

FOR PARTICIPANTS ONLY

Policy Development Workshop on Applying the Urban Nexus Concept to Implementing Global Agendas, “Employing Resource Integration to Achieve SDGs and Climate Actions”

Bangkok, 5-6 March 2019

Meeting Room F, United Nations Conference Centre

INFORMATION NOTE FOR PARTICIPANTS

General

1. The Policy Development Workshop on Applying the Urban Nexus Concept to Implementing Global Agendas, “Employing Resource Integration to Achieve SDGs and Climate Actions” will be held at United Nations Conference Centre (UNCC) in Bangkok on 5-6 March 2019
2. The event will be held in Meeting Room F, 1st floor of the UNCC from 0900 to 1700 hours. Please consult the agenda for detailed information and time schedule.

Registration and identification badges

3. Participants are requested to register and obtain meeting badges at the Registration Counter, ground floor, UNCC, between 0800-0900 hours on Tuesday, 5 March 2019. Please show your passport or ID card for security check before the photo badging process. Only the names of participants duly registered will be included in the list of participants.
4. For identification and security reasons, participants are requested to wear the meeting badges at all times while in the United Nations complex.

Weather

5. The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. The conference room where the workshop will be held is air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (72-73 degrees Fahrenheit).

Officers concerned with servicing the workshop

6. For further information concerning workshop arrangements contact:

Ms. Eva Wong

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Cities: the Urban Nexus
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Hotel accommodation

7. 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	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
Hotel Dé Moc *** 78 Prajatipatai Road, Bangkok Tel: +66.2. 6292100-4 Fax: +66.2.2801299 E-mail: booking@hoteldemoc.com Website: http://www.hoteldemoc.com Contact person: Mr. Nakorn Saiyawong	5-10	No	Yes (One way transfer from hotel to UNCC)		Standard	1,500 ^{a/c}	1,500 ^{a/c}
					Superior	1,700 ^{a/c}	1,700 ^{a/c}
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	Superior	2,800 ^{a/b/c}	3,000 ^{a/b/c}
				1,500 Baht (One way) Need advance booking	Deluxe	3,400 ^{a/b/c}	3,600 ^{a/b/c}

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
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 in case of more than 10 persons (One way transfer from hotel to UNCC)		Superior	1,400 ^{a/b}	1,400 ^{a/b}
					Superior Premium	1,600 ^{a/b}	1,600 ^{a/b}
					Deluxe	1,800 ^{a/b}	1,800 ^{a/b}

- 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.*

The rates provided in the table are as of January 2019 and subject to change without notice. Please confirm the room rates with the hotel directly.

Working language of the workshop

8. The workshop will be conducted in English, and all documentation will be in English.

Parking facilities

9. Parking facilities are not available within the UN Building premises for the participants. Parking facilities will be available in Mongkut Temple, which is adjacent to the UN Building along the Krung Kasem Road, for minimal parking fees.

Medical services

10. First-aid and medical services are available at the Medical Centre, ground floor, UNCC, during weekdays. The ESCAP doctor is available from 0730 to 1545 hours with lunch break from 1200 to 1245 hours. Appointment should be made through the nurse at extensions 1352 and 1761. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas outside buildings.

Banking facilities

11. 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 extensions 1313, 1314 and 2160).

Internet services

12. Free wireless Internet access is available in all conference and meeting rooms and public areas of UNCC.

Catering services

13. Coffee breaks will be provided by the organizers. Coffee breaks will be served outside of the meeting room. A cafeteria and other food outlets are available inside the UNCC.

Administrative arrangements (only if applicable)

14. The secretariat will not assume responsibility for any expenditure, including the following:

- (i) Salary and related allowances for the participants during the period of the workshop;
 - (ii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the workshop;
 - (iii) Compensation in the event of death or disability of participants in connection with attending the workshop;
 - (v) Any loss of or damage to personal property of participants while attending the workshop 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 workshop.
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