



Eurasian Development Bank

EDB side event in Bangkok

October 13-14th, 2026

ver 001

General information

Date: October 13-14, 2025

Location: Marriott Marquis Queen's Park, Bangkok, Thailand

Number of participants: 80-100 participants (including participants from the EDB)

Aims and objectives of the event:

- To present the EDB's work and cooperation formats;
- To outline common interests and agree on next steps with stakeholders.

Preliminary program (TBD):

October 13

09:00-15:00 – Installation and set up;

15:00-16:00 – Technical check

15:00-18:00 – Rehearsal with all teams and personnel;

October 14

09:00-15:00 – Technical check;

15:00-18:00 – Rehearsal with all teams and personnel;

19:00-20:00 – Registration, welcome drink;

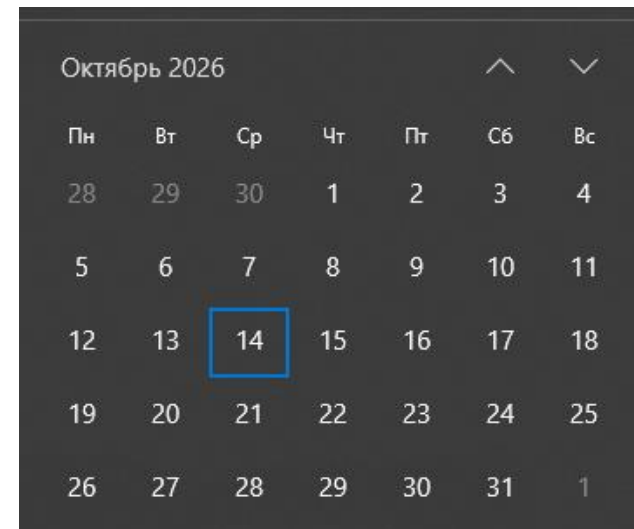
20:00-20:15 – Presentations about the EDB;

20:15-23:00 – Cocktail and networking;

Client responsibilities: venue hall rental and catering at the hotel

Agency responsibilities: all items listed in the presentation, except venue hall rental and catering at the hotel

Furniture: Agency to confirm furniture availability with the hotel; if unavailable, arrange rental



Route

Queen Sirikit National Convention Center

Bangkok Marriott Marquis Queen's Park

Добавить пункт назначения

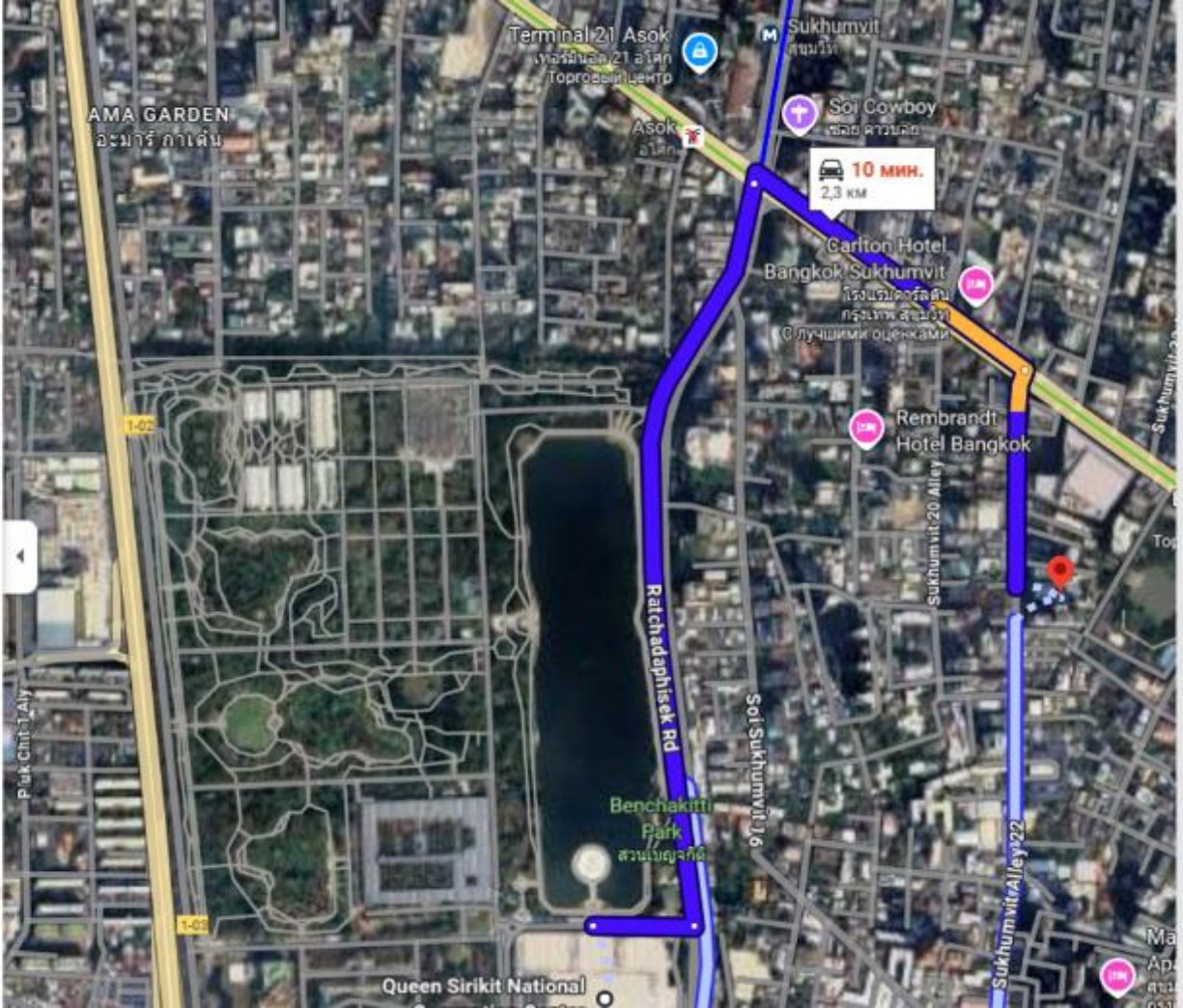
Отправление сейчас ▾ **Варианты**

Отправить маршрут на телефон [Копировать ссылку](#)

по дорогам: ถ. รัชดาภิเษก **10 мин.**
Самый быстрый маршрут, загруженность дорог обычная
2,3 км
[Сведения](#)
[Предварительный просмотр](#)

по дорогам: ถ. รัชดาภิเษก และ สุขุมวิท 22 **15 мин.**
Загруженность дорог выше обычной
3,2 км

Что рядом: Bangkok Marriott Marquis Queen's Park



Shuttle bus

October 14, from 17:00 to 19:00 at [Queen Sirikit National Convention Center](#)

Provide 3 Mercedes Sprinter minibuses

Each bus to display a sign with the Bank's logo and event name

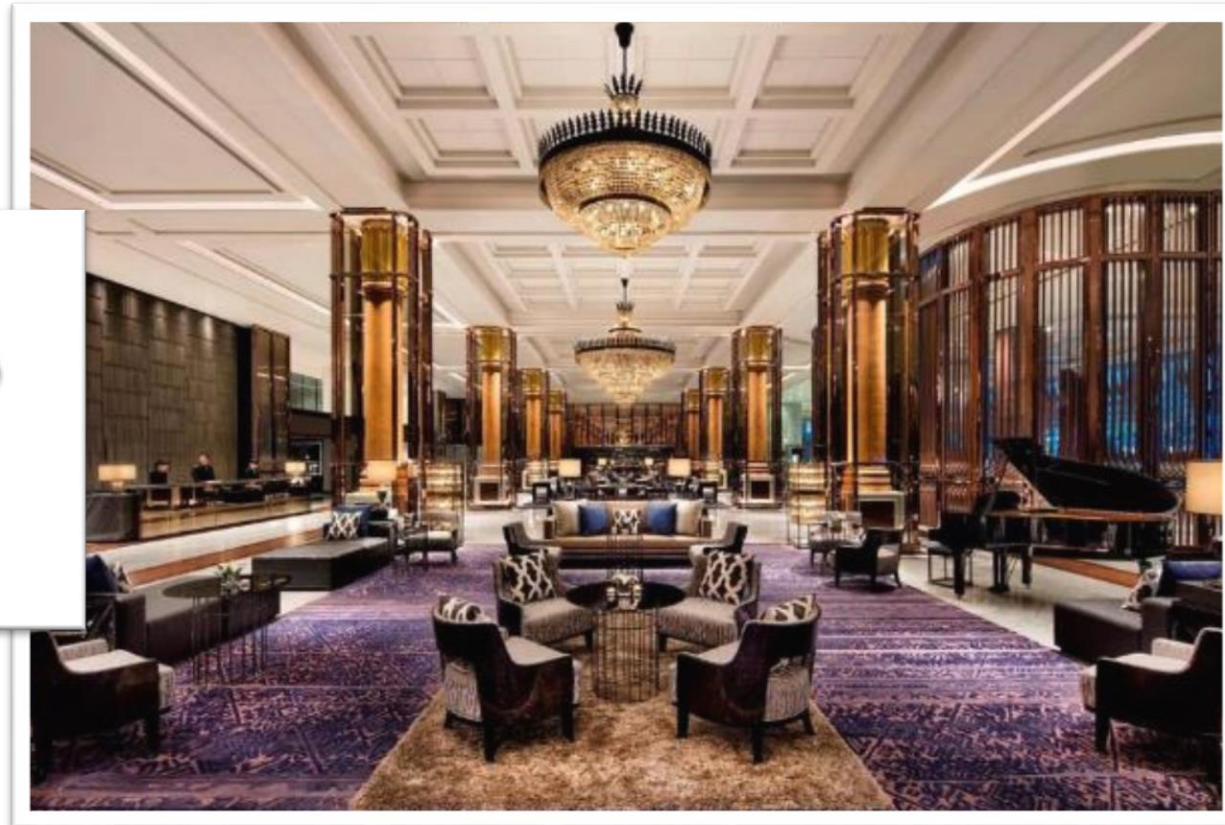
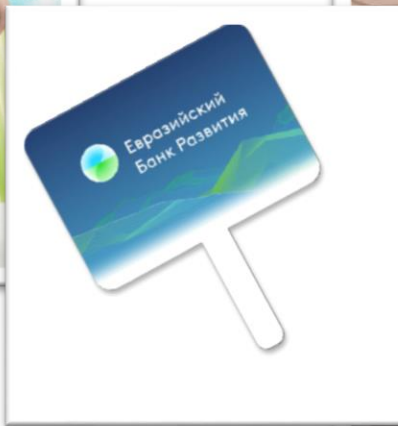
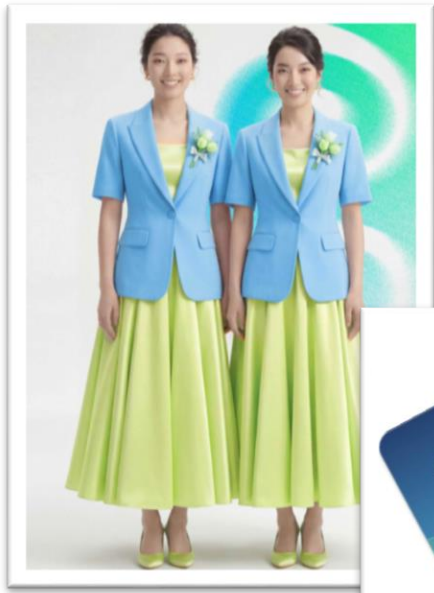
A coordinator with a sign, wearing a branded polo shirt and cap, stationed at each bus

Buses travel from [Queen Sirikit National Convention Center](#) to Marriott Marquis Queen's Park



Lobby

4 hosts in the lobby (2 women and 2 men) with signs greet guests and escort them to the elevator area, directing them to the correct floor



Elevators area

A roll-up banner with event details is placed in the elevator area



Entrance area



On the 27th floor foyer: 2 hosts at reception desks greet guests, check them in, and hand out wristbands. A table with welcome bags and souvenirs is nearby: 2 additional hosts hand out bags to registered guests. 2 security guards in black suits monitor the entrance corridor.

Batyr's greet guests at the elevator exit and take photos with them.

Participant Welcome Pack



Wristband – 120 pcs.



Branded bag – 100 pcs.



Souvenir – 100 pcs.
Please suggest an alternative to a yurt-themed souvenir.
Souvenir should reflect the Eurasian region theme.
If the souvenir itself cannot be branded, it must come in a box with the logo.
Total cost: up to \$10 per item.

Pre-function area



After registration, guests proceed through a corridor leading to the hall, where pre-event activities take place.

Pre-function area

Option 1



Hostesses (of similar ethnicity, at least 177 cm tall) in national dress representing the Bank's 8 member countries greet guests and take photos with them.

Food and drink stations (podiums) featuring offerings from each country, with decor and signage aligned with the concept.

Hostesses may pick up trays from the stations and offer appetizers to guests as needed.

A banner (5W x 3H m) with 3D elements along the wall, and a decorative sculptural element next to it.

Dim ambient lighting with accent spotlights on key elements and the photo zone.

Ethnic-style music.

Pre-function area

Option 2



The corridor is designed as a tunnel. Screens on the sides and ceiling show content about the Bank's activities and global significance.digital
Content and music to be developed by the Agency.
Source materials to be provided by the Client.

Band



Place small tables along the windows.

Arrange a live music band opposite the corridor: an attractive female vocalist with several musicians.

Develop a setlist of vibrant, recognizable songs representing 7 member countries of the Bank.

During each song, matching visual content should be displayed on the screen.

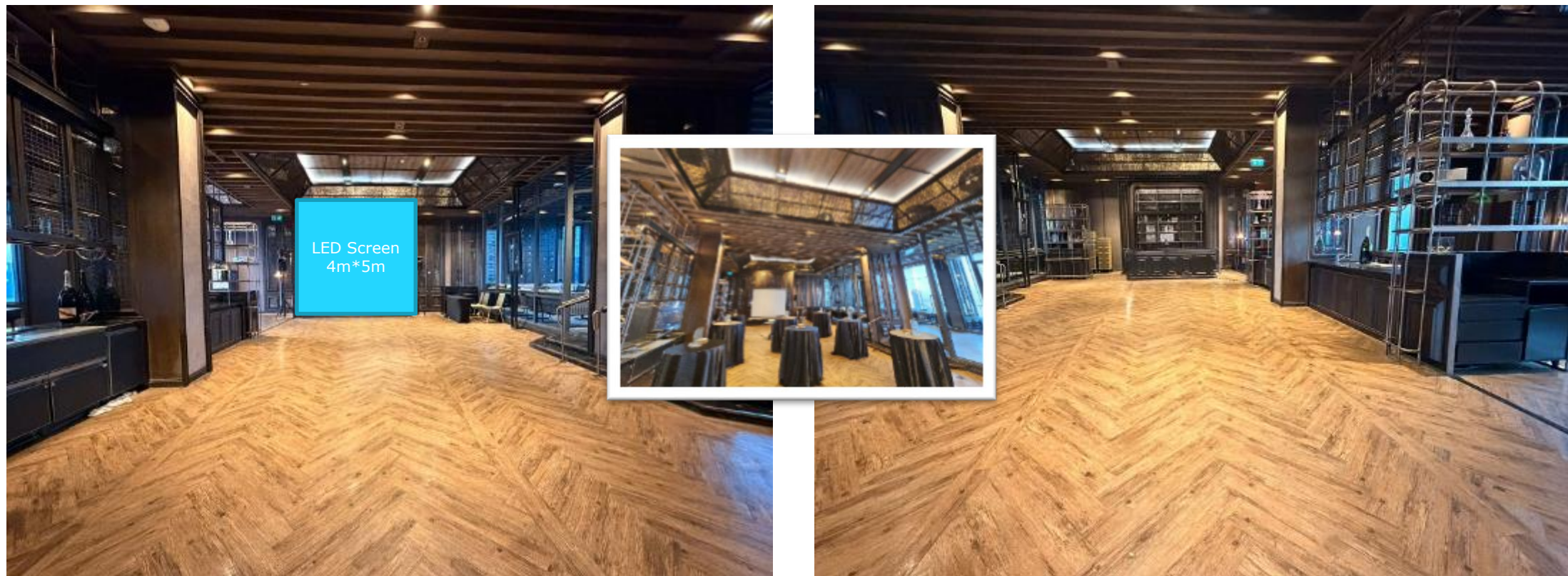
Main area, entrance



In the main hall entrance area:

The table may be used for a welcome drink station, or repurposed differently — please suggest alternatives.
Provide small 2-3 person tables with armchairs along the windows, plus cocktail tables.

Main hall



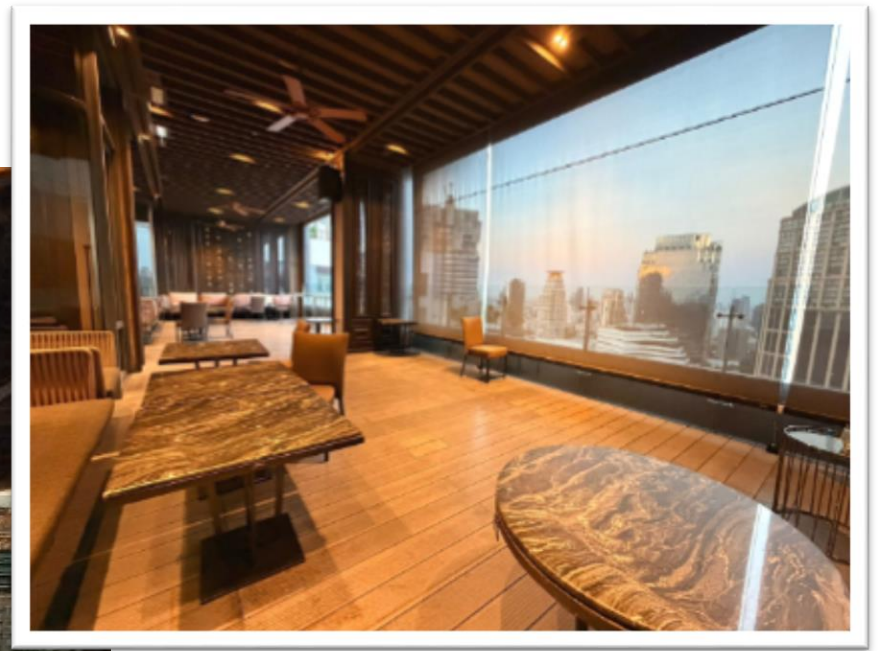
Main hall setup includes:
LED screen ((pixel pitch max 2mm), 4W x 5H m (floor-to-ceiling)).
Lectern, speaker microphone (gooseneck + 2 wireless mics).
Cocktail tables. Each table to have an illuminated branded element (totem) – 20 pcs.
Floral arrangements as needed.
Soft ambient floor lighting.

Content



Produce a 20-slide presentation (based on Client's source materials) adapted for the non-standard screen format. AI generated visual art during musical blocks should be on the screen.

Terrace



Provide audio feed from the main hall on the terrace.
TV screen 75–80 inches.
Ambient fill lighting.
Floral arrangements.

Personnel

Project Manager

Producer

Venue Manager

Logistics & Production Manager

Technical Director

Photographer – 2

Mobile content creator – 1

Hostess/Host – 4

Helpers – 2

MC / Compere (English-speaking) – 1

DJ -1

All staff dressed in black.

Hostess/Host/Hostesses in black sheath dresses
+ accent in brand colours.

MC in a tuxedo.

Dimensions

