
Economic and Social Commission for Asia and the Pacific
Asia-Pacific Forum on Sustainable Development 2015

Bangkok, 21-22 May 2015

Information for participants

I. General

1. The Asia-Pacific Forum on Sustainable Development 2015 is scheduled to be held at the United Nations Conference Centre in Bangkok, Thailand, from 21 to 22 May 2015.
2. The meeting will commence at 0900 hours on Monday, 21 May 2015 in Conference Room 2, Level 2, UNCC.

II. Participation and working language

3. Participation is by invitation only. Participants will include senior officials of ESCAP Member and Associate Member States, representatives of major groups and other stakeholders, regional and subregional organizations, and United Nations organizations.
4. The meeting will be conducted in English. Interpretation (English/Chinese/French/Russian) will be provided during the meeting.

III. Registration and identification badges

5. Participants are requested to register online at <http://meetings.unescap.org/events/apfsd2015/> in advance, but no later than 4 May 2015 to facilitate smooth coordination of the issuance of name badges and compilation of the list of participants. Furthermore, please kindly note that registering online prior to the meeting is mandatory in accordance with standard United Nations security procedures to facilitate security clearance and entrance to the premises.
6. Participants are requested to register and obtain meeting badges at the registration counter, Ground Floor, UNCC, from 0800 to 0900 hours on the opening day of the event. Participants who are not able to register during the time indicated above are requested to do so upon their arrival before entering

the meeting room. *Only the names of duly registered participants will be included in the list of participants.*

7. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings and social functions at the UNCC.

IV. Visa, immigration and health requirements

8. Please see Annex 1 for lists of Countries and Territories entitled for Visa Exemption and Visa on Arrival. For those countries which are not entitled to Visa Exemption or Visa on Arrival, please contact the Royal Thai Embassy/Consulate General responsible for consular affairs for your country. More information is available at <http://www.mfa.go.th/main/en/services/123>. Particulars for both immigration and health requirements may be obtained from the airlines with which participants will travel.

V. Weather

9. The climate in Bangkok is tropical and is warm throughout the year. In May the weather in Bangkok is hot and humid. Average temperature is between 33-41 degrees Celsius. Light tropical clothing would be appropriate.

VI. Foreign currency declaration

10. Any person who carries an aggregate amount of foreign currency exceeding US\$20,000 or its equivalent into or out of the Kingdom of Thailand shall declare the amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs Official is a criminal offence.

11. The local currency is Thai Baht. Currency exchange facilities are available at hotel's reception counter. Please note that when buying small items, some vendors might not accept big notes such as 500 or 1,000 Baht. It is better for participants to carry some small notes with them. Some banks have foreign exchange counters at the airport where you can exchange money if necessary.

VII. Hotel accommodation

12. The following hotels, located relatively close to ESCAP, have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax. A longer list of hotels is available at <http://www.unescap.org/commission/information-note>.

Name and address	Room type	Daily room rates (Baht)	
		Single	Double
Royal Princess Larn Luang Hotel **** 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: rsvn@royalprincesslarnluang.com benjarat@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	Superior	2,700 ^{a/b/c}	2,900 ^{a/b/c}
	Deluxe	3,300 ^{a/b/c}	3,500 ^{a/b/c}
	Suite 1 bed Room	8,000 ^{a/b/c}	8,000 ^{a/b/c}
The Sukosol ***** 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: http://www.sukosolhotels.com Contact person: Ms. Ratchaneeekrit Khankath	Deluxe	2,700 ^{a/c}	2,900 ^{a/c}
Riva Surya – Bangkok **** 23 Phra Arthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: info@rivasuryabangkok.com Website: http://www.rivasuryabangkok.com Contact person: Ms. Thannaree Ketkaew	Urban	3,220 ^{a/c}	3,520 ^{a/c}
	Riva	3,760 ^{a/c}	4,060 ^{a/c}
	Deluxe	4,160 ^{a/c}	4,460 ^{a/c}
	Premium	4,590 ^{a/c}	4,890 ^{a/c}
Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: http://www.nouvocityhotel.com Contact person: Mr. Adam Phadungsilp	Superior	1,600 ^{a/b/c}	1,800 ^{a/b/c}
	Deluxe	1,900 ^{a/b/c}	2,100 ^{a/b/c}
	Grand	2,200 ^{a/b/c}	2,400 ^{a/b/c}

Name and address	Room type	Daily room rates (Baht)	
		Single	Double
New World City Hotel *** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: http://www.newworldcityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp	Deluxe	1,150 ^{a/b/c}	1,350 ^{a/b/c}

- a. *Inclusive of daily American breakfast, service charge and government tax.*
- b. *Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning (7:30hrs-8:30hrs) and back to the hotel in the evening (17:00hrs-18:00hrs).*
- c. *Free Internet Access.*

13. **Participants are requested to book directly with the hotel of their choice**, and settle directly with the respective hotels all personal accounts, including room charges and other expenses, such as for local and long-distance telephone calls, internet use, business centre use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services.

VIII. Travel arrangements

14. For participants whose travel is sponsored by ESCAP, the Amex will be authorized to issue the most economy round-trip air ticket (home country/Bangkok/home country) to arrive in Bangkok as far as possible on 20 May and depart on 23 May. Questions regarding travel arrangements may be directed to Ms. Rujira Khruetchotikul at khruetchotikul@un.org.

IX. Transportation from and to airport

15. Participants should make their own transportation arrangements from Suvarnabhumi International Airport to their respective hotels. Limousine, metered-taxis and bus services are readily available at the airport. Detailed information about Suvarnabhumi International Airport can be found at <http://www.airportsuvarnabhumi.com>.

16. To avail themselves of the limousines and public metered-taxis services, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone**. The officials, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for

transporting passengers to the desired destination. In addition to toll fees, there is a surcharge to be added to the meter charge from airport to the city. Please refer to the airport website noted above for details.

X. Transport to attend meetings

17. Participants should make their own transport arrangements to and from the UNCC. Metered-taxis are readily available in the city.

18. Many hotels close to the United Nations building generally provide complimentary transport, according to fixed schedules, to and from UNCC.

XI. Electricity supply

19. The standard electricity supply is 220V. Please note adapters may be necessary.

XII. Catering and Coffee Break

20. Coffee breaks will be served during the Forum. Arrangements for meals will be announced during the meeting.

XIII. Meeting documents

21. As part of the current efforts of the United Nations towards reducing paper, only one printed set of documents will be issued to each member State delegation. This printed set will be available for collection, during the session, at the Document Distribution Centre, located next to Conference Room 2 on level 2 of the United Nations Conference Centre. Limited numbers of printed copies will be available to other meeting participants. All documents can be found on the website: <http://www.unescap.org/events/apfsd2/>.

22. Meeting rooms and public areas will be equipped with Wi-Fi connections and power sources. Touch screens will also be available close to the conference room and registration counter for participants to view information such as list of participants, programme, side events, etc.

23. Laptops are available for loan to government delegations on a first-come, first served basis. Kindly note that a photo ID is required to borrow the devices-

XIV. Associated events

24. The Forum will be preceded by five associated events in which separated registration and application will be required. Please consult the meeting website and separately issued information notes, for information regarding these events, **ensure that you are properly registered for those of interest**, and also that your travel itinerary and conditions for participation are clear.

- *The Asia-Pacific Civil Society Forum on Sustainable Development: Consolidating People's Agenda for Development Justice*, 16-18 May 2015 at the Nouvo City Hotel, Bangkok. For details, please refer to <http://www.unescap.org/events/apcsfsd2/>.

- *First Forum of Ministers and Environmental Authorities in Asia Pacific*, 19-20 May 2015 organized by UNEP. For details, please refer to <http://www.unep.org/roap/InformationMaterials/Events/ForumofMinistersEnvironmentAuthorities/tabid/1059916/Default.aspx>.
- *Regional Conference on Aligning Corporate Sustainability with SDGs*, 20 May 2015, organized by ESCAP in collaboration with OECD, GRI and the ESCAP Business Advisory Council. Open for participation by business, Governments and civil society. For details, please refer to <http://www.unescap.org/events/regional-conference-aligning-corporate-sustainability-sdgs>
- *The Asia-Pacific Roundtable on Environmental Rule of Law for Sustainable Development* in Support to Post-2015 Development Agenda, 20 May 2015, organized by UNEP and ESCAP. For details, please refer to http://www.unep.org/roap/portals/96/Roundtable_ERoL_draft_agenda_5March2015_9April2015.pdf.
- *The seventy-first session of the Economic and Social Commission for Asia and the Pacific*, 25-29 May 2015, organized by ESCAP. For details, please refer to <http://www.unescap.org/commission>.

XV. Daily subsistence allowance (only if applicable)

25. Where a daily subsistence allowance (DSA) is payable (please refer to your acceptance letter for details) participants are requested to submit copies of their passports (the page(s) with their picture and the entry stamp into Thailand), air tickets, boarding passes to the Secretariat staff on the first day of the meeting in order to facilitate payment of subsistence allowance.
26. Any participants who are unable to stay for the duration of the meeting are requested to inform the Secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

XVI. Financial and administrative arrangements (only if applicable)

27. The Secretariat will not assume responsibility for participant expenditures, including the following:
- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa (except where specified), medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
 - (ii) Salary and related allowances for the participants during the period of the meeting;
 - (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
 - (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
 - (v) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and

- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

XVII. For more information contact:

28. For information concerning the substantive preparations for the meeting, please visit <http://www.unescap.org/events/apfsd2/>. For further information, please feel free to contact the secretariat at escap-apfsd@un.org or the following members of the secretariat:

For substantive preparation:

Overall APFSD	Mr. Masakazu Ichimura Chief, Environment and Development Policy Section (EDPS), EDD Email: ichimura@un.org
Travel arrangements (sponsor participants/speakers)	Ms. Rujira Khruetchotikul Administrative Assistant EDPS/EDD Email: khruetchotikul@un.org Ms. Napidchaya Pichedtanavanich Team Assistant, EDPS/EDD Email: pichedtanavanich@un.org
Interagency collaboration and side events/ pavilion	Ms. Hala Razian Assoc. Economic Affairs Officer EDPS/EDD Email: razian@un.org
Civil society events & participation	Ms. Hitomi Rankine Environmental Affairs Officer, EDPS/EDD Email: rankine.unescap@un.org Ms. Nobue Amanuma Associate Expert, EDPS/EDD Email: amanuma@un.org Ms. Napidchaya Pichedtanavanich Team Assistant, EDPS/EDD Email: pichedtanavanich@un.org

ANNEX I

Visa requirements**A. Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders**

1. According to the Immigration Bureau of Thailand, nationals of the following countries holding ordinary passports may enter and stay in Thailand for a period not exceeding 14 days, 30 days or 90 days, as per the list below, without a visa.

- **Visa exemption for a maximum of 14 days**

1. Cambodia

- **Visa exemption for maximum 30 days**

- | | |
|--------------------------------------|--|
| 1. Australia | 25. Luxembourg |
| 2. Austria | 26. Macao, China |
| 3. Bahrain | 27. Malaysia |
| 4. Belgium | 28. Monaco |
| 5. Brunei Darussalam | 29. Mongolia |
| 6. Canada | 30. Netherlands |
| 7. Czech Republic | 31. New Zealand |
| 8. Denmark | 32. Norway |
| 9. Estonia | 33. Oman |
| 10. Finland | 34. Philippines |
| 11. France | 35. Poland |
| 12. Germany | 36. Portugal |
| | 37. Qatar |
| 13. Greece | 38. Russian Federation |
| 14. Hong Kong, China | 39. Singapore |
| 15. Hungary | 40. Slovak Republic |
| 16. Iceland | 41. Slovenia |
| 17. Indonesia | 42. South Africa |
| 18. Ireland | 43. Spain |
| 19. Israel | 44. Sweden |
| 20. Italy | 45. Switzerland |
| 21. Japan | 46. Turkey |
| 22. Kuwait | 47. United Arab Emirates |
| 23. Liechtenstein | 48. United Kingdom of Great Britain and Northern Ireland |
| 24. Lao people's Democratic Republic | 49. United States of America |
| | 50. Viet Nam |

- **Visa exemption for a maximum of 90 days**

- | | |
|--------------|----------------------|
| 1. Argentina | 4. Peru |
| 2. Brazil | 5. Republic of Korea |
| 3. Chile | |

B. Visa exemption for a maximum of 30 days or 90 days for diplomatic/official passport holders

2. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for a period of 30 days and 90 days, as per the list below, without a visa:

- **Visa exemption for a maximum of 30 days**

- | | |
|-------------------------------------|--|
| 1. Cambodia | 8. Mongolia |
| 2. China | 9. Myanmar |
| 3. Ecuador | 10. Oman |
| 4. Hong Kong, China | 11. Pakistan (Diplomatic Passports only) |
| 5. Indonesia | 12. Singapore |
| 6. Lao People's Democratic Republic | 13. Viet Nam |
| 7. Macao, China | |

- **Visa exemption for a maximum of 90 days**

- | | |
|--|--------------------------------------|
| 1. Albania | 22. Malaysia |
| 2. Argentina | 23. Mexico |
| 3. Austria | 24. Nepal |
| 4. Belgium | 25. Netherlands |
| 5. Bhutan | 26. Panama |
| 6. Brazil | 27. Peru |
| 7. Chile | 28. Philippines |
| 8. Colombia | 29. Poland |
| 9. Costa Rica | 30. Republic of Korea |
| 10. Croatia | 31. Romania |
| 11. Czech Republic | 32. Russian Federation |
| 12. Estonia (Diplomatic Passport only) | 33. Slovak Republic |
| 13. France (Diplomatic Passport only) | 34. South Africa |
| 14. Germany | 35. Spain (Diplomatic Passport only) |
| 15. Hungary | 36. Sri Lanka |
| 16. India | 37. Switzerland |
| 17. Israel | 38. Tajikistan |
| 18. Italy | 39. Tunisia |
| 19. Japan | 40. Turkey |
| 20. Liechtenstein | 41. Ukraine |
| 21. Luxembourg | 42. Uruguay |

C. Visa on arrival for a maximum of 15-day stay

3. Nationals of the following countries holding a valid ordinary passport may apply for visa, not exceeding 15 days on arrival, at Suvarnabhumi International Airport, conditional on meeting the requirements mentioned below:

- | | |
|-------------------|------------------|
| 1. Andorra | 11. Latvia |
| 2. Bulgaria | 12. Lithuania |
| 3. Bhutan | 13. Maldives |
| 4. China | 14. Malta |
| 5. Cyprus | 15. Mauritius |
| 6. Czech Republic | 16. Romania |
| 7. Ethiopia | 17. San Marino |
| 8. Hungary | 18. Saudi Arabia |
| 9. India | 19. Ukraine |
| 10. Kazakhstan | 20. Uzbekistan |

4. The requirements for a visa on arrival are as follows:
- (a) The applicant must possess a passport of at least six-month validity and must be in possession of a valid return ticket with date of departure within 15 days of the date of entry;
- (b) The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport, and supply one recent passport-sized photograph. A fee of Baht 1,000 applies.
5. Participants from countries other than those listed above are requested to obtain an appropriate entry visa from a Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.

The information provided above is accurate as of December 2014. All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.