

**FOR PARTICIPANTS ONLY**

**19 September 2011**

**ENGLISH ONLY**

**Workshop on the Institutional Strengthening of National Women's Machineries in  
South-East Asia**

**8-11 November 2011**

**Bangkok**

**INFORMATION NOTE FOR PARTICIPANTS**

**GENERAL**

1. The Workshop on the Institutional Strengthening of National Women's Machineries in South- East Asia will be held at the United Nations Conference Centre (UNCC), Bangkok, from 8 to 11 November 2011.
2. Participants are expected to arrive in Bangkok on Monday, 7 November 2011 and depart Bangkok on Saturday, 12 November 2011. The Workshop will be inaugurated at 0900 hours on Tuesday, 8 November 2011 in Meeting Room H, Level 1, UNCC, where all subsequent sessions will be held. A detailed programme will follow shortly.

**REGISTRATION AND IDENTIFICATION BADGES**

3. Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, before going to the conference room. Registration will start at 0800 hours on Tuesday, 8 November 2011. Only the names of duly registered participants will be included in the list of participants.
4. 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. In case of the loss of a meeting badge, please contact the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

**ADDRESS AND TELEPHONE NUMBER OF ESCAP SECRETARIAT**

5. The address of the ESCAP secretariat responsible for the Workshop is as follows:

Social Development Division  
Economic and Social Commission for Asia and the Pacific  
The United Nations Building  
Rajadamnern Nok Avenue

Bangkok 10200, Thailand  
Telephone number: (662) 288-1513  
Facsimile number: (662) 288-1030  
E-mail: [escap-sdd@un.org](mailto:escap-sdd@un.org)

## **IMMIGRATION REQUIREMENTS**

### **(a) Visa exemption for maximum 30 days**

6. According to the Immigration Bureau of Thailand, nationals of the following countries or areas may enter and stay in Thailand for a maximum period of 30 days without a visa. However, if the duration of stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions.

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

### **(b) Visa exemption for maximum 90 days**

7. Nationals of the following countries may enter and stay in Thailand for a maximum period of 90 days without a visa. However, if the duration of stay is expected to exceed 90 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions.

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

**(c) Visa exemption for Maximum 30 days for diplomatic/official passport holders**

8. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for 30 days as specified in the relevant visa waiver agreements between Thailand and the countries concerned:

- |                     |              |
|---------------------|--------------|
| 1. Cambodia         | 6. Mexico    |
| 2. China            | 7. Mongolia  |
| 3. Hong Kong, China | 8. Myanmar   |
| 4. Lao PDR          | 9. Oman      |
| 5. Macao, China     | 10. Viet Nam |

**(d) Visa exemption for maximum 90 days for diplomatic/official passport holders**

9. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for 90 days as specified in the relevant visa waiver agreements between Thailand and the countries concerned:

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

**(e) Visa on arrival for maximum 15 Days**

10. Nationals of the following countries holding a valid ordinary passport may be granted upon arrival, by the Thai immigration authority at Suvarnabhumi Airport, a visa for a stay not exceeding 15 days, conditional on meeting requirements noted below:

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|-------------------|------------------|
| 1. Andorra        | 14. Lithuania    |
| 2. Bulgaria       | 15. Maldives     |
| 3. Bhutan         | 16. Malta        |
| 4. China          | 17. Mauritius    |
| 5. Cyprus         | 18. Poland       |
| 6. Czech Republic | 19. Romania      |
| 7. Estonia        | 20. San Marino   |
| 8. Ethiopia       | 21. Saudi Arabia |

- |                   |                     |
|-------------------|---------------------|
| 9. Hungary        | 22. Slovak Republic |
| 10. India         | 23. Slovenia        |
| 11. Kazakhstan    | 24. Taiwan          |
| 12. Latvia        | 25. Ukraine         |
| 13. Liechtenstein | 26. Uzbekistan      |

**These requirements are as follows:**

(a) The applicant must be in possession of a passport with a validity of at least six month or an appropriate travel document recognized by the Government of Thailand;

(b) The applicant must be in possession of a confirmed onward or return air ticket which is usable within 15 days since the date of entry;

(c) The applicant must provide two passport-size photographs and must fill in the application form (TM.88) which is available at the Visa-on-Arrival Counter at Suvarnabhumi International Airport. The form together with the application fee of Baht 1,000 must be handed in at the Visa-on-Arrival Counter. The fee is payable in Thai Baht only. Currency exchange service is available at the bank counter near the Visa-on-Arrival Counter.

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

*The information provided above is accurate as of the date of issuance of this note. All participants are advised to consult with the diplomatic mission/embassy of Thailand in their respective country regarding the latest applicable immigration requirement prior to their departure.*

**FOREIGN EXCHANGE**

14. Any participant who brings or takes an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent out of or into the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Officer. Failure to declare upon bringing foreign currency that exceeds the amount restricted by law or its equivalent out of or into the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence, according to the relevant regulation of Thailand.

**HOTEL ACCOMMODATION**

15. The following hotels have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax and are relatively close to ESCAP. The UN exchange rate, as of 1 September 2011, was 1 US/to Thai Baht 29.89.

Name and address	Driving distance to UNCC (min.)	Room type	Room rates (Baht)	
			Single	Double
<b>Siam City Hotel *****</b> 477 Si Ayuthaya Road, Phayathai,	15-25	Deluxe	2,700*	2,900*

<b>Bangkok</b> Tel: (662)247-0123 Fax: (662)247-0165 E-mail: reservations@siamhotels.com <i>Contact person.</i> Ms. <u>Ratchanikrit</u> Khankath				
<b>Pullman Hotel and Resort *****</b> 8 Rangnam Road, Kweang Thanon-Phayathai Rachathewi, Bangkok Tel. (662) 6809999 Fax: (662) 6809998 Email: sales@pullmanbangkokkingpower. com <i>Contact person:</i> Ms. Ranithsorn Nitinopparat	20-25	Superior  Deluxe  Executive  Executive suite	2,996 <sup>*/***</sup>  4,066 <sup>*/***</sup>  5,136 <sup>*/***</sup>  6,206 <sup>*/***</sup>	3,210 <sup>*/***</sup>  4,280 <sup>*/***</sup>  5,350 <sup>*/***</sup>  6,420 <sup>*/***</sup>
<b>Royal Princess Hotel ****</b> 269 Larnluang Road, Bangkok Tel: (662)281-3088 Fax: (662)280-1314 E-mail: rsvn@royalprincesslarnluang.com <i>Contact person.</i> Ms. Benjarat Rusakul	5-10	Superior  Deluxe  Suite 1 bedroom	2,500 <sup>*/**/***</sup>  2,800 <sup>*/**/***</sup>  7,000 <sup>*/**/***</sup>	2,700 <sup>*/**/***</sup>  3,000 <sup>*/**/***</sup>  7,500 <sup>*/**/***</sup>

\* *Inclusive of daily American breakfast, service charge and government tax.*

\*\* *Complimentary transport services provided according to fixed schedules, from the hotels to UNCC in the morning and back to the hotels in the evening.*

\*\*\* *Free internet access.*

*Note: The above additional room rate included 10% service charge and 7 % VAT.*

*The hotel room rates are subject to alteration without prior notice.*

16. ESCAP Secretariat will facilitate hotel reservation for participants who have indicated that they will stay at the Royal Princess Hotel on their nomination forms. Participants are requested to inform ESCAP Secretariat by facsimile or e-mail at least 10 working days in advance indicating:

- (a) Date and time of arrival and departure;
- (b) Flight numbers.

Participants who have indicated that they will arrange their own hotel bookings are kindly requested to do so.

17. Any changes in arrival plans should be communicated immediately to the ESCAP secretariat. Cancellation, postponement or any other changes must 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. All rooms will be assigned according to information furnished on the enclosed forms and on a first-come, first-served basis.

#### **PAYMENT OF HOTEL ACCOUNTS**

18. Before departure from Bangkok, participants are expected to 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.

#### **ARRIVAL AT THE AIRPORT**

19. 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.airportsuvarnabhumi.com>. Please note that the Don Muang Airport, the former Bangkok International Airport, currently handles domestic flights only.

20. 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 Survarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

#### **TRANSPORT TO ATTEND SESSIONS**

21. Some hotels recommended in paragraph 15 provide complimentary transport, according to fixed schedules, between the hotels and UNCC. Otherwise, participants would have to make their own transport arrangements for attending Meetings.

#### **WEATHER**

22. 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).

#### **HEALTH AND VACCINATION**

23. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas. Yellow fever vaccination is required for participants from countries where the disease is endemic. Participants are recommended to have had vaccinations against food-borne diseases, such as hepatitis A, tetanus and typhoid.

#### **CATERING SERVICES**

24. Catering services are available at the Cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours. Rajapruek Lounge, 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. The Canteen on the ground floor of the Service Building is open from 0700 to 1330 hours. In addition, a coffee corner that serves sandwiches, pastries, coffee, tea and soft drinks, located on level 1, UNCC, is open from 0700 to 1700 hours.

### **LIBRARY FACILITIES**

25. 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 1330 and 1360. Further information about the ESCAP Library can be found at [www.unescap.org/unis/library](http://www.unescap.org/unis/library).

### **BANKING FACILITIES**

26. 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. The Bank is closed on Saturday and Sunday.

### **POSTAL SERVICES**

27. 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 to Friday. The Post Office can be contacted at extensions 1260 and 2114.

### **MEDICAL SERVICES**

28. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 07:30 to 15:45 hours with lunch breaks from 12:00 to 12:45 hours. Appointments should be made through the nurse at extensions 1352 or 1761. Hospitalization expenses are to be borne by each patient.

### **DAILY SUBSISTENCE ALLOWANCE**

31. Participants whose travel is sponsored by ESCAP will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. As of 1 September 2011, the daily subsistence rate for Bangkok per day was US\$255. In order to facilitate the payment of subsistence allowance, **eligible participants are requested to submit their passport, boarding pass(es), and the original copy of air ticket(s)** to the secretariat staff in the conference room.

32. Participants who are unable to stay for the duration of the Workshop are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

### **Financial & administrative arrangements**

33. 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.
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