

UNITED NATIONS  
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**ARTNeT Capacity Building Workshop on the Use of Gravity Modelling**

19-22 March 2013  
Bangkok, Thailand

**INFORMATION NOTE FOR PARTICIPANTS**

**GENERAL**

1. ARTNeT Capacity Building Workshop on the Use of Gravity Modelling is scheduled to be held at the Computer Lab, Learning Centre, United Nations Conference Centre, Bangkok, Thailand, from 19 to 22 March 2013.
2. The opening of the session will take place at 09.00 hours on 19 March 2013 by ARTNeT Secretariat, in Learning Lab, ESCAP Learning Centre, UNCC. All subsequent sessions will also be held from 09.15 hours to 12.00 hours and 13.00 hours to 16.00 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 08.45 hours to 09.00 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 Computer Lab. 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 name badges at all times during meetings, social functions and in the United Nations complex. The loss of a name 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 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/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  |
| 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**

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                         | 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**

7. 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    |                  |

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. The application fee of Baht 1,000 applies.

9. 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.

10. 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 26 December 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 to Thailand.*

## **WEATHER**

11. 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**

12. 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:

- |                                  |                         |
|----------------------------------|-------------------------|
| 1. Angola                        | 24. Guyana              |
| 2. Argentina                     | 25. Kenya               |
| 3. Bolivia                       | 26. Liberia             |
| 4. Brazil                        | 27. Mali                |
| 5. Benin                         | 28. Mauritania          |
| 6. Burundi                       | 29. Niger               |
| 7. Burkina Faso                  | 30. Nigeria             |
| 8. Cameroon                      | 31. Panama              |
| 9. Central Africa                | 32. Paraguay            |
| 10. Chad                         | 33. Peru                |
| 11. Columbia                     | 34. Rwanda              |
| 12. Congo Republic               | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire                | 36. Senegal             |
| 14. Democratic Republic of Congo | 37. Sierra Leone        |
| 15. Ecuador                      | 38. Somalia             |
| 16. Ethiopia                     | 39. Sudan               |
| 17. Equatorial Guinea            | 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                |                         |

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**

13. 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.

14. 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.

#### **HOTEL ACCOMMODATION**

##### **15. ESCAP-financed participants**

15.1 The superior single room with breakfast at the Royal Princess Larn Luang Hotel (<http://www.royalprincesslarnluang.com/index.html>) has been booked for your stay in Bangkok (check-in 18 March and out 23 March) to participate in the workshop

15.2 Please note that ESCAP will not be responsible for the following expenses, if incurred by the participants, and that participants are expected to settle their bills directly with the hotel at the time of check-out.

15.2.1. Additional expenses of upgrading room type other than the superior single room as specified above.

15.2.2. Other expenses, such as for local and long-distance telephone calls, business center use, laundry, hotel transportation services other than pre-arranged by us, mini-bar items, as well as restaurant and bar services.

15.2.3. Hotel expenses related to participants' stay longer than 5 nights and not within check-in and check-out date as specified above.

##### **Self-financed participants**

15.3 Self-financed participants are requested to submit the hotel booking form on page 8 of this note to the Royal Princess Larn Luang Hotel.

15.4. Before departure from Bangkok, self-financed 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.

## **PAYMENT OF HOTEL ACCOUNTS**

16. For sponsored participants, rooms are reserved and paid for by the ESCAP. But participants are 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**

17. 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.

18. 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.

## **TRANSPORT TO ATTEND SESSIONS**

19. The hotel in paragraph 15 provides complimentary shuttle the hotel/UNCC/the hotel. Please contact the hotel reception for the shuttle schedule.

## **INTERNET SERVICES**

20. 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.

## **COMMUNICATIONS**

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

Ms. Witada Anukoonwattaka  
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 2251  
Facsimile number: (662) 288 1027  
E-mail: [anukoonwattaka@un.org](mailto:anukoonwattaka@un.org)

## **LIBRARY FACILITIES**

23. 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](http://www.unescap.org/unis/library).

## **BANKING FACILITIES**

24. 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**

25. 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**

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

## **TRAVEL AGENT**

27. 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)

28. 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.

29. 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)

30. 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**  
**For self-finance participant only**

**ARTNeT Capacity Building Workshop on Use of Gravity Modelling**  
**19-22 March 2013, Bangkok, Thailand**

<b>Mr [ ] Ms [ ] Name:</b> _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>First</span> <span>Middle</span> <span>Last</span> </div>
Functional title and full street address:  
Tel: _____ Fax: _____ e-mail: _____
<b>Arrival date at Bangkok:</b> _____ <b>Flight:</b> _____ <b>at:</b> _____ <b>hours</b> <b>Departure date from Bangkok:</b> _____ <b>Flight:</b> _____ <b>at:</b> _____ <b>hours</b>
<b>Room requirement at Royal Princess Larn Luang Hotel and period of stay: (pls double click on the box)</b> <input type="checkbox"/> Superior Single: THB 2,500/night <input type="checkbox"/> Superior Double: THB 2,700/night <b>Check-in Date</b> _____ <b>Check-out Date</b> _____ <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking

**Please email/fax the form with attention to**

1) Ms. Benjarat Rusakul  
 Reservations/sales office

Tel: (622) 281-3088  
 Fax: (622) 280-1314  
 Email: [rsvn@royalprincesslarnluang.com](mailto:rsvn@royalprincesslarnluang.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](mailto:limchupong@un.org)