100 Single occupancy rooms with private bath/shower
- 600 THB per room-night paid by ISU.
- Periodic room cleaning and linen changes included in room service, no extra cost to ISU.
- Laundry charges paid by ISU/students: Cost to be determined and agreed upon by both SUT and ISU before the start of the SSP.
- Pre- and post-SSP housing cost will be 600 THB per room-night.
- Occupants are responsible for their phone costs. ISU not financially responsible.

A.1.3. Describe ISU staff and faculty housing here...

- Up to 120 two-bed hotel style rooms in the SUT Seminar Center I (Surasammanakhan Hall)
- Equipped with telephone, television, air conditioning, linen service, and private bath.
- The rental rate will be 800 THB per room-night.
- Linen changes included in room service, no extra cost to ISU.
- Laundry charges paid by ISU/faculty: Cost to be determined and agreed upon by both SUT and ISU before the start of the SSP.
- Pre- and post-SSP housing cost is 800 THB per room-night.
- One and two-bedroom suites will be made available to ISU on an as-available basis for 1500 THB/room-night.

A.1.4. SUT will assist ISU in locating additional housing, if necessary, for faculty, staff and visiting lecturers, and hotel accommodations for VIPs, e.g. on the SUT campus or in downtown Nakhon Ratchasima, and as second-hand renting. All costs for such additional accommodations will be assumed by ISU.

A.2. Recreational Facilities

The Sport and Health Center will be available to ISU students, faculty and staff during its normal hours of operation (8:30 to 20:00, Monday through Friday) at no extra cost to ISU. Facilities and services include but are not limited to aerobic classes, ballroom dancing,

fitness testing, volleyball, basketball, ping-pong, badmitten, six tennis courts, an exercise room, outdoor volleyball, and three soccer fields.

A.3. Food Service

A.3.1. The SUT food service for SSP'99 includes:

- SUT will provide to ISU students, faculty, staff and visiting lecturers in the Surasammanakhan Hall cafeteria.
- Full service (20 meals per week: 3 meals per day on Monday through Saturday, 2 meals on Sunday).
- Hotel style meals consisting of a mix of Asian and simple Western (e.g., hot and/or cold sandwiches, spaghetti, stews, etc.) for 120-200 people.
- The minimum guaranteed number of meals is 120.
- The meals will begin with dinner on 27 June 1999
- Meals will end with lunch on 4 September 1999.
- There may be no meal service when ISU participants are at other places, such as the field trip, excursions, opening and closing ceremonies. There will be no meal service cost to ISU for these missed meals.
- Meal service will also be available for ISU staff and personnel who are at SUT prior to and after the SSP start and end dates.

The food services will be part of the items applicable under ARTICLE 4. of the Agreement and subject to the payment schedule agreed to in the ISU'99 SSP Budget.

A.3.2. Prices

- The price of full meal service will be 420 THB per meal-day
- 100 THB per breakfast, 120 THB per lunch, 200 THB per dinner, based on 69 days.
- All participants will have meal cards and their names will be recorded on a master list and referred to by the cashier.
- Composition of meals, coupon system for paying and special meals such as box lunches, and the cost of additional food and beverages, are to be negotiated and agreed to between ISU and SUT.

The Parties agree that a certain flexibility must apply during the course of the Summer Session with respect to variation of foods served at each of the different meals. The parties will cooperate and use their best efforts to accommodate, within reason, variations requested by ISU participants.

A.4. Alcoholic Beverages

Alcoholic beverages may be consumed by ISU SSP participants on the campus of SUT.

B. Facilities

B.1. Academic and Administrative Facilities

- B.1.1. SUT agrees to provide academic facilities (such as classroom areas and main auditorium) and administrative facilities (such as staff and faculty offices) for ISU, mainly in the Technopolis and in the Surasammanakhan Hall.

- B.1.2. Computer laboratories will be provided in the Technopolis as specified in Appendix B.
- B.1.3. Appendix B sets forth the specific rooms, dates and requirements made available to ISU. ISU will have exclusive use of said areas during the specified dates.
- B.1.4. Any facility or room changes will be discussed and agreed upon by the designated SUT and ISU representatives as given in ARTICLE 6.
- B.1.5. Additional rooms and facilities may be required from time to time to help meet the academic goals and needs of the ISU'99 Summer Session. In all instances, use of additional facilities will be agreed upon by the persons named in ARTICLE 6.
- B.1.6. Rooms mentioned in Appendix B will be available 24 hours a day, seven days a week and for the dates set out in Appendix B.
- B.1.7. Access to all facilities 24 hours a day, seven days a week, will be provided by SUT security and building managers to ISU staff and faculty for all rooms specified in Appendix B.

B.2. Security and Maintenance

SUT agrees to provide necessary security, cleaning and maintenance services to the academic and administrative facilities mentioned in Appendix B.

B.3. Library

The SUT Library will be available to ISU students, faculty and staff for the duration of the ISU'99 Summer Session. Opening hours are from 8:00 to 20:00 on Monday-Friday and on Saturday they are open from 9:00 to 18:00 and Sunday from 9:00 to 16:00. User conditions will be the same as those applicable to SUT students and faculty. ISU students, faculty and staff may have their own SUT library cards granting them full privileges to the SUT Library.

SUT will also provide ISU with a separate library area in the host site, which will be specified in Appendix B.

B.4. Health Services

- B.4.1. The SUT health clinic facility will be utilized by ISU students for their non-emergency health needs during normal hours of operation (8:30 to 16:30 Monday through Friday). A nurse is present during all normal hours of operation. A doctor is present between 11:30 and 13:30 every day and no reservation is necessary to see the doctor.
- B.4.2. The student is responsible for all fees incurred during the use of the SUT health clinic. As a typical example, a visit to the SUT health clinic for a sore throat would cost approximately 300THB.
- B.4.3. If a student is sick during non-business hours, the ISU medical officer will contact a SUT representative who will decide whether to call an ambulance or whether the sick person should wait until the clinic is open.

B.5. Additional Facility Matters

- B.5.1. SUT will arrange X (number to be determined) installations of telephone and fax connections in (exact rooms to be identified) as specified in Appendix B. The cost of this will be shared between the Parties. The cost will be monitored and agreed to by SUT and ISU personnel. SUT will provide the telephone and fax. ISU will share costs with SUT for mobile phone and pager equipment as specified in Appendix B. Any structural

changes to SUT's property associated with such additional installation must first be approved by the SUT representative designated under paragraph B.1.4. above. ISU will be billed for all telecommunication costs and usage charges incurred for the Summer Session. Bills will be provided on a monthly basis and will include an itemization of calls made and other charges.

B.5.2. Any requests by ISU for special or extra electrical wiring for any space provided to ISU must be approved by the SUT representative. The cost of such wiring will be billed to ISU.

B.5.3. SUT will provide waste receptacles within the academic and administrative work areas.

C. SUT Support Staff

SUT agrees to provide X (number to be determined) people fluent in English and familiar with the Nakhon Ratchasima area to provide logistic support to the ISU'99 Summer Session. Among the functions to be carried out by these individuals are those of visitor coordinator, travel coordinator, public relations coordinator, and two (2) receptionist(s). In general, all positions are to cover the office hours for the full duration of the ISU'99 Summer Session. However, the positions of receptionist will be filled from 5 June to 4 September 1999.

D. Equipment

D.1. Furniture

SUT will supply furniture as listed in Table 1 below. SUT will also assist ISU in borrowing additional furniture from within the SUT campus, if possible at no charge to ISU. SUT will also assist ISU in pursuing loans of additional furniture from outside sources. In the latter case, ISU shall assume costs.

Table 1. ISU Furniture Requirements

FURNITURE DESCRIPTION	MIN #	FURNITURE DESCRIPTION	MIN #
# of Desks with lockable drawers	36	# of Rolling Task (Office) chairs	36
# of 6 foot folding tables	30	# of Lockable Cabinets	8
# of 2 drawer lockable file cabinet	1	Linear length of Book Shelf space	300 feet
# of Straight chairs	130	Full-Sized Refrigerator/Cooler	1

D.2. Computers and Networks

D.2.1. SUT will provide ISU access to at least 80 Windows-DOS computers, standard laser printer capabilities and access to color printing on an as-needed basis.

SUT will provide climate controlled computer laboratories which includes a lockable control room for workspace for computer staff with overview of the computer facilities and workspace for at least fifty (50) work stations. The computer lab will be fully operational starting a week before the start of the session. All of these machines will be available for configuration to ISU personnel three (3) weeks before the start of the Summer Session.

Thirty (30) work stations will be divided between staff offices (13), faculty/TA offices (12), the ISU library (4) and the Program Director's Office (1).

The computer lab will be of exclusive use to ISU and accessible 24 hours a day, 7 days a week during the full duration of the Summer Session. Arrangements will be provided for security and private access to ISU participants only at no cost to ISU.

- D.2.2. Additional computers will be made available to ISU if available. If necessary, SUT will assist ISU in pursuing loans of additional computers from outside sources at cost to ISU.
- D.2.3. The ISU facilities require full ethernet network capability. SUT will provide maintenance of the network and computer facilities during normal office hours. ISU will be responsible for the maintenance of the network and computer facilities except for items falling under the warranty provided by SUT.
- D.2.4. Cost for paper, toner, spare parts to ISU owned equipment and extra service over and above the normal hardware warranty for the computer equipment will be billed to ISU.
- D.2.5. ISU will provide and be responsible for all the software used during the Summer Session by the ISU participants.

D.3. Motor Vehicles

D.3.1. The following transportation arrangements will be in effect during the Summer Session:

- SUT will provide one 11-person mini-van and driver starting three weeks before the program starts and ending four days after the program concludes for ISU use. This vehicle will be used for local travel needs and airport pick-up and drop-off purposes. SUT will assume the cost for insurance related to these vehicles. ISU will pay for gasoline used by the vehicle. ISU will also pay for driver overtime time outside the hours of 7:00 and 18:00.
- SUT will provide other vans or cars with driver on an as-available and as-needed basis for ISU departmental trips or activities. SUT will assume the cost for insurance related to these vehicles. ISU will pay for gasoline used by the vehicle. ISU will also pay for driver overtime time outside the hours of 7:00 and 18:00.
- SUT will provide transportation to and from the airport for airport pick-up and drop-off of ISU participants both on arrival and departure days, city tours for all participants during orientation, to and from the opening and closing ceremony, as well as any other local sponsored events during the Summer Session. SUT will assume all costs related to these vehicles. Gas and driver overtime charges are the responsibility of SUT.

D.3.2. SUT will support ISU in finding additional rental cars and other vehicles if need be. Costs for such additional transportation and car rental will be billed to ISU.

D.4. Audio Visuals

D.4.1. SUT will provide and maintain the following audio visual aids for exclusive use for the duration of the Summer Session:

- overhead projectors in all classrooms, one (1) in the faculty workroom and two (2) in the main lecture hall
- two (2) fixed slide projectors with carousels, moveable, for the entire ten (10) week duration of the SSP
- access to multiple movable TV-VCR cart sets, at least one for the entire ten (10) week duration of the SSP

- one (1) video player in the main lecture hall
- one (1) video projection system in the main lecture hall
- one (1) computer screen projector which can be checked-out during the ten (10) week duration of the SSP
- one (1) sound system including microphone, amplifier, audio cassette player, compact disc player and two speakers for the entire ten (10) week duration of the SSP

D.4.2. SUT will provide and maintain a facility for phone or video conferencing, satellite reception and cable TV suitable for tele-lecturing on an as-needed basis.

D.4.3. Any other audiovisual equipment that ISU may need, if existing at SUT, will be made available to ISU whenever possible, at no cost.

D.4.4. Any cost for renting equipment necessary for the Summer Session beyond that available from SUT will be billed to ISU.

D.5. Photocopying and Printing

D.5.1. SUT will provide ISU with one (1) high volume auto-feed photocopying machine and one (1) medium volume auto-feed photocopying machine. Both of these copy machines should have access control codes or card readers installed. In addition, SUT will provide a low volume table-top copier in the ISU reception office. ISU will pay 1 THB per page. This price includes delivery, installation, training, service during office hours, labor, parts and black toner. ISU will pay for the cost of paper overhead film and service outside office hours.

D.5.2. ISU shall also have access to on-campus photocopying and printing services located on campus. The price of photocopying will be X cents per copy. ISU will be responsible for all photocopying and printing cost. A monthly detailed itemized bill will be provided to ISU.

D.5.3. SUT will assist in finding additional printing services, e.g. for the Design Project Reports, the Biography books and the Contacts directory.

E. Special Events

SUT will assist ISU in securing local sponsorship for ISU special events, such as receptions, dinners for guests, single-day field trips, and other local functions.

E.1. Opening Ceremony

SUT will sponsor, pay for, arrange and invite ISU to the Opening Ceremony of the Summer Session. The ceremony will be followed by a dinner reception. Transportation will be provided from SUT to the venue and back.

E.2. Closing Ceremony

SUT and the city will invite ISU to the Closing Ceremony. Transportation will be provided from SUT to the venue and back. There will be a banquet immediately after paid for by ISU. Cost of food will be 300-350 THB per person, beverage costs will be 100 THB per person, and classic Thai folk dance performances will cost 5,000 to 10,000 THB. Exact prices will be negotiated prior to the event.

E.3. Field Trip

Approximately 150 (+/- 10%) ISU participants will go on a three (3) day field trip to a site agreed to by both parties. SUT will help the arrangement of transportation and lodging at very low or reasonable rates. ISU will pay for all incurred costs.

For other individuals who may wish to participate such as but not limited to, faculty, sponsors and children in this field trip, the cost will be \$X (price to be determined) per person.

E.4. Weekend Excursions

SUT will assist in arranging weekend excursions and help find sponsorship to the greatest extent feasible. ISU will be responsible for paying all costs and expenses for those agreed upon by both Parties which are not covered by sponsors.

E.5. Conferences

SUT will assist ISU in organizing conferences and seminars open to the public. SUT will also assist ISU in obtaining additional space for any special event that ISU may organize. ISU will be responsible for all incremental costs associated with these conferences.

F. Publicity

SUT will assist ISU in promotional campaigns related to the ISU Summer Session. ISU and SUT will jointly solicit additional publicity for the ISU'99 Summer Session, including media coverage, publicity signs, art work, welcome packets, giveaway items etc.

G. Academic Program Support/Local

ISU will continue to develop and identify ways to create links between itself and its faculty and the Thai and Southeast Asian academic community in conjunction with the ISU'99 Summer Session.

H. Scholarships

In consideration for its support of the ISU'99 Summer Session, ISU will provide two (2) full scholarships for the ISU'99 Summer Session for students from SUT. ISU will also provide two (2) full scholarships for the ISU'99 Summer Session for students from the AUAP. The Parties understand and agree that all students must first meet the ISU academic criteria for admission into the Summer Session.

APPENDIX B: ISU 1999 SUMMER SESSION PROGRAM FACILITIES AND EQUIPMENT SCHEDULE

This appendix sets forth the specific rooms, dates and requirements made available to ISU to be used for academic and administrative purposes. ISU will have exclusive use of said areas without cost during the specified dates.

Rooms mentioned in this appendix will be available 24 hours a day, seven days a week and for the dates set out in this appendix. Access will be provided by building managers or security guards for all rooms specified in this appendix.

SUT agrees to provide necessary security, cleaning and maintenance services to the academic and administrative facilities mentioned in this appendix.

#	ROOM	PURPOSE	STARTING DATE	ENDING DATE	PHONES	FAXS	PCs	PRINTERS
1.	Sura I Main Mtg Room	Main Auditorium	23 June 1999	4 Sept 1999	0	0	0	0
2.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
3.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
4.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
5.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
6.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
7.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
8.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
9.	Sura I Seminar Room	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
10.	Sura I 2nd Floor Office	Dept Classroom	23 June 1999	4 Sept 1999	0	0	0	0
11.	Technopolis 219	DP Classroom #1	23 June 1999	4 Sept 1999	0	0	0	0
12.	Technopolis 223	DP Classroom #2	23 June 1999	4 Sept 1999	0	0	0	0
13.	Technopolis 117	Staff Offices	5 June 1999	6 Sept 1999	12	0	13	1
14.	Technopolis 218	Faculty/TA Offices	5 June 1999	6 Sept 1999	13	1	12	0
15.	Technopolis 116	Director's Office	5 June 1999	6 Sept 1999	1	0	1	0
16.	Technopolis 108	ISU Library	5 June 1999	6 Sept 1999	1	0	4	0
17.	Technopolis 216, 217	2 Computer Lab	5 June 1999	6 Sept 1999	2	0	50	2
18.	Technopolis 112	English Tutorial Room	23 June 1999	4 Sept 1999	0	0	0	0
19.	Technopolis 220	Faculty Prep Room	23 June 1999	4 Sept 1999	0	0	0	0
20.	Technopolis 114	I/O-Storage Room	5 June 1999	4 Sept 1999	0	1	0	1

Based on the distribution given above, there is a need for a total of 29 phones, 2 faxes, 80 Wintel PCs and 4 printers.

Attachment 1: Spreadsheet of SSP'99 Estimated Contract Costs

On-Site Housing

1 ISU staff arrives	04-Jun-98 and departs	06-Sep-98 for a total of	94 Room-Nights x	1,500 THB/R-N =	THB	141,000
3 ISU staff arrive	04-Jun-98 and depart	06-Sep-98 for a total of	94 Room-Nights x	800 THB/R-N =	THB	225,600
1 ISU staff arrives	11-Jun-98 and departs	05-Sep-98 for a total of	86 Room-Nights x	1,500 THB/R-N =	THB	129,000
10 Staff arrive	13-Jun-98 and depart	06-Sep-98 for a total of	85 Room-Nights x	800 THB/R-N =	THB	680,000
11 TAs arrive	21-Jun-98 and depart	06-Sep-98 for a total of	77 Room-Nights x	800 THB/R-N =	THB	677,600
100 Students arrive	26-Jun-98 and depart	04-Sep-98 for a total of	70 Room-Nights x	600 THB/R-N =	THB	4,200,000
1000 Cochair, faculty & visiting lecturer room-nights at a rate of...				800 THB/R-N =	THB	800,000

On-Site Meals

120 minimum number of meals guaranteed ISU participants for...	69 meal-days x	420 THB/M-D =	THB	3,477,600
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Photocopying

200000 Photocopies made at a rate of...	1 THB/page =	THB	200,000
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Closing Ceremony

Costs for the Closing Ceremony will be covered by ISU but are not estimable at this time.

TOTAL AMOUNT DUE: THB 10,530,800

Payment #1 (due June 21 1999): THB 2,632,700

Payment #2 (due August 20 1999): THB 2,632,700

Payment #3 (due October 15 1999): THB 2,632,700

Payment #4 (due January 14 2000): THB 2,632,700

-- Yes they do. The cost of photocopying is 2 pages for 1 Thai Baht.

Transportation

We met with Dr. Werrapun, the head of the Transportation Committee. We explained that we would like to committee's support for the following:

1. Arrival Day, June 26 - airport pick-ups from Nakhon Ratchasima airport, as this day there will be approximately 100 students, 25 faculty arriving. They may use SUT vans and drivers for this (a Saturday) or may have to rent a big bus. Still to be determined.
2. Campus and City Tour, June 27 - need big busses this afternoon to support the campus and tour of Nakhon Ratchasima. Cannot use vans, really, since there will be someone giving the tour on the bus.
3. A van and driver from June 4 - September 6. ISU will need to do other airport runs, run errands, etc. A question concerning paying for overtime for the driver arose. The cost is less than one dollar an hour for the overtime. The only question is when the overtime goes into effect, and that question still must be answered.
4. We asked this committee's assistance in providing ISU a good price for transportation for the Field Trip. ISU pays for this cost.
5. Also, Pin suggested that the on-campus bus route be modified during ISU SSP to include Surasummanakhan in its regular route.

Academic Topics

We met with Dr. Tavee, the Vice Rector for Academic Affairs. He is working to identify potential lecturers from SUT and the area (including businesses) for SSP'99. He also will be working to identify possible sites for academic visits by the ISU participants. The Rector wants to develop an Advisory Board/Committee, made up of representatives from area businesses, etc. This Advisory Board is not yet in place. Once the Board is created, it will be much easier for Dr. Tavee to identify potential sites for visits by the various departments of the SSP. The list was not currently available.

Dr. Tavee will be presenting the currently available lecturers from SUT and the area at the upcoming CPM. He will not have cv's as part of his presentation, however, because in Thailand, a request for a cv is seen as a confirmation of invitation. The cv's will come later.

The topic of SUT granting graduate credit to the SSP students was discussed. Dr. Tavee thinks that this would be beneficial to both SUT and ISU. The Academic Senate of SUT must agree with this before it can be done. It would mean that the ISU students would need to register with SUT. There may be fees associated with this.

Protocol and International Relations Committee

We met with Dr. Pongchan and additional members of the Protocol Committee. The Opening Ceremony is scheduled for June 28, and we mentioned that it's our understanding that Rector, Dr. Witchit, will be working to get a representative from the Royal Family to attend. This may impact the actual time of the Ceremony, as it will be subject to the Royal Family's schedule. The location for the Opening Ceremony was discussed. Sura I ballroom (i.e. the main classroom) would be acceptable, and members of the committee indicated that they believed Surapatsal might be a better location, depending on the number of attendees. There is an estimate of 150-175 from ISU who will attend. The number from SUT side was unknown at this time. Pin mentioned that Dr. Umaly is planning to invite Embassy

representatives to attend, so the number of people attending may be larger than 200. The specific location is too be determined.

The topic of flags needed for the Opening Ceremony was discussed. Members of committee suggested that maybe we could ask the students to bring a flag from their country (would require giving them a specific size, so all would be of the same size). We indicated that this might be possible but some students will not be able to do so. Dr. Umaly, who was not able to attend this meeting, had suggested to ISU that it would be no problem to get the flags from the Embassies or from stores in Bangkok. No firm decision was made.

Getting visas were discussed. People will need to apply in April for Visas. The students/participants will need a certified letter from ISU and SUT in order to get the necessary visa. The students can then go to their local embassy for the visa. This will work for 95% of the students. For China, things are bit more complex, as they are typically issued only a 30-day visa. The students from China will need to apply for an extension once they are in Thailand. The cost per visa is 500 Baht. Toh from the Center for International Affairs is an expert on visas and will assist. SUT will send a letter to the Ministry of Foreign Affairs to request that favorable assistance be given to the persons requesting visas for the ISU Summer Session.

The question of getting the container through customs was discussed. Ken indicated that Danzas, the shipping company, has a contact in Bangkok. All agreed that going through Danzas is the way to proceed. In addition, it was suggested that SUT could write a letter to Thai customs, and that this might be helpful in speeding the entry of the materials into the country.

Accommodation and Food

Dr. Pongchan's committee is also responsible for accommodation and food. The responsibility for Sura has recently moved from Dr. Manu to Dr. Tirachai.

It was agreed that the student housing will be in Sura II. All 100 rooms will be reserved for ISU use. All will be air conditioned. Linen service will be included. The frequency of linen change is to be determined. The rooms will be needed from 26 June through 4 September. The cost per night is 600 Baht. Dr. Tirachai indicated that the rooms will be ready two weeks before Arrival Day. If students arrive early, they will be able to stay in the rooms at a cost of 600 Baht per night.

Laundry Service is not yet determined. It is unclear whether or not there will be coin-operated washers and dryers or if there will be a service.

The staff, faculty, and co-chairs will be housed in Sura I. The cost is 800 Baht per night. Currently, there are plans for daily linen changes. In addition, the possibility of using some of the suites was discussed, at a cost of 1500 Baht per night. No firm decision was made as to the number of suites which would be used by ISU and to whether or not these would be available for ISU use.

Meals were discussed. They will be buffet style in Sura I dining room. The times for meals will be:

Monday - Saturday

Breakfast: 7:30 - 9:00

Lunch: 12:30 - 14:00

Dinner: 18:00 - 20:00

Sunday (only 2 meals)

Brunch: 10:30 - 12:30

Dinner: 18:00 - 20:00

The cost for meals is 100 Baht for breakfast, 120 for lunch, and 200 for dinner, for a total of 420 Baht per person per day. ISU will guarantee a total of 120 meals per day and will pay for any over that. Sura I will keep a list of names of people who are eligible to eat and check off each person each day. SUT agreed to give ISU a weekly accounting of the number of meals taken by ISU participants. Students may be carrying a meal card with them. Visiting lecturers will just have their name added to the list maintained by Sura I personnel as to who is eligible to eat and charge to ISU.

Special catering of meals will be no problem, according to SUT. Also, the possibility of giving groceries to the students for a cook-out was discussed, and seems to offer no problem.

The group discussed the possibility of using the storage houses as party rooms. This is to be determined. Also, Dr. Tirachai indicated that there is a large refrigerator which they do not use in Sura, and that this could be given to ISU for use during the SSP.

Meals will begin on arrival day June 26 with lunch or dinner? (To be determined) For meals prior to June 26 (for staff), a fixed price menu will be arranged.

There was some discussion as to whether the meals would be eastern food only or a mixture of western and eastern. This is still to be determined.

Technopolis

We toured Technopolis with Sataporn Chonsuk, who works for Dr. Manu. Dr. Manu is responsible for Technopolis. There are many rooms available for ISU, and ISU will provide a list of the rooms which it would like to use as soon as possible. The Library will be on the first floor, as there is no elevator in the building. In addition, the staff and faculty and Program Director's offices will be in this building. The Design Project rooms and the Computer Lab will also be in this building. There will need to be discussions with Dr. Weerapong concerning getting the proper computer and electrical hook-ups for the SSP.

Also, furniture, especially desks, is something which is still to be arranged, as most of the rooms are empty. A list of the specific furniture needed was provided to Dr. Manu. There is some flexibility with this list, for example, in the number of desks needed. That is, it may not be necessary for each person to have a desk, so long as he/she has a table and a place to store materials (such as in a cabinet.)

Meeting with Sart's Students

Dr. Sart arranged a meeting with 8 of his current and former students to discuss the SSP and the MSS. We spent two hours explaining the programs and answering questions. We encouraged each person to apply, even if the money situation is not clear at this time. We also encouraged those (the majority) who are interested in the MSS to join the SSP as the first phase of the master's program since the SSP will be held at SUT and they could participate at reduced cost.

Printer

We met with the local printer, Wirote Sukolvong, to get a price quote for the Bio Book, the Contacts Directory, and the Design Project printing. There was some concern, as the printer would ideally like to have the final text for the DP reports 20 days in advance. We requested the price quotes for a 5-day turnaround.

Before departure, we received the price quotes from Mr. Wirote, and he included overtime estimated should our job be a "rush order."

Financial Committee

We met with Dr. Prasart and the members of the Finance Committee. A great deal of the meeting was spent explaining the payments from ISU to SUT including what invoices would be required, when the payments would be made, etc. The payment schedule is specified in the contract, which is now with Dr. Wichit.

The SUT-provided staff, as specified in the contract, was discussed. Ken requested that SUT provide Pin, a Public Relations person, a Driver (who ideally would also be able to serve as Travel Coordinator), and Receptionist (usually two, as ISU, in an ideal situation, would like to have the reception staffed for about 12 hours a day). No firm decisions were made, as this requires further discussion with SUT.

The question of liability insurance was raised. Ken indicated that ISU plans to purchase this, but if there are certain requirements or a local company which offers the insurance, this would be helpful to know.

There is a Bank in Technopolis on the first floor. (Also a post office). ISU can open an account at this bank. It will be no problem at this bank to exchange US Dollars for Thai Baht and vice versa. (Probably cannot do French Francs to Thai Baht).

Asian Institute of Technology (AIT) Visit

Pin helped to arrange a meeting for us with Dr. Shunji Murai of AIT. An SUT driver drove us to Bangkok, approximately a 2-hour ride, early on Friday morning. There, we met with Shunji Murai, Dr. Jean-Pierre Delsol, Dr. Honda Kiyoshi of the faculty of the STARS Program, Space Technology and Research. During discussions, we requested that Dr. Murai provide names of potential lecturers from the region, and he agreed to provide this information to Dr. Umaly.

We learned that Dr. Murai has implemented a program at AIT which has three components. One is education (MS and PhD in Remote Sensing and GIS and Computer Mapping Technology). The second is Short Training Course program. For example, he got \$200K from NASDA this year and has other contracts to develop short courses. The Third is a Research Center, which is wanted (even by the President of AIT), but there is little money for it. They are getting contracts with various companies and other agencies to support their research efforts. Dr. Murai's idea is that you grab the best students from the Master's and Ph.D. program and use them to assist with the research. Then, you feedback the funds from the research into the Educational program. The new building they are building will be for the short courses and the research center, and the goal of these two programs is that they will be self-supported.

Dr. Murai gave us a tour of his brand new building, which will be finished in November 1998 (this month). In addition, we got a tour of the facilities and research areas currently in use, and met many of the graduate students working under the STARS program.