

BANGKOK SUVARNABHUMI AIRPORT

Arrival procedure:

- 1) After getting off the plane, make your way to **immigration** for passport control.
- 2) Arrive into the **baggage claim** area and collect your baggage (please check where to collect it from the screens at the baggage claim area's entrance).
- 3) Follow the signs to the **exit door 6**, where your Asia World airport representative will welcome you wearing his/her Asia World uniform and showing an Asia World sign with your name.
- 4) If you cannot find your Asia World representative, please:
 - a) Go to any of **ATTA Counters** (Association of Thai Travel Agents) at the gate № 6 or 10, where you will get all the assistance needed
 - b) **Emergency number:** Ms. Sopana, Operation Manager / Tel. +66-86-341-7791 or Ms. Fon, Customer Relation Officer / Tel. +66-81-554-6570

Departure procedure:

- 1) Your Asia World representative will pick you up from the hotel to drive you to the airport and help you to check-in.
- 2) Please kindly note that we advise clients of a 3 hour check-in time for international flights.

