
Economic and Social Commission for Asia and the Pacific

The 4th High-Level Dialogue on Financing for Development in Asia and the Pacific

Bangkok, 28-29 April 2017

Information for Participants

I. General

1. The 4th High-Level Dialogue on Financing for Development in Asia and the Pacific will be held in **Conference Room 3**, United Nations Conference Centre (UNCC), Bangkok, on 28-29 April 2017.
2. The meeting will start from 09:30 hours on Friday 28 April 2017 and start from 09:00 hours on Saturday 29 April 2017.

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. Please arrive at least half an hour in advance and pick up your badge at registration counter on the ground floor of UNCC, before proceeding to Conference Room 3. Please bring the invitation letter with you and show it to the security officers if they request.
4. 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 UNCC behind the registration counter, so that a new one can be issued immediately.

III. Travel Advisory

5. On 13 October 2016 the death of His Majesty King Bhumibol Adulyadej, who was highly revered by the people of Thailand, was announced. During the official mourning period of one year, Thai citizens are encouraged to wear black and others may also choose to do so. Visitors are advised to be respectful of Thai customs and may

choose to wear black or plain, modest clothing out of respect. Thailand has laws against making negative comments about the institution of the monarchy. These laws are strictly enforced and are applicable to spoken, written and electronic communication, including social media, as well as gestures.

IV. Visa requirements

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

B. Visa exemption for a maximum of 90 days

Albania	Argentina	Austria
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Belarus	India	Philippines
Belgium	Israel	Poland
Bhutan	Italy	Romania
Brazil	Japan	Russian Federation
Chile	Republic of Korea	Slovak Republic
Colombia	Liechtenstein	South Africa
Costa Rica	Luxembourg	Spain (Diplomatic Passport only)
Croatia	Malaysia	Sri Lanka
Czech Republic	Mexico	Switzerland
Estonia (Diplomatic Passport only)	Montenegro	Tajikistan
France (Diplomatic Passport only)	Morocco	Tunisia
Germany	Netherlands	Turkey
Hungary	Nepal	Ukraine
	Panama	Uruguay
	Peru	

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

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

8. 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 to their visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at www.thaiembassy.org

9. Participants who may wish to apply for a visa outside of 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 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 is holding the jurisdiction over the territory. For more information, please consult with your meeting organizer.

10. Participants who may need further assistance from UNESCAP on their visa application should contact their meeting organizer in order to coordinate with Visa and Shipment Unit, Division of Administration, UNESCAP for necessary actions.

11. Participants who wish to apply for visa on arrival at Suvarnabhumi International Airport 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.

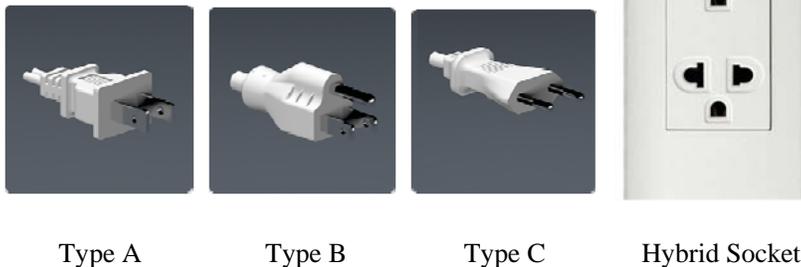
*NOTE: The information provided above is accurate as of **January 2017**. All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.*

V. Weather

12. 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

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



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

VII. Health and vaccination

14. Upon arrival at the port of entry in Thailand, participants who are the 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.

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

16. 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.

17. 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.

18. 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.

19. 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.

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

VIII. Foreign currency declaration

21. 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.

22. 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 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

IX. Airline reservations

23. 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 fourth floor of the Secretariat Building.

X Hotel accommodation

24. Royal Princess Larn Luang Hotel, located relatively close to United Nations Conference Center in Bangkok, is the recommended hotel for which the room rates indicated below are inclusive of service charge and value added tax. We have made block booking for the participants at this hotel. Kindly contact Ms. Sopitsuda Chantawong (Tel: +66 2288 1531, Email: chantawong.unescap@un.org) if you wish to book here.

Superior

Single : Baht 2,700.- net / room / night

Twin / Double : Baht 2,900.- net / room / night

Deluxe

Single : Baht 3,300.- net / room / night

Twin / Double : Baht 3,500.- net / room / night

Special Room Rate : Inclusive of Buffet Breakfast at Princess Café
: Free internet access.
: Welcome Drink and Fruit upon arrival.
: Coffee and Tea Maker in Room
: Complimentary shuttle van from Hotel to UN and
from UN to hotel, from 8.30-18.00 hrs.

Airport Instruction

The hotel is 35 kilometers from Suvarnabhumi Airport via expressway through Srinakarin – Yomaraj expressway and takes about 30-45 minutes on non-traffic congested days.

-By Limousine Service	Approx. Baht 1,400.- net / car / one way (Max. 3 persons)
-By Taxi	Approx. Baht 500.- net / car / one way (Max. 3 persons)
-By Airport Bus Number A2	Approx. Baht 150.- net / person / one way

XI. Payment of hotel accounts

25. 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 Airport

26. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about Suvarnabhumi Airport can be found at <http://www.suvarnabhumiairport.com> and <http://www.donmuangairport.com>.

27. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** The officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination. 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

28. The Royal Princess Larn Luang Hotel indicated in paragraph 24 provides complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

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

30. Some hotels close to the United Nations building (indicated on paragraph 24) provide complimentary transport, according to fixed schedules, to and from the UNCC.

XIV. Internet services

31. 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

32. 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. **We have also made special arrangement for Cafeteria to open for meeting participants on Saturday 29 April.**

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

33. 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

XVII. Accessibility support for persons with disabilities

34. 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 or call +66.2.2881601.

XVIII. Library facilities

35. 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/unis/library.

XIX. Banking facilities

36. 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

37. 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

38. 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 agent

39. The American Express Travel (AMEX) office is located on the fourth floor, Service Building, which is open from 0800 to 1700 hours weekdays. The AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823.

XXIII. Daily subsistence allowance (only if applicable)

40. 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 subsistence allowance, **eligible participants are requested to submit copies of the passport, boarding passes, as well as air ticket invoice** (in case of self-ticket) **to the secretariat staff in the conference room.**

41. 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.

XXIV. Financial & administrative arrangements (only if applicable)

42. 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.
