



FOR PARTICIPANTS ONLY

25 January 2019

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC (ESCAP)
UNITED NATIONS DEPARTMENT OF ECONOMIC AND SOCIAL AFFAIRS (UN DESA)
UNITED NATIONS CONFERENCE ON TRADE AND DEVELOPMENT (UNCTAD)

**Workshop on Science, Technology and Innovation for the SDGs:
Meeting of the TFM 10-Member group and IATT in preparation of the
Multi-Stakeholder Meeting on Science, Technology and Innovation for the SDGs 2019**

Bangkok, Thailand, 27th February – 1st March 2019

Information for participants

I. GENERAL

1. Workshop on Science, Technology and Innovation for the SDGs, the Meeting of the TFM 10-Member group and IATT in preparation of the Multi-Stakeholder Meeting on Science, Technology and Innovation for the SDGs 2019 will commence at 0900 hours on Wednesday, 27 February 2019, in Meeting Room H, first floor of the United Nations Conference Centre (UNCC).
2. Please note that the Plenary session of the Workshop on Science, Technology and Innovation for the SDGs would convene at Meeting Room H; while the Breakout sessions on 27 February to 1 March 2019 would convene in Meeting Room C.

II. REGISTRATION AND IDENTIFICATION BADGES

3. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges for meeting participants. These are requested to register and obtain meeting badges with photo at the registration counter, located on the Ground floor, UNCC from 0830 – 0900 hours on 27 and 28 February 2019. **Please bring your passport in order to identify yourself.**
4. Participants who are not able to register during the time indicated above are requested to do so upon their arrival at UNCC and before going to the conference room. Only the names of duly registered participants will be included in the list of participants.

5. To speed up the registration process, participants are requested to provide their photo (passport size), name and organization to the Secretariat staff, Ms. Phadnalim Ngernlim, at <ngernlim.unescap@un.org>, **no later than Wednesday, 20 February 2019**.
6. For identification and security reasons, all participants are requested to wear their meeting badges at all times in the United Nations complex such as during meetings and social functions. The loss of a meeting badge should be communicated to the Conference Management Unit, located on the Ground floor of the UNCC behind the registration counter, so that a new one can be issued immediately.

III. MEETING SCHEDULE

7. Please refer to the meeting schedule attached. Meetings are expected to take place from 0915 – 1700 hours from 27 February to 1 March 2019.
8. There is no special dress code required. Business casual is advised to the participants.

IV. MEETING DOCUMENTS

9. Participants are requested to bring with them copies of the meeting documents distributed by the Secretariat to their Governments/Agencies/Organizations prior to the session. Only a limited number of copies of such documents will be available during the session.

V. TRAVEL ARRANGEMENT

10. For sponsored participants only: After receipt of your duly signed nomination/registration form and a copy of passport, the Secretariat will send a provisional itinerary, i.e. an economy class round trip air ticket by the most economical and direct route from your city of origin to Bangkok. The participants are authorized to arrive in Bangkok one day in advance prior to the Meeting date and depart one day after the Meeting has finished, depending on the availability of flights.
11. ESCAP will arrange your flight ticket through American Express Travel Agency. One or two weeks prior to the meeting, the meeting focal point will contact you by email with a provisional itinerary which is determined by UN official travel rules and regulations and the eTicket will be sent 2-3 days after the confirmation of provisional itinerary. Unmatched origin/return cities and dates different to the authorized itinerary will be considered as a personal deviation. Such personal deviation could lead to increased costs or additional fees that must be borne by the traveler.
12. **Participants should not purchase their own tickets unless prior written approval on “self-ticketing” has been obtained from ESCAP, otherwise the organizers will not refund such ticket costs.**
13. If the participants would like to arrange their own ticket and do the reimbursement of airfare with ESCAP or prefer to travel business class, please write your request to the Secretariat staff at ngernlim.unescap@un.org, requesting for “self-ticketing”.

Kindly note that the self-ticketing request needs to be approved prior to travel. Once the self-ticketing request is approved, NO change in travel arrangement could be made. The reimbursement will be the actual cost of the most economical route from the city of departure to Meeting venue, but not more than the ESCAP-approved amount.

14. To facilitate the reimbursement of self-ticketing, the ORIGINAL OFFICIAL RECEIPT of airfare and copy of actual itinerary used for the trip (as itineraries are subject to change by airlines) are required to be submitted to the Secretariat staff (Ms. Phadnalin Ngernlim). An advance scanned copy of receipt is required by email.

To note that **an invoice is unacceptable and not considered as receipt**. Refusal to reimburse if the participant could not submit the original official receipt.

15. The reimbursement will only be deposited to the participant's account **AFTER** the meeting; therefore, the participant is required to complete the 'Payment Instruction Form' and submit to the Secretariat together with other travel documents.

VI. TICKETS

16. The sponsored participants will be provided an e-ticket directly to their email by ESCAP after their attendance has been confirmed and the provisional itinerary sent and confirmed.

VII. VISA, IMMIGRATION AND HEALTH REQUIREMENTS

17. Participants need to check whether they need to apply for visa to Thailand. All participants are encouraged to contact and obtain a visa from the Embassy or Consulate of Thailand located in their respective countries before departing for Bangkok regarding the latest applicable immigration requirements and, if necessary, to obtain an appropriate visa prior to their departure. Please refer to <http://www.consular.go.th/main/th/customize/62281-Summary-of-Countries-and-Territories-entitled-for.html> for lists of Countries and Territories entitled for Visa Exemption and Visa on Arrival. For those countries which are not entitled to Visa Exemption or Visa on Arrival, please contact the Royal Thai Embassy/Consulate General responsible for consular affairs for your country.
18. More information is available at <http://www.mfa.go.th/main/en/services/4908>. Particulars for both immigration and health requirements may be obtained from the airlines with which participants will travel.
19. All the necessary visas, including transit visas, if any, should be obtained before departure from your home country. Please note that you may need a multiple entry visa as your visa could be forfeited by a stop-over. **The costs of obtaining visas are to be borne by each participant** (please see D. Daily Subsistence Allowance and Terminal Expense).

VIII. DAILY SUBSISTENCE ALLOWANCE AND TERMINAL EXPENSES

20. For sponsored participants only: Participant will be provided with a Daily Subsistence Allowance (DSA) for the duration of the Meeting in Bangkok at prevailing United Nations rates of USD 220/day*¹, to cover hotel, meals, and other incidentals.
21. **Sponsored participants will be provided with 4-day DSA in Thai Baht for 26 February to 1 March 2019 with authorized arrival date at Bangkok on 26 February 2019 and departure on 2 March 2019.** Please note that the actual DSA entitlement will be calculated according to actual arrival and departure times.

¹ The DSA rate is subject to change without prior notice.

22. The terminal expenses of USD 188 will also be provided to cover all transportation costs to and from airports/hotel/meeting venue during your participation at the Meeting and other related costs, e.g. visa fees, airport fees, left-luggage, etc.
23. Sponsored participants are required to submit the original travel documents, including **passport, boarding passes, and itineraries** (actual itinerary used for the trip as itineraries are subject to change by airlines) to the Secretariat on **Wednesday, 27 February 2019**. **These documents are mandatory proof of travel, which are required for the UN to release any payment.**
24. **A scanned copy of your return boarding pass should be emailed to Ms. Phadnalin Ngernlim at <ngernlim.unescap@un.org> no later than 7 March 2019.**
25. Any financed participants who are unable to stay for the duration of the meeting are requested to inform the Secretariat as soon as possible, so the subsistence allowance can be adjusted.

IX. ACCOMMODATION

26. Participants are responsible for booking their own accommodation and are requested to directly contact their preferred hotel at least 10 working days in advance to provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.
27. The information below is provided for the convenience of the participants. While efforts have been made to ensure that the information is as accurate as possible, ESCAP makes no guarantee, either expressed or implied, as to the exactness of the hotel information or availability of rooms, please confirm the room rates directly with the hotel.
28. The following hotels, located relatively close to ESCAP, have been designated as recommended hotels:
 - **Royal Princess Larnluang Hotel** <<https://www.royalprincesslarnluang.com>>
 - **Nanda Heritage Hotel** <www.nandaheritage.com>
 - **The Raweekanlaya Bangkok** <<https://www.raweekanlaya.com/>>
 - **Nouvo City Hotel** <www.nouvocityhotel.com>
 - **Ibis Styles Bangkok Khaosan Viengtai** <www.ibisstylesbangkokkhaosan.com>

X. PAYMENT OF HOTEL ACCOUNTS

29. Participants will be expected to use their daily subsistence allowance to cover the cost of their accommodation whilst in Bangkok.
30. Before checking out from the hotel, participants **should settle directly with the hotel all accounts**, including room charges and other expenses, such as for local and long-distance calls, internet use, business center use, laundry and other 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.

XI. TRANSPORTATION FROM AND TO AIRPORT

31. 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 www.suvarnabhumiairport.com. **The cost of the airport transfer is included in the terminal expense.**

32. To avail themselves of the limousines and public metered taxi services as indicated above, **it is strongly recommended that participants approach only authorized staff at official counters. Two options are available:**

1) A Limousine service - Airports of Thailand Plc. (AOT) limousine service counter is located in the arrival zone of the Suvarnabhumi International Airport. To avail of limousines services, 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 a limousine for transporting passengers to the desired destinations. For more information, please visit <http://suvarnabhumiairport.com/en/115-limousine>. It is strongly recommended that participants decline offers from private individuals.

2) Public Taxi — Official public taxi counters are situated by exiting gates 3 or 9 of the arrival zone on the ground floor. After issuance of a ticket from one of the counters, a public metered taxi will transport passengers to their desired destination. In addition to toll fees, a 50-baht surcharge is added to the meter fare on trips from the airport to the city. The toll fee (should be less than 100 Bahts or about US\$3 should be covered by the passenger).

XII. FOREIGN CURRENCY DECLARATION

33. 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.
34. The local currency is Thai Baht. Currency exchange facilities are available at hotel's reception counter. Please note that when buying small items, some vendors might not accept big notes such as 500 or 1,000 Baht. It is better for participants to carry some small notes with them. Some banks have foreign exchange counters at the airport where you can exchange money if necessary.

XIII. FINANCIAL & ADMINISTRATIVE ARRANGEMENTS (ONLY IF APPLICABLE)

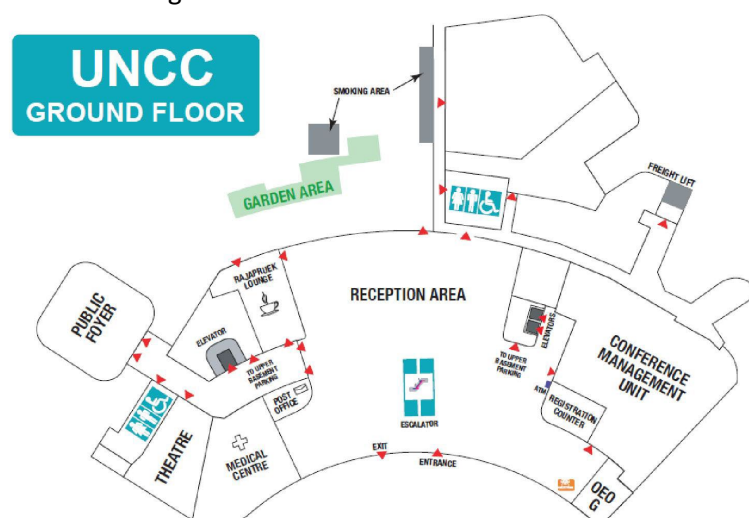
35. The Secretariat will provide only travel, DSA and terminal expenses as expressed and will not assume responsibility for any other expenditure, including the following:
- All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
 - Salary and related allowances for the participants during the period of the meeting;
 - Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
 - Compensation in the event of death or disability of participants in connection with attending the meeting;
 - 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;
 - Any other expenses of a personal nature, not directly related to the purpose of the meeting.

XIV. WEATHER

36. The climate in Bangkok is tropical and is pretty warm throughout the year. In February to March, the weather in Bangkok is hot and humid. Average temperature is between 31-36 degrees Celsius. Light tropical clothing would be appropriate.

XV. HEALTH AND VACCINATION

37. Upon arrival at the port of entry in Thailand, participants who are nationals of or have traveled from/through countries that have been declared Yellow Fever infected areas must provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country. The International Health Certificate must also be submitted together with the visa application form.
38. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.
39. In addition to the above, Medical Services Division at HQ advises that pregnant Personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area.
40. First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of the UNCC, 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 through extensions 1352 or 1761.
41. Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees.
42. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings.



XVI. INSURANCE

43. All participants are advised to arrange at your own expense insurance against sickness, accident, permanent or temporary disability, death and third-party risk for the period of the meeting.

XVII. INTERNET SERVICES

44. Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. No password is required.

XVIII. ACCESSIBILITY SUPPORT FOR PERSONS WITH DISABILITIES

45. In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices are available upon request in a designated area at the Accessibility Centre, first floor, UNCC. For more information please email escap-conference-management@un.org.

XIX. CATERING SERVICES

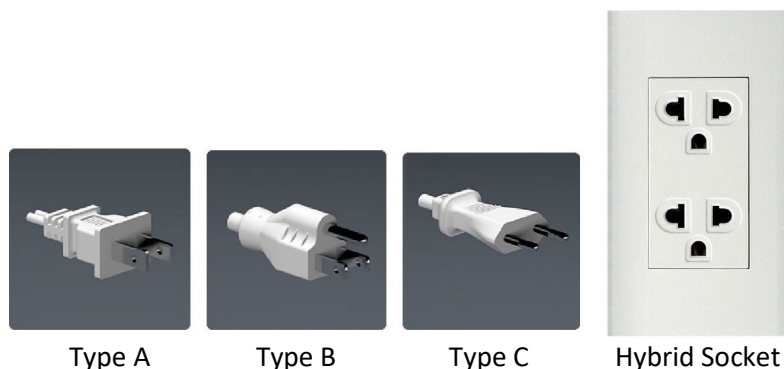
46. Lunch Catering services are available at the following locations within the UNCC:
- Cafeteria, which serves Thai and international lunch, located on level 1 of UNCC, is open from 1100 to 1400 hours for lunch on Monday through Friday.
 - Canteen, which serves Thai lunch, located on the ground floor of the Service Building, is open from 0700 to 1300 hours on Monday through Friday.
 - Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, located on level 1, UNCC, is open from 0700 to 1700 hours.
 - Rajapruek Lounge, which serves light meals and beverages, 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.
47. **From 01 October 2018, single-use cups are no longer available within the UN compound in Bangkok.** A deposit of 100 Baht fee will apply on top of the cost of drink, which will be returned once the cup is brought back. Participants could also bring their own reusable cup to buy a drink and get a stamp. After 9 stamps, a free drink will be offered.

XX. BANKING FACILITIES

48. 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 extension 2168).

XXI. ELECTRIC PLUG AND SOCKET

49. 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.



Type A

Type B

Type C

Hybrid Socket

XXII. ESCAP SECRETARIAT CONTACT PERSONS:

<p>Mr. Tengfei Wang Economic Affairs Officer Technology and Innovation Section Trade, Investment and Innovation Division ESCAP, United Nations Building Rajadamnern Nok Avenue Bangkok 10200, Thailand Tel: (66-2) 288 1658 Fax: (66-2) 288 1027 E-mail: wangt@un.org</p>	<p>Ms. Phadnalim Ngernlim Programme Assistant Technology and Innovation Section Trade, Investment and Innovation Division ESCAP, United Nations Building Rajadamnern Nok Avenue Bangkok 10200, Thailand Tel: (66-2) 288 1581 Fax: (66-2) 288 1027 E-mail: ngernlim.unescap@un.org</p>
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XXIII. SAFETY AND SECURITY

UN Security Security Control Centre (24/7): +66.2.2881102; +66.2.2881113
 UN Security Emergency Number: +66.2.2881100 Mobile +66.81.8078471
 Thailand Emergency Numbers: Police general emergency call: 191
 Fire: 199 Ambulance and rescue: 1554 Tourism Police: 1155
