

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**WTO/ESCAP Ninth ARTNeT Capacity Building Workshop for Trade Research
“Trade Flows and Trade Policy Analysis”**

24-28 June 2013
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. WTO/ESCAP Ninth ARTNeT Capacity Building Workshop for Trade Research on Trade Flows and Trade Policy Analysis is scheduled to be held at Room DIPAK C.JAIN, Sasa International House, Chulalongkorn University, Bangkok, Thailand, from 24 to 28 June 2013.
2. The opening of the session will take place at 08.45 hours on 24 June 2013 by ARTNeT , WTO and ITD Secretariats. All subsequent sessions will also be held from 09.00 hours to 12.00 hours and 13.00 hours to 17.00 hours.

REGISTRATION AND IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges at the registration counter, located in front of the Training room, from 08.30 hours to 09.45 hours on the opening day of the event. Only the names of duly registered participants will be included in the list of participants.

IMMIGRATION REQUIREMENTS

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

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

- **Visa exemption for a maximum of 14 days**

1. Cambodia

- **Visa exemption for maximum 30 days**

- | | |
|----------------------|-----------------|
| 1. Australia | 26. Malaysia |
| 2. Austria | 27. Monaco |
| 3. Bahrain | 28. Mongolia |
| 4. Belgium | 29. Netherlands |
| 5. Brunei Darussalam | 30. New Zealand |

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|--------------------------------------|--|
| 6. Canada | 31. Norway |
| 7. Czech Republic | 32. Oman |
| 8. Denmark | 33. Philippines |
| 9. Finland | 34. Poland |
| 10. France | 35. Portugal |
| 11. Germany | 36. Qatar |
| 12. Greece | 37. Russian Federation |
| 13. Hong Kong, China | 38. Singapore |
| 14. Hungary | 39. Slovak Republic |
| 15. Iceland | 40. Slovenia |
| 16. Indonesia | 41. South Africa |
| 17. Ireland | 42. Spain |
| 18. Israel | 43. Sweden |
| 19. Italy | 44. Switzerland |
| 20. Japan | 45. Turkey |
| 21. Kuwait | 46. United Arab Emirates |
| 22. Lao People's Democratic Republic | 47. United Kingdom of Great Britain and Northern Ireland |
| 23. Liechtenstein | 48. United States of America |
| 24. Luxembourg | 49. Viet Nam |
| 25. Macao, China | |

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

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

B. Visa exemption for a maximum of 30 days or 90 days for diplomatic/ official passport holders

5. 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 | 7. Mexico |
| 2. China | 8. Mongolia |
| 3. Hong Kong, China | 9. Myanmar |
| 4. Indonesia | 10. Oman |
| 5. Lao People's Democratic Republic | 11. Viet Nam |
| 6. Macao, China | |

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

- | | |
|-------------------|-----------------------|
| 1. Argentina | 22. Nepal |
| 2. Austria | 23. Netherlands |
| 3. Belgium | 24. Oman |
| 4. Bhutan | 25. Panama |
| 5. Brazil | 26. Peru |
| 6. Chile | 27. Philippines |
| 7. Costa Rica | 28. Poland |
| 8. Croatia | 29. Republic of Korea |
| 9. Czech Republic | 30. Romania |

- | | |
|--|--------------------------------------|
| 10. Estonia (Diplomatic Passport only) | 31. Russian Federation |
| 11. France (Diplomatic Passport only) | 32. Singapore |
| 12. Germany | 33. Slovak Republic |
| 13. Hungary | 34. South Africa |
| 14. India | 35. Spain (Diplomatic Passport only) |
| 15. Israel | 36. Switzerland |
| 16. Italy | 37. Tunisia |
| 17. Japan | 38. Turkey |
| 18. Liechtenstein | 39. Ukraine |
| 19. Luxembourg | 40. Uruguay |
| 20. Malaysia | |
| 21. Mexico | |

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

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

7. 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. The application fee of Baht 1,000 applies.

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

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.

HOTEL ACCOMMODATION

8. Hotel accommodations may be reserved directly by participants at **the Pathumwan Princess Hotel** (<http://www.pprincess.com/>). Participants are kindly asked to submit the hotel reservation which is on page 6 of this note by 14 June 2013. Reservation received after the cut-off date is accepted subject to availability.

Room Type	Rate	
Superior Room	Single	THB 2,800 per room per night
	Twin/Double	THB 3,000 per room per night
Deluxe Rooms	Single	THB 3,300 per room per night
	Twin/Double	THB 3,500 per room per night
ExecuPlus Suite Rooms	Single	THB 4,300 per room per night
	Twin/Double	THB 4,700 per room per night

9. Participants will be individually responsible for settling their own bills (room and personal expenses such as the use of telephone, business center, etc.).

10. All participants are advised to stay at the Pathumwan Princess Hotel and forward the request for room reservation on page 6 of this note and flight details (tentative) and indicate whether they need the airport pick-up facility or not at the earliest in accordance with the attached hotel reservation form, preferably before **14 June 2013 to secure a quoted room rate.**

TRANSPORT FROM AND TO AIRPORT

11. 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>. Please note that the Don Muang Airport, the former Bangkok International Airport, currently handles domestic flights only.

12. 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 follow the signage at the Survarnabhumi Airport to access the 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.

TRANSPORT TO ATTEND SESSIONS

13. The Pathumwan Princess in paragraph 8 is within walking distance to the training room. Direction and map will be provided in due time.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

14. 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.

15. 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)

16. 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.

HOTEL RESERVATION FORM

WTO/ESCAP Ninth ARTNeT Capacity Building Workshop for Trade Research
“Trade Flows and Trade Policy Analysis”

24-28 June 2013, 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
Room requirement at Pathumwan Princess Hotel and period of stay: (pls double click on the box)			
<input type="checkbox"/> Superior	<input type="checkbox"/> Single	THB 2,800 per room per night	
	<input type="checkbox"/> Twin/Double	THB 3,000 per room per night	
<input type="checkbox"/> Deluxe	<input type="checkbox"/> Single	THB 3,300 per room per night	
	<input type="checkbox"/> Twin/Double	THB 3,500 per room per night	
<input type="checkbox"/> ExecuPlus Suite	<input type="checkbox"/> Single	THB 4,300 per room per night	
	<input type="checkbox"/> Twin/Double	THB 4,700 per room per night	
Check-in Date _____	Check-out Date _____	<input type="checkbox"/> Smoking	<input type="checkbox"/> Non-smoking

Please email/fax the form with attention to

Ms. Panjai Limchupong
Team Assistant
Trade and Investment Division
ESCAP

Tel: (66-2) 288-2251
Fax: (66-2) 288-3066, 288-1027
Email: limchupong@un.org