

Information for Participants

I. General

1. The Greenhouse Gas Inventory System Training Workshop is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, from 10 to 13 September 2018.
2. The opening of the session will take place at 0900 hours on Monday, 10 September by Ms. Eunhae Jeong, Senior Development Management Expert at United Nations Office for Sustainable Development, in Meeting Room H on Level 1, UNCC. All subsequent meetings will also be held from 0900 hours to 1150 hours and 1300 hours to 1800 hours.

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 0800 hours to 0930 hours on the opening day of the event. 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.
4. 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. Travel Advisory

6. Visitors are advised to be respectful of Thai customs at all times. Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.

IV. Visa requirements

7. Participants are REQUIRED to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering to Thailand, EXCEPT for those nationals listed below.

List of countries and territories entitled for visa exemption and visa on arrival

For Ordinary passport

A. Visa exemption for a maximum of 14 days

Cambodia
Myanmar (International Airports only)

B. Visa exemption for a maximum of 30 days

Australia	Hungary	Mongolia
Austria	Iceland	Netherlands
Bahrain	Indonesia	New Zealand
Belgium	Ireland	Norway
Brunei Darussalam	Israel	Oman
Canada	Italy	Philippines
Czech Republic	Japan	Poland
Denmark	Kuwait	Portugal
Estonia	Laos	Qatar
Finland	Liechtenstein	Russian Federation
France	Luxembourg	Singapore
Germany	Macao, China	Slovak Republic
Greece	Malaysia	Slovenia
Hong Kong, China	Monaco	South Africa

Spain	Turkey	United States of America
Sweden	United Arab Emirates	Vietnam
Switzerland	United Kingdom	

C. Visa exemption for a maximum of 90 days

Argentina	Chile	Republic of Korea
Brazil	Peru	

For Diplomatic / Official Passport

A. Visa exemption for a maximum of 30 days

Brunei Darussalam	Kazakhstan	Pakistan (Diplomatic Passport only)
Cambodia	Laos	Singapore
China	Macao, China	Vietnam
Ecuador	Mongolia	
Hong Kong, China	Myanmar	
Indonesia	Oman	

B. Visa exemption for a maximum of 90 days

Albania	Hungary	Poland
Argentina	India	Romania
Austria	Israel	Russian Federation
Belarus	Italy	Serbia
Belgium	Japan	Slovak Republic
Bhutan	Republic of Korea	South Africa
Brazil	Liechtenstein	Spain (Diplomatic Passport only)
Chile	Luxembourg	Sri Lanka
Colombia	Malaysia	Switzerland
Costa Rica	Mexico	Tajikistan
Croatia	Montenegro	Tunisia
Czech Republic	Morocco	Turkey
Estonia (Diplomatic Passport only)	Netherlands	Ukraine
France (Diplomatic Passport only)	Nepal	Uruguay
Germany	Panama	
	Peru	
	Philippines	

Visa on arrival (for a maximum of 15 days)

Andorra	India	Papua New Guinea
Bulgaria	Kazakhstan	Romania
Bhutan	Latvia	San Marino
China	Lithuania	Saudi Arabia
Cyprus	Maldives	Taiwan
Ethiopia	Malta	Ukraine
Fiji	Mauritius	Uzbekistan

**Above information is updated as of 17 November 2017 by the Department of Consular*

Affairs, Ministry of Foreign Affairs of Thailand

8. Participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are REQUIRED to obtain an appropriate visa before entering.

9. To apply for an appropriate entry visa to Thailand, participants are required to contact the respective Royal Thai Embassy/Consulate-General for accurate information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at www.thaiembassy.org .

10. Participants who may wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy/Royal Thai Consulate should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy/Consulate-General which has jurisdiction over the concerned territory.

11. Participants who may need further assistance from UNESCAP on their visa application should contact the meeting organizer for necessary actions.

12. Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport (valid for 21 nationalities listed in the above table) should follow the below requirements:

(a) The applicant must possess a passport with the validity of at least six months and must be in possession of a valid return ticket with date of departure within 15 days of the date of entry;

(b) The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport, supply one recent passport-sized photograph and a fee of Baht 2,000.

*NOTE: The information provided above is accurate as of **January 2018**. All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.*

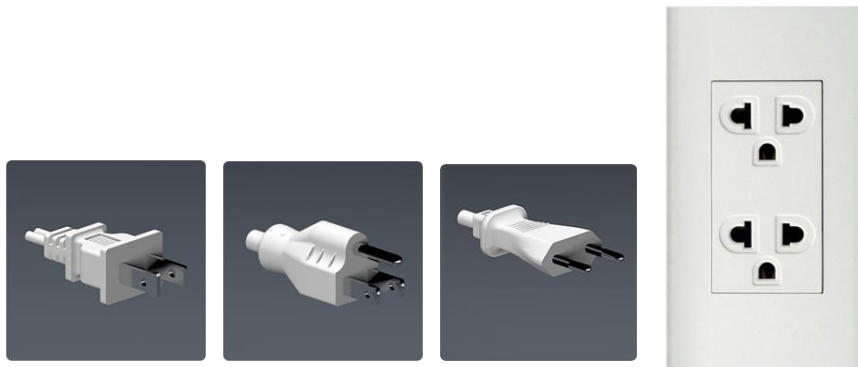
13. Furthermore, in line with security procedures for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification. United Nations staff are required to complete both the “Basic Security in the Field” and “Advanced Security in the Field” training before travelling.

V. Weather

14. 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).

VI. Electric Plug and Socket

15. The electric power in Thailand is 220V running at 50Hz and the plug types used are either type A, type B, or type C*¹. A hybrid socket is almost universally found, which accepts a combination of the aforementioned 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

VII. Health and vaccination

16. Upon arrival at the port of entry in Thailand, participants who are nationals of or have traveled from/through countries listed below, which have been declared Yellow Fever infected areas. Travelers must provide an International Health Certificate at the Health Control Office upon arrival before proceeding to immigration, proving that they have received a valid Yellow Fever vaccination. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected

*<http://www.iec.ch/worldplugs/> (accessed on 19 January 2017)

country. The International Health Certificate must also be submitted together with the visa application form.

17. The countries/areas listed below have been declared yellow fever infected areas:

- | | |
|----------------------------------|-------------------------|
| 1. Angola | 24. Guyana |
| 2. Argentina | 25. Kenya |
| 3. Bolivia | 26. Liberia |
| 4. Brazil | 27. Mali |
| 5. Benin | 28. Mauritania |
| 6. Burkina Faso | 29. Niger |
| 7. Burundi | 30. Nigeria |
| 8. Cameroon | 31. Panama |
| 9. Central African Republic | 32. Paraguay |
| 10. Chad | 33. Peru |
| 11. Colombia | 34. Rwanda |
| 12. Republic of Congo | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire | 36. Senegal |
| 14. Democratic Republic of Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Equatorial Guinea | 39. South Sudan |
| 17. Ethiopia | 40. Sudan |
| 18. French Guiana | 41. Suriname |
| 19. Gabon | 42. Tanzania |
| 20. Gambia | 43. Togo |
| 21. Ghana | 44. Trinidad & Tobago |
| 22. Guinea | 45. Uganda |
| 23. Guinea-Bissau | 46. Venezuela |

18. 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.

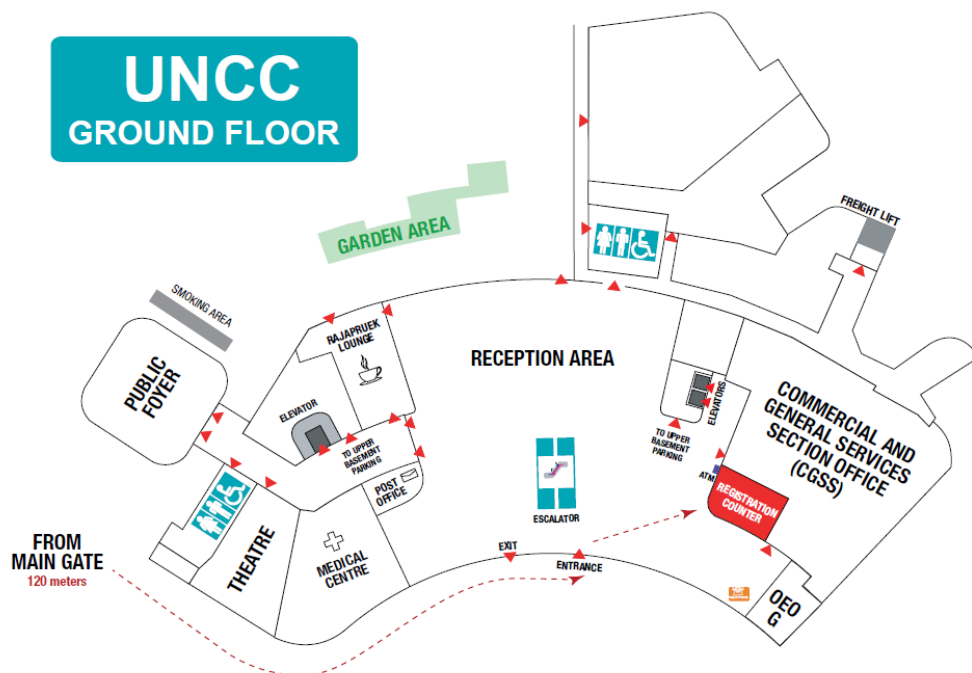
19. In addition to the above, Medical Services Division at HQ advises that pregnant UN Personnel, should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur.

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.

20. 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.

21. Delegates are strongly encouraged to subscribe, to a travel or health insurance plan which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees.

22. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings as shown in the layout below in grey.



VIII. Foreign currency declaration

23. 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 such 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.

24. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extension 2168). The Bank opens from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

IX. Airline reservations

25. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure for Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Travel services are available through the American Express office located on the fourth floor of the Service Building.

X. Hotel accommodation

26. 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 line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
Amari Watergate ***** 847 Petchburi Road, Ratchathewi, Bangkok 10400 Tel: +66 2 653 9000 ext. 5102 Fax: +66 2 653 9045 E-mail: nannaphat.j@amari.com Website: http://www.amari.com/watergate/ Contact person: Ms. Nannaphat Jiemrugeekul	30-40	15 min. walk to Siam & Chit Lom BTS station	Yes 1,000 Baht (One way) Need advance booking	Yes 1,605 Baht (One way) Need advance booking	Deluxe	3,100 ^{a/c}	3,400 ^{a/c}
Anantara Siam Bangkok Hotel ***** 155 Rajadamri Road, Lumpini, Patumwan, Bangkok 10330 Tel: +66 2 126 8866 ext.1509 Fax: + 66 2 651 8044 E-mail: pannapa_su@anantara.com Website: https://www.anantara.com/en/siam-bangkok Contact person: Ms. Pannapa Sukprem	25-40	2 min. walk to Ratchadamri BTS station	No	Yes 2,500 Baht (One way) Need advance booking	Deluxe	3,700 ^{a/c}	4,300 ^{a/c}
Centara Grand at Central World ***** 999/99 Rama 1 Road, Pathumwan, Bangkok 10330 Tel: +66 2 100 1234 ext.6361 Fax: + 66 2 100 6248 E-mail: nichasi@chr.co.th, cgwsales@chr.co.th Website: https://www.centarahotelsresorts.com/centaragrand/cgw/ Contact person: Ms. Nicha Singatit	25-40	5 min. walk to Siam & Chit Lom BTS station	No	Yes 1,500 Baht (One way) Need advance booking	Superior Deluxe	3,000 ^{a/c} 3,500 ^{a/c}	3,400 ^{a/c} 3,900 ^{a/c}
Chatrium Hotel Riverside Bangkok ***** 28 Charoenkrung Soi 70, Bang Kho Laem, Bangkok 10120 Tel: +66 2 307 8888 ext.2937 Fax: +66 2 307 8899 E-mail: jaturaporn.vir@chatrium.com, salesco.chrb@chatrium.com Website: http://www.chatrium.com/ Contact person: Mr. Jaturaporn Virochsakseri	30-45	20 min. walk to Saphan Taksin BTS Station	Yes 1,500 Baht (One way) Need advance booking	Yes 2,100 Baht (One way) Need advance booking	Standard Superior	3,317 ^{a/c} 3,638 ^{a/c}	3,478 ^{a/c} 3,799 ^{a/c}
Eastin Grand Sathorn ***** 33/1 South Sathorn Road, Yannawa, Sathorn, Bangkok 10120 Tel: +66 2 210 8100 ext.7303 Fax: +66 2 210 8155 E-mail: dos1@eastingrandsathorn.com, Gmadmin@eatingrandsathorn.com Website: http://www.eastinhotelsresidences.com/eastingrandsathornbangkok/default-en.html	40-55	2 min. walk to Surasak BTS Station	No	Yes 1,850 Baht (One way) Need advance booking	Standard Superior	3,000 ^{a/c} 3,400 ^{a/c}	3,300 ^{a/c} 3,700 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
Contact person: Ms. Nanthaya Thongnim							
Grande Centre Point Ploenchit ***** 100 Wireless Road, Lumpini, Patumwan, Bangkok 10330 Tel: +66 2 055 9000 Fax: +66 2 055 9090 E-mail: chanyika.t@gcphotels.com Website: https://www.grandcentrepointploenchit.com/ Contact person: Ms. Chanyika Thitaratanaporn	30-45	5 min. walk to Ploenchit BTS station	Yes 2,889 Baht (One way) Need advance booking	Yes 1,166 Baht (One way) Need advance booking	Standard Suite	2,996 ^{a/c} 3,745 ^{a/c}	3,317 ^{a/c} 4,066 ^{a/c}
Grand Centre Point Ratchadamri ***** 153/2 Soi Mahatlek Luang 1, Rachadamri Road, Pathumwan, Bangkok 10330 Tel: +66 2 091 9000 Fax: +66 2 091 9001-2 E-mail: tarin.l@gcphotels.com Website: http://www.grandcentrepointratchadamri.com Contact person: Ms. Tarin Luechaikam	25-40	7 min. walk to Ratchadamri BTS station	Yes 850 Baht (One way) Need advance booking	Yes 1,300 Baht (One way) Need advance booking	Deluxe	2,996 ^{a/c}	3,424 ^{a/c}
Grand Centre Point Terminal 21 ***** 2 Sukhumvit Soi 19 (Wattana), Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok 10110 Tel: +66 2 056 9000 ext.4420 Fax: +66 2 056 9062 E-mail: sunisa.t@gcphotels.com Website: http://www.grandcentrepointterminal21.com Contact person: Ms. Sunisa Tanghom	35-50	2 min. walk to Asok BTS station	Yes 800 Baht (One way) Need advance booking	Yes 1,090 Baht (One way) Need advance booking	Deluxe Premium	3,600 ^{a/c}	4,000 ^{a/c}
Grand China Hotel ***** 215 Yaowarat Road, Sampanthawong, Bangkok, 10100 Tel: +66 2 224 9977, +66 2 224 7997 Fax: +66 2 224 7999 E-mail: phetanong@grandchina.com Website: http://www.grandchina.com Contact person: Ms. Phet-Anong Naksuthi	15-20	No	Yes	Yes 1,200 Baht (One way) (Advance Booking)	Deluxe	2,500 ^{a/b/c}	2,700 ^{a/b/c}
Holiday Inn Bangkok ***** 971 Phloenchit Rd, Bangkok 10330 Tel: +66 2 656 0444 ext.6911 Fax: +66 2 656 0994 E-mail: rossatorn@ihgbangkok.com Website: http://www.holidayinn.com/hibangkok Contact person:	25-40	2 min. walk to Chit Lom BTS Station	No	Yes 1,500 Baht (One way) Need	Deluxe Premier	2,950 ^{a/c} 3,450 ^{a/c}	3,250 ^{a/c} 3,750 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
Ms. Rossatorn Aiemsomboonsuk				advance booking			
Hotel Dé Moc *** 78 Prajatipatai Road, Pranakorn, Bangkok 10200 Tel: +66 2 629 2100-4 Fax: +66 2 280 1299 E-mail: booking@hoteldemoc.com Website: http://www.hoteldemoc.com Contact person: Ms. Kwanchanok Kamalin	5-10	No	Yes (One way transfer from hotel to UNCC)		Standard Superior	1,500 ^{a/c} 1,700 ^{a/c}	1,500 ^{a/c} 1,700 ^{a/c}
Landmark Bangkok ***** 138 Sukhumvit Road, Bangkok 10110 Tel: +66 2 254 0404 ext. 4066 Fax: +66 2 252 6646 Email: wuthiporn.n@landmarkbangkok.com sales@landmarkbangkok.com Website: http://www.landmarkbangkok.com Contact person: Mr. Wuthiporn Naruemyarn	30-45	2 min. walk to Nana BTS Station	Yes 1,605 Baht (One way) Need advance booking	Yes 2,675 Baht (One way) Need advance booking	Superior Deluxe	3,157 ^{a/c} 4,227 ^{a/c}	3,478 ^{a/c} 4,548 ^{a/c}
Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn, Bangkok 10200 Tel: +66 2 282 7500 ext. 0110 Fax: +66 2 282 3345 E-mail: adam@nouvocityhotel.com Website: http://www.nouvocityhotel.com Contact person: Mr. Adam Phadungsilp	5-10	No	Yes	Yes (Advance Booking) 1200 for 1-2 persons 1500 for 3-4 persons	Deluxe Grand Deluxe	1,900 ^{a/b/c} 2,200 ^{a/b/c}	2,100 ^{a/b/c} 2,400 ^{a/b/c}
Novotel Bangkok Platinum Pratunam **** 220 Petchaburi Road, Ratchathewi, Bangkok 10400 Tel: +66 2 209 1700 ext.8305 Fax: +66 2 209 7244 E-mail: H7272-sl2@accor.com Website: https://novotelbangkokplatinum.com/ Contact person: Ms. Nudee Wongrattanaphaisan	30-40	15 min. walk to Siam & Chit Lom BTS station	No	Yes 1,600 Baht (One way) Need advance booking	Standard Superior	2,900 ^{a/c} 3,200 ^{a/c}	3,200 ^{a/c} 3,500 ^{a/c}
Novotel Bangkok Ploenchit Sukhumvit **** 566 Ploenchit Road, Lumpini, Pathum Wan, Bangkok 10330 Tel: +66 2 305 6029 Fax: +66 2 305 6020 E-mail: H7176-sl7@accor.com Website: https://www.novotelbangkokploenchit.com Contact person: Ms. Cattaleeya Gogapahn	30-45	2 min. walk to Phloenchit BTS Station	Yes 1,720 Baht (One way) Need advance booking	Yes 1,720 Baht (One way) Need advance booking	Superior Deluxe	2,900 ^{a/c} 3,500 ^{a/c}	2,900 ^{a/c} 3,500 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
Novotel Bangkok Sukhumvit **** 19/9 Soi Sukhumvit 20, Sukhumvit Road, Klongtoey, Bangkok 10110 Tel: +66 2 009 4907 Fax: +66 2 009 4900 Email: sommart.wanawutthichot@accor.com Website: https://www.novotelbangkoksukhumvit20.com/ Contact person: Mr. Sommart Wanawutthichot	30-45	10 min. walk to Asok BTS & Sukhumvit MRT station	Yes 1,000 Baht (One way) Need advance booking	Yes 1,750 Baht (One way) Need advance booking	Superior	3,002 ^{a/c}	3,414 ^{a/c}
					Deluxe	3,355 ^{a/c}	3,767 ^{a/c}
Pullman Bangkok King Power ***** 8/2 Rangnam Road, Thanon Phayathai Ratchathewi, Bangkok 10400 Tel: +66 2 680 9999 Fax: +66 2 642 7326 E-mail: sales3@pullmanbangkokkingpower.com corporate@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com Contact person: Ms. Premrassamee Poophitayastaporn	30-40	6 min. walk to Victory Monument BTS Station	Yes 1,440 Baht (One way) Need advance booking	Yes 1,850 Baht (One way) Need advance booking	Superior	3,231 ^{a/c}	3,445 ^{a/c}
					Deluxe	3,552 ^{a/c}	3,766 ^{a/c}
Pullman Bangkok Hotel G ***** 188 Silom Road, Bangrak, Bangkok 10500 Tel: +66 2 352 4000 ext.1424 Fax: +66 2 352 4195 E-mail: nalintip@pullmanbangkokhotelg.com Website: https://www.pullmanbangkokhotelg.com/ Contact person: Ms. Nalintip O'shea	30-45	20 min. walk to Sala Daeng BTS station 25 min. walk to Chong Nonsi BTS station	Yes 4,000 Baht (One way) Need advance booking	Yes 1,750 Baht (One way) Need advance booking	Standard	3,000 ^{a/c}	3,300 ^{a/c}
					Deluxe	3,400 ^{a/c}	3,700 ^{a/c}
Riva Surya – Bangkok **** 23 Phra Arthit Road, Phra Nakhon, Bangkok, 10200 Tel: +66 2 633 5000 Fax: +66 2 633 5050 E-mail: info@rivasuryabangkok.com Website: http://www.rivasuryabangkok.com Contact person: Ms. Thannaree Ketkaew	10-15	No	Yes (Advance Booking) 600/hr for 2 persons min. for 3hrs 800/hr for 3-8 persons min. for 3hrs	Yes (Advance Booking) 1300 for 2 persons 1800 for 3-8 persons	Urban	3,441 ^{a/c}	3,741 ^{a/c}
					Riva	4,450 ^{a/c}	4,750 ^{a/c}
Royal Orchid Sheraton Hotel ***** 2 Charoen Krung Road Soi 30 (Captain	25-40	10 min. to	No	Yes	Deluxe	3,200 ^{a/c}	3,600 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
Bush Lane), Siphya, Bang Rak, Bangkok 10500 Tel: +66 2 665 3395 Fax: +66 2 639 5480 E-mail: hathaitip.devera@sheraton.com Website: http://www.royalorchidsheraton.com Contact person: Ms. Hathaitip De Vera		Saphan Taksin BTS Station by shuttle boat		2,500 Baht (One way) Need advance booking			
Royal Princess Larn Luang Hotel **** 269 Larnluang Road, Bangkok Tel: +66 2 281 3088 Fax: +66 2 280 1314 E-mail: rsvn@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5-15	No	Yes	Yes 1,500 Baht (One way) Need advance booking	Superior Deluxe	2,800 ^{a/b/c} 3,400 ^{a/b/c}	3,000 ^{a/b/c} 3,600 ^{a/b/c}
Shangri-La Hotel ***** 89 Soi Wat Suan Plu, New Road, Bangrak, Bangkok 10500 Tel: +66 2 236 8777 Fax: +66 2 236 8579 E-mail: atcharaphon.ngaokla@shangri-la.com slbk@shangri-la.com Website: http://www.shangri-la.com/bangkok/shangrila/ Contact person: Ms. Atcharaphon Ngao-klā	25-40	10 min. walk to Saphan Taksin BTS Station	Yes 1,800 Baht (One way) Need advance booking	Yes Starting from 3,000 Baht (One way) Need advance booking	Standard	3,600 ^{a/c}	
Siam@Siam Design Hotel Bangkok **** 865 Rama 1 Road, Wangmai, <u>Pathumwan</u> , Bangkok 10330 Tel: +66 2 217 3000 ext. 1103 Fax: +66 2 217 3030 E-mail: rsvn@siamatsiam.com Website: http://www.siamatsiam.com Contact person: Ms. Natkhanit Chirawacharanant	15-20	5 min. walk to National Stadium BTS Station	No	Yes (Book 3 days in Advance) Toyota 1,600 Mini-Van 2,000 Mercedes 2,500	Deluxe Room	3,355 ^{a/c}	3,825 ^{a/c}
The Athenee Hotel ***** 61 Wireless Road (Withhayu), Lumpini, Pathumwan, Bangkok 10330 Tel: +66 2 650 8800 ext.6229 Fax: +66 2 210 8155 E-mail: marine.deroo@luxurycollection.com, reservations.bangkok@lemeridien.com Website: http://www.theatheneehotel.com/ Contact person: Ms. Marine Deroo	30-45	6 min. walk to Phloen Chit BTS Station	Yes 2,500 Baht (One way) Need advance booking	Yes 3,400 Baht (One way) Need advance booking	Deluxe	3,400 ^{a/c}	3,900 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Located near BTS or MRT line	Shuttle service to and from ESCAP	Hotel Airport Pick Up Service Available	Room type	Daily room rates (Baht)	
						Single	Double
The Sukosol Hotel ***** 477 Si Ayuthaya Road, Phayathai, Bangkok 10400 Tel: +66 2 247 0123 Fax: +66 2 247 0165 E-mail: ratchanikrit.kh@sukosolhotels.com Website: http://www.thesukosol.com/ Contact person: M.L. Ratchanikrit Khankath	20-30	5 min. walk to Phaya Thai BTS Station & Airport Rail Link	No	No	Deluxe	2,900 ^{a/c}	3,100 ^{a/c}
Trang Hotel *** 99/1 Wisutkasat Road, Pranakorn, Bangkok 10200 Tel: +66 2 282 2141-4 Fax: +66 2 280 3610 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/c}	1,400 ^{a/c}
					Superior Premium	1,600 ^{a/c}	1,600 ^{a/c}
					Deluxe	1,800 ^{a/c}	1,800 ^{a/c}
VIE Hotel Bangkok ***** 117/39-40 Phaya Thai Road, Ratchathewi, Bangkok 10400 Tel: +66 2 309 3939 ext.3733 Fax: +66 2 309 3838 E-mail: waranya.t@viehotelbangkok.com Website: http://www.viehotelbangkok.com Contact person: Ms. Waranya Thamprapasasdon	20-35	1 min. walk to Ratchathewi BTS Station	Yes 1,284 Baht (One way) Need advance booking	Yes 1,712 Baht (One way) Need advance booking	Standard	3,250 ^{a/c}	3,600 ^{a/c}

- 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.*

27. Participants are requested to contact the hotel directly at least 10 working days in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

28. Rooms are available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified to the hotel 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.

29. The rates provided in the table are as of January 2018 and subject to change without notice. Please confirm the room rates with the hotel directly.

XI. Payment of hotel accounts

30. Before departure from Bangkok, participants should 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.

XII. Transport from and to the Airport

31. Participants should make their own transportation arrangements from Suvarnabhumi Airport or Donmuang International Airport to their respective hotels. Limousine, metered-taxi and bus services are readily available at the airport. Detailed information about the respective airports can be found at <http://www.suvarnabhumiairport.com> and <http://www.donmuangairport.com/>.

32. To avail themselves of the airport limousine service, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** These officials will issue a ticket for the assignment of a limousine for transporting passengers to the

desired destination, upon request. The Suvarnabhumi International Airport limousine service counters are located on the second floor at Baggage Claim and Arrival Hall exits, channels A, B and C. For public taxi, participants are advised to proceed to the first floor of the Passenger Terminal, between exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city. Please refer to the airport website noted above for details.

XIII. Transport to attend meetings

33. Participants should make their own transport arrangements to and from the UNCC. Metered-taxis are readily available in the city.

34. Some hotels close to the United Nations building (indicated on paragraph 26) provide complimentary transport, according to fixed schedules, to and from the UNCC.

XIV. Internet services

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

XV. Catering services

36. Catering services are available at the following locations:

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.

XVI. Communications

37. Mail intended for participants during the session should be addressed as follows:

c/o ESCAP Secretariat
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand
Fax: +66.2.2883022, +66.2.2881000
E-mail address: escap-conference-management@un.org

XVII. Meeting documents

38. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP 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.

39. Documents for circulation or distribution at the session should be handed to (name of official, office location and extension number). In accordance with the United Nations regulations for the control and limitation

of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by individual delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

XVIII. Accessibility support for persons with disabilities

40. 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. Library facilities

41. 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 1329 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/library.

XX. Banking facilities

42. 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. Postal services

43. 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 through Friday. The Post Office can be contacted at extensions 1260 and 2911.

XXII. Souvenir shop

44. The souvenir shop is located on the first floor of UNCC. It is open from 0800 to 1700 hours, Monday through Friday. The shop can be contacted at extension 1295.

XXIII. Travel agent

45. The American Express Travel (AMEX) office is located on the fourth floor, Service Building, which is open from 0800 to 1700 hours weekdays. The AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823 from phones located around the UNCC.

XXIV. Daily subsistence allowance (only if applicable)

46. Participants whose travel is sponsored by ESCAP, will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. In order to facilitate the payment of the subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room.

47. Any 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.

XXV. Financial & administrative arrangements (only if applicable)

48. 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.

XXVI. Safety and Security

49. Contact numbers:

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

XXVII. Prayer and Meditation Rooms

50. The prayer and meditation rooms may be found on the second floor of the UNCC by the ESCAP Hall, as outlined in red below.

