

FOR PARTICIPANTS ONLY

11 April 2006

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

WTO/ESCAP Second ARTNeT Capacity Building Workshop on Trade Research  
17-21 April 2006  
Bangkok, Thailand

**INFORMATION NOTE FOR PARTICIPANTS**

General

1. The ARTNet Capacity Building Workshop on Trade Research is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, Thailand from 17 to 21 April 2006.
2. The workshop will be inaugurated at 0830 hours on Monday, 17 April 2007 by Mr. Xuan Zengpei, Director, Trade and Investment Division, UNESCAP, in **Seminar Room 2, Learning Centre, third floor, United Nations Conference Centre (UNCC)**.

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 0815 to 0830 hours on Monday, 17 April 2006. Participants who are not able to register on the opening day are requested to do so on subsequent days, to ensure that their names 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, at social functions and in the United Nations complex.

Immigration requirements

5. Nationals of the following 41 countries and 2 special administrative regions who hold ordinary passport may enter and stay in Thailand for a maximum period of 30 days or 90 days without a visa. However, if the duration of their stay is expected to exceed the maximum period, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

30 Days (37 Countries with 2 Special Administrative Region)

1	Austria	21	Macao, China*
2	Australia	22	Malaysia
3	Bahrain	23	Netherlands
4	Belgium	24	New Zealand
5	Brunei Darussalam	25	Norway
6	Canada	26	Oman
7	Denmark	27	Philippines
8	Finland	28	Portugal
9	France	29	Qatar
10	Germany	30	Singapore
11	Greece	31	South Africa
12	Hong Kong, China*	32	Spain

13	Indonesia	33	Sweden
14	Ireland	34	Switzerland
15	Israel	35	Turkey
16	Italy	36	United Arab Emirates
17	Japan	37	United Kingdom of Great Britain and Northern Ireland
18	Kuwait	38	United States of America
19	Luxembourg	39	Viet Nam
20	Laos		

\* Special Administrative Region

90 Days (4 Countries)

1	Brazil	3	Republic of Korea
2	Chile	4	Peru

6. In addition to the above countries, 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 Passport only)

- 1 Cambodia

30 days (Diplomatic or Official Passport)

1	China	4	Laos
2	Mongolia	5	Viet Nam
3	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	Oman
8	Czech Republic	24	Romania
9	Germany	25	Russia
10	Hungary	26	Republic of Korea
11	Israel	27	Singapore
12	Italy	28	South Africa
13	India	29	Switzerland
14	Japan	30	Slovak Republic
15	Luxembourg	31	Tunisia

16 Malaysia

32 Turkey

7. Nationals of the following 13 countries may be granted by the Thai immigration authority at Bangkok International Airport, a visa for a stay not exceeding 15 days upon arrival, conditional on meeting certain requirements.

- |                  |                 |
|------------------|-----------------|
| 1 Bhutan         | 8 Maldives      |
| 2 China          | 9 Mauritius     |
| 3 Cyprus         | 10 Poland       |
| 4 Czech Republic | 11 Russia       |
| 5 Hungary        | 12 Saudi Arabia |
| 6 India          | 13 Ukraine      |
| 7 Kazakhstan     |                 |

The requirements are:

- (a) Nationals must be in possession of a valid passport or an appropriate travel document recognized by the Government of Thailand.
- (b) Nationals must be in possession of an air ticket valid for return journey within 15 days.
- (c) Nationals must provide two passport-size photographs and 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 **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.

However, if the meeting is hosted by ESCAP and the stay is not exceeding 15 days, they may submit, **at least 2 weeks prior to their departure date**, the information on their names, flight details, and UNLP numbers to organizing body of the meeting to inform and request to Protocol Office to process the request of visa waiver for the entry to Thailand for the stay not exceeding 15 days.

#### 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 22-25 degrees Celsius (73-75 degrees Fahrenheit).

#### Address and telephone number of ESCAP secretariat

11. 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, 288 1400  
Facsimile number: (662) 288 1027  
E-mail: [duvaly@un.org](mailto:duvaly@un.org)

### Hotel Accommodation

All sponsored participants are required to stay at the Prince Palace Hotel. The cost of a single room (breakfast included) will be covered by WTO/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.

The hotel address is as follows:

Prince Palace Hotel  
488/800 Bo Bae Tower  
Damrongrak Road, Klong Mahanak  
Bangkok  
<http://www.princepalace.co.th/>  
Tel: (662) 628-1111  
Fax: (662) 628-1000

12. To facilitate hotel reservation, participants are requested to complete and submit the attached form at an early date or, alternatively, to furnish particulars by facsimile or e-mail at least 10 working days in advance to (name of the staff in charge of accommodation arrangements), indicating:

- (a) Date and time of arrival;
- (b) Flight number;
- (c) Hotel accommodation requirements.

13. 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

14. Participants should make their own transportation arrangements from Bangkok International Airport (Don Muang Airport) to their respective hotels. Public metered-taxi, and bus services are readily available at the airport at the following prevailing rates:

- A. Thai Limousine Service:** Baht 1,000-1,500 /per car (pre-pay at the counter and obtain a coupon)

- B. Public metered-taxi:** Fare shown on meter, plus Baht 50 surcharge for boarding at the airport. Toll way fee, if used for speedier driving, is charged separately
- C. Airport buses :** Baht 100/per person  
(available between 0500 to 2300 hours, despatched at 15-minute interval)

Bus AB2 (Don Muang Airport-Sanam Luang)

In Bound Route: Don Muang Toll way, exit at Dindaeng Road, pass Rachavithi Road, Victory Monument, Phayathai Road, Petchaburi Road, Larn Luang Road, Royal Princess Hotel (Larn Luang), Tanao Road, Phrasumen Road, Chakrapong Road, Banglunphu (Khaosan Road), Royal Hotel, and stop at Sanam- Luang.

Out Bound Route: Sanam-Luang, pass Rachinee Road, cross under Prapinklao Bridge, Phra-Athit Road, Phra-Sumen Road, Banglunphu (Khaosan Road), along the same routes and stop at Don Muang Airport.

To avail themselves of the services of limousine and public metered-taxi as indicated above, **it is strongly recommended that participants contact only the officials who are authorized to man the counters located at the airport arrival lounge.** 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 are advised that on departure, they have to pay Baht 500 each for the airport passenger services charge.

#### Library facilities

15. ESCAP Library facilities are available on the first floor, Service Building from 0700 to 1600 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty or call extension 1330 and 1360.

#### Medical services

16. 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. Appointment should be made through the Nurse at extension 1352 and 1353 and close for lunch from 1200 to 1245 hours. 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 hepatitis A, tetanus and typhoid.

#### Postal services

17. Postal services are available at the Post and Telegraphic Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, Monday to Friday at extensions 1260, 1269 and 2114, except for official holidays. Phone cards for local and overseas call are also available for sales at the Post and Telegraphic Office.

#### Catering services

18. Food and beverage are served at the Delegates' Dining Room, level 1, UNCC from 1100 to 1400 hours. Catering services mainly for U.N. staff are also available at the Cafeteria on the fourth floor of the Service Building, open from 0700 to 0900 hours and lunch from 1130 to 1400 hours and Canteen on the ground floor of the Service Building, open from 0700 to 1400 hours. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Coffee Corner, level 1, UNCC. It is open from 0700 to 1600 hours.

Daily subsistence allowance (only if applicable)

19. 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.

20. 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 and administrative arrangements (only if applicable)

21. 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 expenditures, 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.

Return bookings

22. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact the travel agent located on the first floor, Service Building behind Siam Commercial Bank, extensions 2173, 2174, 2318 and 2468.

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