

Economic and Social Commission for Asia and the Pacific

Seventieth session (Phase II)

4 to 8 August 2014

Bangkok

CONFERENCE BULLETIN NO. 1

GENERAL INFORMATION

STRUCTURE OF THE SESSION

1. Phase II of the seventieth session of the Economic and Social Commission for Asia and the Pacific (ESCAP) will be held from 4 to 8 August 2014 at the United Nations Conference Centre (UNCC), Bangkok. Phase I was held on 23 May 2014. The tentative timetable can be accessed at the Commission website (www.unescap.org/commission). The Preparatory Meeting of the Special Body on Least Developed, Landlocked Developing and Pacific Island Development Countries will be held at the UNCC on 3 August 2014.

INAUGURAL SESSIONS

2. The opening of the session will be held at 09:00 hours on Monday, 4 August 2014 in the ESCAP Hall, level 2, UNCC.

CONFERENCE SECRETARIAT AND SERVICES

3. The Office of the Executive Secretary (extension 1940) is located on the 15th floor of the Secretariat Building. The office of the Deputy Executive Secretary (extension 1911) and the office of the Secretary of the Commission (extension 1602) are also located on the 15th floor of the Secretariat Building.

4. The Division of Administration is responsible for the administrative and logistical arrangements of all conference services. The Office of the Division Chief (extension 1913) is located on the 14th floor, Secretariat Building. The management

of the conference centre is the responsibility of the Chief, Conference Management Unit of the Division of Administration (extension 2006).

5. The office of the conference and documentation services which is responsible for providing editorial, interpretation, translation and documentation services is located on the 1st floor, Secretariat Building. The Chief of the Conference and Documentation Services Section can be contacted at extension 1110.

6. The office of the Strategic Communications and Advocacy Section is located on the ground floor, Secretariat Building. The Chief of the Strategic Communications and Advocacy Section can be contacted at extension 1864.

PAPER SMART COMMISSION SESSION

7. The seventieth session will continue with the efforts of the Commission to move towards more environmentally friendly meetings through implementation of the paper-smart meetings model.

8. In this context, limited paper copies of the session's documents will be available. One printed set of documents will be furnished to each delegation, and delegates and participants are encouraged to download pre-session documents from the Commission website (www.unescap.org/commission). Participants are also encouraged to bring their own laptops and/or smart devices with which they can access the Commission website and relevant documents at all times.

9. Free wireless internet connectivity (WiFi service) is available throughout the UNCC, in all conference rooms and public areas.

10. The secretariat will make a limited number of laptops and / or tablet devices available for loan to Delegates on a first come, first served basis. Delegates can request for these devices at the registration counter on the ground floor of the UNCC.

11. Technical support for computer and connectivity issues in the rooms will be provided to Delegates.

12. USB drives pre-loaded with all the pre-session documents will also be available and distributed during registration.

13. Touch screens displaying the Order of the Day, the Programme, the List of Participants, and other useful information will be available throughout the UNCC.

DINING AND REFRESHMENTS

14. The Dining Room on level 1 of the UNCC will operate daily from 11:00 hours to 14:00 hours.

15. The Coffee Corner on level 1, and the Rajapruek Lounge on the ground floor of the UNCC will operate daily from 07:00 hours to 17:00 hours.

FURTHER INFORMATION

16. For further information, please consult the “Information Note for Participants” (www.unescap.org/commission/information-note)
