



FOR PARTICIPANTS ONLY

11 March 2008

**UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC
ASIA- PACIFIC RESEARCH AND TRAINING NETWORK ON TRADE (ARTNeT)**

ARTNeT GMS: Services and Growth Study – Research Team Meeting

9 – 10 April 2008
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The ARTNeT GMS: Services and Growth Study – Research Team Meeting is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 9 – 10 April 2008.
2. The meeting will be inaugurated at 08.45 hours on Wednesday 9 April 2008, the sessions will also be held from 0900 hours to 1200 hours and 1300 hours to 1600 hours. On Thursday 10 April 2008, the sessions will be held from 0900 hours to 1200 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 0845-0900 hours on the opening day of the meeting. Participants who are not able to register during the specified time are requested to do so on subsequent days, to ensure that they meet the security requirement and that their names will appear on the list of participants. Without registration, names of participants will not be included in the list.
4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting, social functions and in the United Nations complex. Loss of meeting badges should be reported personally to the Chief, Conference Management Unit so that new ones can be issued without delay.

IMMIGRATION REQUIREMENTS

5. Reference the information from Immigration Bureau of Thailand as of July 2006, nationals of the following countries and the special administrative regions, holding ordinary passports, may enter without a visa and stay in Thailand for a maximum period of either 30 days or 90 days. However, if the duration of their stay is expected to exceed the respective maximum periods, an appropriate entry visa must be obtained in advance from

Information Note for Participants

Thai diplomatic or consular missions:

30 Days (38 Countries with 2 Special Administrative Region)

1	Austria	22	Macao, China*
2	Australia	23	Malaysia
3	Bahrain	24	Netherlands
4	Belgium	25	New Zealand
5	Brunei Darussalam	26	Norway
6	Canada	27	Oman
7	Denmark	28	Philippines
8	Finland	29	Portugal
9	France	30	Qatar
10	Germany	31	Russian Federation
11	Greece	32	Singapore
12	Hong Kong, China*	33	South Africa
13	Iceland	34	Spain
14	Indonesia	35	Sweden
15	Ireland	36	Switzerland
16	Israel	37	Turkey
17	Italy	38	United Arab Emirates
18	Japan		United Kingdom of Great Britain
19	Kuwait	39	and Northern Ireland
20	Luxembourg	40	United States of America
21	Lao People's Democratic Republic	41	Viet Nam

* Special Administrative Region

90 Days (4 Countries)

1	Brazil	3	Republic of Korea
2	Chile	4	Peru

6. In addition to the above, nationals holding valid diplomatic or official passport of the following countries may enter and stay in Thailand for the period specified in each visa waiver agreement between Thailand and the country concerned.

30 Days (diplomatic or official passport)

1	Cambodia	5	Lao People's Democratic Republic
2	China	6	Oman
3	Mongolia	7	Viet Nam
4	Myanmar		

90 days (diplomatic or official passport)

1	Austria	17	Mexico
2	Argentina	18	Nepal
3	Belgium	19	Netherlands
4	Brazil	20	Peru
5	Bhutan	21	Philippines
6	Chile	22	Poland
7	Croatia	23	Romania
8	Czech Republic	24	Russian Federation
9	Germany	25	Republic of Korea
10	Hungary	26	Singapore
11	Israel	27	South Africa
12	Italy	28	Switzerland
13	India	29	Slovak Republic
14	Japan	30	Tunisia
15	Luxembourg	31	Turkey
16	Malaysia		

7. Nationals of the following countries may apply upon arrival and be granted by the Thai immigration authority at the Suvarnabhumi Airport (the new Bangkok International Airport), a visa for a stay not exceeding 15 days, conditional on meeting certain requirements.

1	Bhutan	11	Kazakhstan
2	China	12	Maldives
3	Cyprus	13	Mauritius
4	Czech Republic	14	Poland
5	Estonia	15	Russian Federation
6	Hungary	16	Saudi Arabia
7	India	17	Slovenia
8	Liechtenstein	18	Slovak Republic
9	Latvia	19	Ukraine
10	Lithuania		

The requirements are:

- (a) The applicants must be in possession of a valid passport or an appropriate travel document recognized by the Royal Thai Government.
- (b) The applicants must be in possession of an air ticket valid for return journey within 15 days.
- (c) The applicants must provide two passport-size photographs and pay a visa fee of approximately Baht 1,000.00

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

9. Holders of a United Nations laissez-passer (UNLP) **are required to bring their national passports with them.** If they are not nationals of countries that are eligible for waiver of visa, they shall obtain appropriate entry visa prior to entering Thailand. Only in an exceptional case where obtaining appropriate entry visa prior to entering Thailand is not possible or uncommonly difficult, could UNLP holders obtain visa waiver for a maximum stay of 15 days (not extendable) through special arrangements by the ESCAP Protocol Office. Any UNLP holder opting for this special arrangement must contact Mr. Krishna Suthero, Protocol Office, at e-mail address: suthero@un.org, phone number: (662) 288-1771, for a request form that need to be completed and sent back to the ESCAP Protocol Office. This arrangement must be made at least two weeks in advance prior to their departure to Bangkok.

WEATHER

10. The weather in Bangkok is warm and humid. Light tropical clothing will be appropriate. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (72-73 degrees Fahrenheit).

FOREIGN EXCHANGE

11. Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.

12. Participants may be required to declare the amount of traveller's cheques or currency in their possession on arrival at the Suvarnabhumi Airport.

13. Exchange facilities are available at hotels as well as at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2168 and 2169). It is open from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

ADDRESS & TELEPHONE NUMBER OF ESCAP SECRETARIAT

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

United Nations Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Telephone numbers: (662) 2881234
Facsimile number: (662) 2881000

15. Mail intended for participants should be sent c/o (name of official in the meeting

organizing office), at the address indicated in paragraph 14 above.

OFFICERS CONCERNED WITH SERVICING THE MEETING

16. The substantive division concerned with the meeting is Ms. Mia Mikic, Trade Policy Section, Trade and Investment Division, Ms. Tiziana Bonapace is the Chief of the Division.

17. 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).

18. 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.

19. 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.

HOTEL ACCOMMODATION

20. Accommodation may be reserved at the request of participants at the following hotels which are close to ESCAP and offer special rates. In case you need assistance for hotel reservation, please contact Ms. Saowanee Pakpiankit, ARTNeT Project Assistant, e-mail: pakpiankit@un.org.

Name and address	Driving distance to UNCC (minutes)	Daily room rates (Baht)	
		Single	Double
Royal Princess Hotel 269 Larn Luang Road Bangkok Tel: (662) 281-3088 Fax: (662) 2801314	5-10	2,400*/**	2,600*/**
Prince Palace Hotel 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (662) 628-1111 Fax: (662) 628-1000	10-15	1,600*/**	1,800*/**

Name and address	Driving distance to UNCC (minutes)	Daily room rates (Baht)	
		Single	Double
Trang Hotel 99/1 Wisutkasat Road Bangkok Tel: (662) 282-2141-4 Fax: (662) 280-3610	5-10	1,200*/**	1,400*/**
Hotel Dé Moc (former Thai Hotel) 78 Prajatipatai Road Bangkok Tel: (662) 282-2833 Fax: (662) 280-1299	5-10	950*/**	1,250*/**

* 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.

21. The rates quoted above represent group room rates, inclusive of daily American breakfast, service charge and government tax. Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 percent VAT. The hotel room rates are subject to alteration without prior notice.

22. Any subsequent changes in arrival plans should be communicated immediately to ESCAP. Cancellation, postponement or any other changes must 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. All rooms will be assigned according to information furnished on the enclosed forms and on a first-come, first-served basis.

ARRIVAL AT THE AIRPORT

23. 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. Further detailed information about the new 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.

24. For participants who avail themselves of the services of limousine and public metered-taxi, **it is strongly recommended that they contact only the officials who are authorized to man the counters located at the airport's arrival lounge.** The officials, upon contact, will issue a ticket for the assignment, as preferred, of either a limousine or a metered-taxi for transporting participants to the desired destination. Participants are advised that the charge of a limousine is fixed and that of a metered-taxi is as per shown on the meter with additional 50 Baht fee. If a toll-highway is used, the fee is additional to the charge.

LOCAL TRANSPORTATION

25. It will not be possible for ESCAP to provide transportation for participants between hotels and ESCAP. Metered-taxis are generally available. The hotels listed in paragraph 20 generally offer free shuttle service between the hotel and UNCC. Participants can check directly with the hotel management on the provision of the shuttle service.

PAPER/LITERATURE FOR DISTRIBUTION

26. Participants wishing to circulate any papers or literature at the meeting are requested to consult (name of official, office location and extension number). In this regard, participants are requested to bring sufficient copies for distribution at the meeting, as document reproduction services will not be available for this purpose.

ESCAP WORKING HOURS

27. The normal working hours of the ESCAP secretariat are from 0730 to 1545 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.

LIBRARY FACILITIES

28. 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 ESCAP Library can be found at <http://www.unescap.org/unis/library/>.

MEDICAL SERVICES

29. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 0730 to 1545 hours with lunch break from 1200 to 1245 hours. Appointment should be made through the nurse at extensions 1352 and 1761. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas outside buildings. Yellow fever vaccination is required for participants from endemic countries. Participants are recommended to have had vaccinations against food-borne diseases such as, hepatitis A, tetanus and typhoid.

POSTAL SERVICES

30. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

31. 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, together with their air tickets to the secretariat staff in the conference room.

32. 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)

33. 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

34. 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, located on the first floor, Service Building next to Siam Commercial Bank. It is open from 0730 to 1630 hours, extensions 2820, 2821, 2822, 2823 and 2824. Airport tax in Bangkok Airport has been included into the airfare.
