GENERAL

1. WTO/ESCAP Eighth ARTNeT Capacity Building Workshop for Trade Research is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 23-27 July 2012.

2. The opening of the session will take place at 08.45 hours on 23 July 2012 by ARTNeT Secretariat, in Learning Lab, UNESCAP Learning Centre, UNCC. All subsequent meetings will also be held from 09.00 hours to 12.00 hours and 14.00 hours to 17.00 hours.

REGISTRATION AND IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, from 8.30 hours to 8.45 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 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 contacted at the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENTS

(a) Visa Exemption for Maximum 30 Days

5. According to the Immigration Bureau of Thailand, nationals of the following countries or areas may enter and stay in Thailand for a maximum period of 30 days without a visa. However, if the duration of stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions.

1. Australia 26. Malaysia
2. Austria 27. Monaco
4. Belgium 29. Netherlands
5. Brunei Darussalam 30. New Zealand
6. Canada 31. Norway
7. Czech Republic 32. Oman
8. Denmark 33. Philippines
6. Nationals of the following countries may enter and stay in Thailand for a maximum period of 90 days without a visa. However, if the duration of stay is expected to exceed 90 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions.

1. Argentina  
2. Brazil  
3. Chile  
4. Peru  
5. Republic of Korea

7. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for 30 days as specified in the relevant visa waiver agreements between Thailand and the countries concerned:

1. Cambodia  
2. China  
3. Hong Kong, China  
4. Lao People’s Democratic Republic  
5. Macao, China  
6. Mexico  
7. Mongolia  
8. Myanmar  
9. Oman  
10. Viet Nam

8. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for 90 days as specified in the relevant visa waiver agreements between Thailand and the countries concerned:

1. Argentina  
2. Austria  
3. Belgium  
4. Bhutan  
5. Bolivia  
6. Brazil  
7. Cambodia  
8. China  
9. Colombia  
10. Costa Rica  
11. Croatia  
12. Cyprus  
13. Czech Republic  
14. Denmark  
15. Estonia  
16. Finland  
17. France  
18. Germany  
19. Greece  
20. Nepal  
21. Netherlands  
22. Oman  
23. Panama  
24. Peru  
25. Pfleiderer Liechtenstein  
26. Philippines  
27. Poland  
28. Portugal  
29. Qatar  
30. Russian Federation  
31. Singapore  
32. Slovak Republic  
33. Slovenia  
34. South Africa  
35. Spain  
36. Sweden  
37. Switzerland  
38. Thailand  
39. Turkey  
40. United Arab Emirates  
41. United Kingdom of Great Britain and Northern Ireland  
42. United States of America  
43. Viet Nam
Visa on Arrival for Maximum 15 Days

9. Nationals of the following countries holding a valid ordinary passport may be granted upon arrival, by the Thai immigration authority at Suvarnabhumi Airport, a visa for a stay not exceeding 15 days, conditional on meeting requirements noted below:

1. Andorra
2. Bulgaria
3. Bhutan
4. China
5. Cyprus
6. Estonia
7. Ethiopia
8. India
9. Kazakhstan
10. Latvia
11. Lithuania
12. Maldives
13. Malta
14. Mauritius
15. Romania
16. San Marino
17. Saudi Arabia
18. Ukraine
19. Uzbekistan

These requirements are as follows:

(a) The applicant must be in possession of a valid passport with at least six month validity or an appropriate travel document recognized by the Government of Thailand;

(b) The applicant must be in possession of a valid return ticket with date of departure within 15 days of the date of entry;

(c) The applicant must provide two passport-size photographs and must fill in the application form (TM.88) which is available at the visa-on-arrival counter at Suvarnabhumi International Airport. The form together with the application fee of Baht 1,000 must be handed in at the visa-on-arrival counter. The fee is payable in Thai Baht only. Currency exchange service is available at the bank counter near the visa-on-arrival counter.

10. 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.

11. Furthermore, in line with security procedure for United Nations staff, travel notification through the Travel Request Information Process (TRIP) (replacing the Integrated Security Emergency Tracking System (ISECT) as of 1 January 2011) 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 log on to https://dss.un.org to apply for this travel notification. United Nations staff and those receiving a daily subsistence allowance (DSA) from the United Nations are to complete the “BASIC SECURITY IN THE FIELD” training before travelling.

The information provided above is accurate as at 16 January 2012. 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.

WEATHER

12. 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).

HEALTH AND VACCINATION

13. Upon arrival at the port of entry in the Kingdom of Thailand, the participants who have traveled from or through the countries which have been declared Yellow Fever Infected Areas must provide an International Health Certificate proving that they have received a Yellow Fever vaccination.

As for those nationals of the countries listed below who have not traveled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

Following are the countries which are declared Yellow Fever infected areas:

4. Brazil 27. Mali 32. Paraguay
9. Central Africa 37. Sierra Leone 37. Sierra Leone
10. Chad 38. Somalia 38. Somalia
13. Cote d'Ivoire 41. Tanzania 41. Tanzania
14. Democratic Republic of Congo 42. Togo 42. Togo
15. Ecuador 43. Trinidad & Tobago 43. Trinidad & Tobago
16. Ethiopia 44. Uganda 44. Uganda
17. Equatorial Guinea 45. Venezuela 45. Venezuela
33. Peru 34. Rwanda 35. Sao Tome & Principe
36. Senegal 37. Sierra Leone 38. Somalia
39. Sudan 40. Suriname 41. Tanzania
42. Togo 43. Trinidad & Tobago 44. Uganda
45. Venezuela

First-aid and emergency medical service is available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch hour from 1200 to 1245 hours. Appointments may be made through extensions 1352 or 1353.
The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings.

FOREIGN CURRENCY DECLARATION

14. 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 declare upon bringing foreign currency that exceeds the amount restricted by law or its equivalent into or out of the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence.

15. Currency exchange facilities are available at hotels and at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2159 and 2160). It is open from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

AIRLINE RESERVATIONS

16. 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.

HOTEL ACCOMMODATION

17. The following hotel is reserved with the room rates indicated below, inclusive of service charge and value added tax and are relatively close to ESCAP.

<table>
<thead>
<tr>
<th>Name and address</th>
<th>Daily room rates (Baht)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single</td>
</tr>
<tr>
<td>Trang Hotel ***</td>
<td></td>
</tr>
<tr>
<td>99/1 Wisutkasat Road, Bangkok</td>
<td></td>
</tr>
<tr>
<td>Tel: (662) 282-2141-4</td>
<td></td>
</tr>
<tr>
<td>Fax: (662) 280-3610</td>
<td></td>
</tr>
<tr>
<td>E-mail: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a></td>
<td></td>
</tr>
<tr>
<td>Contact person:</td>
<td></td>
</tr>
<tr>
<td>Ms. Savitree Sotawong</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and address</th>
<th>Room type</th>
<th>Daily room rates (Baht)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trang Hotel</td>
<td>Superior</td>
<td>1,300***</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1,300**</td>
</tr>
</tbody>
</table>

* Inclusive of daily American breakfast, service charge and government tax.
** Complimentary transport services provided according to fixed schedules, from the hotels to UNCC in the morning
*** Free internet access.

Note: Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 per cent VAT. The hotel room rates are subject to alteration without prior notice

18. 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.

19. 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.

20. In the event that accommodation at any of the above-listed hotels is not available, the participants will be advised by the respective hotel. The secretariat will make every effort to arrange for suitable alternative accommodation, if requested.

**PAYMENT OF HOTEL ACCOUNTS**

21. Before departure from Bangkok, participants are expected to 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.

**TRANSPORT FROM AND TO AIRPORT**

22. 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.airportsuvarnabhumi.com](http://www.airportsuvarnabhumi.com). Please note that the Don Muang Airport, the former Bangkok International Airport, currently handles domestic flights only.

23. 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 Suvarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

**TRANSPORT TO ATTEND SESSIONS**

24. The hotel in paragraph 17 provides complimentary transport from hotel to UNCC (one way only), leaving the hotel at 8.00 AM. After the end of training, participants are requested to make their own transport arrangements for the trip back.

**INTERNET SERVICES**

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

**CATERING SERVICES**

26. Catering services are available at the Cafeteria, which is located on level 1 of the UNCC, from 1100 to 1400 hours. Rajapruek Lounge, located on the ground floor of the 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 serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 0700 to 1700 hours.
COMMUNICATIONS

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

Ms. Mia Mikic  
Economic Affairs Officer  
Trade and Investment Division  
Economic and Social Commission for Asia and the Pacific  
The United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200, Thailand

Telephone numbers:  (662) 288 1410  
Facsimile number:  (662) 288 1027  
E-mail: mikic@un.org

MEETING DOCUMENTS

28. 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.

29. 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.

LIBRARY FACILITIES

29. 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 1330 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/unis/library.

BANKING FACILITIES

31. 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 extensions 2168 and 2169).

POSTAL SERVICES

32. 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 2114.

SOUVENIR SHOP

33. The souvenir shop is located on the first floor of UNCC.

TRAVEL AGENT

33. American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank which is open from 0800 to 1630 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822, 2823 and 2824.
DAILY SUBSISTENCE ALLOWANCE  (only if applicable)

35. 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 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.

36. 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 & ADMINISTRATIVE ARRANGEMENTS (only if applicable)

37. 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.

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HOTEL RESERVATION FORM

ESCAP/WTO ARTNeT Eighth Capacity Building Workshop for Trade Research
23-27 July 2012, Bangkok, Thailand

Mr [ ] Ms [ ] Name: ____________________________  ____________________________  ____________________________

First                         Middle                         Last

Functional title and full street address:

Tel: ______________________   Fax: ______________________   e-mail: ______________________

Arrival date at Bangkok: ___________ Flight: ___________ at: _______ hours
Departure date from Bangkok: ___________ Flight: ___________ at: _______ hours

Air port pick up:              ☐ Yes ☐ No

Room requirement at Trang Hotel and period of stay: (pls double click on the box)

☐ Single or ☐ Double From _________ To _________ ☐ Smoking ☐ non-smoking

Please fax the form with attention to

1) Ms. Savitee Sotawong Tel: +662 281 1402-3, 282 2141-4
   Reservations/sales officer Fax: +662 280 3610
   Trang Hotel Email: reservations@tranghotelbangkok.com,
   sm@tranghotelbangkok.com

2) Ms. Chaveemon Sukpaibool Tel: (66-2) 288-1425
   Team Assistant Fax: (66-2) 288-3066, 288-1027
   Trade and Investment Division Email: sukpaibool@un.org

ESCAP