



## **Information for Participants**

### **I. General**

1. The UNESCAP/UN-OHRLLS/UNECE Euro-Asian Regional Midterm Review of the Vienna Programme of Action for the Landlocked Developing Countries for the Decade 2014-2024 is scheduled to be held at Conference Room 4, the United Nations Conference Centre (UNCC), in Bangkok, from 11-12 February 2019.

2. The opening of the session will take place at 0900-1000 hours on Monday, 11 February 2019 in Conference Room 4, first floor, 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. 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 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.

4. For identification and security reasons, all participants are requested to wear their meeting badges at all times in the United Nations complex such as during meetings and social functions. 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. Travel Advisory**

5. 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**

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	Ireland	Poland
Austria	Israel	Portugal
Bahrain	Italy	Qatar
Belgium	Japan	Russian Federation
Brunei Darussalam	Kuwait	Singapore
Canada	Laos	Slovak Republic
Czech Republic	Liechtenstein	Slovenia
Denmark	Luxembourg	South Africa
Estonia	Macao, China	Spain
Finland	Malaysia	Sweden
France	Monaco	Switzerland
Germany	Mongolia	Turkey
Greece	Netherlands	United Arab Emirates
Hong Kong, China	New Zealand	United Kingdom
Hungary	Norway	United States of America
Iceland	Oman	Vietnam
Indonesia	Philippines	

#### 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

Brunei Darussalam	Kazakhstan	Pakistan (Diplomatic Passport only)
Cambodia	Laos	Singapore
China	Macao, China	Vietnam
Ecuador	Mongolia	
Hong Kong, China	Myanmar	
Indonesia	Oman	

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

Albania	Estonia (Diplomatic Passport only)	Malaysia
Argentina	France (Diplomatic Passport only)	Mexico
Austria	Germany	Montenegro
Belarus	Hungary	Morocco
Belgium	India	Netherlands
Bhutan	Israel	Nepal
Brazil	Italy	Panama
Chile	Japan	Peru
Colombia	Republic of Korea	Philippines
Costa Rica	Liechtenstein	Poland
Croatia	Luxembourg	Romania
Czech Republic		Russian Federation
		Serbia

Slovak Republic  
South Africa  
Spain (Diplomatic Passport  
only)

Sri Lanka  
Switzerland  
Tajikistan  
Tunisia

Turkey  
Ukraine  
Uruguay

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

Andorra  
Bulgaria  
Bhutan  
China  
Cyprus  
Ethiopia  
Fiji

India  
Kazakhstan  
Latvia  
Lithuania  
Maldives  
Malta  
Mauritius

Papua New Guinea  
Romania  
San Marino  
Saudi Arabia  
Taiwan  
Ukraine  
Uzbekistan

*\*Above information is updated as of 17 November 2017 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 **January 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.*

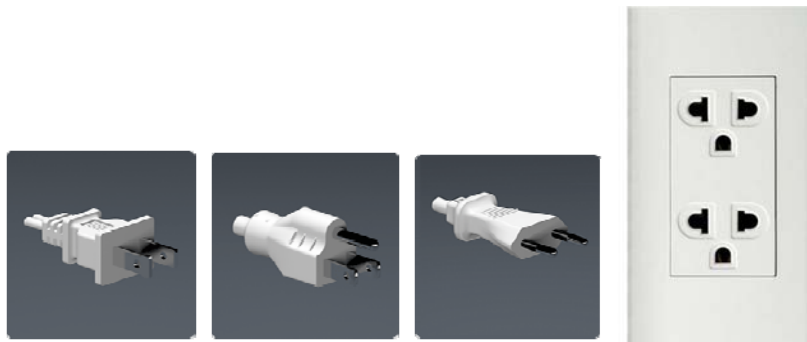
13. Furthermore, in line with security procedures for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification. United Nations staff are required to complete both the “Basic Security in the Field” and “Advanced Security in the Field” training before travelling.

## V. Weather

14. 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

15. The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C\*<sup>1</sup>. A hybrid socket is almost universally found, which accepts a combination of the aforementioned 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.



Type A

Type B

Type C

Hybrid Socket

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

## VII. Health and vaccination

16. 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. Travelers must provide an International Health Certificate at the Health Control Office upon arrival before proceeding to immigration, proving that they have received a valid Yellow Fever vaccination. 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.

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

- |                                  |                         |
|----------------------------------|-------------------------|
| 1. Angola                        | 24. Guyana              |
| 2. Argentina                     | 25. Kenya               |
| 3. Bolivia                       | 26. Liberia             |
| 4. Brazil                        | 27. Mali                |
| 5. Benin                         | 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. 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           |

18. 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.

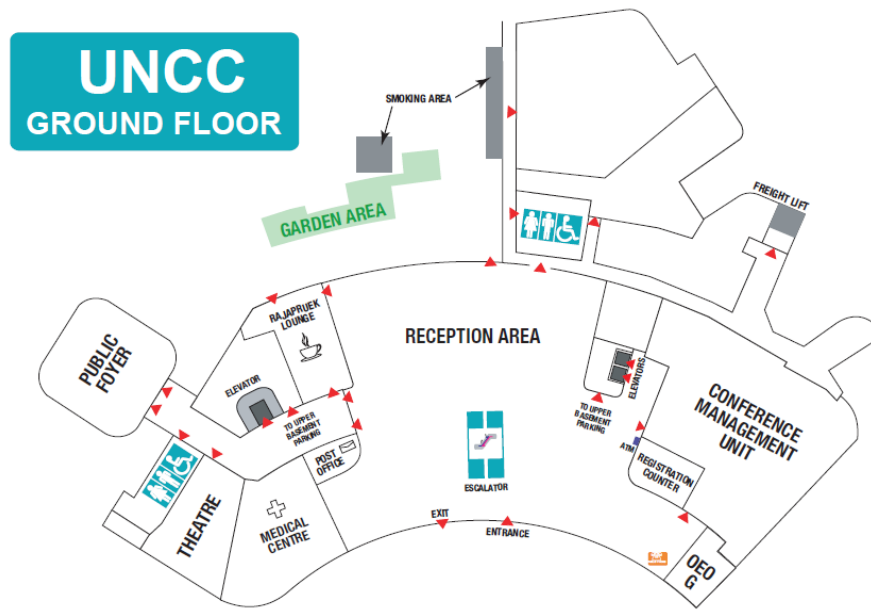
19. In addition to the above, Medical Services Division at HQ advises that pregnant UN Personnel, should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy, should obtain individual advice from their medical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

20. 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.

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

22. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings as shown in the layout below in grey.





## VIII. Foreign currency declaration

23. 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.

24. 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.

## IX. Airline reservations

25. 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 UNCC.

## X. Hotel accommodation

26. 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>Amari Watergate *****</b> 847 Petchburi Road, Ratchathewi, Bangkok 10400 Tel: +66.2.6539000 ext. 5107 Fax: +66.2.6539045 E-mail: nannaphat.j@amari.com Website: <a href="http://www.amari.com/watergate/">http://www.amari.com/watergate/</a> Contact person: Ms. Nannaphat Jiemruegeekul	20-35	15 min. walk to Ratchathewi BTS Station  12 min. walk to Ratchaprarop Station	Yes  1,000 Baht (One way)  Need advance booking	Yes  2,354 Baht (One way)  Need advance booking	Deluxe	3,000 <sup>a/b/c</sup>	3,200 <sup>a/b/c</sup>
<b>Centara Grand at Central World *****</b> 999/99 Rama 1 Road, Pathumwan, Bangkok 10330 Tel: +66.2.1001234 Fax: +66.2.1001235 E-mail: cgwsales@chr.co.th Website: <a href="http://www.centarahotelsresorts.com">http://www.centarahotelsresorts.com</a> Contact person: Ms. Sineenart Prathumpetch	20-35	5 min. walk to Chit Lom BTS Station & Siam BTS Station	No	Yes  2,400 Baht (One way)  Need advance booking	Superior  Deluxe	2,900 <sup>a/c</sup>	3,300 <sup>a/c</sup>  3,700 <sup>a/c</sup>
<b>Chatrium Riverside *****</b> 28 Charoenkrung Road, Watprayakrai, Bangkoklame, Bangkok 10120 Tel: +66.2.3078888	30-45	20 min. walk to Saphan Taksin	Yes  900 Baht	Yes  1,900 Baht	Standard  Superior	3,000 <sup>a/c</sup>	3,100 <sup>a/c</sup>  3,500 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Locate d 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
Fax: +66.2.3078899 E-mail: info.chrb@chatrium.com Website: http://www.chatrium.com/ Contact person: Ms. Narumol Arunyagool		BTS Station	(One way)  Need advance booking	(One way)  Need advance booking			
<b>Dusit Thani Hotel *****</b> 946 Rama 4 Road, Silom, Bangrak, Bangkok 10500 Tel: +66.2.2009000 ext. 2909 Fax: +66.2.2009600 E-mail:sachon@dusit.com Website: http://www.dusit.com Contact person: Ms. Sachon Thiraprawat	25-40	6 min. walk to Sala Daeng BTS Station	No	Yes  2,500 Baht  (One way)  Need advance booking	Superior	3,103 <sup>a/c</sup>	3,745 <sup>a/c</sup>
<b>Eastin Grand Sathorn *****</b> 33/1 South Sathorn Road, Yannawa, Sathorn, Bangkok 10120 Tel: +66.2.2108100 Fax: +66.2.2108399 E-mail: ados1@eastingrandsathorn.com Website: http://www.eastinhotelsresidences.com/eastingrandsathornbangkok/default-en.html Contact person: Mr. Kitisak Sawaddichai	30-45	2 min. walk to Surasak BTS Station	Yes  1,850 Baht  (One way)  Need advance booking	Yes  1,850 Baht  (One way)  Need advance booking	Standard  Superior	2,800 <sup>a/c</sup>  3,200 <sup>a/c</sup>	2,800 <sup>a/c</sup>  3,200 <sup>a/c</sup>
<b>Grand Centre Point Rajdamri *****</b> 153 / 2 Soi Mahalek Luang 1 , Ratchadamri Road, Pathumwan, Bangkok 10330 Tel: +66.2.6705000 ext. 4785 Fax: +66.2.6705069 E-mail: yuvadee.v@gcphotels.com Website: http://www.grandcentrepointratchadamri.com Contact person: Ms. Yuvadee Vittavuspong	25-40	5 min. walk to Rajdamri BTS Station  10 min. walk to Chit Lom BTS Station	No	Yes  1,090 Baht  (One way)  Need advance booking	Deluxe	2,889 <sup>a/c</sup>	3,317 <sup>a/c</sup>
<b>Grand Centre Point Terminal 21 *****</b> 2 Sukhumvit Soi 19 (Wattana), Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok 10110 Tel: +66.2.6819000 Fax: +66.2.6819100-1 E-mail: terminal21@gcphotels.com Website: http://www.grandcentrepointterminal21.com Contact person: Ms. Sunisa Tanghom	30-45	2 min. walk to Asok BTS Station	Yes  800 Baht  (One way)  Need advance booking	Yes  1,300 Baht  (One way)  Need advance booking	Deluxe Premium	3,500 <sup>a/c</sup>	3,500 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Location 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>Grand China Hotel ****</b> 215 Yaowarat Road, Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: phetanong@grandchina.com Website: http://www.grandchina.com Contact person: Ms. Phet-Anong Naksuthi	15-20	No	Yes	Yes  1,200 Baht (One way)  (Advance Booking)	Deluxe	2,500 <sup>a/b/c</sup>	2,700 <sup>a/b/c</sup>
<b>Holiday Inn Ploenchit ****</b> 971 Phloen Chit Rd, Lumpini, Pathum Wan, Bangkok 10330 Tel: +66.2.6561555 Fax: +66.2.6561666 E-mail: sunisa.wattanapanyapitak@ihg.com Website: http://www.ihg.com Contact person: Ms. Sunisa Wattanapanyapitak	25-40	2 min. walk to Chit Lom BTS Station	No	Yes  1,500 Baht (One way)  Need advance booking	Standard  Superior	2,650 <sup>a/c</sup>  3,150 <sup>a/c</sup>	2,950 <sup>a/c</sup>  3,450 <sup>a/c</sup>
<b>Hotel Dé Moc ***</b> 78 Prajatipatai Road, Bangkok Tel: +66.2. 6292100-4 Fax: +66.2.2801299 E-mail: rsvn@buddyhotelsresorts.com Website: http://www.hoteldemoc.com Contact person: Mr. Sonthi Saiklai	5-10	No	Yes (One way transfer from hotel to UNCC)		Standard  Superior	1,500 <sup>a/c</sup>  1,700 <sup>a/c</sup>	1,500 <sup>a/c</sup>  1,700 <sup>a/c</sup>
<b>Landmark *****</b> 138 Sukhumvit Road, Bangkok 10110 Tel: +66.2.2540404 Fax: +66.2.6532694 Email: wuthiporn.n@landmarkbangkok.com Website: http://www.landmarkbangkok.com Contact person: Mr. Wuthiporn Naruemityarn	30-45	2 min. walk to Nana BTS Station	No	Yes  2,200 Baht (One way) Need advance booking	Superior  Deluxe	2,996 <sup>a/c</sup>  4,066 <sup>a/c</sup>	3,317 <sup>a/c</sup>  4,387 <sup>a/c</sup>
<b>Marriott Courtyard ****</b> Mahadlekluang 1, Road, Ratchadamri Rd, Lumpini, Pathum Wan, Bangkok 10330 Tel: +66.2.6901888 Fax: +66.2.6901711 E-mail: supattra.l@courtyard.com Website: http://www.marriott.com Contact person: Ms. Supattra Liampitak	25-40	7 min. walk to Rachadamri BTS Station	No	Yes  1,600 Baht (One way)  Need advance booking	Deluxe	2,600 <sup>a/c</sup>	2,814 <sup>a/c</sup>
<b>Millennium Hilton *****</b> 123 Charoennakorn Road, Klongsan, Bangkok 10600 Tel: +66.2.4422000 Fax: +66.2.4422020 E-mail: bangkok.reservations@hilton.com Website: http://www3.hilton.com/ Contact person:	35-50	20 min. walk to Krung Thon Buri BTS Station	Yes  1,200 Baht (One way)  Need advance	Yes  1,700 Baht (One way)  Need advance	Deluxe	3,200 <sup>a/c</sup>	3,600 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Location 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
Ms. Siriwan Sheewathanakornkul			booking	booking			
<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	Yes (Advance Booking)  1200 1-2 persons  1500 3-4 persons	Deluxe  Grand Deluxe	1,900 <sup>a/b/c</sup>  2,200 <sup>a/b/c</sup>	2,100 <sup>a/b/c</sup>  2,400 <sup>a/b/c</sup>
<b>Novotel Fenix Ploenchit ****</b> 566 Ploenchit Road, Lumpini, Pathum Wan, Bangkok 10330 Tel: +66.2.3056000 Fax: +66.2.3056020 E-mail: H7176-sl7@accor.com Website: http://www.accorhotels.com Contact person: Ms. Nalinthicha Waraphut	30-45	2 min. walk to Phloenchit BTS Station	No	Yes  1,600 Baht  (One way)  Need advance booking	Superior	2,900 <sup>a/c</sup>	2,900 <sup>a/c</sup>
<b>Plaza Athenee *****</b> 61 Wireless Road, Lumpini, Pathum Wan, Bangkok Tel: +66.2.6508800 ext. 6211 Fax: +66.2.2540071 E-mail: rattanawan.meekamon@lemeridien.com Website: http://www.plazaatheneebangkok.com Contact person: Ms. Rattanawan Meekamon	30-45	6 min. walk to Phloenchit BTS Station	No	Yes  2,400 Baht  (One way)  Need advance booking	Deluxe	3,200 <sup>a/c</sup>	3,700 <sup>a/c</sup>
<b>Pullman Bangkok Kingpower *****</b> 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi, Bangkok Tel: +66.2.6809813 Fax: +66.2.6809998 E-mail: sm@pullmanbangkokkingpower.com Website: <a href="http://www.pullmanbangkokkingpower.com">http://www.pullmanbangkokkingpower.com</a> Contact person: Ms. Darunee Khongbhakdee	20-35	5 min. walk to Victory Monument BTS Station	No	Yes  1,850 Baht  (One way)  Need advance booking	Superior  Deluxe	3,055 <sup>a/c</sup>  3,376 <sup>a/c</sup>	3,269 <sup>a/c</sup>  3,590 <sup>a/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: http://www.rivasuryabangkok.com Contact person: Ms. Thannaree Ketkaew	10-15	No	Sedan Rental 800 Baht/hr (Advance Booking)	Sedan Rental 800 Baht/hr (Advance Booking)	Urban  Riva  Deluxe  Premium	3,441 <sup>a/c</sup>  4,450 <sup>a/c</sup>  5,250 <sup>a/c</sup>  6,050 <sup>a/c</sup>	3,741 <sup>a/c</sup>  4,750 <sup>a/c</sup>  5,550 <sup>a/c</sup>  6,350 <sup>a/c</sup>
<b>Royal Orchid Sheraton *****</b> 2 Charoen Krung Road Soi 30 (Captain	30-45	10 min. to	No	Yes	Deluxe	3,100	3,600

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
Bush Lane), Siphya, Bang Rak, Bangkok 10500 Tel: +66.2.2660123 Fax: +66.2.6395480 E-mail: Thanadej.Iamkhongsee@sheraton.com Website: http://www.royalorchidsheraton.com Contact person: Mr. Thanadej Iamkhongsee		Saphan Taksin BTS Station by shuttle boat		2,500 Baht (One way)  Need advance booking			
<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: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5-15	No	Yes	Yes  1,500 Baht (One way)  Need advance booking	Superior  Deluxe	2,800 <sup>a/b/c</sup>  3,400 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup>  3,600 <sup>a/b/c</sup>
<b>Shangri-La Hotel *****</b> 89 Soi Wat Suan Plu, New Road, Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: thiptera.tanthasri@shangri-la.com Website: http://www.shangri-la.com Contact person: Ms. Thiptera Tanthasri	30-45	10 min. walk to Saphan Taksin BTS Station	No	Yes  2,900 Baht (One way)  Need advance booking	Deluxe	3,600 <sup>a/c</sup>	4,100 <sup>a/c</sup>
<b>Siam@Siam Design Hotel Bangkok ****</b> 865 Rama 1 Road, Wangmai, Pathumwan, Bangkok Tel: +66.2.2173000 ext. 1103 Fax: +66.2.2173030 E-mail: assist.dos2@siamatsiam.com Website: http://www.siamatsiam.com Contact person: Ms. Natkhanit Chirawacharanant	15-20	No	No	Yes (Book 3 days in Advance) Toyota 1,600 Mini-Van 2,000 Mercedes 2,500	Deluxe Room	3,355 <sup>a/c</sup>	3,825 <sup>a/c</sup>
<b>The Sukosol *****</b> 477 Si Ayuthaya Road, Phayathai, Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: sales@sukosolhotels.com Website: http://www.sukosolhotels.com Contact person: Ms. Ratchadaporn Chookaew	15-30	5 min. walk to Phaya Thai BTS Station & Airport Rail Link	No	Yes  1,600 Baht (One way) Need advance booking	Deluxe	2,800 <sup>a/c</sup>	3,000 <sup>a/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	5-10	No	Yes in case of more than 10 persons  (One way)		Superior  Superior Premium  Deluxe	1,400 <sup>a/b</sup>  1,600 <sup>a/b</sup>  1,800 <sup>a/b</sup>	1,400 <sup>a/b</sup>  1,600 <sup>a/b</sup>  1,800 <sup>a/b</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
Website: http://www.tranghotelbangkok.com Contact person: Ms. Thongtem Lerknawapairoj			transfer from hotel to UNCC)				
<b>VIE Hotel Bangkok, MGallery by Sofitel *****</b> 117/39-40 Phaya Thai Road, Ratchathewi, Bangkok 10400 Tel:+66.2.3093939 Fax: +66.2.3093838 E-mail: waranya.t@viehotelbangkok.com Website: http://www.viehotelbangkok.com Contact person: Ms. Waranya Thamprapasasdon	20-35	1 min. walk to Ratchathewi BTS Station	Yes 1,070 Baht (One way) Need advance booking	Yes 1,500 Baht (One way) Need advance booking	Standard	2,996 <sup>a/c</sup>	3,370.50 <sup>a/c</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.*

27. 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.

28. 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.

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

## **XI. Payment of hotel accounts**

30. 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**

31. 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/>.

32. 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.

### **XIII. Transport to attend meetings**

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

34. Some hotels close to the United Nations building (indicated on paragraph 26) provide complimentary transport, according to fixed schedules, to and from the UNCC.

### **XIV. Internet services**

35. 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**

36. 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.

## **XVI. Communications**

37. 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  
Fax: +66.2.2883022, +66.2.2881000  
E-mail address: [escap-conference-management@un.org](mailto:escap-conference-management@un.org)

## **XVII. Meeting documents**

38. 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. Only a limited number of copies of such documents will be available during the session.

39. Documents for circulation or distribution at the session should be handed to (name of official, office location and extension number). 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, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

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

40. 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).

### **XIX. Library facilities**

41. 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).

### **XX. Banking facilities**

42. 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**

43. 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**

44. 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**

45. The American Express Travel (AMEX) office is located on the first floor, UNCC, 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)**

46. 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 the 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.

47. 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)**

48. 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.

## **XXVI. Safety and Security**

49. **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

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