

ESCAP SDG Week
28 November to 02 December 2016
United Nations Conference Centre, Bangkok

Information for Participants

I. General

1. **The Expert group meeting on the regional implementation of the Vienna Declaration and Programme of Action for landlocked developing countries** is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, on 30 November 2016. The meeting is being held as a part of ESCAP SDG Week, which will be held from 28 November to 2 December 2016 at the UNCC in Bangkok.

2. The meeting will commence at 0845 hours on 30 November 2016 in Meeting Room F, 1st floor, UNCC, Bangkok, Thailand.

II. Registration and identification badges

3. Participants are requested to register by filling out the attached registration form and return the form to <thiusathien.unescap@un.org> well in advance, but no later than 29 November 2016, to facilitate smooth coordination of the issuance of photo badges and compilation of the list of participants. Participants are encouraged to submit their photo in advance.

4. Upon arrival at UNCC, participants, are requested to obtain their meeting badges with photo at the registration counter, located on the ground floor, UNCC, from 0800 hours to 0900 hours on the day of the event. Subsequently, only duly registered participants will be included in the list of participants.

5. 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

6. 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. There has also been a suspension of celebratory and many entertainment activities for the 30-day period following the King's passing. Thailand has laws against making negative comments about 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

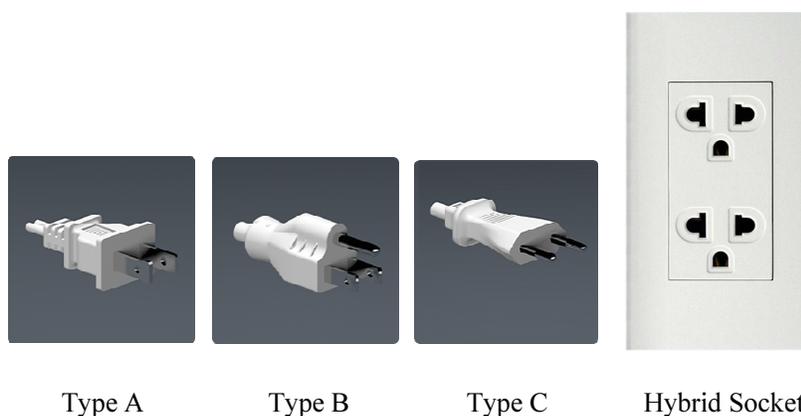
7. Please see Annex I for lists of Countries and Territories entitled for Visa Exemption and Visa on Arrival. For those countries which are not entitled to Visa Exemption or Visa on Arrival, please contact the Royal Thai Embassy/Consulate General responsible for consular affairs in your country.

V. Weather

8. 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

9. 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.¹



*<http://www.iec.ch/worldplugs/> (accessed on 16 June 2016)

VII. Health and vaccination

10. 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.

11. 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 | |

12. 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.

13. 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 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.

14. 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.

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

VIII. Foreign currency declaration

16. 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.

17. 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

18. 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 confirm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express office located on the ground floor of the Secretariat Building.

X. Hotel accommodation

19. The following hotels, located relatively close to ESCAP, are recommended. The room rates indicated below are inclusive of service charge and value added tax.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Shangri-La Hotel ***** 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777	30-40	Deluxe Room	3,600 ^{a/c}	4,100 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Fax: +66.2.2368579 E-mail: thiptera.tanhasri@shangri-la.com Website: http://www.shangri-la.com <i>Contact person:</i> Ms. Thiptera Tanhasri				
The Sukosol ***** 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: http://www.sukosolhotels.com <i>Contact person:</i> Ms. Ratchaneekrit Khankath	15-25	Deluxe	2,700 ^{a/c}	2,900 ^{a/c}
Amari Watergate Hotel & Spa ***** 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Ext. 5122 Fax: +66.2.6539045 E-mail: sutrapat.k@amari.com Website: http://www.amari.com/watergate <i>Contact person:</i> Ms. Sutrapat Kumwan	20-30	Deluxe	3,000 ^{a/c}	3,200 ^{a/c}
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 <i>Contact person:</i> Ms. Darunee Khongbhakdee	20-25	Superior Deluxe Executive Executive suite	3,055 ^{a/c} 3,376 ^{a/c} 4,018 ^{a/c} 5,088 ^{a/c}	3,269 ^{a/c} 3,590 ^{a/c} 4,232 ^{a/c} 5,302 ^{a/c}
Anantara Siam Bangkok Hotel ***** 155 Rajadamri Road Bangkok Tel: +66.2.1268866 Fax: +66.2.2539195 E-mail: sarochinee_na@anantara.com Website: http://siam-bangkok.anantara.com <i>Contact person:</i> Ms. Sarochinee Napapong	30	Deluxe	3,900 ^{a/c}	4,600 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Crowne Plaza Bangkok ***** Lumpini Park Hotel 952 Rama 4 Road Bangkok Tel: +66.2.6329000 Fax: +66.2.6329001 E-mail: chalita.chokvanit@ihg.com Website: http://www.crowneplaza.com <i>Contact person:</i> Ms. Chalita Chokvanit	30	Superior	3,700 ^{a/c}	3,700 ^{a/c}
Novotel Bangkok on Siam Square **** 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: h1031-sl1@accor.com Website: http://www.novotelbkk.com/unitednations/ <i>Contact person:</i> Ms. Jarunun Sripromma	30	Standard Superior Executive Premier Floor	3,414 ^{a/c} 4,002 ^{a/c} 5,179 ^{a/c}	3,767 ^{a/c} 4,355 ^{a/c} 5,179 ^{a/c}
Royal Princess Larn Luang Hotel **** 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: benjarat@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com <i>Contact person:</i> Ms. Benjarat Rusakul	5-10	Superior Deluxe	2,800 ^{a/b/c} 3,400 ^{a/b/c}	3,000 ^{a/b/c} 3,600 ^{a/b/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 <i>Contact person:</i> Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 ^{a/b/c}	2,700 ^{a/b/c}
Prince Palace Hotel **** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: wannajit@princepalace.co.th Website: http://www.princepalace.co.th <i>Contact person:</i>	10-15	Superior	1,700 ^{a/b}	1,900 ^{a/b}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Ms. Wannajit Chulamakorn				
Siam @ Siam Design Hotel **** 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: +66.2.2173000 Ext. 1103 Fax: +66.2.2173030 E-mail: assist.dos2@siamatsiam.com Website: http://www.siamatsiam.com <i>Contact person:</i> Ms. Natkhanit Chirawacharanant	15-20	Superior	3,200 ^{a/c}	3,500 ^{a/c}
Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: http://www.nouvocityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	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}
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 <i>Contact person:</i> Ms. Thamaree Ketkaew	10-15	Urban Riva Deluxe Premium	3,340 ^{a/c} 3,902 ^{a/c} 4,347 ^{a/c} 4,647 ^{a/c}	3,630 ^{a/c} 4,222 ^{a/c} 4,667 ^{a/c} 5,027 ^{a/c}
NANDA Heritage Hotel**** 632 Wisut Kasat Road, Pranakorn, Bangkok Tel: (66-2) 2822900 E-mail: info@nandaheritage.com Website: www.nandaheritage.com <i>Contact person:</i> Mr. Kongpang Ounsri	5 (in walking distance)	Superior	1,800 ^{a/b/c}	1,800 ^{a/b/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 <i>Contact person:</i> Ms. Thongtem Lerknawapairoj	5-10	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}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Hotel Dé Moc (former Thai Hotel) *** 78 Prajatipatai Road Bangkok Tel: +66.2. 6292100-4 Fax: +66.2.2801299 E-mail: rsvn@buddyhotelsresorts.com Website: http://www.hoteldemoc.com <i>Contact person:</i> Mr. Sonthi Saiklai	5-10	Standard	1,300 ^{a/b*}	1,500 ^{a/b*}
		Superior	1,500 ^{a/b*}	1,700 ^{a/b*}

- a. *Inclusive of daily American breakfast, service charge and government 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.*
**Hotel Dé Moc has one-way transfer from hotel to UNCC.*
- c. *Free Internet access.*

21. Participants are requested to book directly with the hotel of their choice, and settle directly with the respective hotels all personal accounts, including room charges and other expenses such as for local and long-distance telephone calls, internet use, business centre use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services.

22. The rates provided in the table are as of December 2015 and subject to change without notice. Please confirm the room rates with the hotel directly.

XII. Transport from and to Airport

24. 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>.

25. 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, upon contact, will issue a ticket for the assignment of either a limousine or a public metered-taxi for transporting passengers to the desired destination. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Suvarnabhumi Airport. In addition to toll fees, there is a 50 baht surcharge to be added to the meter charge from airport to the city.

XIII. Transport to attend meetings

26. Most hotels indicated on paragraph 26 provide complimentary transport, according to fixed schedules, to and from the UNCC. Otherwise,

participants must make their own transport arrangements in order to attend meetings.

XIV. Internet services

27. 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

28. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours for lunch. The Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday through 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, a Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC and is open from 0700 to 1700 hours.

XVI. Communications

31. For information concerning the substantive preparations for the meeting, please visit <http://www.unescap.org/events/APEGMVPOA2016>. For further information, please feel free to contact the following members of the secretariat:

Focal Point

Mr. Sudip Ranjan Basu
Economic Affairs Officer
Countries with Special Needs Section
Macroeconomic Policy and Financing
for Development Division, ESCAP
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200 Thailand
Tel: 662-288-1524
Fax: 662-288-1090
Email: basu@un.org

***Travel arrangements
(only for sponsored
participants and
speakers)***

Ms. Woranooch Thiusathien
Tel. (662) 2882480
Email: thiusathien.unescap@un.org

XVII. Meeting documents

32. All documents can be found on the website: <http://www.unescap.org/events/APEGMVPOA2016>. As part of the current efforts of the United Nations towards reducing paper, printed copies of official documents will be available only on demand. Participants are

therefore requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat prior to the session.

XVIII. Accessibility support for persons with disabilities

33. 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 +66.2.2881806.

XIX. Library facilities

34. 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.

XX. Banking facilities

35. 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. Souvenir shop

36. The souvenir shop is located on the first floor of UNCC.

XXII. Travel agent

37. The American Express Travel (AMEX) office is located on the ground floor, Secretariat 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 for sponsored participants)

38. 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 conference room.

39. 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

40. 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.

ANNEX I

Visa requirements

1. 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		
Ordinary passport		
A. Visa exemption for a maximum of 14 days		
1. Cambodia	2. Myanmar (International Airports only)	
B. Visa exemption for a maximum of 30 days		
1. Australia	18. Ireland	35. Poland
2. Austria	19. Israel	36. Portugal
3. Bahrain	20. Italy	37. Qatar
4. Belgium	21. Japan	38. Russian Federation
5. Brunei Darussalam	22. Kuwait	39. Singapore
6. Canada	23. Liechtenstein	40. Slovak Republic
7. Czech Republic	24. Lao People's Democratic Republic	41. Slovenia
8. Denmark	25. Luxembourg	42. South Africa
9. Estonia	26. Macao, China	43. Spain
10. Finland	27. Malaysia	44. Sweden
11. France	28. Monaco	45. Switzerland
12. Germany	29. Mongolia	46. Turkey
13. Greece	30. Netherlands	47. United Arab Emirates
14. Hong Kong, China	31. New Zealand	48. United Kingdom of Great Britain and Northern Ireland
15. Hungary	32. Norway	49. United States of America
16. Iceland	33. Oman	50. Vietnam
17. Indonesia	34. Philippines	
C. Visa exemption for a maximum of 90 days		
1. Argentina	3. Chile	5. Peru
2. Brazil	4. Republic of Korea	
Diplomatic / Official Passport		
A. Visa exemption for a maximum of 30 days		
1. Cambodia	8. Macao, China	
2. Brunei Darussalam	9. Mongolia	
3. China	10. Myanmar	
4. Ecuador	11. Oman	
5. Hong Kong, China	12. Pakistan (Diplomatic Passport only)	
6. Indonesia	13. Singapore	
7. Lao People's Democratic Republic	14. Vietnam	

B. Visa exemption for a maximum of 90 days		
1. Albania	16. India	31. Poland
2. Argentina	17. Israel	32. Romania
3. Austria	18. Italy	33. Russian Federation
4. Belgium	19. Japan	34. Slovak Republic
5. Bhutan	20. Republic of Korea	35. South Africa
6. Brazil	21. Liechtenstein	36. Spain (Diplomatic Passport only)
7. Chile	22. Luxembourg	37. Sri Lanka
8. Colombia	23. Malaysia	38. Switzerland
9. Costa Rica	24. Mexico	39. Tajikistan
10. Croatia	25. Montenegro (as of 31 Oct 2015)	40. Tunisia
11. Czech Republic	26. Nepal	41. Turkey
12. Estonia (Diplomatic Passport only)	27. Netherlands	42. Ukraine
13. France (Diplomatic Passport only)	28. Panama	43. Uruguay
14. Germany	29. Peru	
15. Hungary	30. Philippines	
Visa on arrival (for a maximum of 15 days)		
1. Andorra	11. Maldives	
2. Bulgaria	12. Malta	
3. Bhutan	13. Mauritius	
4. China	14. Romania	
5. Cyprus	15. San Marino	
6. Ethiopia	16. Saudi Arabia	
7. India	17. Taiwan	
8. Kazakhstan	18. Ukraine	
9. Latvia	19. Uzbekistan	
10. Lithuania		

Updated as of 26 October 2015 by the
Department of Consular Affairs, Ministry of
Foreign Affairs of Thailand

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

3. 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.

4. Participants who may wish to apply for a visa outside of their country of residence or that reside in a country where there is no Royal Thai Embassy/Royal Thai Consulate should check the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are only allowed to apply for a visa at the Royal Thai Embassy/Consulate-General which holds jurisdiction over a specific territory. For further information, please consult your meeting organizer.

6. Participants who wish to apply for a 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 1,000.

*NOTE: The information provided above is accurate as of **December 2015**. 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.*

7. 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 the “BASIC SECURITY IN THE FIELD” training before travelling.