

**ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC  
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS  
UNITED NATIONS DEVELOPMENT PROGRAMME  
UNITED NATIONS OFFICE ON DRUGS AND CRIME**

Asia-Pacific Regional Expert Group Meeting on Reviewing Implementation of Commitments  
from the Asia-Pacific Intergovernmental Meeting on HIV and AIDS Beyond 2015

27 November 2018

Bangkok

## **Information for Participants**

### **I. General**

1. Asia-Pacific Regional Expert Group Meeting on Reviewing Implementation of Commitments from the Asia-Pacific Intergovernmental Meeting on HIV and AIDS Beyond 2015 is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok on 27 November 2018.
2. The opening of the session will take place at 0900 hours on 27th November 2018, in Conference Room 4, UNCC. All subsequent meetings will also be held from 0900 hours to 1200 hours and 1400 hours to 1700 hours.

### **II. Registration and identification badges**

3. Participants are requested to register online at <https://meetings.unescap.org/> well in advance, but no later than 15 October 2018, 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 website.

4. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges for meeting participants. Participants are requested to register and obtain meeting badges with photo at the registration counter, located on the ground floor, UNCC, from 0800 hours 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. Only the names of duly registered participants will be included in the list of participants.

5. Members of delegations are kindly reminded to bring official identification with them, duly signed by the appropriate authorities of their respective Governments/Agencies/Organizations, and provide them to the Secretariat staff at the registration counter located on the ground floor of the UNCC

6. 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.

### III. Visa requirements

7. 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**  
**For Ordinary passport**  
**A. Visa exemption for a maximum of 14 days**

Cambodia  
Myanmar (International Airports only)

**B. Visa exemption for a maximum of 30 days**

Australia	Canada	France
Austria	Czechia	Germany
Bahrain	Denmark	Greece
Belgium	Estonia	Hong Kong, China**
Brunei Darussalam	Finland	Hungary

Iceland	Malaysia	Singapore
Indonesia	Monaco	Slovak Republic
Ireland	Mongolia	Slovenia
Israel	Netherlands	South Africa
Italy	New Zealand	Spain
Japan	Norway	Sweden
Kuwait	Oman	Switzerland
Lao People's Democratic Republic	Philippines	Turkey
Liechtenstein	Poland	United Arab Emirates
Luxembourg	Portugal	United Kingdom
Macao, China	Qatar	United States of America
	Russian Federation	Viet Nam**

### C. Visa exemption for a maximum of 90 days

Argentina	Chile	Republic of Korea*
Brazil*	Peru*	

### For Diplomatic / Official Passport

#### A. Visa exemption for a maximum of 30 days

Bangladesh (Diplomatic only) (As of 21 Aug2018)	Indonesia	Myanmar
Brunei Darussalam	Kazakhstan	Oman
Cambodia	Lao People's Democratic Republic	Pakistan (Diplomatic Passport only)
China	Macao, China	Singapore
Ecuador	Malaysia	Viet Nam
Hong Kong, China	Mongolia	

#### B. Visa exemption for a maximum of 90 days

Albania	Czechia	Republic of Korea
Argentina	Estonia (Diplomatic Passport only)	Liechtenstein
Austria	France (Diplomatic Passport only)	Luxembourg
Belarus	Germany	Malaysia (to be deleted)
Belgium	Hungary	Mexico
Bhutan	India	Montenegro
Brazil	Israel	Morocco
Chile	Italy	Netherlands
Colombia	Japan	Nepal
Costa Rica		Panama
Croatia		Peru

Philippines	South Africa	Tunisia
Poland	Spain (Diplomatic Passport	Turkey
Romania	only)	Ukraine
Russian Federation	Sri Lanka	Uruguay
Serbia	Switzerland	
Slovak Republic	Tajikistan	

**Visa on arrival (for a maximum of 15 days)**

Andorra	India	Papua New Guinea
Bulgaria	Kazakhstan	Romania
Bhutan	Latvia	San Marino
China	Lithuania	Saudi Arabia
Cyprus	Maldives	Taiwan
Ethiopia	Malta	Ukraine
Fiji	Mauritius	Uzbekistan

*\*Above information is updated as of 18 August 2018 by the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand*

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

9. 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](http://www.thaiembassy.org).

10. 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.

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

12. 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 October 2018. 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.*

#### **IV. Weather**

13. 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).<sup>1</sup>

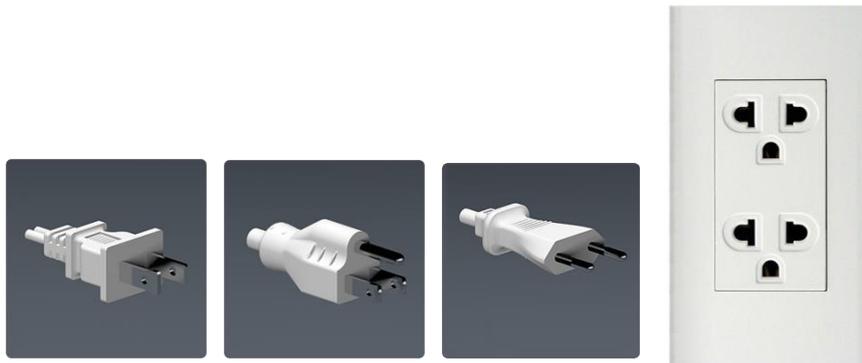
#### **V. Electric Plug and Socket**

14. 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

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\*<http://www.iec.ch/worldplugs/> (accessed on 19 January 2017)

provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.



Type A

Type B

Type C

Hybrid Socket

## VI. Health and vaccination

15. 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.

16. 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
24. Guyana
25. Kenya
26. Liberia
27. Mali
28. Mauritania
29. Niger
30. Nigeria

- |                                  |                         |
|----------------------------------|-------------------------|
| 8. Cameroon                      | 31. Panama              |
| 9. Central African Republic      | 32. Paraguay            |
| 10. Chad                         | 33. Peru                |
| 11. Colombia                     | 34. Rwanda              |
| 12. Republic of Congo            | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire                | 36. Senegal             |
| 14. Democratic Republic of Congo | 37. Sierra Leone        |
| 15. Ecuador                      | 38. Somalia             |
| 16. Equatorial Guinea            | 39. South Sudan         |
| 17. Ethiopia                     | 40. Sudan               |
| 18. French Guiana                | 41. Suriname            |
| 19. Gabon                        | 42. Tanzania            |
| 20. Gambia                       | 43. Togo                |
| 21. Ghana                        | 44. Trinidad & Tobago   |
| 22. Guinea                       | 45. Uganda              |
| 23. Guinea-Bissau                | 46. Venezuela           |

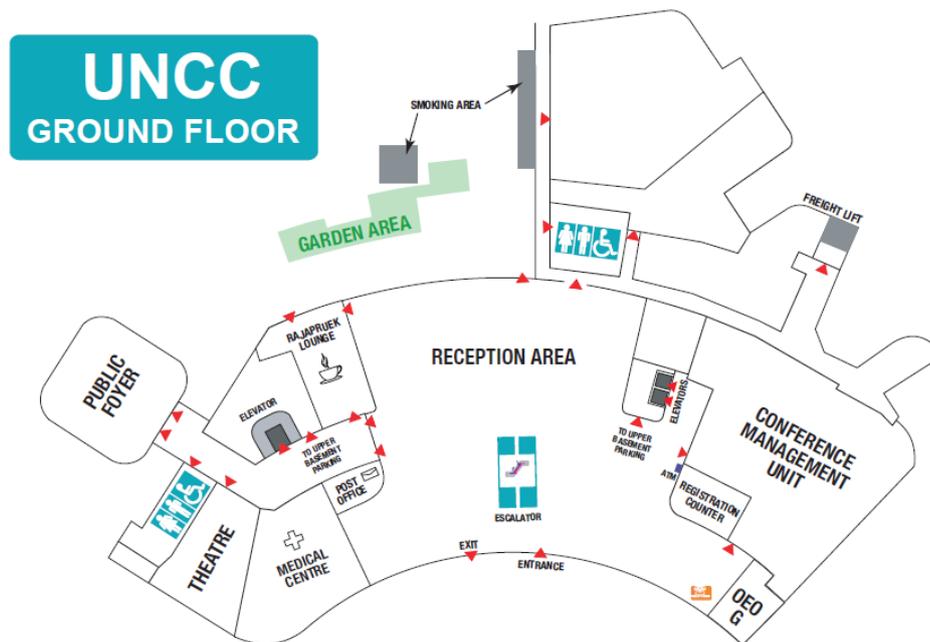
17. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to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

18. 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. For further information, please read the attached Zika virus FAQ.

19. 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.

20. 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.

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



## VII. Foreign currency declaration

22. 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.

23. 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. Airline reservations

24. 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 of the UNCC Building.

## IX. Hotel accommodation

25. 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.

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
<b>Nouvo City Hotel ****</b> 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn, Bangkok 10200 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	5-10	No	Yes		Superior	1,600 <sup>a/b/c</sup>	1,800 <sup>a/b/c</sup>
					Deluxe	1,900 <sup>a/b/c</sup>	2,100 <sup>a/b/c</sup>
					Grand Deluxe	2,200 <sup>a/b/c</sup>	2,400 <sup>a/b/c</sup>
<b>Riva Surya – Bangkok ****</b> 23 Phra Arthit Road, Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: info@rivasuryabangkok.com Website: www.rivasuryabangkok.com Contact person: Ms. Thannaree Ketkaew	10-15	No	No		Urban	3,277 <sup>a/c</sup>	3,597 <sup>a/c</sup>
					Riva	3,829 <sup>a/c</sup>	4,149 <sup>a/c</sup>
					Deluxe	4,072 <sup>a/c</sup>	4,392 <sup>a/c</sup>
					Premium	4,537 <sup>a/c</sup>	4,857 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road, Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: rsvn@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5-15	No	Yes	Yes	Superior	2,800 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup>
				1,500 Baht (One way)  Need advance booking	Deluxe	3,400 <sup>a/b/c</sup>	3,600 <sup>a/b/c</sup>
<b>Trang Hotel ***</b> 99/1 Wisutkasat Road, Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: reservations@tranghotelbangkok.com Website: www.tranghotelbangkok.com Contact person: Ms. Thongtem Lerknawapairoj	5-10	No	Yes		Superior	1,400 <sup>a/b</sup>	1,400 <sup>a/b</sup>
					Superior Premium	1,600 <sup>a/b</sup>	1,600 <sup>a/b</sup>
					Deluxe	1,800 <sup>a/b</sup>	1,800 <sup>a/b</sup>

- 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.*

26. Participants are kindly requested to contact the hotel directly and make their own hotel bookings at least 10 working days in advance.

27. ESCAP is not in a position to make hotel bookings on behalf of participants. In case difficulties should occur, ESCAP may liaise with the hotel.

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

## **X. Payment of hotel accounts**

29. 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.

## **XI. Transport from and to the Airport**

30. 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> and <http://www.donmuangairport.com>

31. 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 desired destination, upon request. The Suvarnabhumi International Airport limousine service counters are located on the second floor at Baggage Claim and Arrival Hall exits, channels A, B and C. For public taxi, participants are advised to proceed to the first floor of the Passenger Terminal, between exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city. Please refer to the airport website noted above for details.

## **XII. Transport to attend meetings**

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

33. Some hotels close to the United Nations building (indicated in paragraph 27) provide complimentary transport, according to fixed schedules, to and from the UNCC.

### **XIII. Internet services**

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

### **XIV. Catering services**

19. 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.

Rajapruerk 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.

### **XV. Communications**

20. Mail intended for participants during the session should be addressed as follows:

*(Name of delegate)*  
c/o ESCAP Secretariat  
United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200  
Thailand  
Tel.: +66.2.2881800  
E-mail address: [escap-sdd@un.org](mailto:escap-sdd@un.org)

### **XVI. Meeting documents**

21. Participants are requested to bring with them any additional copies they may require at the meeting.

## **XVII. Accessibility support for persons with disabilities**

22. 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. For more information please email [escap-conference-management@un.org](mailto:escap-conference-management@un.org).

## **XVIII. Library facilities**

23. 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](http://www.unescap.org/library).

## **XIX. Banking facilities**

24. 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).

## **XX. Postal services**

25. 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.

## **XXI. Souvenir shop**

26. 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.

## **XXII. Travel arrangements (only if applicable)**

27. For those participants whose travel is sponsored by UNFPA, please be in touch with the respective UNFPA office for details on the arrangements.

### **XXIII. Floor plans**

49. The UNCC floor plans are available on the UNCC [website](#).

### **XXIV. Lost and Found**

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

### **XXV. Prayer and meditation rooms**

51. Prayer and meditation rooms are located on Level 2 of the UNCC by the stairway next to the main entrance of ESCAP Hall.

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