

20 September 2013

**UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC**

**Second Preparatory consultation
for the Asia-Pacific Ministerial Conference on Regional Economic Cooperation and
Integration**

Bangkok, 13–14 November 2013
Conference Room 4, United Nations Conference Centre

Information Note for Participants

I. General

1. The second preparatory consultation for the Asia-Pacific Ministerial Conference on Regional Economic Cooperation and Integration is scheduled to be held at United Nations Conference Centre (UNCC), Rajadamnern Nok Avenue, Bangkok 10200, Thailand on 13-14 November 2013.
2. The meeting will be inaugurated at 0900 hours on 13 November 2013 in Conference Room 4.

II. Registration and identification badges

3. Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC from 0830 to 0900 hours on 13 November 2013. Participants who are not able to register during the period above are requested to do so upon their arrival at UNCC before going to the meeting room. Only the names of participants duly registered will be included in the list of participants.
4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting, social functions and in the United Nations complex. The loss of a meeting badge should be reported personally to the Conference Management Unit, which is located on ground floor of UNCC, so that a new one can be issued immediately.

III. Visa requirements

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

5. According to the Immigration Bureau 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

6. 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

7. 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. Russian Federation |
| 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 |

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

- 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;
- 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 1,000 applies.

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

The information provided above is accurate as at 13 August 2013. 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

10. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degree Celsius (73-75 degrees Fahrenheit).

V. Foreign currency declaration

11. 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.
12. 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 extensions: 2168). The Bank opens from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

VI. Airline reservations

A. Reservation for participants funded by ESCAP

13. ESCAP-funded participants will be provided a round-trip ticket for air travel to Bangkok, Thailand, by the most direct and economical route. Please contact Ms. Chawarin Klongdee, email: klongdee@un.org, to initiate travel arrangements.
14. ESCAP-funded participants may opt to purchase their own tickets upon receiving approval from the ESCAP Administrative Services Section prior to commencing their travel arrangements. Air fares can be reimbursed up to the pre-approved amount only after returning to their respective countries and submission of original tickets, receipts, invoices and all related documents. Any costs over the pre-approved amount will be incurred by participants. Participants who wish to make their own airline reservations are kindly requested to contact Ms. Chawarin Klongdee, email: klongdee@un.org, at the earliest convenience.

B. Reservation for self-financed participants

15. Many international airlines operate regular services to and from Bangkok. Self-financed participants are advised to secure their round-trip air tickets prior to travelling to Bangkok.

VII. Hotel accommodation

A. Accommodation for participants funded by ESCAP

16. For ESCAP-funded participants, single room for each funded participant for three nights stay (in 12 November 2013, out 15 November 2013) has been booked at the **Royal Princess Hotel** located at Larn Luang Road, telephone 662-281-3088. The room rate is 2,500 baht per night inclusive of service charges and taxes, in room high speed internet and breakfast for one person. Participants who wish to make alternative accommodation arrangements are kindly requested to inform Ms. Sutinee Yeamkitpibul at email: yeamkitpibul@un.org or telephone: 662-288-1397.
17. Participants from abroad whose local costs are covered by ESCAP will receive a daily subsistence allowance (DSA) according to established UN rates to cover hotel accommodation, visa fee, transportation cost from/to airport, airport departure tax, meals and other miscellaneous and incidental expenses.

Please note that participants are responsible for settling their own board and accommodation bills and other personal expenses from daily subsistence allowance provided by the organization. The DSA for those who will be staying less than three nights will be adjusted accordingly and those participants are required to return the balance to ESCAP. Please see paragraphs 36-38 for more details about the DSA.

B. Accommodation for self-financed participants

18. Single rooms can be booked at the Royal Princess Hotel, telephone 662-281-3088. If participants wish to stay at this hotel, please inform Ms. Sutinee Yeamkitpibul at email: yeamkitpibul@un.org or telephone: 662-288-1397, with your detailed travel itinerary at the earliest.
19. 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.)	Room type	Daily room rates (Baht)	
			Single	Double
Royal Princess Larn Luang Hotel **** 269 Larnluang Road Bangkok Tel: (622) 281-3088 Fax: (622) 280-1314 E-mail: benjarat@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5-10	Superior Deluxe Suite 1 bed Room	2,500 ^{a/b/c} 2,800 ^{a/b/c} 7,000 ^{a/b/c}	2,700 ^{a/b/c} 3,000 ^{a/b/c} 7,500 ^{a/b/c}
Prince Palace Hotel **** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (622) 628-1111 Fax: (622) 628-1000 E-mail: wannajit@princepalace.co.th Website: http://www.princepalace.co.th Contact person: Ms. Wannajit Chulamakorn	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
Golden Tulip Essential Vasu Hotel *** <i>(Trang Hotel)</i> 99/1 Wisutkasat Road Bangkok Tel: (622) 282-2141-4 Fax: (622) 280-3610 E-mail: reservations@tranghotelbangkok.com Website: http://www.tranghotelbangkok.com Contact person: Mr. Saner Ratanawalee	5-10	Superior	1,650 ^{a/b}	1650 ^{a/b}
		Superior Premium	2,200 ^{a/b}	2,200 ^{a/b}
		Deluxe	3,300 ^{a/b}	3,300 ^{a/b}
Hotel Dé Moc (former Thai Hotel) *** 78 Prajatipatai Road Bangkok Tel: (622) 282-2833 Fax: (622) 280-1299 E-mail: rsvn@buddygrouphailand.com cc: chaloem@buddygrouphailand.com Website: http://www.hoteldemoc.com Contact person: Mr. Chaloem Phiranont	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 and Golden Tulip Essential Vasu Hotel have one way transfer from hotel to UNCC.*
- c. *Free Internet Access.*

- 20. 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.
- 21. Any cancellation, 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.

VIII. 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.

IX. Transport from and to Airport

- 23. 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.suvarnabhumi.com>.

24. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants approach only the authorized staff at the officials counters located in the airport arrival zone**, who upon request, 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 reach public taxi counters by exiting gates 4 or 7 of the arrival zone in Survarnabhumi Airport. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge for trips from the airport to the city.

X. Transport to UNCC

25. Most hotels indicated in paragraph 19 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend the meeting.

XI. Internet services

26. Eight personal computers (PCs) with a high-speed Internet connection are available in the Internet Café on level 1 of UNCC for the use of participants free of charge. In addition, free wireless internet access is available in all conference and meeting rooms and in the public areas of UNCC.

XII. Catering services

27. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 0700 to 0900 hours for breakfast and 1100 to 1400 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday to 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 Monday to Friday. In addition, the 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.

XIII. Meeting documents

28. Meeting documents will be posted at the meeting website:
<http://www.unescap.org/pdd/secondprep2013/>
29. Participants who will be making Power Point presentations are requested to provide the ESCAP Secretariat with an electronic copy of the presentation in advance, and bring with them an electronic copy on the day of the meeting.
30. Participants wishing to circulate any papers or literature at the meeting are requested to consult the ESCAP Secretariat. In this regard, participants are requested to bring sufficient copies for distribution at the meeting, as documents reproduction services will not be available for this purpose.

XIV. Library facilities

31. 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.

XV. Banking facilities

32. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, (telephone extensions: 2168 and 2169), from 0830 to 1530 hours during weekdays (telephone extension 2168).

XVI. Medical services

33. First aid and emergency medical service are available at the Medical Centre, which is located on the fourth floor of the Service Building, 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 by calling extensions: 1353 or 1761.

XVII. Postal services

34. 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 1269.

XVIII. Souvenir shop

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

XIX. Travel agent

36. American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank which is open from 0800 to 1700 hours weekdays. Amex office can be contacted at extensions 2820, 2821, 2822 and 2823.

XX Daily subsistence allowance (for funded participants only)

37. 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.
38. 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.

XXI. Financial & administrative arrangements (for funded participants only)

39. 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.

CONTACT:

For any questions regarding the participation, or in case of emergencies, please feel free to contact:

Mr. Aynul Hasan
 Chief, Development Policy Section
 Macroeconomic Policy and Development
 Division, ESCAP
 United Nations Building
 Rajdamnern Nok Avenue
 Bangkok 10200 Thailand
 Tel: 662-288-1636
 Fax: 662-288-3007
 Email: hasan.unescap@un.org

Mr. Zheng Jian
 Associate Economic Affairs Officer
 Macroeconomic Policy and Development
 Division, ESCAP
 United Nations Building
 Rajdamnern Nok Avenue
 Bangkok 10200 Thailand
 Tel: 662-288-1541
 Fax: 662-288-3007
 Email: jianz@un.org