
Economic and Social Commission for Asia and the Pacific

UNNExT Task Force on Cross-border Electronic Data Exchange – North-East Asia 26-28 September 2018

Meeting room D, United Nations Conference Centre (UNCC)
Bangkok, Thailand

Information for participants

I. General

1. UNNExT Task Force on Cross-border Electronic Data Exchange – North-East Asia will commence at 09.00 hrs on Wednesday, 26 September 2018, in Meeting room D, UNCC.

II. Registration and identification badges

2. Participants are requested to register and obtain meeting badges at the registration counter, Ground Floor, UNCC, upon their arrival on their first day of participation in the event(s) before entering the meeting/conference room. Only the names of duly registered participants will be included in the list of participants.

III. Visa, immigration and health requirements

3. Please refer to <http://www.consular.go.th/main/th/customize/62281-Summary-of-Countries-and-Territories-entitled-for.html> for lists of Countries and Territories entitled for Visa Exemption and Visa on Arrival (see Annex I). For those countries which are not entitled to Visa Exemption or Visa on Arrival, please contact the Royal Thai Embassy/Consulate General responsible for consular affairs for your country.

More information is available at <http://www.mfa.go.th/main/en/services/4908>. Particulars for both immigration and health requirements may be obtained from the airlines with which participants will travel.

IV. Weather

4. The climate in Bangkok is tropical and is pretty warm throughout the year. In May the weather in Bangkok is hot and humid. Average temperature is between 33-41 degrees Celsius. Light tropical clothing would be appropriate.

V. Foreign currency declaration

5. 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 the 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.
6. The local currency is Thai Baht. Currency exchange facilities are available at hotel's reception counter. Please note that when buying small items, some vendors might not accept big notes such as 500 or 1,000 Baht. It is better for participants to carry some small notes with them. Some banks have foreign exchange counters at the airport where you can exchange money if necessary.

VI. Hotel accommodation

7. 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. (Hotel reservation form is attached herewith)

Rooms will be available to participants on a first-come, first-served basis.

Participants are requested to submit the completed hotel reservation form as soon as possible but **as soon as possible**.

8. Participants are requested to settle all expenses directly with the hotel upon check-out.
9. Any cancellations, postponements or other changes should be notified 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.
10. The rates provided in the HOTEL RESERVATION FORM are as of July 2018 and subject to change without notice. Please confirm the room rates with the hotel directly.

VII. Transportation from and to airport

11. 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 www.suvarnabhumiairport.com.
12. To avail themselves of the limousines and public metered taxi services as indicated above, **it is strongly recommended that participants approach only authorized staff at official counters. Two options are available: 1) A Limousine service counter is located in the airport arrival zone; 2) Public Taxi** — official public taxi counters are situated by exiting gates 3 or 9 of the arrival zone on the ground floor. After issuance of a ticket from one of the counters, a public metered taxi will transport passengers to their desired destination. In addition to toll fees, a 50 baht surcharge is added to the meter fare on trips from the airport to the city.
13. For participant who will stay at Royal Princess Larn Luang Hotel, the hotel provides free shuttle van from hotel to the ESCAP premises daily. Participants can check directly with hotel reception upon their stay for information on schedule of the shuttle

service. Participants staying elsewhere must make their own transport arrangements in order to attend the meeting.

14. Airports of Thailand Plc. (AOT) limousine service counter is located inside Suvarnabhumi International Airport. To avail themselves of the limousines services, it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone. The officials, upon contact, will issue a ticket for the assignment of a limousine for transporting passengers to the desired destinations. For more information, please visit <http://suvarnabhumiairport.com/en/115-limousine>.

VIII. Catering services

15. Lunch and coffees will not be provided. Catering services are available on self-financed basis at the cafeteria, which is located on the 1st floor of UNCC, from 1100 to 1400 hours. Rajapruet Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours between Monday and Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, the Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on the 1st floor of UNCC, and is open from 0700 to 1700 hours.

IX. Daily subsistence allowance (only if applicable)

16. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency (THB). **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit their passport, boarding pass(es) to the secretariat staff (Ms. Praiya Prayongsap) by 27 September 2018.**
17. Any sponsored 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.

X. Financial & administrative arrangements (only if applicable)

18. In those cases where the participation costs are borne by the ESCAP Secretariats, the Secretariats 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.

XI. ESCAP secretariat contact persons:

Mr. Yann Duval
Chief
Trade Policy and Facilitation Section
Trade, Investment and Innovation Division
ESCAP, United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200
Thailand
Tel: (66-2) 288 2252
Fax: (66-2) 288 1027
E-mail: duvaly@un.org

Mr. Sangwon Lim
Economic Affairs Officer
Trade Policy and Facilitation Section
Trade, Investment and Innovation Division
Tel: (66-2) 288 2573
E-mail: lim6@un.org

Ms. Praiya Prayongsap
Staff Assistant
Trade Policy and Facilitation Section
Trade, Investment and Innovation Division
Tel: (66-2) 288 1577
E-mail: prayongsap@un.org

แผนที่แสดงที่ตั้ง ศูนย์ประชุมสหประชาชาติ
UNITED NATIONS CONFERENCE CENTRE



องค์การสหประชาชาติ
ถ.ราชดำเนินนอก แขวงบางขุนพรหม
เขตพระนคร กรุงเทพฯ 10200

ANNEX I

Visa requirements

Participants are required to make their own arrangements for appropriate visas for entry to Thailand. Please see the lists of countries in the following categories: Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders; Visa exemption for a maximum of 30 days or 90 days for diplomatic/ official passport holders; and Visa on arrival for a maximum of 15-day stay.

A. Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders

1. According to the Ministry of Foreign Affairs of Thailand, nationals of the following countries/areas holding ordinary passports may enter and stay in Thailand for a period not exceeding 14 days, 30 days or 90 days, as per the list below, without a visa.

- **Visa exemption for a maximum of 14 days**

1. Cambodia

- **Visa exemption for maximum 30 days**

- | | |
|--------------------------------------|--|
| 1. Australia | 26. Malaysia |
| 2. Austria | 27. Monaco |
| 3. Bahrain | 28. Mongolia |
| 4. Belgium | 29. Netherlands |
| 5. Brunei Darussalam | 30. New Zealand |
| 6. Canada | 31. Norway |
| 7. Czech Republic | 32. Oman |
| 8. Denmark | 33. Philippines |
| 9. Finland | 34. Poland |
| 10. France | 35. Portugal |
| 11. Germany | 36. Qatar |
| 12. Greece | 37. Russian Federation |
| 13. Hong Kong, China | 38. Singapore |
| 14. Hungary | 39. Slovak Republic |
| 15. Iceland | 40. Slovenia |
| 16. Indonesia | 41. South Africa |
| 17. Ireland | 42. Spain |
| 18. Israel | 43. Sweden |
| 19. Italy | 44. Switzerland |
| 20. Japan | 45. Turkey |
| 21. Kuwait | 46. United Arab Emirates |
| 22. Lao People's Democratic Republic | 47. United Kingdom of Great Britain and Northern Ireland |
| 23. Liechtenstein | 48. United States of America |
| 24. Luxembourg | 49. Viet Nam |
| 25. Macao, China | |

- **Visa exemption for a maximum of 90 days**

- | | |
|--------------|----------------------|
| 1. Argentina | 4. Peru |
| 2. Brazil | 5. Republic of Korea |
| 3. Chile | |

B. Visa exemption for a maximum of 30 days or 90 days for diplomatic/official passport holders

2. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for a period of 30 days and 90 days, as per the list below, without a visa:

- **Visa exemption for a maximum of 30 days**

- | | |
|-------------------------------------|-------------|
| 1. Cambodia | 6. Mongolia |
| 2. China | 7. Myanmar |
| 3. Hong Kong, China | 8. Oman |
| 4. Lao People's Democratic Republic | 9. Viet Nam |
| 5. Macao, China | |

- **Visa exemption for a maximum of 90 days**

- | | |
|--|--------------------------------------|
| 1. Argentina | 21. Mexico |
| 2. Austria | 22. Nepal |
| 3. Belgium | 23. Netherlands |
| 4. Bhutan | 24. Panama |
| 5. Brazil | 25. Peru |
| 6. Chile | 26. Philippines |
| 7. Costa Rica | 27. Poland |
| 8. Croatia | 28. Republic of Korea |
| 9. Czech Republic | 29. Romania |
| 10. Estonia (Diplomatic Passport only) | 30. Russian Federation |
| 11. France (Diplomatic Passport only) | 31. Singapore |
| 12. Germany | 32. Slovak Republic |
| 13. Hungary | 33. South Africa |
| 14. India | 34. Spain (Diplomatic Passport only) |
| 15. Israel | 35. Switzerland |
| 16. Italy | 36. Tunisia |
| 17. Japan | 37. Turkey |
| 18. Liechtenstein | 38. Ukraine |
| 19. Luxembourg | 39. Uruguay |
| 20. Malaysia | |

C. Visa on arrival for a maximum of 15-day stay

3. Nationals of the following countries holding a valid ordinary passport may apply for visa, not exceeding 15 days on arrival, at Suvarnabhumi International Airport, conditional on meeting the requirements mentioned below:

- | | |
|-------------------|------------------|
| 1. Andorra | 15. Maldives |
| 2. Bulgaria | 16. Malta |
| 3. Bhutan | 17. Mauritius |
| 4. China | 18. Oman |
| 5. Cyprus | 19. Poland |
| 6. Czech Republic | 20. Romania |
| 7. Estonia | 21. Russia |
| 8. Ethiopia | 22. San Marino |
| 9. Hungary | 23. Saudi Arabia |
| 10. India | 24. Slovakia |
| 11. Kazakhstan | 25. Slovenia |
| 12. Latvia | 26. Taiwan |
| 13. Liechtenstein | 27. Ukraine |
| 14. Lithuania | 28. Uzbekistan |

4. The requirements for a visa on arrival are as follows:

(a) The applicant must possess a passport of at least six-month validity 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, and supply one recent passport-sized photograph. A fee of Baht 2,000 applies.

5. Participants from countries other than those listed above are requested to obtain an appropriate entry visa from a Thai diplomatic or consular mission at the point of origin or en route prior to entering Thailand.

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.
