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, from 22 to 25 March 2005.

2. The workshop will be inaugurated at 0900 hours on Tuesday, 22 March 2005 by Mr. Ravi Ratnayake, Director, Trade and Investment Division, UNESCAP, in Meeting Room F, first floor, United Nations Conference Centre (UNCC) until lunch break. The subsequent sessions will be held in computer training room, second floor, Service Building.

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 0830 to 0900 hours on Tuesday, 22 March 2005. 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 40 countries may enter and stay in Thailand for a maximum period of 30 days without a visa. However, if the duration of their stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

1. Austria
2. Australia
3. Bahrain
4. Belgium
5. Brazil
6. Brunei Darussalam
7. Canada
8. Denmark
9. Finland
10. France
11. Germany
12. Greece
13. Hong Kong, China
14. Indonesia
15. Ireland
16. Israel
17. Japan
18. Jordan
19. Kazakhstan
20. Kuwait
21. Macao, China
22. Malaysia
23. Netherlands
24. New Zealand
25. Norway
26. Peru
27. Philippines
28. Portugal
29. Qatar
30. Republic of Korea
31. Singapore
32. South Africa
33. Spain
34. Sweden
35. Switzerland
36. Turkey
6. In addition to the above 40 countries, nationals holding valid diplomatic or official passport of the following 16 countries may enter and stay in Thailand for the period specified in each visa waiver agreement between Thailand and the country concerned. The periods specified in the agreements range from 30 to 90 days.

1. Argentina
2. Chile
3. China
4. Croatia
5. Czech Republic
6. Hungary
7. Lao People’s Democratic Republic
8. Liechtenstein
9. Mexico
10. Mongolia
11. Myanmar
12. Nepal
13. Poland
14. Romania
15. Slovakia
16. Tunisia

7. Nationals of the following 14 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
2. China
3. Cyprus
4. Czech Republic
5. Hungary
6. India
7. Kazakhstan
8. Maldives
9. Mauritius
10. Oman
11. Poland
12. Russian Federation
13. Saudi Arabia
14. Ukraine

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 800.00-1,000.00

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 exempted from visa requirements for visits not exceeding 30 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 (73-77 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

Hotel Accommodation (for sponsored participants only)

12. Accommodation has been reserved for all sponsored participants at the Prince Palace hotel, 488/800 Bobae Tower, Damrongrak Rd., Klong Mahanak, Pomprab, Bangkok 10100, Thailand, tel: (66-2) 628 1111, Fax: (66-2) 628 1000. ESCAP will cover only expenses on single superior room (including VAT, service charge and American breakfast) for the duration of the workshop. The hotel reservation form is attached.

Arrival at the airport

13. Participants should make their own transportation arrangements from Bangkok International Airport (Don Muang Airport) to the Prince Palace hotel. 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, Banglumphu (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, Banglumphu (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.

Local transportation

14. The Prince Palace hotel arranges transportation from hotel to United Nations Conference Centre and back to hotel.

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