

Asia-Pacific High-level Meeting for CSW 62
“Challenges and opportunities in achieving gender equality and the empowerment of rural women and girls”

23 February 2018
Conference Room 4
United Nations Conference Centre
Bangkok

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. Asia-Pacific High-level Meeting for CSW 62 “Challenges and opportunities in achieving gender equality and the empowerment of rural women and girls”, will be held at Conference Room 4 (CR-4), the United Nations Conference Centre (UNCC), the United Nations Building, Rajadamnern Nok Avenue, Bangkok 10200, Thailand, on 23 February 2018.
2. The Meeting will be inaugurated at 09:00 hours on Friday, 23 February 2018 in Conference Room 4, Level 1, UNCC, where all subsequent sessions will be held. Kindly note that the Meeting will be conducted in English, and there will be no interpretation services.

REGISTRATION AND IDENTIFICATION BADGES

3. Participants are requested to register and obtain a badge at the registration counter, located on the ground floor, UNCC, before going to the meeting room. Registration will start from 0800 to 0900 hours on Friday, 23 February 2018. 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.

IMMIGRATION REQUIREMENTS

5. All participants are advised to consult with the diplomatic mission of Thailand in their respective countries regarding the most updated applicable immigration requirements and, if needed, to obtain an appropriate visa prior to their departure. Visa on arrival to Bangkok, Thailand can be applied for certain nationalities only. Please refer to the below website of the Ministry of Foreign Affairs for more information.
<http://www.mfa.go.th/main/en/services/4908>

FOREIGN EXCHANGE

6. 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

7. Please find information for recommended hotels below. Please note the rates are correct as of 15 January 2018 and are subject to change.

Name and address	Driving time to UNCC (min.)	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: benjarat@royalprincesslarnluang.com rsvn@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5-10	Superior	2,800 ^{a/b}	3,000 ^{a/b}
Prince Palace Hotel *** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak, Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: reservation@princepalace.co.th Website: http://www.princepalace.co.th Contact person: Ms. Jutharat S.	10-15	Superior	1,700 ^{a/b}	1,900 ^{a/b}

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

b. Free Internet Access.

PAYMENT OF HOTEL ACCOUNTS

9. 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.

TRANSPORTATION FROM THE AIRPORT

10. Participants should make their own transportation arrangements from Suvarnabhumi Airport to and from their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. The Limousine Service Counter at the airport offers flat fare (inclusive of express way fees) for one way limousine service from the airport to the hotel at THB 1,000 (approximately USD 30) for car, THB 1,200 (approx. USD 34) for van, and THB 1,500 (approx. USD 43) for VIP van. The service can be booked in advance at

www.bangkoklimo.org OR Public metered taxis are available on the first floor of the main terminal building, there is a THB 50 surcharge on the meter when passengers are picked up from the airport. The estimated total fare is THB 400 excluding express way tolls of THB 80.

TRANSPORT TO THE UN CONFERENCE CENTER

11. Some hotels recommended in paragraph 7 provide complimentary transport, according to fixed schedules, between the hotels and UNCC. In other instances, participants have to make their own transport arrangements for attending the meeting.

WEATHER

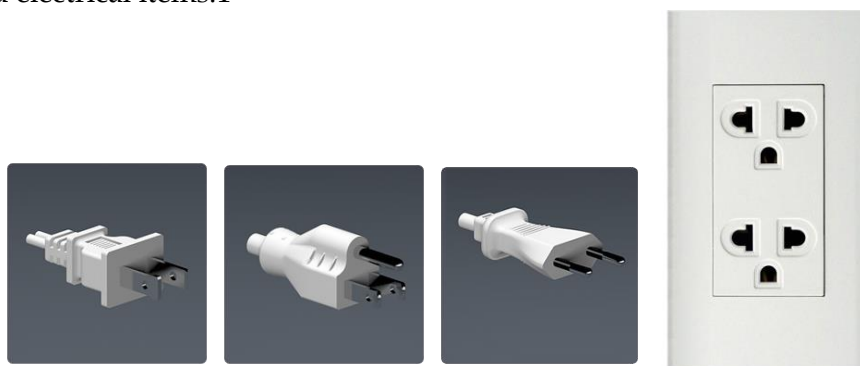
12. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 26-33 degrees Celsius (79-91 degrees Fahrenheit).

HEALTH AND VACCINATION

13. 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.

MISCELLANEOUS INFORMATION

14. 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



15. Tap water in Bangkok is generally not suitable for drinking. It is better to drink bottled water or water provided by the hotel or the Conference Centre.

*<http://www.iec.ch/worldplugs/> (accessed on 25 January 2018)

Other information:

- Metered taxis are available at all times. Please be sure that the driver starts the meter when you enter the taxi (the fare begins at 35 baht). Please refer to paragraph 10 for information on taxis from the airports.
- Time zone: Bangkok, Thailand, is GMT+7.
- Emergency services telephone numbers:

191	Emergency call/Police
1155	Tourist Police
1691	Ambulance Service Centre
02 132-1888	Suvarnabhumi Airport Call Center
02 288-1100	United Nations Emergency Number

INTERNET SERVICES

16. Free wireless Internet access is available in all conference and meeting rooms and public areas of UNCC. Computers with internet access are available at the Library, located on the first floor of the Service Building.

CATERING SERVICES

17. 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.

BANKING FACILITIES

18. 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 on weekdays.

LIBRARY FACILITIES

19. UN 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 Library facilities, please consult the staff on duty at the Library or call extensions 1330 and 1360. Further information about the Library can be found at www.unescap.org/unis/library.

POSTAL SERVICES

20. 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.

MEDICAL SERVICES

21. First-aid and medical services are available at the Medical Centre, ground floor, UNCC Building, during weekdays. The 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.

FINANCIAL & ADMINISTRATIVE ARRANGEMENTS

Daily subsistence allowance

22. Participants whose travel is sponsored by the organizers 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, **participants are requested to submit their passport, boarding pass(es), the arrival/departure immigration form and the original copy of air ticket(s)** to the Secretariat staff in the conference room.

23. 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.

24. 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.

ADDRESS AND TELEPHONE NUMBER OF THE ORGANIZERS

25. For any additional enquiries, please find below the contact information of the respective organizers:

Name	Profile	Contact Information
Ms. Sarinna Sunkphayung Programme Management Assistant UNESCAP	Secretariat Focal Point for any administrative and logistics inquiry for the Meeting	Email: sarinna.sunkphayung@un.org Tel.: +66 2 288-2455 Fax: +66 2 288-1030

Ms. Isadora Loreto Associate Social Affairs Officer UNESCAP	Secretariat Focal Point for the Meeting	Email: isadora.loreto@un.org
Mr. Somchai Yensabai Programme Planning and Coordination Officer UN WOMEN	UN WOMEN Focal Point for the meeting	Email: somchai.yensabai@unwomen.org
Clara Park Gender Officer (Rural and Social Development) Food and Agriculture Organization	FAO Focal Point for the meeting	Email: Clara.Park@fao.org

We look forward to welcoming you in Bangkok, Thailand!
