

26 March 2007

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

WTO/ESCAP Third ARTNeT Capacity Building Workshop on Trade Research

26- 30 March 2007
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

General

1. The WTO/ESCAP Third ARTNeT Capacity Building Workshop on Trade Research is scheduled to be held at the Seminar Room 1 (26-27 March 2007) and IT Learning Lab (28-30 March 2007), 3rd Floor, Learning Centre, United Nations Conference Centre (UNCC), Bangkok.
2. The meeting will be inaugurated at (0830 hours) on 26 March 2007 by Mr. Xuan Zengpei, Director, Trade and Investment Division, in Seminar Room 1, 3rd Floor, Learning Centre, UNCC, where all subsequent sessions will also be held from 0845 hours to 1200 hours in the morning and 1300 hours to 1600 hours in the afternoon.

Registration and identification badges

3. Participants are requested to register and obtain meeting badges at the Registration Counter, located on the ground floor, UNCC, between 0815-0830 hours on 26 March 2007. Participants who are not able to register during the period above are requested to do so upon their arrival at UNCC before going to the conference room. Only the names of participants duly registered will be included in the list of participants.
4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting, at social functions and in the United Nations complex.

Immigration requirements

5. Nationals of the following 41 countries and 2 special administrative regions who hold ordinary passport may enter and stay in Thailand for a maximum period of 30 days or 90 days without a visa. However, if the duration of their stay is expected to exceed the maximum period, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

30 Days (37 Countries with 2 Special Administrative Region)

1	Austria	21	Macao, China*
2	Australia	22	Malaysia
3	Bahrain	23	Netherlands
4	Belgium	24	New Zealand
5	Brunei Darussalam	25	Norway
6	Canada	26	Oman
7	Denmark	27	Philippines
8	Finland	28	Portugal
9	France	29	Qatar
10	Germany	30	Singapore
11	Greece	31	South Africa

12	Hong Kong, China*	32	Spain
13	Indonesia	33	Sweden
14	Ireland	34	Switzerland
15	Israel	35	Turkey
16	Italy	36	United Arab Emirates
17	Japan	37	United Kingdom of Great Britain and Northern Ireland
18	Kuwait	38	United States of America
19	Luxembourg	39	Viet Nam
20	Lao People's Democratic Republic		

* Special Administrative Region

90 Days (4 Countries)

1	Brazil	3	Republic of Korea
2	Chile	4	Peru

6. In addition to the above, nationals holding valid diplomatic or official passport of the following countries may enter and stay in Thailand for the period specified in each visa waiver agreement between Thailand and the country concerned.

30 Days (Diplomatic Passport only)

1 Cambodia

30 Days (Diplomatic or Official Passport)

1	China	4	Lao People's Democratic Republic
2	Mongolia	5	Viet Nam
3	Myanmar		

90 days (Diplomatic or Official Passport)

1	Austria	17	Mexico
2	Argentina	18	Nepal
3	Belgium	19	Netherlands
4	Brazil	20	Peru
5	Bhutan	21	Philippines
6	Chile	22	Poland
7	Croatia	23	Oman
8	Czech Republic	24	Romania
9	Germany	25	Russia
10	Hungary	26	Republic of Korea
11	Israel	27	Singapore
12	Italy	28	South Africa
13	India	29	Switzerland
14	Japan	30	Slovak Republic
15	Luxembourg	31	Tunisia
16	Malaysia	32	Turkey

7. Nationals of the following 13 countries may apply and be granted by the Thai immigration authority at Bangkok International Airport, a visa for a stay not exceeding 15 days upon arrival, conditional on meeting certain requirements.

1	Bhutan	8	Maldives
2	China	9	Mauritius
3	Cyprus	10	Poland
4	Czech Republic	11	Russia
5	Hungary	12	Saudi Arabia
6	India	13	Ukraine
7	Kazakhstan		

The requirements are:

(a) **The applicants must be in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand.**

(b) The applicants must be in possession of an air ticket valid for return journey within 15 days.

(c) The applicants must provide two passport-size photographs and a visa fee of approximately Baht 1,000.00

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

All participants are requested to consult Royal Thai Embassy or Thai Consulate located in their respective countries before departing for Bangkok. For more information regarding the Thai visa, please visit Ministry of Foreign Affairs <http://www.mfa.go.th/web/2482.php?id=2487>

Participants are also advised to obtain, where necessary, a transit visa for places en route to Bangkok, Thailand before the commencement of their journey.

9. Holders of a United Nations laissez-passer **are required to bring their national passports with them.** If they are not nationals of countries that are eligible for waiver of visa, they shall obtain appropriate entry visa prior to entering Thailand.

Only in an exceptional case where obtaining appropriate entry visa prior to entering Thailand is not possible or uncommonly difficult, UNLP holders could obtain visa waiver for the entry to Thailand for the maximum stay of 15 days (not extendable) with special arrangement from UNESCAP Protocol Office. Any UNLP holder opting for this special arrangement must contact Mr. Krishna Suthero, Protocol Office, at suthero@un.org, extension 1771, for a request form that need to be completed and sent back to the UNESCAP Protocol Office by the participant. This arrangement must be made at least two weeks in advance prior to their departure to Bangkok.

Weather

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

Foreign exchange

11. Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveler's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.

12. Participants may be required to declare the amount of traveler's cheques or currency in their possession on arrival at Bangkok International Airport.

13. 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 (telephone extensions 2168 and 2169). It is open from 0830 to 1530 hours, from Monday to Friday.

Address and telephone number of ESCAP secretariat

14. The address of the ESCAP secretariat is as follows:

Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand

Telephone numbers: (662) 2881234
Facsimile number: (662) 2881027

15. Mail intended for participants should be sent c/o (name of official in the meeting organizing office), at the address indicated in paragraph 14 above.

Officers concerned with servicing the meeting

16.

Ms. Tiziana Bonapace
Chief
Trade Policy Section
Trade and Investment Division

Mr. Yann Duval
Economic Affairs Officer
Trade Policy Section

Tel: (66-2) 288-2252
Fax: (66-2) 288-1027, 288-3066
e-mail: duvaly@un.org,
artnetontrade@un.org

Ms. Tavitra Ruyaphorn
Team Assistant
Trade Policy Section

Tel: (66-2) 288-1422
Fax: (66-2) 288-1027, 288-3066
e-mail: ruyaphorn@un.org,
artnetontrade@un.org

17. The Administrative Services Division is responsible for the administrative and logistic arrangements for the meeting. Mr. Peter Van Laere is the Chief of the Division. The daily conference services are the responsibility of Mr. Yang Yafei, Chief, Conference Management Unit (room G090, ground floor, UNCC, extensions 2571 and 1174).

18. The office of United Nations Information Services, is located on the ground floor, Secretariat Building, extension 1866.

Hotel Accommodation

All sponsored participants are required to stay at the Prince Palace Hotel. The cost of a single room (breakfast included) will be covered by WTO/ESCAP at this hotel only for the entire duration of the event. **Accommodation expenses for sponsored participants staying at a different location will not be reimbursed or compensated.**

The hotel address is as follows:

Prince Palace Hotel
488/800 Bo Bae Tower
Damrongrak Road, Klong Mahanak
Bangkok
<http://www.princepalace.co.th/>
Tel: (662) 628-1111
Fax: (662) 628-1000

List of hotels and hotel reservation form for other self-financed participants can be found in Annex 1.

19. To facilitate hotel reservation, participants are requested to complete and submit the attached attendance/hotel form at an early date or, alternatively, to furnish particulars by facsimile or e-mail at least 10 working days in advance to (name of the staff in charge of accommodation arrangements), indicating:

- (a) Full Name;
- (b) Date and time of arrival;
- (c) Flight number.

20. Any subsequent changes in arrival plans should be communicated immediately to ESCAP. Cancellation, postponement or any other changes must 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. All rooms will be assigned according to information furnished on the enclosed forms and on a first-come, first-served basis.

Arrival at the airport

21. Participants should make their own transportation arrangements from Suvarnabhumi Airport (new Bangkok Airport), to their respective hotels. Limousine, metered-taxi, and bus services are readily available at the airport.

To avail themselves of the services of limousine and public metered-taxi as indicated above, **it is strongly recommended that participants contact only the officials who are authorized to man the counters located at the airport arrival lounge.** The officials, upon contact, will issue a ticket for the assignment of either a limousine for transporting passengers to the desired destination.

Local transportation

22. The hotel will provide the free shuttle service during the meeting period (Hotel-ESCAP-Hotel). Participants are requested to gather more information from the receptionist regarding the departure time from the hotel to ESCAP on the day of checking-in the hotel.

Working language of the meeting

23. The workshop will be in English and no interpretation services offered.

ESCAP working hours

24. The normal working hours of ESCAP are from 0730 to 1545 hours, with a lunch break of 45 minutes, from Monday to Friday. However, staff members concerned with the meeting will be on duty during meeting hours.

Library facilities

25. ESCAP Library facilities are available on the first floor, Service Building from 0700 to 1600 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty or call extensions 1330 and 1360. Further information about ESCAP library can be found at <http://www.unescap.org/unis/library/>.

Medical services

26. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 0730 to 1545 hours with lunch break from 1200 to 1245 hours. Appointment should be made through the nurse at extensions 1352 and 1761. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas outside buildings. Yellow fever vaccination is required for participants from endemic countries. Participants are recommended to have had vaccinations against food-borne diseases such as, hepatitis A, tetanus and typhoid.

Postal services

27. Postal services are available at the Post and Telegraphic Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, Monday to Friday at extensions 1260 and 2114, except for official holidays.

Catering services

28. Catering services are available at Cafeteria on the fourth floor of the Service Building, open from 0800 to 1600 hours, Refreshment Lounge on the ground floor of UNCC, open from 0700 to 1900 hours and Canteen on the ground floor of the Service Building, open from 0700 to 1400 hours. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Coffee Corner, level 1, UNCC. It is open from 0700 to 1600 hours.

Daily subsistence allowance (only if applicable)

29. Participants whose travel is sponsored by WTO-ESCAP will be provided with a daily subsistence allowance 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 the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room.**

30. 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.

Financial and administrative arrangements (only if applicable)

31. 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 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.

Reconfirmation of Returning Flight

32. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact the travel agent located on the first floor, Service Building next to Siam Commercial Bank, extensions 2173, 2174, 2318 and 2468.

HOTEL RESERVATION FORM at PRICE PALACE HOTEL
(for sponsored participants only)

WTO/ESCAP Third ARTNeT Capacity Building Workshop on Trade Research
26-30 March 2007, Bangkok, Thailand

Mr. [] Ms. [] Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> First Middle Last </div>
Functional title and full street address: _____ _____ _____
Tel: _____ Fax: _____ e-mail (for confirmation): _____
Arrival date at Bangkok: _____ Flight: _____ at: _____ hours Departure date from Bangkok: _____ Flight: _____ at: _____ hours
Period of stay Check-in date: _____ Check-out date: _____

After completing this form, please fax or email it to the indicated number/email addresses below.

To: Ms. Tavitra Ruyaphorn
 Trade and Investment Division
 UNESCAP Secretariat
 Bangkok, Thailand

Tel: (66-2) 288-1422
 Fax: (66-2) 288-1027, 288-3066
 e-mail: <ruyaphorn@un.org>

Note: For flight information, upon receipt of UNESCAP confirmation on their participation WTO/UNESCAP-sponsored participants are kindly requested to contact local UNDP office to make their flight booking in advance.

ARRIVAL/DEPARTURE FORM

1. All participants are requested to fill in and return this form along with **air tickets** to the UNESCAP staff present in the meeting room **on the first day of the Seminar** (morning), for seat reconfirmation.
2. In addition to item 1 above, WTO/UNESCAP-sponsored participants are also requested to provide the secretariat with their **passports and copies of inbound boarding passes**, for payment of daily subsistence allowance.

NAME: _____

COUNTRY: _____

AIR TICKET NUMBER: _____

ARRIVAL AT BAGNKOK: DATE: _____

FLIGHT NUMBER: _____

TIME: _____

DEPARTURE FROM BANGKOK: DATE: _____

FLIGHT NUMBER: _____

TIME: _____

HOTEL ADDRESS IN BANGKOK: _____

ROOM NUMBER: _____

SIGNATURE: _____

DATE: _____

Annex 1**Hotel Reservation Form**
(for self-financed participants only)**WTO/ESCAP Third ARTNeT Capacity Building Workshop on Trade Research,
Bangkok Thailand, 26-30 March 2007**

Prince Palace Hotel 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (662) 628-1111 Fax: (662) 628-1000	1,500	1,700
Royal Princess Hotel 269 Larn Luang Road Bangkok Tel: (662) 281-3088 Fax: (662) 2801314	2,200	2,400

Hotel: Royal Princess Hotel
 Prince Palace Hotel

Mr/Mrs/Ms – Last Name: _____ Name : _____

Accompanying Person/s : _____

Delegate's Position : _____

Institution: _____

Address: _____

Business Phone: _____ Fax Number : _____

E-Mail Address: _____

Arrival Date : _____ Arrival Flight : _____

Departure Date : _____ Departure Flight : _____

Smoking Room : _____ Non-smoking Room : _____

Check-in time : _____ p.m. Check-out time : _____ p.m.

Please fill up this form and return to

Ms. Tavitra Ruyaphorn
Team Assistant
Tel: (66-2) 288-1422
Fax: (66-2) 288-1027, 288-3066
E:mail: ruyaphorn@un.org