Information for Participants

I. General

1. The Sixth Asia-Pacific Forum on Sustainable Development is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, from 27 to 29 March 2019.

2. The opening of the session will take place at 0900 hours on Wednesday, 27 March 2019, in Conference Room 1, 2nd Floor of UNCC. All subsequent meetings will also be held from 0900 hours to 1200 hours and 1400 hours to 1700 hours.

II. Credentials

3. Members of Government delegations are kindly requested to submit letters of credentials, communicating the name(s) and designation(s) of its delegation, to Mr. Stefanos Fotiou, Director, Environment and Development Division of ESCAP, by email to escap-apfsd@un.org at their earliest convenience prior to 27 March 2019.

4. All participants should present official identification, duly signed by the appropriate authorities of their respective Governments/Agencies/Organizations, to the Secretariat staff at the registration counter located on the ground floor of the UNCC along with a copy of the letter of credentials indicating their appointment to the delegation.

III. Registration and identification badges

5. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges for meeting participants. These are requested to register and obtain meeting badges with photo at the registration counter, located on the 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 at UNCC and before going to the conference room.
names of duly registered participants will be included in the list of participants.

**Online registration**

6. Participants are requested to register online at https://meetings.unescap.org/events/apfsd6/ well in advance, but no later than 20 March 2019, to facilitate smooth coordination of the issuance of photo badges and compilation of the list of participants. Participants are encouraged to submit their photo in advance, which will speed up the registration process. Furthermore, please kindly note that prior online registration is mandatory in line with standard United Nations security procedures to facilitate security clearance and entrance to the premises. A document containing tips on completing the online registration on behalf of another participant can be accessed from the http://www.unescap.org/events/apfsd6.

7. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex. The loss of a meeting badge should be communicated to the Conference Management Unit, located on the ground floor of the UNCC behind the registration counter, so that a new one can be issued immediately.

**IV. Related events**

8. The Forum will be preceded by related events for which separate registration and application will be required, and which may be held outside of the UNCC. 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. These events include the Asia-Pacific People’s Forum on Sustainable Development, 24-26 March 2019. For details, please see www.unescap.org/events/apcsfsd6.

**Pavilion of Partnerships for Sustainable Development**

9. The objective of this year’s Pavilion is to provide additional informal space for member States, civil society, UN agencies and other stakeholders to share good practices for integrated and inclusive approaches for implementation of the 2030 Agenda for Sustainable Development, including with a focus on the cluster of SDGs (4,8,10,13,16 and 17) to be reviewed in-depth at the 2019 high-level political forum on sustainable development. For more details, please see http://www.unescap.org/events/apfsd6.

**V. Travel Advisory**

10. Visitors are advised to be respectful of Thai customs at all times. Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.
IV. Visa requirements

11. Participants are REQUIRED to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering to Thailand, EXCEPT for those nationals listed below.

List of countries and territories entitled for visa exemption and visa on arrival

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France (Diplomatic Passport only)  Montenegro  South Africa
Germany  Morocco  Spain (Diplomatic Passport only)
Hungary  Netherlands  Sri Lanka
India  Nepal  Switzerland
Israel  Panama  Tajikistan
Italy  Philippines  Tunisia
Japan  Poland  Turkey
Republic of Korea  Romania  Ukraine
Liechtenstein  Russian Federation  Uruguay

Visa on arrival (for a maximum of 15 days)

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12. Participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are REQUIRED to obtain an appropriate visa before entering.

13. To apply for an appropriate entry visa to Thailand, participants are required to contact the respective Royal Thai Embassy/Consulate-General for accurate information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at www.thaiembassy.org.

14. Participants who may wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy/Royal Thai Consulate should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy/Consulate-General which has jurisdiction over the concerned territory.

15. Participants who may need further assistance from UNESCAP on their visa application should contact the meeting organizer for necessary actions.

16. Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport (valid for 21 nationalities listed in the above table) should follow the below requirements:

   (a) The applicant must possess a passport with the validity of at least six months 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, supply one recent passport-sized photograph and a fee of Baht 2,000.

NOTE: The information provided above is accurate as of December 2018 by the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand, [https://goo.gl/Lg3FSm](https://goo.gl/Lg3FSm). 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.

17. Furthermore, in line with security procedures for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please visit [https://dss.un.org](https://dss.un.org) to apply for this travel notification. United Nations staff is required to complete both the “BASIC SECURITY IN THE FIELD” and “ADVANCE SECURITY IN THE FIELD” training before travelling.

V. Weather

18. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

VI. Electric Plug and Socket

19. The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C*. A hybrid socket is almost universally found, which accepts a combination of the above plug types. Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.

![Image of electric plugs and sockets]

*http://www.iec.ch/worldplugs/ (accessed on 19 January 2017)
VII. Health and vaccination

20. Upon arrival at the port of entry in Thailand, participants who are nationals of or have traveled from/through countries listed below, which have been declared Yellow Fever infected areas, must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.

21. The countries/areas listed below have been declared yellow fever infected areas:

1. Angola
2. Argentina
3. Bolivia
4. Brazil
5. Benin
6. Burkina Faso
7. Burundi
8. Cameroon
9. Central African Republic
10. Chad
11. Colombia
12. Republic of Congo
13. Cote d’Ivoire
14. Democratic Republic of Congo
15. Ecuador
16. Equatorial Guinea
17. Ethiopia
18. French Guiana
19. Gabon
20. Gambia
21. Ghana
22. Guinea
23. Guinea-Bissau
24. Guyana
25. Kenya
26. Liberia
27. Mali
28. Mauritania
29. Niger
30. Nigeria
31. Panama
32. Paraguay
33. Peru
34. Rwanda
35. Sao Tome & Principe
36. Senegal
37. Sierra Leone
38. Somalia
39. South Sudan
40. Sudan
41. Suriname
42. Tanzania
43. Togo
44. Trinidad & Tobago
45. Uganda
46. Venezuela

22. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

23. In addition to the above, Medical Services Division at HQ advises that pregnant UN Personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area.

24. First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of the UNCC, during weekdays.
The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch time from 1200 to 1245 hours. Appointments may be made through extensions 1352 or 1761.

25. Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees.

26. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings.

27. Any person who brings or takes an aggregate amount of foreign currency exceeding US$ 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare such 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.

28. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extension 2168). The Bank opens from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

VIII. Foreign currency declaration

IX. Airline reservations

29. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express office located on the first floor, United Nations Conference Centre.
X. **Hotel accommodation**

30. **Sponsored participants will have accommodation arrangements made for them, and they will be advised of these arrangements in their acceptance letter.**

31. 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.

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<tr>
<th>Name and address</th>
<th>Driving distance to UNCC (min.)</th>
<th>Locate d near BTS or MRT line</th>
<th>Shuttle service to and from ESCAP</th>
<th>Hotel Airport Pick Up Service Available</th>
<th>Room type</th>
<th>Daily room rates (Baht)</th>
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<tr>
<td><strong>Amari Watergate</strong>*** 847 Petchburi Road, Ratchathewi, Bangkok 10400**&lt;br&gt;Tel: +66.2.6539000&lt;br&gt;Fax: +66.2.6539045&lt;br&gt;E-mail: <a href="mailto:siriwan.s@amari.com">siriwan.s@amari.com</a>&lt;br&gt;Website: <a href="http://www.amari.com/watergate/">http://www.amari.com/watergate/</a>&lt;br&gt;Contact person:&lt;br&gt;Ms. Siriwan Sriprakhaow</td>
<td>20-35</td>
<td>15 min. walk to Ratchathewi BTS Station&lt;br&gt;12 min. walk to Ratchapraprop Station (Suvarnabhumi Airport Rail Link City Line)</td>
<td>Yes&lt;br&gt;1,000 Baht (One way)&lt;br&gt;Need advance booking</td>
<td>Yes&lt;br&gt;Need advance booking</td>
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<td><strong>Hotel Dé Moc **** 78 Prajatipatai Road, Bangkok</strong>&lt;br&gt;Tel: +66.2.6292100-4&lt;br&gt;Fax: +66.2.2801299&lt;br&gt;E-mail: <a href="mailto:booking@hoteldemoc.com">booking@hoteldemoc.com</a>&lt;br&gt;Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a>&lt;br&gt;Contact person:&lt;br&gt;Mr. Nakorn Saiyawong</td>
<td>5-10</td>
<td>No</td>
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<td><strong>Royal Princess Larn Luang Hotel **** 269 Larnluang Road, Bangkok</strong>&lt;br&gt;Tel: +66.2.2813088&lt;br&gt;Fax: +66.2.2801314&lt;br&gt;E-mail: <a href="mailto:rsvn@royalprincesslarnluang.com">rsvn@royalprincesslarnluang.com</a>&lt;br&gt;Website: <a href="http://www.royalprincesslarnluang.com">http://www.royalprincesslarnluang.com</a>&lt;br&gt;Contact person:&lt;br&gt;Ms. Benjarat Rusakul (<a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a>)</td>
<td>5-15</td>
<td>No</td>
<td>Yes&lt;br&gt;(One way transfer from hotel to UNCC)</td>
<td>Yes&lt;br&gt;1,400-1,800 Baht (One way)&lt;br&gt;Need advance booking</td>
<td>Superior Deluxe</td>
<td>2,800&lt;sup&gt;a/b/c&lt;/sup&gt; 3,000&lt;sup&gt;a/b/c&lt;/sup&gt; 3,400&lt;sup&gt;a/b/c&lt;/sup&gt; 3,600&lt;sup&gt;a/b/c&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>The Sukosol ***** 477 Si Ayuthaya Road, Phayathai, Bangkok</strong>&lt;br&gt;Tel: +66.2.2470123&lt;br&gt;Fax: +66.2.2470165&lt;br&gt;E-mail: <a href="mailto:sales@sukosolhotels.com">sales@sukosolhotels.com</a>&lt;br&gt;Website: <a href="http://www.sukosolhotels.com">http://www.sukosolhotels.com</a>&lt;br&gt;Contact person:&lt;br&gt;Ms. Ratchaneekrit Khankath</td>
<td>15-30</td>
<td>5 min. walk to Phaya Thai BTS Station &amp; Airport Rail Link</td>
<td>Yes&lt;br&gt;1,000 Baht (One way)&lt;br&gt;Need advance booking</td>
<td>Yes&lt;br&gt;1,600 Baht (One way)&lt;br&gt;Need advance booking</td>
<td>Deluxe</td>
<td>2,900&lt;sup&gt;a/b/c&lt;/sup&gt; 3,100&lt;sup&gt;a/c&lt;/sup&gt;</td>
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<tr>
<td>Driving distance to UNCC (min.)</td>
<td>Locate d near BTS or MRT line</td>
<td>Shuttle service to and from ESCAP</td>
<td>Hotel Airport Pick Up Service Available</td>
<td>Room type</td>
<td>Daily room rates (Baht)</td>
<td></td>
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<td>Single</td>
<td>Double</td>
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<tr>
<td>Trang Hotel ***</td>
<td>5-10</td>
<td>No</td>
<td>No</td>
<td>Superior</td>
<td>1,400 a/b</td>
<td>1,400 a/b</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Superior Premium</td>
<td>1,600 a/b</td>
<td>1,600 a/b</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Deluxe</td>
<td>1,800 a/b</td>
<td>1,800 a/b</td>
</tr>
</tbody>
</table>

| a. Inclusive of daily American breakfast, service charge and value added tax.  
| b. Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening.  
| c. Free Internet Access.  

32. Participants are requested to contact the hotel directly at least 10 working days in advance and provide the participant’s full name, date and time of check-in and check-out, flight numbers and contact details. Participants may consider booking a hotel within a walking distance from the UNCC to avoid traffic and help reduce CO₂.

33. Rooms are available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to the hotel at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant’s expense and then released.

34. The rates provided in the table are as of September 2018 and subject to change without notice. Please confirm the room rates with the hotel directly.

**XI. Payment of hotel accounts**

35. Before departure from Bangkok, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

**XII. Transport from and to the Airport**

36. Participants should make their own transportation arrangements from Suvarnabhumi Airport or Donmuang International Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about the respective airports can be found at [http://www.suvarnabhumiairport.com](http://www.suvarnabhumiairport.com) and [http://www.donmuangairport.com](http://www.donmuangairport.com).

37. To avail themselves of the airport limousine service, it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone. These officials will issue a ticket for the assignment of a limousine for transporting passengers to the
XIII. Transport to attend meetings

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

39. Some hotels close to the United Nations building provide complimentary transport, according to fixed schedules, to and from the UNCC.

XIV. Internet services

40. Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. No password is required.

XV. Catering services

41. Catering services are available at the following locations:

Cafeteria, which serves Thai and international lunch, located on level 1 of UNCC, is open from 1100 to 1400 hours for lunch on Monday through Friday.

Canteen, which serves Thai lunch, located on the ground floor of the Service Building, is open from 0700 to 1300 hours on Monday through Friday.

Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, located on level 1, UNCC, is open from 0700 to 1700 hours.

Rajapruek Lounge, which serves light meals and beverages, located on the ground floor of the UNCC, is open from 0700 to 1700 hours on Monday through Thursday, and from 0700 to 2000 hours on Friday.

42. In order to allow us to calculate the event’s carbon footprint and find out your attendance footprint, please complete the online survey here https://script.google.com/macros/s/AKfycbx7C66HdU25Wa9MErJh-USMtXDOiltG2qVQxLHA2oPDgqmSQUs8/exec?ID=8c0041aae5d012cccd2d6f9be68ee325.

XVI. Communications

43. For information concerning the substantive preparations for the meeting, please visit www.unescap.org/events/apfsd6. 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:** Ms. Katinka Weinberger  
Chief, Environment and Development Policy Section (EDPS)  
Environment and Development Division (EDD)  
Email: weinbergerk@un.org

Mr. Riccardo Mesiano  
Sustainable Development Officer, EDPS/EDD  
Email: mesiano@un.org

**Travel arrangements (sponsor participants/speakers):**  
Ms. Chanerin Maneechansook  
Administrative Assistant, EDPS/EDD  
Email: maneechansook@un.org

**Interagency collaboration and side events/ pavilion:**  
Ms. Sara Libera Zanetti  
Consultant, EDPS/EDD  
Email: sara.zanetti@un.org; slzanetti.unescap@gmail.com

**Civil society events & participation:**  
Ms. Hitomi Rankine  
Environmental Affairs Officer, EDPS/EDD  
Email: rankine.unescap@un.org

Ms. Aqira Bhatayutmaytri  
Team Assistant, EDPS/EDD  
Email: bhatayutmaytri@un.org

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**XVII. Meeting documents**

44. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat to their Governments/Agencies/Organizations prior to the session.

45. Documents for circulation or distribution at the session should be handed to the secretariat staff on duty at the meeting room. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by individual delegations.

**XVIII. Accessibility support for persons with disabilities**

46. In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices are available upon request in a designated area at the Accessibility Centre, first floor, UNCC. To book use of devices or for more information, please send an email to pizrada@un.org.

**XIX. Library facilities**
47. ESCAP Library facilities are available on the first floor, Service Building from 0730 to 1600 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty at the Library or call extensions 1329 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/library.

XX. Banking facilities

48. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, from 0830 to 1530 hours during weekdays. (telephone extension 2168).

XXI. Postal services

49. Postal services are available at the Post Office, United Nations Branch, located on the ground floor of UNCC. It is open from 0800 to 1600 hours, Monday through Friday. The Post Office can be contacted at extensions 1260 and 2911.

XXII. Souvenir shop

50. The souvenir shop is located on the first floor of UNCC. It is open from 0800 to 1700 hours, Monday through Friday. The shop can be contacted at extension 1295.

XXIII. Travel agent

51. The American Express Travel (AMEX) office is located on the first floor, United Nations Conference Centre, which is open from 0800 to 1700 hours weekdays. The AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823 from phones located around the UNCC.

XXIV. Daily subsistence allowance (only if applicable)

52. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room.

53. 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.

XXV. Financial & administrative arrangements (only if applicable)

54. In those cases where the participation costs are borne by the ESCAP Secretariat, the Secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, including the following:
(i) All expenses in the home country incidental to travel abroad, including expenditure for visa, 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 of 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;

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

Safety and Security

Contact numbers:

**UN Security**
Security Control Centre (24/7): +66.2.2881102; +66.2.2881113
UN Security Emergency Number: +66.2.2881100
Mobile +66.81.8078471

**Thailand Emergency Numbers:**
Police general emergency call: 191
Fire: 199
Ambulance and rescue: 1554
Tourism Police: 1155

Lost and Found

A Lost and Found desk is located on the ground floor of the UNCC by the Security scanning area.

Prayer and meditation rooms

The prayer and meditation rooms may be found on the second floor of the UNCC by the ESCAP Hall (https://www.unescap.org/uncc/floor-plans).