
Economic and Social Commission for Asia and the Pacific

ESCAP-WTO Regional Workshop on “Graduation for Least Developed Countries in Asia”

30 April to 2 May 2019

VIE Hotel Bangkok

Bangkok, Thailand

Information for participants

I. General

1. ESCAP-WTO Regional Workshop on Graduation for Least Developed Countries in Asia will take place at **VIE Hotel Bangkok**, Thailand on 30 April to 2 May 2019. <https://www.viehotelbangkok.com/>

II. Visa, immigration and health requirements

2. Please refer to <http://www.consular.go.th/main/contents/filemanager/VISA/Visa%20on%20Arrival/VOA.pdf> for lists of Countries and Territories entitled for Visa Exemption and Visa on Arrival (see Annex I). 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/4908>
Particulars for both immigration and health requirements may be obtained from the airlines with which participants will travel.

III. Weather

3. The climate in Bangkok is tropical and is pretty warm throughout the year. In May the weather in Bangkok is hot, humid and rainy. Average temperature is between 27-35 degrees Celsius. Light tropical clothing would be appropriate.

IV. Foreign currency declaration

4. 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 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.

- 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.

V. Hotel accommodation

- During the workshop period, all selected and sponsored participants will be provided a hotel accommodation (single standard room) at the workshop venue – **VIE Hotel Bangkok**.

VI. Transportation from and to airport

- Participants should make their own transportation arrangements from Suvarnabhumi Airport to the hotel. Limousine, metered taxi, bus services or airport link train are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at www.suvarnabhumiairport.com.
- To avail themselves of the limousines and public metered taxi services as indicated above, **it is strongly recommended that participants approach only authorized staff at official counters. Two options are available: 1) A Limousine service** counter is located in the airport arrival zone; **2) Public Taxi** — official public taxi counters are situated by exiting gates 3 or 9 of the arrival zone on the ground floor. After issuance of a ticket from one of the counters, a public metered taxi will transport passengers to their desired destination. In addition to toll fees, a 50 baht surcharge is added to the meter fare on trips from the airport to the city.
- For participant who will stay at **VIE Bangkok Hotel**, the most convenient way to get to hotel is airport link train. The airport link train are located in the basement of Suvarnabhumi airport. You will have to take the red line from the 1. Airport Station to 2. Phayathai station. And then take the light green line from Phayathai Station to 3. Ratchathewi Station (1 stop). The VIE Hotel Bangkok is located at Ratchathewi Station. Please see the train map below.



10. Airports of Thailand Plc. (AOT) limousine service counter is located inside Suvarnabhumi International Airport. To avail themselves of the limousines 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 a limousine for transporting passengers to the desired destinations. For more information, please visit <http://suvarnabhumiairport.com/en/115-limousine>.

Catering services

11. Breakfast and lunch are provided at the VIE Hotel Bangkok for all selected and sponsored participants during the workshop period. **Please kindly specify if you have any special dietary request.**

VII. Daily subsistence allowance (only if applicable)

12. Participant whose travel and accommodation is sponsored by ESCAP will be provided with a daily subsistence allowance in Thai Baht (THB) at prevailing United Nations rates in local currency (approximately THB 3,000/day) and terminal expense (approximately THB 5,700), in accordance with United Nations financial rules and regulations. **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit all of their original boarding pass(es) to the secretariat staff on 30 April 2019.** **Note: Rates (Allowance and UN Exchange rates) are subject to change without prior notice.**
13. Any sponsored 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.

VIII. Financial & administrative arrangements (only if applicable)

14. In those cases where the participation costs are borne by the ESCAP Secretariats, the Secretariats 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

XI. ESCAP secretariat contact persons:

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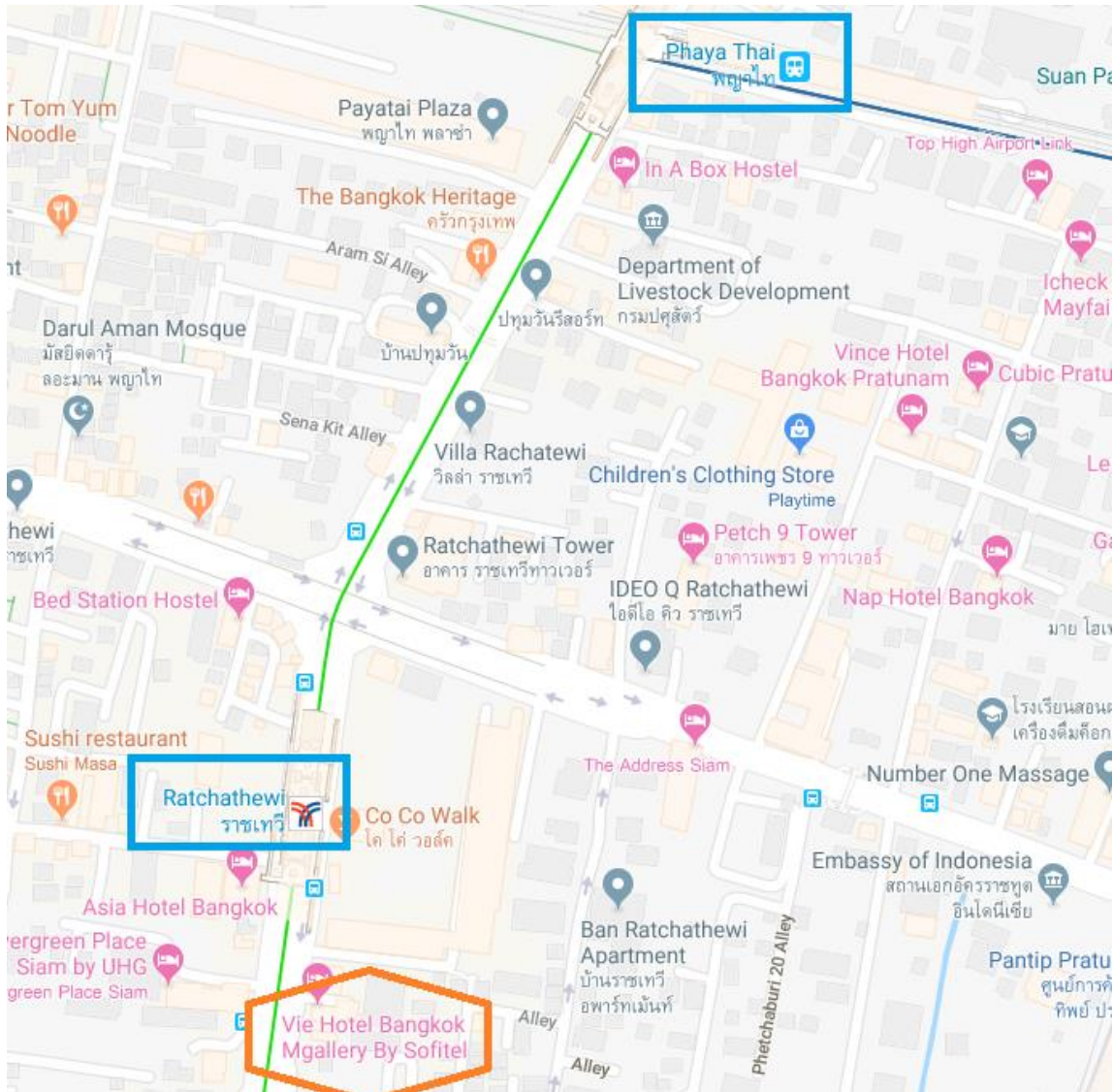
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Map of the workshop venue VIE Hotel Bangkok

<https://www.google.com/maps/@13.7512324,100.5322358,17z>

(Nearest BTS sky train station is Ratchathewi)



ANNEX I

Visa requirements

Participants are required to make their own arrangements for appropriate visas for entry to Thailand. Please see the lists of countries in the following categories: Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders; Visa exemption for a maximum of 30 days or 90 days for diplomatic/ official passport holders; and Visa on arrival for a maximum of 15-day stay.

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

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

- **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 | 6. Mongolia |
| 2. China | 7. Myanmar |
| 3. Hong Kong, China | 8. Oman |
| 4. Lao People's Democratic Republic | 9. Viet Nam |
| 5. Macao, China | |

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

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

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 | 15. Maldives |
| 2. Bulgaria | 16. Malta |
| 3. Bhutan | 17. Mauritius |
| 4. China | 18. Oman |
| 5. Cyprus | 19. Poland |
| 6. Czech Republic | 20. Romania |
| 7. Estonia | 21. Russia |
| 8. Ethiopia | 22. San Marino |
| 9. Hungary | 23. Saudi Arabia |
| 10. India | 24. Slovakia |
| 11. Kazakhstan | 25. Slovenia |
| 12. Latvia | 26. Taiwan |
| 13. Liechtenstein | 27. Ukraine |
| 14. Lithuania | 28. 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 mission at the point of origin or en route prior to entering Thailand.

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.