UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

The ARTNeT Capacity Building Workshop for Trade Research: "Behind the Border" Gravity Modelling
15-19 December 2008
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The ARTNeT Capacity Building Workshop for Trade Research: “Behind the Border” Gravity Modelling is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 15-19 December 2008.

2. The meeting will be inaugurated at 0845 hours on Monday, 15 December 2008 by Mr. Ravi Ratnayake, in IT Lab, Learning Centre, 3rd Floor UNCC, where all subsequent sessions will also be held from 09:00 hours to 12:00 hours and 13:00 hours to 16:30 hours.

REGISTRATION & IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges at the Registration Counter, located on the ground floor, UNCC, between 0830-0845 hours on the opening day of the meeting. 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 Learning Centre. 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 the meeting, social functions and in the United Nations complex. The loss of a meeting badge should be reported personally to the Chief, Conference Management Unit, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENTS

5. According to the Immigration Bureau of Thailand, nationals of the following countries/regions 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
7. Denmark 29. Oman
8. Finland 30. Philippines
9. France  
10. Germany  
11. Greece  
12. Hong Kong, China  
13. Iceland  
14. Indonesia  
15. Ireland  
16. Israel  
17. Italy  
18. Japan  
19. Kuwait  
20. Luxembourg  
21. Lao People’s Democratic Republic  
22. Macao, China  
31. Portugal  
32. Qatar  
33. Russian Federation  
34. Singapore  
35. South Africa  
36. Spain  
37. Sweden  
38. Switzerland  
39. Turkey  
40. United Arab Emirates  
41. United Kingdom of Great Britain and Northern Ireland  
42. United States of America  
43. Viet Nam

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. Republic of Korea  
5. Peru

7. Nationals holding valid diplomatic or official passport of the following countries 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. Myanmar

8. Nationals holding valid diplomatic or official passport of the following countries 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. Brazil  
6. Chile  
7. Costa Rica  
8. Croatia  
9. Czech Republic  
10. Germany  
11. Hungary  
12. India  
13. Israel  
14. Italy  
15. Japan  
16. Liechtenstein  
17. Luxemburg  
18. Malaysia  
19. Mexico  
20. Nepal  
21. Netherlands  
22. Panama  
23. Peru  
24. Philippines  
25. Poland  
26. Republic of Korea  
27. Romania  
28. Russian Federation  
29. Singapore  
30. South Africa  
31. Switzerland  
32. Slovak Republic  
33. Tunisia  
34. Turkey

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

1. Bhutan  
2. China  
3. Cyprus  
4. Czech Republic  
5. Estonia  
6. Hungary  
7. India  
8. Latvia  
9. Liechtenstein  
10. Lithuania  
11. Kazakhstan  
12. Maldives  
13. Mauritius  
14. Poland  
15. Saudi Arabia  
16. Slovenia  
17. Slovak Republic  
18. Ukraine  

These requirements are as follows:

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

(b) The applicant must be in possession of an air ticket valid for a return journey within 15 days;

(c) The applicant must provide two passport-size photographs and pay a visa fee of approximately 1,000 baht.

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. Holders of United Nations Laissez-Passer (UNLP) travelling from countries where there is no Royal Thai Embassy/Consulate must submit, at least two weeks prior to their departure date the following information: full name, occupation, itinerary, copies of their UNLP and national passports with expiry date of at least six months beyond the date of arrival in Thailand, to the ESCAP Protocol Office (escap-protocol@un.org). 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. They are also required to bring their national passports with them while travelling.

12. The weather in Bangkok is warm and humid. Light tropical clothing would be appropriate. The IT Lab where the workshop is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (72-73 degrees Fahrenheit).

WEATHER

13. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas. Yellow fever vaccination is required for participants from countries where the disease is endemic. Participants are recommended to have had vaccinations against food-borne diseases, such as hepatitis A, tetanus and typhoid.

HEALTH AND VACCINATION

14. Any participant who brings or takes an aggregate amount of foreign currency exceeding USD
20,000 or its equivalent out of or into the Kingdom of Thailand shall declare such 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 out of or into the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence, according to the relevant regulation of Thailand.

**AIRLINE RESERVATIONS**

15. 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 on the first floor of the Service Building in the UN Complex.

**HOTEL ACCOMMODATION**

16. All sponsored participants are required to stay at the Trang Hotel. The cost of a single room (breakfast included) will be covered by 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. Participants will be individually responsible for settling their own bills for other expenses such as telephone, minibars, business centre and etc.

The hotel address is as follows:

Trang Hotel Bangkok
99/1 Wisutkasat Rd.
Bangkok 10200, Thailand
http://www.tranghotelbangkok.com/
Tel: (662) 281-1402-3
Fax: (662) 280-3610

17. 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 at least 10 working days in advance to Ms. Panjai Limchupong (email: limchupong@un.org) indicating:

(a) Full Name;
(b) Date and time of arrival;
(c) Flight number;
(d) Hotel accommodation requirements (type of room)

**ARRIVAL AT THE AIRPORT**

19. 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 Mueang Airport, the old Bangkok International Airport, currently handles Thai domestic flights only.

20. To avail themselves of the services of limousines and public metered-taxis 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.

**TRANSPORT TO ATTEND SESSIONS**

21. Some hotels recommended in paragraph 16 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.

**ADDRESS AND TELEPHONE NUMBER OF ESCAP SECRETARIAT**

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

   Mr. Yann Duval  
   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 2252  
   Facsimile number: (662) 288 1027  
   E-mail: duvaly@un.org

23. Mail intended for participants should be sent c/o Mr. Yann Duval at the address indicated in paragraph 22 above.

**ESCAP WORKING HOURS**

24. The normal working hours of the ESCAP secretariat are from 07:30 to 15:45 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.

**OFFICERS CONCERNED WITH SERVICING THE MEETING**

25. The substantive division concerned with the meeting is Trade and Investment Division. Mr. Ravi Ratnayake is the Chief of the Division (room 0401, 4th floor, block B, Secretariat Building, extension 1902).

26. 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).

27. The office of language services is located on the first floor, block A, Secretariat Building, Mr. Christian De Sutters is the Chief of the Conference Services Section, extension 1110. The Section is responsible for the translation of meeting documents and the provision of simultaneous interpretation at the meeting.

28. The office of the United Nations Information Services (UNIS) is located on the ground floor, block A, Secretariat Building. Mr. Hak-Fan Lau is the Chief of UNIS, extension 1866.

**WORKING LANGUAGE OF THE MEETING**

29. Simultaneous interpretation facilities in Chinese, English, French and Russian languages will be provided at all sessions of the meeting.

30. Participants wishing to speak are requested to switch their microphone on by pressing the button on the panel. A red light will indicate that the microphone is on. Participants should press the same button again to switch off the microphone once they finish their interventions. The red light will be off.

*Information Note for Participants*
STATEMENTS BY PARTICIPANTS

31. In order to facilitate the preparation of the draft report and any press releases, the secretariat would appreciate receiving the text of all prepared statements before delivery. **Copies of such statements may be given to the conference officer on duty in the conference room.** If necessary, the conference assistants will make photocopies and return the original to the speaker before delivery.

MEETING DOCUMENTS

32. Participants are requested to bring with them copies of the meeting documents distributed in advance by the ESCAP secretariat.

33. 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 statements submitted by individual delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

INTERNET SERVICES

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

CATERING SERVICES

35. Catering services are available at the Cafeteria on the fourth floor of the Service Building from 11:00 to 14:30 hours. Rajapruek Lounge on the ground floor of the UNCC is open from 07:00 to 17:00 hours on Mondays to Thursdays, and from 07:00 to 20:00 hours on Fridays. The Canteen on the ground floor of the Service Building is open from 07:00 to 13:30 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.

LIBRARY FACILITIES

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

BANKING FACILITIES

37. 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. The Bank is closed on Saturday and Sunday.

POSTAL SERVICES

38. 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.

MEDICAL SERVICES

39. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building,
during weekdays. The ESCAP doctor is available from 07:30 to 15:45 hours with lunch breaks from 12:00 to 12:45 hours. Appointments should be made through the nurse at extensions 1352 or 1761. Hospitalization expenses are to be borne by each patient.

**TRAVEL AGENT**

40. 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)

41. 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.

42. 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)

43. 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.

**RECONFIRMATION OF RETURNING FLIGHT**

44. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact American Express travel agent (paragraph 42). Airport tax is now included into the ticket price.