

**Inter-regional Expert Group Meeting on Transport Connectivity between Asia
and Europe**
Bangkok, 30-31 January 2019

INFORMATION NOTE FOR PARTICIPANTS

A. General

1. The Inter-regional Expert Group Meeting on Transport Connectivity between Asia and Europe is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 30 to 31 January 2019.
2. The address of the UNCC is:

Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand
Telephone numbers: (+ 662) 288 1723
Facsimile numbers: (+ 662) 288 3050

ESCAP opening hours

3. ESCAP UNCC is opened every day Monday to Friday from 07.30 hours to 17.00 hours, except for official ESCAP holidays.

Registration and identification badges

4. Participants are requested to register and obtain a visitor's badge on the day of the EGM, i.e. Wednesday, 30 January, between 08.00 hours and 09.00 hours. This is done at the Registration Counter located on the ground floor, UNCC. This procedure is important for security reasons and will also ensure that the names of all participants appear on the list of participants.
5. For identification and security reasons, ***all participants are requested to wear their badges at all times when on the United Nations compound.***

B. Travel to and stay in Bangkok

Immigration requirements

6. **Participants are responsible for checking visa requirements and making all related arrangements themselves** from an official mission of the Royal Thai Government in their home country or in a third country **prior to their arrival** at Suvarnabhumi International Airport in Bangkok. Information relating to current visa requirements can be obtained at all embassies or diplomatic missions of the Royal Thai Government or via: <http://www.mfa.go.th/main/en/services/4908>.

All participants are advised to consult with the nearest diplomatic mission/embassy of Thailand regarding the latest applicable immigration requirement **prior to their journey**.

Arrival at the airport

7. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine services, public taxis (with a sign marked Taxi-Meter on the roof) and bus services are readily available at the airport. Further detailed information about the airport can be found at <http://www.airportsuvarnabhumi.com/>.
8. Limousine services and public taxis are booked at specific counters. Counters for officially-licensed limousine services are located in the luggage pickup area of the arrival hall. The fixed-charge payment is made at the counter where a staff will assign a vehicle.

Counters for public taxis are located on the airport ground floor and are in the form of automated taxi kiosks with “touch-screen” activation. Vehicles are parked across from the kiosks below LCD panel indicating row numbers. Upon touch-screen activation, the kiosk will issue a paper slip indicating a row number where the assigned vehicle and its driver are waiting (see annex 1). The paper slip also indicates the car registration number and the driver’s name. It is recommended that passengers keep the paper slip until arrival at their destination. Fares for meter-taxis are charged according to the distance travelled and as shown on the meter with an additional 50 Baht surcharge for airport pickup. Additional toll fees will be charged if Expressway is used. **It is strongly recommended that participants decline offers from private individuals**. For ease of communication with taxi drivers, the name and address of the hotel where participants have been booked to stay is indicated below in both English and Thai languages. A map is given in annex 2.

Accommodation

9. Participants who chose to be assisted by ESCAP in accommodation arrangements have been booked to stay at the Royal Princess Hotel (<http://www.royalprincesslarnluang.com>). The address of the hotel is:

In English language

Royal Princess Hotel
269 Larn Luang Road
Bangkok
Tel. (662) 281 3088

In Thai language

โรงแรม รอยัล ปรีนเซส
269 ถนนหลานหลวง กรุงเทพฯ
โทร (662) 281 3088

Participants are responsible for settling their room charges as well other incidental expenses such as 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.

Local transportation

10. For the participants staying in the Royal Princess Hotel: the hotel provides free transportation once in the morning to come to ESCAP and once in the afternoon to return to the hotel. Pick-up times will be according to the schedule of the EGM. Participants are invited to contact the reception to inquire about the exact time of departure. In the afternoon, pick-up will be at the end of afternoon sessions outside the UNCC at ground floor level.
11. Participants can also choose to come to ESCAP using local transportation. Public taxis are numerous and can be picked up outside the hotels. Please note that the Royal Princess hotel is within walking distance of ESCAP (10 to 15 minutes).

Daily Subsistence Allowance

12. In the afternoon of 30 January 2019, participants whose travel is sponsored by ESCAP will receive a Daily Subsistence Allowance (DSA) to cover local expenses associated with their participation in the EGM, including accommodation, meals and local transport while in Bangkok. A voucher to be cashed at the bank located on the ESCAP premises will be given to participants. In order to facilitate payment, ***eligible participants are requested to submit a copy of their passport, copy of the air-ticket and their original boarding pass(es) for their flight(s) to Bangkok.*** To date, the DSA for Bangkok is Thai Baht 7,150 (about US\$ 220). Please note that this amount is subject to change without prior notice.

Reconfirmation of flights

13. Most airlines no longer require that return flights be re-confirmed. However, ESCAP staff servicing the EGM can assist participants who may have to re-confirm their return flights.

C. Conduct of the EGM

14. The Inter-regional Expert Group Meeting on Transport Connectivity between Asia and Europe will be inaugurated at 09.00 hours on 30 January 2019, by Mr. Weimin Ren, Director of ESCAP's Transport Division, in Meeting Room-F of the UNCC where all subsequent sessions will also be held.

Officers concerned with servicing the EGM

15. The substantive division concerned with the EGM is the Transport Division (TD). The officials of the Division specifically in charge of the EGM are:

Mr. Fedor Kormilitsyn, Economic Affairs Officer, Transport Infrastructure Section, TD,
Tel. + 66-2-288 2496, E-mail: kormilitsyn@un.org

Information on the arrangements made for the EGM can be obtained from:

For substantive issues:

Ms. Margarita Cherkasova, Consultant, Transport Infrastructure Section, TD,
Tel. +66-2-288-1402, E-mail: cherkasova@un.org

For administrative issues and logistics:

Ms. Wanna Kunsabfueng, Tel. + 66-2-288 -2540, E-mail: kunsabfueng@un.org

In addition, support staff will be in the conference room at all times to help participants during the conduct of the EGM and assist them with all administrative procedures.

Working language

16. The working language of the EGM will be English.

Interventions by participants

17. Individual microphones are provided at each seat in the conference room. All the microphones are automatically operated. Before speaking, participants are requested to press the button on their microphones until the red light is on. At the end of each intervention, participants are requested to press the button again until the red light is off.

Paper/literature for distribution

18. Participants wishing to circulate any papers or literature at the EGM are requested to consult staff servicing the EGM for the necessary arrangements.

D. Miscellaneous

Library facilities

19. Library facilities are available at the ESCAP Library, first floor, Service Building. The opening hours are 07.30 hours to 16.00 hours.

Wireless internet access

20. Free wireless Internet access is also available in all conference rooms and public areas of the UNCC.

Medical services

21. First-aid and emergency medical services are available at the Medical Centre located behind the post office on the ground floor of the UNCC. The ESCAP doctor is available from 07.30 hours to 12.00 hours and from 12.45 hours to 15.45 hours. Appointment should be made through the nurse at extension 1352.

Postal services

22. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open Monday to Friday from 08.00 hours to 16.00 hours.

Catering services

23. There are two venues offering hot meals in the United Nations compound:

- Cafeteria, 1st Floor, UNCC (11.00 hours - 14.00 hours),
- Staff Canteen (Thai food), Ground floor, Service building (07.00 hours - 13.00 hours)

A refreshment lounge offering hot and cold drinks as well as sandwiches is located on the ground floor of the UNCC. Opening hours are from 07.00 hours to 16.00 hours.

A Coffee Corner, offering hot and cold drinks as well as sandwiches is located on level 1, UNCC. Opening hours are from 07.00 hours to 16.00 hours.

Foreign exchange

24. Participants may bring into Thailand some foreign currency for a total amount of up to US\$20,000 in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.

25. Exchange facilities are available at hotels as well as at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (extensions 1313 and 1314). The opening hours are Monday to Friday from 08.30 hours to 15.30 hours.

Financial and administrative arrangements

26. 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 expenditures, 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 EGM;
- (iii) Cost incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the EGM;
- (iv) Compensation in the event of death or disability of participants in connection with attending the EGM;
- (v) Any loss of or damage to personal property of participants while attending the EGM 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 EGM.

Weather

The weather in Bangkok in January is warm and humid. Light tropical clothing is recommended. Some rain can be expected during the period. The conference room where the EGM is to be held is air-conditioned and the temperature is maintained in the range of 21-25.5 degrees Celsius (70-78 degrees Fahrenheit).

Annex 1

Automated taxi kiosks at Bangkok Suvarnabhumi International Airport



1. Activate kiosk by touching the screen

2. Collect paper slip

3. Go to row number indicated on paper slip

Annex 2

Royal Princess Hotel

