



FOR PARTICIPANTS ONLY

8 June 2009

ENGLISH ONLY

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

ESCAP/WTO ARTNeT Capacity Building Workshop for Trade Research

22-26 June 2009
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The ESCAP/WTO ARTNeT Capacity Building Workshop for Trade Research is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 22 to 26 June 2009.
2. The event will be inaugurated at 8:45 on Monday, 22 June 2009 by the ARTNeT Secretariat, in Meeting Room F, 1st Floor, UNCC, where all subsequent sessions will also be held from 09:15 hours to 12:00 hours and 13:15 hours to 16:30 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, between 8:30 and 8:45 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 reported 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. Austria | 23. Malaysia |
| 2. Australia | 24. Monaco |
| 3. Bahrain | 25. Mongolia |
| 4. Belgium | 26. Netherlands |
| 5. Brunei Darussalam | 27. New Zealand |
| 6. Canada | 28. Norway |
| 7. Denmark | 29. Oman |
| 8. Finland | 30. Philippines |
| 9. France | 31. Portugal |
| 10. Germany | 32. Qatar |

- | | |
|---|---|
| 11. Greece | 33. Russian Federation |
| 12. Hong Kong, China | 34. Singapore |
| 13. Iceland | 35. South Africa |
| 14. Indonesia | 36. Spain |
| 15. Ireland | 37. Sweden |
| 16. Israel | 38. Switzerland |
| 17. Italy | 39. Turkey |
| 18. Japan | 40. United Arab Emirates |
| 19. Kuwait | 41. United Kingdom of Great
Britain and Northern Ireland |
| 20. Luxembourg | 42. United States of America |
| 21. Lao People's Democratic
Republic | 43. Viet Nam |
| 22. Macao, China | |

(b) Visa Exemption for Maximum 90 days

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

(c) Visa Exemption for Maximum 30 Days for Diplomatic/Official Passport Holders

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 | 4. Mongolia |
| 2. China, People's Republic of | 5. Myanmar |
| 3. Lao People's Democratic Republic | 6. Viet Nam |

(d) Visa Exemption for Maximum 90 Days for Diplomatic/Official Passport Holders

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 | 20. Nepal |
| 2. Austria | 21. Netherlands |
| 3. Belgium | 22. Oman |
| 4. Bhutan | 23. Panama |
| 5. Brazil | 24. Peru |
| 6. Chile | 25. Philippines |
| 7. Costa Rica | 26. Poland |
| 8. Croatia | 27. Republic of Korea |
| 9. Czech Republic | 28. Romania |
| 10. Germany | 29. Russian Federation |
| 11. Hungary | 30. Singapore |
| 12. India | 31. South Africa |

- | | |
|-------------------|-----------------|
| 13. Israel | 32. Switzerland |
| 14. Italy | 33. Slovakia |
| 15. Japan | 34. Tunisia |
| 16. Liechtenstein | 35. Turkey |
| 17. Luxemburg | 36. Ukraine |
| 18. Malaysia | 37. Uruguay |
| 19. Mexico | |

(e) **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. Bhutan | 10. Liechtenstein |
| 2. China, People's Republic of | 11. Lithuania |
| 3. Cyprus | 12. Maldives |
| 4. Czech Republic | 13. Mauritius |
| 5. Estonia | 14. Poland |
| 6. Hungary | 15. Saudi Arabia |
| 7. India | 16. Slovenia |
| 8. Kazakhstan | 17. Slovakia |
| 9. Latvia | 18. Ukraine |

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 confirmed onward or return air ticket which is usable within 15 days since 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.

Holders of United Nations Laissez-Passer (UNLP)

11. Holders of United Nations laissez-passers (UNLP) travelling from countries where there is no Thai Embassy or Consulate must submit to the ESCAP Protocol Office (escap-protocol@un.org), at least two weeks prior to their departure date, the following information: full name, occupation, and itinerary as well as copies of their UNLP and national passports with expiry date of at least six months beyond the date of arrival in Thailand. The above information is required in order to process a request for visa waiver to enter Thailand for a period of stay not exceeding 15 days. UNLP holders from such countries are also required to bring their national passports for the journey to Thailand.

12. Furthermore, in line with security procedures for UN staff, travel notification through ISECT is required, prior to any official travel to a No-Phase area. Upon notification of travel on

ISECT, UN staff members will automatically receive the updated Security Advice for UN visitors to Thailand.

The information provided above is accurate as of the date of issuance of this note. All participants are advised to consult with the diplomatic mission/embassy of Thailand in their respective country regarding the latest applicable immigration requirement prior to their departure.

WEATHER

13. 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

14. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the building. Yellow fever vaccination is required for participants from countries where the disease is endemic, and participants will have to present their yellow fever certificates at the Health Control Counter which is adjacent to the Visa-on -Arrival Counter, prior to proceeding to immigration at the airport. The Health Control Counter will administer the yellow fever vaccine to those participants arriving without a valid yellow fever certificate and will issue a new certificate at a cost of 550 Thai Baht. Participants are recommended to have had vaccinations against tetanus and food-borne diseases, such as hepatitis A and typhoid. 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 07:30 to 15:45 hours, with the exception of 12:00 to 12:45 hours. Appointments may be made through the receptionist at extensions 1761 or 1352.

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 the amount of foreign currency to a Customs Officer. 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.

16. 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

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.

HOTEL ACCOMMODATION

18. For convenience, accommodation has been pre-booked for participants at the following hotel:

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Royal Princess Hotel (****) 269 Lamluang Road Bangkok Tel: (662)281-3088 Fax: (662)280-1314 E-mail: rsvnplb@dusit.com <i>Contact persons:</i> Ms. Pranee Rungnauvarat Ms. Duangjai Kamonchaiwanich	5-10	Superior	2,675 ^{*/**/**}	2,889 ^{*/**/**}
		Deluxe	2,996 ^{*/**/**}	3,210 ^{*/**/**}
		Suite (1 bed room)	7,490 ^{*/**/**}	8,029 ^{*/**/**}
		Suite (2 bed rooms)	9,095 ^{*/**/**}	

* 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 and back to the hotels in the evening.

*** 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

19. All sponsored participants are advised to stay at the Royal Princess Hotel and forward the request for room reservation to the Hotel and ARTNeT secretariat on page 8 and flight details in accordance with the attached hotel reservation form, preferably before **17 June 2009**.

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.

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>. 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 Survarnabhumi Airport. In addition to toll fees, there is a THB50 surcharge to be added to the meter charge from airport to the city.

TRANSPORT TO ATTEND SESSIONS

24. Most hotels indicated in paragraph 19 provide complimentary transport, according to fixed schedules, between the hotels and UNCC. Otherwise, participants would have to make their own transport arrangements for attending meetings.

INTERNET SERVICES

25. Eight PCs with high-speed Internet connection are available in the UNCC Internet Café on the 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 on the fourth floor of the Service Building from 11:00 to 14:00 hours. Rajapruek Lounge on the ground floor of the UNCC is open from 07:00 to 17:00 hours on Monday to Thursday, and from 07:00 to 20:00 hours on Friday. The Canteen on the ground floor of the Service Building is open from 07:00 to 13:00 hours. In addition, a Coffee Corner serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 07:00 to 17:00 hours.

ADDRESS AND TELEPHONE NUMBER OF ESCAP SECRETARIAT

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

Ms. Melanie Ramjoue
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 2067

Facsimile number: (662) 288 1027

E-mail: ramjoue@un.org

28. Mail intended for participants should be sent c/o Ms. Melanie Ramjoue at the address indicated in paragraph 22 above.

LIBRARY FACILITIES

29. ESCAP Library facilities are available on the first floor, Service Building from 07:30 to 16:00 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

30. Banking services are available at the Siam Commercial Bank, United Nations Building Branch, first floor, Service Building, from 08:30 to 15:30 hours during weekdays. (telephone extensions 2168 and 2169 when dialing from United Nations telephones on the premises).

POSTAL SERVICES

31. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 08:00 to 16:00 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

SOUVENIR SHOP

32. The souvenir shop is located on the ground 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 07:30 to 16:30 hours during weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822, 2823 and 2824.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

34. 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.

35. 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)

36. 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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22-26 June 2009, 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: <input type="checkbox"/> Yes <input type="checkbox"/> No
Room requirement at the Royal Princess Hotel and period of stay: (pls double click on the box) <input type="checkbox"/> Single or <input type="checkbox"/> Double From _____ To _____ <input type="checkbox"/> Smoking <input type="checkbox"/> non-smoking

Please fax the form with attention to

1) Ms. Duangjai Kamonchaiwanich
Global Senior Sales Manager
The Royal Princess Hotel

Tel: (66-2) 281-3088
Fax: (66-2) 280-1314
Email: duangjai@dusit.com, rsvnplb@dusit.com

2) 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