Economic and Social Commission for Asia and the Pacific

First Meeting of the Regional Steering Group for Civil Registration and Vital Statistics (CRVS)
28 to 30 July 2015, Bangkok

Information for participants

Note by the secretariat

I. General

1. The First Meeting of the Regional Steering Group for Civil Registration and Vital Statistics (CRVS) is scheduled to be held at the Meeting Room G, level 1, United Nations Conference Centre (UNCC), in Bangkok, on 28-30 July 2015.

II. Registration and identification badges

2. Participants are requested to register well in advance, but no later than 3 July 2015, to facilitate smooth coordination in the issuance of name badges and compilation of the list of participants. To register, please fill in the attached registration form together with copy of your passport and an id photo for preparing meeting name badge, kindly send them to Ms Wannaporn Sridama at sridamaw@un.org with a copy to stat.unescap@un.org or fax to (66-2) 288-1082.

3. Participants are requested to register and obtain meeting badges at the registration counter, which is located on the ground floor of UNCC, between 0800-0850 hours on 28 July 2015. Participants who are not able to register during the time indicated above are requested to do so upon arrival at UNCC 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 during meetings, social functions and in the United Nations complex. The loss of a meeting badge should be communicated to the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one could be issued immediately.
III. Visa requirements

A. Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders

5. According to the Immigration Bureau of Thailand, nationals of the following countries holding ordinary passports may enter and stay in Thailand for a period not exceeding 14 days, 30 days and 90 days, as per the list below, without a visa.

- **Visa exemption for a maximum of 14 days**
  
  1. Cambodia

- **Visa exemption for a maximum of 30 days**
  
  1. Australia  
  2. Austria  
  3. Bahrain  
  4. Belgium  
  5. Brunei Darussalam  
  6. Canada  
  7. Czech Republic  
  8. Denmark  
  9. Estonia  
  10. Finland  
  11. France  
  12. Germany  
  13. Greece  
  14. Hong Kong, China  
  15. Hungary  
  16. Iceland  
  17. Indonesia  
  18. Ireland  
  19. Israel  
  20. Italy  
  21. Japan  
  22. Kuwait  
  23. Liechtenstein  
  24. Lao People’s Democratic Republic  
  25. Luxembourg  
  26. Macao, China  
  27. Malaysia  
  28. Monaco  
  29. Mongolia  
  30. Netherlands  
  31. New Zealand  
  32. Norway  
  33. Oman  
  34. Philippines  
  35. Poland  
  36. Portugal  
  37. Qatar  
  38. Russian Federation  
  39. Singapore  
  40. Slovak Republic  
  41. Slovenia  
  42. South Africa  
  43. Spain  
  44. Sweden  
  45. Switzerland  
  46. Turkey  
  47. United Arab Emirates  
  48. United Kingdom of Great Britain and Northern Ireland  
  49. United States of America  
  50. Vietnam

- **Visa exemption for a maximum of 90 days**

  1. Argentina  
  2. Brazil  
  3. Chile  
  4. Republic of Korea  
  5. Peru
B. Visa exemption for a maximum of 30 days and 90 days for diplomatic/official passport holders

6. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for a period of 30 days and 90 days, as per the list below, without a visa:

- **Visa exemption for a maximum of 30 days**

1. Cambodia
2. China
3. Ecuador
4. Hong Kong, China
5. Indonesia
6. Lao People’s Democratic Republic
7. Macao, China
8. Mongolia
9. Myanmar
10. Oman
11. Pakistan (Diplomatic Passports only)
12. Singapore
13. Vietnam

- **Visa exemption for a maximum of 90 days**

1. Albania
2. Argentina
3. Austria
4. Belgium
5. Bhutan
6. Brazil
7. Chile
8. Colombia
9. Costa Rica
10. Croatia
11. Czech Republic
12. Estonia (Diplomatic Passport only)
13. France (Diplomatic Passport only)
14. Germany
15. Hungary
16. India
17. Israel
18. Italy
19. Japan
20. Republic of Korea
21. Liechtenstein
22. Luxembourg
23. Malaysia
24. Mexico
25. Nepal
26. Netherlands
27. Panama
28. Peru
29. Philippines
30. Poland
31. Romania
32. Russian Federation
33. Slovak Republic
34. South Africa
35. Spain (Diplomatic Passport only)
36. Sri Lanka
37. Switzerland
38. Tajikistan
39. Tunisia
40. Turkey
41. Ukraine
42. Uruguay

C. Visa on arrival for a maximum of 15-day stay

7. Nationals of the following countries/territories holding a valid ordinary passport may apply for visa, not exceeding 15 days on arrival, at Suvarnabhumi International Airport, conditional on meeting the requirements mentioned below:

1. Andorra
2. Bulgaria
3. Bhutan
4. China
5. Cyprus
6. Ethiopia
7. India
8. Lithuania
9. Maldives
10. Malta
11. Mauritius
12. Romania
13. San Marino
14. Saudi Arabia
8. The requirements for a visa on arrival are as follows:

(a) The applicant must possess a passport of at least six-month validity 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, and supply one recent passport-sized photograph. A fee of Baht 1,000 applies.

9. Participants from countries other than those listed above are requested to obtain an appropriate entry visa from the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.

10. UN staff members travelling on official business with the UN Laissez-Passer are REQUIRED to obtain appropriate visa before travelling to Thailand.

11. Furthermore, in line with security procedure 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 the “BASIC SECURITY IN THE FIELD” training before travelling.

NOTE: The information provided above is accurate as of December 2014. 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.

IV. Weather

12. July in Bangkok, Thailand has identical temperatures as June – an average high of 33°C and average low of 26°C, it cloud cover in the rainy season cools the weather but you also get plenty of sunshine in between the showers. 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).

V. Health and vaccination

13. Upon arrival at the port of entry in Thailand, participants who are the nationals of or have traveled from/through countries listed below which 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.

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

1. Angola 24. Guyana
4. Brazil 27. Mali
5. Benin 28. Mauritania
8. Cameroon 31. Panama
10. Chad 33. Peru
11. Colombia 34. Rwanda
12. Republic of Congo 35. Sao Tome & Principe
13. Cote d’Ivoire 36. Senegal
15. Ecuador 38. Somalia
17. Ethiopia 40. Suriname
18. French Guiana 41. Tanzania
19. Gabon 42. Togo
20. Gambia 43. Trinidad & Tobago
21. Ghana 44. Uganda
22. Guinea 45. Venezuela
23. Guinea-Bissau

In view of the current outbreak of Ebola in some west African countries, the Government of the Kingdom of Thailand also requires all individuals who have stayed in or visited Guinea, Liberia, Sierra Leone, Mali and Equator (city of the Democratic Republic of the Congo) within the past three weeks (21 days) to identify themselves at the Health Control Office at Suvarnabhumi International Airport BEFORE proceeding to immigration.

Travelers from Ebola and Yellow Fever affected countries are both required to complete a health declaration form before an immigration check. Those who fail to follow this protocol may be denied entry to Thailand (as per the Communicable Disease Act B.E.2523 and Immigration Act B.E. 2522).

In addition to the above, all UN staff traveling from any of the EVD-affected countries (Liberia, Guinea Sierra Leone and Mali) for the past 21 days, are also required to complete the attached MSD EXIT Clinical Assessment form. Please ensure that the form is certified by a UN Medical Officer/Physician or approved UN Examining Physician in the EVD-affected country/duty station. The certified form should be forwarded to the Medical Service in Bangkok before travel (bkkmedservice@un.org).
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.

The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings.

VI. Foreign currency declaration

15. 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.

16. 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 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

VII. Airline reservations

17. 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 first floor of the Service Building, adjacent to the Siam Commercial Bank.

VIII. Hotel accommodation

18. 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.

<table>
<thead>
<tr>
<th>Name and address</th>
<th>Driving distance to UNCC (min.)</th>
<th>Room type</th>
<th>Daily room rates (Baht)</th>
</tr>
</thead>
<tbody>
<tr>
<td>**Shangri-La Hotel *******&lt;br&gt;89 Soi Wat Suan Plu, New Road&lt;br&gt;Bangkok&lt;br&gt;Tel: +66.2.2367777&lt;br&gt;Fax: +66.2.2368579&lt;br&gt;E-mail: <a href="mailto:thiptera.tanthasri@shangri-la.com">thiptera.tanthasri@shangri-la.com</a>&lt;br&gt;Website: <a href="http://www.shangri-la.com">http://www.shangri-la.com</a>&lt;br&gt;Contact person:&lt;br&gt;Ms. Thiptera Tanthasri</td>
<td>30-40</td>
<td>Deluxe Room</td>
<td>5,300&lt;sup&gt;abc&lt;/sup&gt;</td>
</tr>
<tr>
<td>**The Sukosol *******&lt;br&gt;477 Si Ayuthaya Road, Phayathai&lt;br&gt;Bangkok&lt;br&gt;Tel: +66.2.2470123</td>
<td>15-25</td>
<td>Deluxe</td>
<td>2,700&lt;sup&gt;abc&lt;/sup&gt;</td>
</tr>
<tr>
<td>Name and address</td>
<td>Driving distance to UNCC (min.)</td>
<td>Room type</td>
<td>Daily room rates (Baht)</td>
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<td></td>
<td></td>
<td></td>
<td>Single</td>
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<tr>
<td>**Amari Watergate Hotel &amp; Spa *******&lt;br&gt;847 Petchaburi Road&lt;br&gt;Bangkok&lt;br&gt;Tel: +66.2.6539000 Ext. 5122&lt;br&gt;Fax: +66.2.6539045&lt;br&gt;E-mail: <a href="mailto:sutrapat.k@amari.com">sutrapat.k@amari.com</a>&lt;br&gt;Website: <a href="http://www.amari.com/watergate">http://www.amari.com/watergate</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Sutrapat Kumwan</td>
<td>20-30</td>
<td>Deluxe</td>
<td>3,000&lt;sup&gt;abc&lt;/sup&gt;</td>
</tr>
<tr>
<td>**Pullman Bangkok Kingpower *******&lt;br&gt;8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi&lt;br&gt;Bangkok&lt;br&gt;Tel: +66.2.6809999 Ext. 2529&lt;br&gt;Fax: +66.2.6809998&lt;br&gt;E-mail: <a href="mailto:sm@pullmanbangkokkingpower.com">sm@pullmanbangkokkingpower.com</a>&lt;br&gt;Website: <a href="http://www.pullmanbangkokkingpower.com">http://www.pullmanbangkokkingpower.com</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Orawan Jirathanasin</td>
<td>20-25</td>
<td>Superior</td>
<td>3,055&lt;sup&gt;abc&lt;/sup&gt;</td>
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<tr>
<td></td>
<td></td>
<td>Deluxe</td>
<td>3,376&lt;sup&gt;abc&lt;/sup&gt;</td>
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<tr>
<td></td>
<td></td>
<td>Executive</td>
<td>4,018&lt;sup&gt;abc&lt;/sup&gt;</td>
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<tr>
<td></td>
<td></td>
<td>Executive suite</td>
<td>5,088&lt;sup&gt;abc&lt;/sup&gt;</td>
</tr>
<tr>
<td>**Anantara Siam Bangkok Hotel *******&lt;br&gt;155 Rajadamri Road&lt;br&gt;Bangkok&lt;br&gt;Tel: +66.2.1268866 Ext. 2529&lt;br&gt;Fax: +66.2.2539195&lt;br&gt;E-mail: <a href="mailto:naruedee_sa@anantara.com">naruedee_sa@anantara.com</a>&lt;br&gt;Website: <a href="http://siam-bangkok.anantara.com">http://siam-bangkok.anantara.com</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Naruedee Sahawatcharin</td>
<td>30</td>
<td>Deluxe</td>
<td>3,900&lt;sup&gt;abc&lt;/sup&gt;</td>
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<tr>
<td>**Novotel Bangkok on Siam Square ******&lt;br&gt;392/44 Siam Square Soi 6&lt;br&gt;Rama 1 Road Pathumwan&lt;br&gt;Bangkok&lt;br&gt;Tel: +66.2.2098888&lt;br&gt;Fax: +66.2.2551824&lt;br&gt;E-mail: <a href="mailto:h1031-sl1@accor.com">h1031-sl1@accor.com</a>&lt;br&gt;Website: <a href="http://www.novotelbkk.com/unitednations/">http://www.novotelbkk.com/unitednations/</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Jarunun Sripromma</td>
<td>30</td>
<td>Standard</td>
<td>3,414&lt;sup&gt;abc&lt;/sup&gt;</td>
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<tr>
<td></td>
<td></td>
<td>Superior</td>
<td>3,767&lt;sup&gt;abc&lt;/sup&gt;</td>
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<tr>
<td></td>
<td></td>
<td>Executive Premier Floor</td>
<td>4,238&lt;sup&gt;abc&lt;/sup&gt;</td>
</tr>
<tr>
<td>**Royal Princess Larn Luang Hotel ******&lt;br&gt;269 Larnluang Road&lt;br&gt;Bangkok&lt;br&gt;Tel: +66.2.2813088&lt;br&gt;Fax: +66.2.2801314&lt;br&gt;E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a></td>
<td>5-10</td>
<td>Superior</td>
<td>2,700&lt;sup&gt;abc&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deluxe</td>
<td>3,300&lt;sup&gt;abc&lt;/sup&gt;</td>
</tr>
<tr>
<td>Name and address</td>
<td>Driving distance to UNCC (min.)</td>
<td>Room type</td>
<td>Daily room rates (Baht)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Single</strong></td>
</tr>
<tr>
<td>**Grand China Hotel ******</td>
<td>15-20</td>
<td>Deluxe</td>
<td>2,500 abc</td>
</tr>
<tr>
<td>215 Yaowarat Road</td>
<td>Bangkok</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tel: +66.2.2249977, +66.2.2247997</td>
<td>Fax: +66.2.2247999</td>
<td>E-mail: <a href="mailto:sale@grandchina.com">sale@grandchina.com</a></td>
<td>Website: <a href="http://www.grandchina.com">http://www.grandchina.com</a></td>
</tr>
<tr>
<td>**Prince Palace Hotel ******</td>
<td>10-15</td>
<td>Superior</td>
<td>1,700 ab</td>
</tr>
<tr>
<td>488/800 Bo Bea Tower</td>
<td>Damrongrak Road, Klong Mahanak</td>
<td>Bangkok</td>
<td></td>
</tr>
<tr>
<td>Tel: +66.2.6281111</td>
<td>Fax: +66.2.6281000</td>
<td>E-mail: <a href="mailto:wannajit@princepalace.co.th">wannajit@princepalace.co.th</a></td>
<td>Website: <a href="http://www.princepalace.co.th">http://www.princepalace.co.th</a></td>
</tr>
<tr>
<td>**Siam @ Siam Design Hotel ******</td>
<td>15-20</td>
<td>Superior</td>
<td>3,300 abc</td>
</tr>
<tr>
<td>865 Rama 1 Road, Wangmai, Patumwan</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Tel: +66.2.2173000 Ext. 1102</td>
<td>Fax: +66.2.2173030</td>
<td>E-mail: <a href="mailto:assist.dos@siamatsiam.com">assist.dos@siamatsiam.com</a></td>
<td>Website: <a href="http://www.siamatsiam.com">http://www.siamatsiam.com</a></td>
</tr>
<tr>
<td>**Nouvo City Hotel ******</td>
<td>5-10</td>
<td>Superior</td>
<td>1,600 abc</td>
</tr>
<tr>
<td>2 Samsen 2, Samsen Road, Banglumphu, Pranakorn</td>
<td>Bangkok</td>
<td>Deluxe</td>
<td>1,900 abc</td>
</tr>
<tr>
<td>Tel: +66.2.2827500 Ext. 0110</td>
<td>Fax: +66.2.2821243</td>
<td>E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a></td>
<td>Website: <a href="http://www.nouvocityhotel.com">http://www.nouvocityhotel.com</a></td>
</tr>
<tr>
<td>**Trang Hotel *****</td>
<td>5-10</td>
<td>Superior</td>
<td>1,400 ab</td>
</tr>
<tr>
<td>99/1 Wisutkasat Road</td>
<td>Bangkok</td>
<td>Superior</td>
<td>1,600 ab</td>
</tr>
<tr>
<td>Tel: +66.2.2822141-4</td>
<td>Fax: +66.2.2803610</td>
<td>E-mail: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a></td>
<td>Website: <a href="http://www.tranghotelbangkok.com">http://www.tranghotelbangkok.com</a></td>
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Website: [http://www.royalprincesslarnluang.com](http://www.royalprincesslarnluang.com)

Contact person: Ms. Benjarat Rusakul
<table>
<thead>
<tr>
<th>Name and address</th>
<th>Driving distance to UNCC (min.)</th>
<th>Room type</th>
<th>Daily room rates (Baht)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Single</td>
<td>Double</td>
</tr>
<tr>
<td>Ms. Thongtem Lerknawapairoj</td>
<td></td>
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<td></td>
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<tr>
<td>**Hotel Dé Moc (former Thai Hotel) *****</td>
<td>5-10</td>
<td>Standard</td>
<td>1,300&lt;sup&gt;a,b&lt;/sup&gt;</td>
</tr>
<tr>
<td>78 Prajatipatai Road</td>
<td></td>
<td>Superior</td>
<td>1,500&lt;sup&gt;a,b&lt;/sup&gt;</td>
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<tr>
<td>Bangkok</td>
<td></td>
<td></td>
<td>1,500&lt;sup&gt;a,b&lt;/sup&gt;</td>
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<tr>
<td>Tel: +66.2. 6292100-5</td>
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<tr>
<td>E-mail: <a href="mailto:sales@buddygrouptailand.com">sales@buddygrouptailand.com</a></td>
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<tr>
<td>Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a></td>
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<tr>
<td><strong>Contact person:</strong></td>
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<tr>
<td>Ms. Chalita Sombutboon</td>
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<tr>
<td>**Riva Surya – Bangkok ******</td>
<td>10-15</td>
<td>Urban</td>
<td>3,220&lt;sup&gt;a,c&lt;/sup&gt;</td>
</tr>
<tr>
<td>23 Phra Arthit Road</td>
<td></td>
<td>Riva</td>
<td>3,760&lt;sup&gt;a,c&lt;/sup&gt;</td>
</tr>
<tr>
<td>Bangkok</td>
<td></td>
<td>Deluxe</td>
<td>4,160&lt;sup&gt;a,c&lt;/sup&gt;</td>
</tr>
<tr>
<td>Tel: +66.2.6335000</td>
<td></td>
<td>Premium</td>
<td>4,590&lt;sup&gt;a,c&lt;/sup&gt;</td>
</tr>
<tr>
<td>Fax: +66.2.6335050</td>
<td></td>
<td></td>
<td>4,890&lt;sup&gt;a,c&lt;/sup&gt;</td>
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<tr>
<td>E-mail: <a href="mailto:info@rivasuryabangkok.com">info@rivasuryabangkok.com</a></td>
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<td>Website: <a href="http://www.rivasuryabangkok.com">http://www.rivasuryabangkok.com</a></td>
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<td><strong>Contact person:</strong></td>
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<tr>
<td>Ms. Thannaree Ketkaew</td>
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</tbody>
</table>

a. Inclusive of daily American breakfast, service charge and government 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.
*Hotel Dé Moc and Golden Tulip Essential VSa Hotel have one way transfer from hotel to UNCC.
c. Free Internet Access.

19. 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.

20. All rooms block-booked will be available to participants on a first-come, first-served basis and in accordance with the information provided in the online attendance-hotel reservation form. Any cancellations, postponements or other changes should be notified 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.

21. The rates provided in the table are as of 1 January 2015 and subject to change without notice. Please confirm the room rates with the hotel directly.
IX. Payment of hotel accounts

22. 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.

X. Transport from and to Airport

23. 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 http://www.suvarnabhumiairport.com.

24. To avail themselves of the limousines and public metered-taxis services as indicated above, 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 either a limousine or a public metered-taxi for transporting passengers to the desired destination. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Survarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

XI. Transport to attend meetings

25. Most hotels indicated in paragraph 17 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

XII. Internet services

26. Eight personal computers (PCs) with a high-speed internet connection are available in the Internet Café on level 1 of UNCC for the use of participants free of charge. In addition, free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC.

XIII. Catering services

27. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday through Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, a Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC and is open from 0700 to 1700 hours.

XIV. Communications

28. Mail intended for participants during the session should be addressed as follows:
(Name of delegate)
c/o ESCAP Statistics Division
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand
Fax: +66.2.2881082, +66.2.2882593
E-mail address: sridamaw@un.org

XVI. Meeting documents

29. 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.

30. Documents for circulation or distribution at the sessions should be handed to Ms. Wannaporn Sridama, Statistics Division, extension 2593. In accordance with 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.

XVII. Accessibility support for persons with disabilities

31. In order to enhance accessibility to the UNCC for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices will be available upon request in a designated area at the registration counter, ground floor, UNCC.

XVIII. Library facilities

32. ESCAP Library facilities are available on the 1st 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/unis/library.

XIX. Postal services

33. 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.

XX. Souvenir shop

34. The souvenir shop is located on the 1st floor of UNCC.

XXI. Travel agent

35. American Express Travel (AMEX) office is located on the 4th floor, Service Building, next to the UNFPA office; AMEX is open from 0800 to 1700 hours weekdays, and can be contacted at extensions 2820, 2821, 2822 and 2823.
XXII. **Daily subsistence allowance** (only if applicable)

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

37. 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.

XXIII. **Financial and administrative arrangements** (only if applicable)

38. 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:

(a) 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;

(b) Salary and related allowances for the participants during the period of the meeting;

(c) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;

(d) Compensation in the event of death or disability of participants in connection with attending the meeting;

(e) 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;

(f) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

**Contact:**

For any questions regarding participation, or in case of emergencies, please feel free to contact:

**Substantive matters**

- Mr Tanja Sejersen
- Statistician
- Statistics Division
- ESCAP
- United Nations Building
- Rajdamnern Nok Avenue
- Bangkok 10200, Thailand
- Tel: (66-2) 288-1830
- Fax: (66-2) 288-1082
- E-mail: sejersent@un.org

**Logistical and administrative**

- Ms. Wannaporn Sridama
- Administrative Assistant
- Statistics Division
- ESCAP
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- Bangkok 10200, Thailand
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