
Economic and Social Commission for Asia and the Pacific

Sustainable Development Goal (SDG) Week 2017

27 November – 01 December 2017

UNCC, Bangkok

Information for Participants

I. General

1. The Sustainable Development Goal (SDG) Week is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok, from 27 November to 01 December 2017. Information on the meeting is available at <http://www.unescap.org/events/sdgweek2017>
2. All Bangkok-based SDG Week events will take place at the United Nations Conference Centre (UNCC). Please visit the website above for updates on programme and view the displays in UNCC for information on meeting rooms.

II. Registration and identification badges

3. 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 0730 hours to 0830 hours on the first day of the event. Please note that you must present a **valid passport** to the registration staff in order to obtain the meeting badge.
4. For identification and security reasons, all participants are requested to wear their meeting badges at all times 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.

III. Visa requirements

5. 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	Brazil	Estonia (Diplomatic Passport only)
Argentina	Chile	France (Diplomatic Passport only)
Austria	Colombia	Germany
Belarus	Costa Rica	Hungary
Belgium	Croatia	
Bhutan	Czech Republic	

India	Morocco	South Africa
Israel	Netherlands	Spain (Diplomatic Passport only)
Italy	Nepal	Sri Lanka
Japan	Panama	Switzerland
Republic of Korea	Peru	Tajikistan
Liechtenstein	Philippines	Tunisia
Luxembourg	Poland	Turkey
Malaysia	Romania	Ukraine
Mexico	Russian Federation	Uruguay
Montenegro	Slovak Republic	

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

6. Participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are **REQUIRED** to obtain an appropriate visa before entering.
7. 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.
8. 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.
9. Participants who may need further assistance from UNESCAP on their visa application should contact the meeting organizer for necessary actions.
10. 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 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.

IV. Weather

11. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. At the moment, we are in rainy season. 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).

V. Electric Plug and Socket

12. The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C.¹ 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.



Type A



Type B



Type C



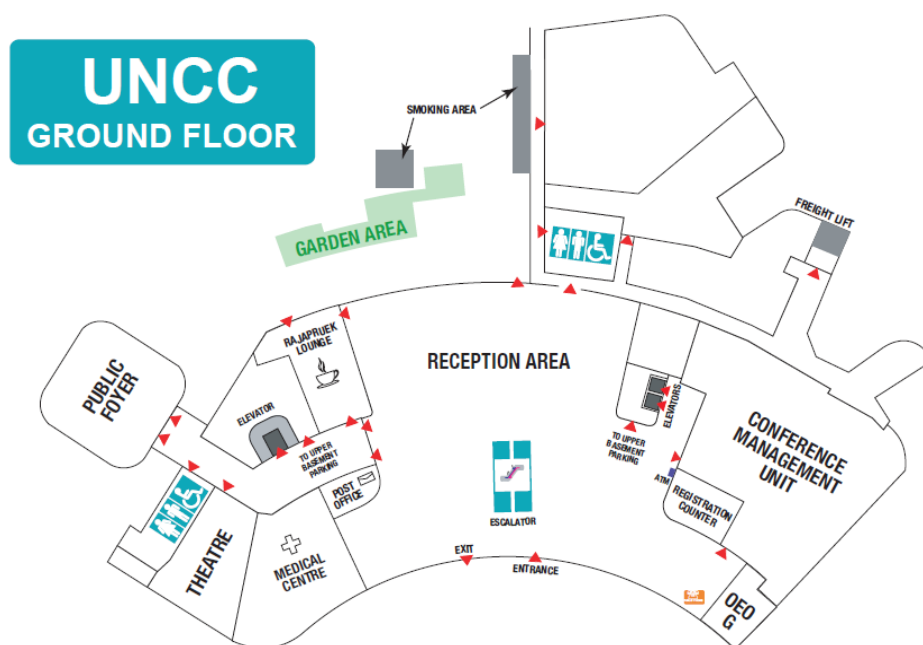
Hybrid Socket

VI. Health and vaccination

13. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. Moreover, there is a risk of contracting dengue fever in Bangkok. All travelers are advised to protect themselves from mosquito bites while in Thailand.
14. 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.
15. 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.

¹ <http://www.iec.ch/worldplugs/> (accessed on 19 January 2017)

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



VII. Foreign currency declaration

17. 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.
18. 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.

VIII. Airline reservations

19. Travel for sponsored participants will be handled by the organizers of the respective event participants are invited to, kindly refer to your invitation letter for contact details. For any other travel-related questions, kindly contact us at escap-esdd-oc@un.org and indicate which event you are participating in. Self-funded participants arrange their own travel. Travel services are available through the American Express office (AMEX) which is located on the fourth floor, Service Building, and is open from 0800 to 1700 hours on weekdays. The AMEX office can be contacted at extensions 2820, 2821, 2822, and 2823.

IX. Hotel accommodation

20. Sponsored participants receive a daily subsistence allowance (DSA) from which they are to pay for their hotel. Please book your own hotel

accommodation (whether sponsored or not). 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
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	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}
Hotel Dé Moc *** 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	1,400 ^{a/c} 1,600 ^{a/c}	1,600 ^{a/c} 1,800 ^{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}
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}

- 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.*

21. The rates provided in the table are as of January 2017 and subject to change without notice. Please confirm the room rates with the hotel directly.

X. Payment of hotel accounts

22. 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.

XI. Transport from and to the Airport

23. Participants should make their own transportation arrangements from Suvarnabhumi or Don Mueang International Airports 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>.
24. 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 car 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 metered 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 a counter or automatic dispensing machines from which they can collect a queuing ticket for a public taxi which indicates the details of the assigned 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.

XII. Transport to attend meetings

25. Participants should make their own transport arrangements to and from the UNCC. Metered-taxis are readily available in the city.
26. Some hotels close to the United Nations building (indicated on paragraph 26) provide complimentary transport, according to fixed schedules, to and from the UNCC.

XIII. 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.

XIV. Catering services

28. Catering services are available at the following locations:

- A cafeteria serves Thai and international lunch, and is located on level 1 of UNCC, is open from 1100 to 1400 hours for lunch on Monday through Friday.
- A canteen serves Thai lunch and is located on the ground floor of the Service Building, is open from 0700 to 1300 hours on Monday through Friday.
- A coffee corner serves sandwiches, pastries, coffee, tea and soft drinks, and is located on level 1, UNCC, is open from 0700 to 1700 hours.
- Rajapruek Lounge serves light meals and beverages and is 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.

XV. Accessibility support for persons with disabilities

29. 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.

XVI. Library facilities

30. 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.

XVII. Banking facilities

31. 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).

XVIII. Postal services

32. 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.

XIX. Souvenir shop

33. 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.

XX. Financial & administrative arrangements

34. 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 together with their air tickets to the secretariat staff in the conference room.

35. 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.
36. 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.
