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English only

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## **Economic and Social Commission for Asia and the Pacific**

Third Session of the Working Group on the  
Asian and Pacific Decade of Persons with Disabilities, 2013-2022

2-4 March 2016  
Bangkok

### **Information for participants**

#### **I. Session-related information**

1. The Third Session of the Working Group on the Asian and Pacific Decade of Persons with Disabilities (2013-2022) is being organized by the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) in cooperation with the Royal Thai Government through the Department of Empowerment of Persons with Disabilities (DEP), Ministry of Social Development and Human Security (hereinafter referred to as “the host country”).
2. The Session is scheduled to be held in Bangkok, Thailand from 2 to 4 March 2016.
3. The opening will commence at 10:00 hours on Wednesday, 2 March 2016.

#### **Venue**

4. The Session will be held at the Amari Watergate Hotel, Bangkok. The address of the venue is:

Watergate Ballroom Section-B (6th floor)  
Amari Watergate Hotel  
847 Petchburi Road,  
Bangkok 10400, Thailand  
Tel: +66 2 6539000  
Fax: +66 2 6539045  
Website: [www.amari.com/watergate/](http://www.amari.com/watergate/)

Contact person:

Ms. Tunlaya Amasuwan (Email: [isthirdworkinggroup@gmail.com](mailto:isthirdworkinggroup@gmail.com))  
Telephone: +66 2 3543388 ext.304 Mobile: +6687 362 9867

#### **Registration and identification badges**

5. All participants are requested to register and obtain their official badges at the registration desk located in front of the Watergate Ballroom Section-B. The registration desk will be open from 09:00 am on the opening day of the Session.
6. For identification and security reasons, the badges should be worn visibly at all times during the Session and at social functions.

**Documentation and working language**

7. The Session will be conducted in English, and all documentation will be issued only in English. The documentation can be accessed at the Session's website:

<http://www.unescap.org/events/third-session-working-group-asian-and-pacific-decade-persons-disabilities-2013-2022>

8. A folder containing relevant documentation will be distributed to every participant upon registration.

**Contact points of the organizing secretariat**

9. Participants with queries regarding logistics may contact the focal point in the host country, as indicated below:

Ms. Vijita Rachatanantikul  
Director of Strategies and Plans Division  
Department of Empowerment of Persons with Disabilities  
Ministry of Social Development and Human Security  
255 Rajvithi Road, Thungphaya Thai, Ratchathewi  
Bangkok 10400, Thailand  
Tel: +66 2 3543388  
Fax: +66 2 3543899  
Email: [isthirdworkinggroup@gmail.com](mailto:isthirdworkinggroup@gmail.com)

10. Participants with queries about substantive preparation and organizational aspect of the Session may contact the ESCAP secretariat, as indicated below:

Ms. Laura Lopez  
Director, Social Development Division  
ESCAP  
United Nations Building  
Bangkok 10200  
Thailand  
Tel: +66(2) 288-1513  
Fax: +66(2) 288-1030, 288-3031  
Email: [escap-sdd@un.org](mailto:escap-sdd@un.org)

**II. Visa requirement**

11. Participants are required to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, except for nationals of the countries and territories entitled for visa exemption and visa on arrival to Thailand.

12. Participants who need further assistance as regards to their visa application are advised to contact immediately the organizing secretariat.

Detailed information on visa application procedures and related application forms can be obtained from the Royal Thai Embassy or the Royal Thai Consulate-General in the country of residence or by accessing the website at: <http://www.mfa.go.th/main/en/services/4908>.

**III. Hotel accommodation**

13. The Amari Watergate Hotel where the Session will take place has been designated by the host country as a recommended hotel for the Session participants.

14. For one representative per Working Group member participating in the Session, the Government of Thailand will provide a standard room (single) and board at the Amari Watergate Hotel for the duration of the Session. Incidental expenses including long-distance telephone bills, laundry, room service, mini-bar, restaurant and bar service shall be borne by the participants.

15. For the designated Observers of the Working Group, which are 1) ASEAN Autism Network 2) CBR Asia Pacific Network and 3) CMB, one representative per Observer will be provided with a twin-sharing bedroom and board by the host country with the same conditions as specified above.

16. For personal assistant (PA) and service personnel will be provided on a twin-sharing bedroom and board by the host country with the same conditions as specified above.

17. For the remaining participants will be provided with a twin sharing bedroom and board by the host country with the same conditions as specified above. To facilitate hotel bookings and other logistics, all Session participants, regardless of their sponsorship status, are advised to duly complete the hotel reservation form (annexed to this information note) and return it to Ms. Tunlaya Amasuwan, DEP secretariat (E-mail: [isthirdworkinggroup@gmail.com](mailto:isthirdworkinggroup@gmail.com)) at their earliest convenience, but no later than 15 February 2016.

18. All Sessions participants, regardless of their sponsorship status, will be provided lunches, coffee breaks, and dinner during the Session.

#### **IV. Travel arrangements**

19. For the representatives of Working Group members and their PAs and service personnel, whose room and board are provided by the host country (see para. 14, 15 and 16), a round-trip economy class air ticket from their country of residence to Bangkok will also be provided by the host country. Once the ticket had been issued, the organizer will transmit e-ticket to all sponsored participants. One way original boarding pass is required to complete the sponsorship. Kindly bring it for DEP secretariat during the time of Workshop. Any other expenses incurred from changing air-ticket will be borne by the participants. All other participants shall self-finance their travel, as per the adopted Rules of Procedure of the Working Group. Please book a round-trip ticket from their countries as the host country suggests (see attachment)

#### **V. Local transportation**

20. Pick-up and drop-off services from and to the Suvarnabhumi International Airport will be provided by the host country to all Session participants who will stay in the Amari Watergate Hotel. For the participants who are wheelchair users, they will need to notify their special request to the host country when completing the hotel reservation form. To facilitate early arrangement of pick-up services by the host country, participants are advised to send their completed hotel reservation forms to Ms. Tunlaya Amasuwan, DEP secretariat (E-mail: [isthirdworkinggroup@gmail.com](mailto:isthirdworkinggroup@gmail.com)) secretariat by 15 February 2016, at the latest.

The secretariat will wait for participants at Exit Gate No.3 of Arrival Hall of Suvarnabhumi Airport. Please look for our staffs with title and name of **the Third Working Group** on signboard. If you cannot find our staffs, please contact emergency number at +66 87362 9867.



For other alternative, you can proceed to 1<sup>st</sup> floor to ask for 24 hours taxi service or you can proceed to B1 Floor for Airport Link. If you choose to travel by Airport Link, The Amari Watergate Hotel is near to Phaya Thai Station. You will need to get taxi from Phaya Thai Station to the Amari Watergate Hotel.

## VI. Health and vaccination

21. Upon arrival at the port of entry in Thailand, participants who have travelled from or through countries listed below, which have been declared yellow fever infected areas, must provide an International Health Certificate proving that they have received a yellow fever vaccination.

22. As nationals of the countries listed below who have not travelled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

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

- |                                      |                           |
|--------------------------------------|---------------------------|
| 1. Angola                            | 24. Guyana                |
| 2. Argentina                         | 25. Kenya                 |
| 3. Benin                             | 26. Liberia               |
| 4. Bolivia                           | 27. Mali                  |
| 5. Brazil                            | 28. Mauritania            |
| 6. Burkina Faso                      | 29. Niger                 |
| 7. Burundi                           | 30. Nigeria               |
| 8. Cameroon                          | 31. Panama                |
| 9. Central African Republic          | 32. Paraguay              |
| 10. Chad                             | 33. Peru                  |
| 11. Colombia                         | 34. Rwanda                |
| 12. Congo                            | 35. Sao Tome and Principe |
| 13. Côte d'Ivoire                    | 36. Senegal               |
| 14. Democratic Republic of the Congo | 37. Sierra Leone          |

- |                       |                         |
|-----------------------|-------------------------|
| 15. Ecuador           | 38. Somalia             |
| 16. Equatorial Guinea | 39. Sudan               |
| 17. Ethiopia          | 40. Suriname            |
| 18. French Guiana     | 41. Tanzania            |
| 19. Gabon             | 42. Togo                |
| 20. Gambia            | 43. Trinidad and Tobago |
| 21. Ghana             | 44. Uganda              |
| 22. Guinea            | 45. Venezuela           |
| 23. Guinea-Bissau     |                         |

24. In view of the current outbreak of the Ebola Virus Disease (EVD) in some west African countries, the Government of Thailand also requires all individuals who have stayed in or visited Guinea, Liberia, and Sierra Leone within the past three weeks (21 days) to identify themselves at the Health Control Office at the Suvarnabhumi International Airport before proceeding to immigration.

25. Travelers from EVD and yellow fever infected countries are both required to complete a health declaration form before an immigration check. Those who fail to follow this protocol may be denied entry to Thailand (as per the country's Communicable Disease Act B.E. 2523 and Immigration Act B.E. 2522).

26. The host country will provide a travel and health insurance for the sponsored participants. The remaining participants are strongly encouraged to subscribe to a travel or health insurance which is valid in Thailand, in order to cover any medical bills or hospitalization fees.

## **VII. Foreign currency exchange and declaration**

27. The currency of Thailand is Baht (THB.). The exchange rate is subject to market fluctuations and is traded at approximately 36 THB per United States dollar as of 21 January 2016. Foreign exchange facilities are available at the airport, and at the numerous foreign exchange conversion unites in front of the Amari Watergate Hotel including bank.

28. Any person who carries an aggregate amount of foreign currency exceeding US\$20,000 or its equivalent into or out 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.

## **VIII. General information**

### **Weather and temperature**

29. At the time of year when the Session is being held, temperatures in Bangkok are expected to settle between 25°C (77°F) and 34°C (93°F).

### **Time**

30. Bangkok time is 7 hours ahead of Greenwich Mean Time (GMT+7:00).

### **Electricity supply and plugs**

31. The voltage of the electricity supply in Bangkok is 220V, 50Hz.

32. Please note that plug adapters may be necessary. The plug in Thailand has not been standardized and the following types A/B/C are generally available.

Type A:



Type B:



Type C:



### **Dress Code**

33. For female participants are requested to wear long skirt and for male participants are also requested to wear long pants in order to visit Ananda Samakhom Throne Hall and UNESCAP on March 4, 2016.

34. All participants are requested to wear smart casual clothing for Welcome Dinner on March 2<sup>nd</sup>, 2016