
Economic and Social Commission for Asia and the Pacific

Regional Workshop on Enhancing Urban Resource Efficiency and Circular Economy in Asia and the Pacific

19-20 March 2018

United Nations Conference Centre, Bangkok

Information for Participants

General

Regional Workshop on Enhancing Urban Resource Efficiency and Circular Economy in Asia and the Pacific is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, from 19 to 20 March 2018.

The opening the session will take place at 09.00 hours on Monday, 19 March 2018 in Meeting Room A, 1st floor of UNCC. All subsequent meetings will also be held from 0900 hours to 1200 hours and 1400 hours to 1700 hours.

Registration and identification badges

In order to enable more effective access control and speed up the screening by security personnel, photo badges will be used 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 08.00 to 09.00 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.

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.

Visa requirements

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	Croatia	Italy
Argentina	Czech Republic	Japan
Austria	Estonia (Diplomatic Passport only)	Republic of Korea
Belarus	France (Diplomatic Passport only)	Liechtenstein
Belgium	Germany	Luxembourg
Bhutan	Hungary	Malaysia
Brazil	India	Mexico
Chile	Israel	Montenegro
Colombia		Morocco
Costa Rica		Netherlands

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

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 17 November 2017 by the Department of Consular Affairs, Ministry of Foreign Affairs of Thailand*

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

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.

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.

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

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.*

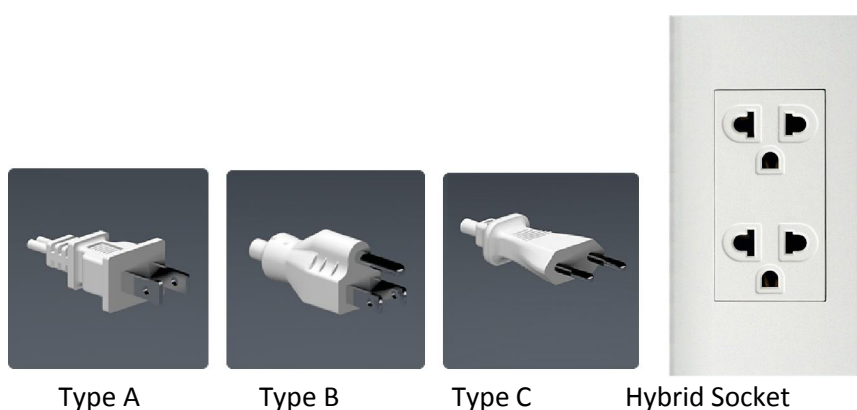
Furthermore, in line with security procedures for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive 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 is required to complete both the “BASIC SECURITY IN THE FIELD” and “ADVANCE SECURITY IN THE FIELD” training before travelling.

Weather

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).

Electric Plug and Socket

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. Participants 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.



Health and vaccination

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.

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 |

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.

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.

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.

Participants 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.

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.



Foreign currency declaration

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.

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.

Airline reservations

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 Service Building.

Hotel accommodation

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
Amari Watergate ***** 847 Petchburi Road, Ratchathewi, Bangkok 10400 Tel: +66.2.6539000 ext. 5107 Fax: +66.2.6539045 E-mail: nannaphat.j@amari.com Website: http://www.amari.com/watergate/ Contact person: Ms. Nannaphat Jiemruegeekul	20-35	15 min. walk to Ratchathewi BTS Station 12 min. walk to Ratchaprarop Station (Suvarnabhumi Airport Rail Link City Line)	Yes 1,000 Baht (One way) Need advance booking	Yes 2,354 Baht (One way) Need advance booking	Deluxe	3,000 ^{a/b/c}	3,200 ^{a/b/c}
Centara Grand at Central World ***** 999/99 Rama 1 Road, Pathumwan, Bangkok 10330 Tel: +66.2.1001234 Fax: +66.2.1001235 E-mail: cgcsales@chr.co.th Website: http://www.centarahotelsresorts.com Contact person: Ms. Pathaipischa Isarangkun na Ayuttaya (pathaipischais@chr.co.th)	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 ^{a/c} 3,400 ^{a/c}	3,300 ^{a/c} 3,700 ^{a/c}
Chatrium Riverside ***** 28 Charoenkrung Road, Watprayakrai, Bangkholame, Bangkok 10120 Tel: +66.2.3078888 Fax: +66.2.3078899 E-mail: info.chrb@chatrium.com Website: http://www.chatrium.com/ Contact person: Ms. Narumol Arunyagool	30-45	20 min. walk to Saphan Taksin BTS Station	Yes 900 Baht (One way) Need advance booking	Yes 1,900 Baht (One way) Need advance booking	Standard Superior	3,000 ^{a/c} 3,300 ^{a/c}	3,100 ^{a/c} 3,500 ^{a/c}
Conrad Bangkok ***** 87 Wireless Road, Phatumwan, Bangkok 10330 Tel: +66.2.6909999 ext. 9945 Fax: +66.2.6909000 E-mail: Salita.panitchpakdi@conradhotels.com Website: http://conradhotels3.hilton.com/en/hotels/thailand Contact person: Ms. Salita Panitchpakdi	40-55	10 min. walk to Phloen Chit BTS Station, *free shuttle bus to BTS	No	Yes 2,900 Baht (One way) Need advance booking	Standard Superior	3,650 ^{a/c} 4,350 ^{a/c}	4,150 ^{a/c} 4,850 ^{a/c}
Dusit Thani Hotel ***** 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:	25-40	6 min. walk to Sala Daeng BTS Station	No	Yes 2,500 Baht (One way) Need advance booking	Superior	3,103 ^{a/c}	3,745 ^{a/c}

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
Ms. Sachon Thiraprawat							
Eastin Grand Sathorn ***** 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 ^{a/c} 3,200 ^{a/c}	2,800 ^{a/c} 3,200 ^{a/c}
Grand Centre Point Rajdamri ***** 153 / 2 Soi Mahalek Luang 1 , Ratchadamri Road, Pathumwan, Bangkok 10330 Tel: +66.2.6705000 ext. 4785 Fax: +66.2.6705069 E-mail: tarin.l@gcphotels.com Website: http://www.grandcentrepointratchadamri.com Contact person: Ms. Tarin Luechaikam	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 ^{a/c}	3,317 ^{a/c}
Grand Centre Point Terminal 21 ***** 2 Sukhumvit Soi 19 (Wattana), Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok 10110 Tel: +66.2.6819000 Fax: +66.2.6819100-1 E-mail: sunisa.t@gcphotels.com Website: http://www.grandcentrepointerminal21.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 ^{a/c}	3,500 ^{a/c}
Grand China Hotel **** 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		Deluxe	2,500 ^{a/b/c}	2,700 ^{a/b/c}
Holiday Inn Ploenchit **** 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 ^{a/c} 3,150 ^{a/c}	2,950 ^{a/c} 3,450 ^{a/c}
Hotel Dé Moc *** 78 Prajatipatai Road, Bangkok Tel: +66.2. 6292100-4 Fax: +66.2.2801299 E-mail: rsvn@buddyhotelsresorts.com	5-10	No	Yes (One way transfer from hotel to		Standard Superior	1,400 ^{a/c} 1,600 ^{a/c}	1,600 ^{a/c} 1,800 ^{a/c}

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.hoteldemoc.com Contact person: Mr. Sonthi Saiklai			UNCC)				
Landmark ***** 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 ^{a/c} 4,066 ^{a/c}	3,317 ^{a/c} 4,387 ^{a/c}
Marriott Courtyard ***** Mahadlekluang 1, Road, Ratchadamri Rd, Lumpini, Pathum Wan, Bangkok 10330 Tel: +66.2.6901888 Fax: +66.2.6901711 E-mail: Pumin.T@courtyard.com Website: http://www.marriott.com Contact person: Mr. Pumin Tippawan	25-40	7 min. walk to Rachadamri BTS Station	No	Yes 1,600 Baht (One way) Need advance booking	Deluxe	2,600 ^{a/c}	2,814 ^{a/c}
Millennium Hilton ***** 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: Ms. Siriwan Sheewathanakornkul (siriwan.sheewathanakornkul@hilton.com)	35-50	20 min. walk to Krung Thon Buri BTS Station	Yes 1,200 Baht (One way) Need advance booking	Yes 1,700 Baht (One way) Need advance booking	Deluxe	3,200 ^{a/c}	3,600 ^{a/c}
Nouvo City Hotel ***** 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 Deluxe Grand Deluxe	1,600 ^{a/b/c} 1,900 ^{a/b/c} 2,200 ^{a/b/c}	1,800 ^{a/b/c} 2,100 ^{a/b/c} 2,400 ^{a/b/c}
Novotel Fenix Ploenchit ***** 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 ^{a/c}	2,900 ^{a/c}
Plaza Athenee ***** 61 Wireless Road, Lumpini, <u>Pathum Wan</u> , Bangkok Tel: +66.2.6508800 ext. 6211 Fax: +66.2.2540071 E-mail: peenita.silapasuwan@lemeridien.com	30-45	6 min. walk to Phloenchit BTS Station	No	Yes 2,400 Baht (One way) Need	Deluxe	3,200 ^{a/c}	3,700 ^{a/c}

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.plazaatheneebangkok.com Contact person: Ms. Peenita Silapasuwan				advance booking			
Pullman Bangkok Kingpower ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi, Bangkok Tel: +66.2.6809813 Fax: +66.2.6809998 E-mail: ssm@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com 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 ^{a/c} 3,376 ^{a/c}	3,269 ^{a/c} 3,590 ^{a/c}
Riva Surya – Bangkok **** 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	No		Urban Riva Deluxe Premium	3,277 ^{a/c} 3,829 ^{a/c} 4,072 ^{a/c} 4,537 ^{a/c}	3,597 ^{a/c} 4,149 ^{a/c} 4,392 ^{a/c} 4,857 ^{a/c}
Royal Orchid Sheraton ***** 2 Charoen Krung Road Soi 30 (Captain Bush Lane), Siphya, Bang Rak, Bangkok 10500 Tel: +66.2.2660123 Fax: +66.2.6395480 E-mail: naruemom.sanguansap@sheraton.com Website: http://www.royalorchidsheraton.com Contact person: Ms. Naruemom Sanguansap	30-45	10 min. to Saphan Taksin BTS Station by shuttle boat	No	Yes 2,500 Baht (One way) Need advance booking	Deluxe	3,100	3,600
Royal Princess Larn Luang Hotel **** 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 (benjarat@royalprincesslarnluang.com)	5-15	No	Yes	Yes 1,500 Baht (One way) Need advance booking	Superior Deluxe	2,800 ^{a/b/c} 3,400 ^{a/b/c}	3,000 ^{a/b/c} 3,600 ^{a/b/c}
Shangri-La Hotel ***** 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 ^{a/c}	4,100 ^{a/c}
Siam @ Siam Design Hotel **** 865 Rama 1 Road, Wangmai, Pathum Wan, Bangkok Tel: +66.2.2173000 ext. 1103 Fax: +66.2.2173030	15-20	No	No		Leisure Class	3,355 ^{a/c}	3,825 ^{a/c}

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
E-mail: assist.dos2@siamatsiam.com Website: http://www.siamatsiam.com Contact person: Ms. Natkhanit Chirawacharanant							
The Sukosol ***** 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. Ratchaneekrit Khankath (ratchanikrit.ka@sukosolhotels.com)	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 ^{a/c}	3,000 ^{a/c}
Trang Hotel *** 99/1 Wisutkasat Road, Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: reservations@tranghotelbangkok.com Website: http://www.tranghotelbangkok.com Contact person: Ms. Thongtem Lerknawapairoj	5-10	No	Yes		Superior Superior Premium Deluxe	1,400 ^{a/b} 1,600 ^{a/b} 1,800 ^{a/b}	1,400 ^{a/b} 1,600 ^{a/b} 1,800 ^{a/b}
VIE Hotel Bangkok, MGallery by Sofitel ***** 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 Thamprasasdon	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 ^{a/c}	3,370.50 ^{a/c}
Nanda Heritage Hotel *** 632 Wisut Kasat Road, Pranakorn Bangkok 10200 Tel: +66.2.2822900 Fax: +66.2.2822904 E-mail: info@nandaheritage.com Website: http://www.nandaheritage.com	5-10	No	No	No	Superior Deluxe	2,000 ^{a/c} 2,500 ^{a/c}	2,000 ^{a/c} 2,500 ^{a/c}

- Inclusive of daily American breakfast, service charge and value added tax.*
- Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening.*
- Free Internet Access.*

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.

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.

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.

In the event that accommodation at any of the above-listed hotels is not available, the participants will be advised by the respective hotel.

The information above is provided for the convenience of the participants. While efforts have been made to ensure that the information is as accurate as possible, ESCAP makes no guarantee, either expressed or implied, as to the exactness of the hotel information or availability of rooms at the rates listed.

Payment of hotel accounts

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.

Transport from and to the Airport

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/>.

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.

Transport to attend meetings

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

Some hotels close to the United Nations building (indicated in **Hotel accommodation**) provide complimentary transport, according to fixed schedules, to and from the UNCC.

Internet services

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

Catering services

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.

Accessibility support for persons with disabilities

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.

Library facilities

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.

Banking facilities

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).

Postal services

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.

Souvenir shop

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.

Travel agent

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 from phones located around the UNCC.

Daily subsistence allowance (only if applicable)

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 pass, the arrival/departure form together with their air tickets to the secretariat staff in the meeting room A.***

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.

Financial & administrative arrangements (only if applicable)

In those cases where the participation costs are borne by the ESCAP and UN Environment 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.

Floor plans

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

Prayer and meditation rooms

Prayer and meditation rooms are located on the second floor of the UNCC.

Safety and Security

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

Ambulance and rescue: 1554

Fire: 199

Tourism Police: 1155