Information for participants

I. General

1. The Asian and Pacific Conference on Gender Equality and Women’s Empowerment: Beijing+20 Review is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 17 to 20 November 2014.

2. The Conference will comprise two segments:
   (a) A senior officials segment from 17 to 18 November 2014;
   (b) A ministerial segment from 19 to 20 November 2014.

II. Conference schedule

3. The tentative schedule for the Conference is as follows:
   (a) **Senior officials segment**: The opening of the senior officials segment will be held at 0930 hours on Monday, 17 November 2014, in Conference Room 1, UNCC, where all subsequent meetings will be held. Unless otherwise advised, all meetings during the senior officials segment will be held from 0930 to 1230 hours and from 1400 to 1700 hours.

   (b) **Ministerial segment**: The opening session of the ministerial segment will be held at 0930 hours on Wednesday, 19 November 2014, in Conference Room 1, UNCC, where all subsequent meetings will be held.

4. Any variations in the schedule will be indicated in the detailed programme.

III. Registration and identification badges

5. Participants are requested to register and obtain conference badges at the registration counter, which is located on the ground floor of UNCC, from 0800 to 0915 hours on the opening day of the senior officials segment and the ministerial segment, as applicable. 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 Conference Room. The registration counter will be open for this purpose from 0800 to 1600 hours from 17 to 19 November. Only the names of duly registered participants will be included in the list of participants.
6. For identification and security reasons, all participants are requested to wear their official meeting badges at all times while in the United Nations complex, including during meetings and social functions. The loss of an identification badge should be reported to the Conference Management Unit, which is located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

IV. Meeting documents

7. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat to their Governments/agencies/organizations prior to the session. Only a limited number of copies of such documents will be available during the session.

8. Documents submitted for circulation or distribution at the session should be handed to Ms. Cai Cai, Social Development Division, ext. 1340. A minimum of 100 copies are required to ensure distribution to each delegation. 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.

V. Visa requirements

9. All participants are advised to consult with the diplomatic mission of Thailand in their respective countries regarding the most updated applicable immigration requirements and, if needed, to obtain an appropriate visa prior to their departure.

10. The visa information provided below is accurate as of December 2013.

A. Visa exemption for a maximum of 14, 30 or 90 days for holders of ordinary passports

11. According to the Immigration Bureau of Thailand, nationals of the following countries/areas holding ordinary passports may enter and stay in Thailand without a visa for a period not exceeding 14, 30 or 90 days, according to the list below:

**Visa exemption for a maximum of 14 days**

- Cambodia

**Visa exemption for a maximum of 30 days**

1. Australia 26. Malaysia
2. Austria 27. Monaco
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
13. Hong Kong, China 38. Singapore
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 or 90 days for holders of diplomatic/official passports

12. Nationals of the following countries or areas holding a valid diplomatic or official passport may enter and stay in Thailand without a visa for a period of 30 or 90 days, according to the list below:

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  21. Malaysia
2. Austria  22. Mexico
4. Bhutan  24. Netherlands
5. Brazil  25. Panama
6. Chile  26. Peru
7. Colombia  27. Philippines
8. Costa Rica  28. Poland
9. Croatia  29. Republic of Korea
10. Czech Republic  30. Romania
11. Estonia (diplomatic passport only)  31. Russian Federation
12. France (diplomatic passport only)  32. Singapore
13. Germany  33. Slovakia
14. Hungary  34. South Africa
15. India  35. Spain (diplomatic passport only)
16. Israel  36. Switzerland
17. Italy  37. Tunisia
18. Japan  38. Turkey
19. Liechtenstein  39. Ukraine
20. Luxembourg  40. Uruguay
C. Visa on arrival for a maximum of 15 days

13. Nationals of the following countries or areas holding a valid ordinary passport may apply for visa on arrival at Suvarnabhumi International Airport, for a period not exceeding 15 days, conditional on meeting the requirements mentioned below:

1. Andorra  15. Maldives
2. Bulgaria  16. Malta
3. Bhutan  17. Mauritius
5. Cyprus  19. Poland
6. Czech Republic  20. Romania
8. Ethiopia  22. San Marino
10. India  24. Slovakia
11. Kazakhstan  25. Slovenia
12. Latvia  26. Taiwan Province of China
13. Liechtenstein  27. Ukraine
14. Lithuania  28. Uzbekistan

14. The requirements for a visa on arrival are as follows:

(a) The applicant must possess a passport valid for at least six months and must be in possession of a valid onward or 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 or at Don Mueang International Airport, and supply one recent passport-sized photograph. A fee of 1,000 baht applies.

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

VI. Weather

16. The weather in Bangkok is usually warm and humid. The rainy season lasts from July to October. Light tropical clothing is appropriate. The conference rooms where the Conference will be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

VII. Health and vaccination

17. Upon arrival at the port of entry in Thailand, participants who have travelled from or through countries listed below, which have been declared yellow fever infected areas, must provide an International Health Certificate proving that they have received a yellow fever vaccination.

18. For nationals of the countries listed below who have not travelled from or 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.
19. The countries/areas listed below have been declared yellow fever infected areas:

1. Angola 24. Guyana
4. Bolivia (Plurinational State of) 27. Mali
5. Brazil 28. Mauritania
8. Cameroon 31. Panama
10. Chad 33. Peru
11. Colombia 34. Rwanda
12. Congo 35. Sao Tome and Principe
13. Côte d’Ivoire 36. Senegal
15. Ecuador 38. Somalia
17. Ethiopia 40. Suriname
18. French Guiana 41. Togo
19. Gabon 42. Trinidad and Tobago
20. Gambia 43. Uganda
21. Ghana 44. United Republic of Tanzania
22. Guinea 45. Venezuela (Bolivarian Republic of)
23. Guinea Bissau

20. First aid and emergency medical services are available at the ESCAP Medical Centre, which is located on the ground floor of UNCC. The ESCAP Medical Officer and Nurse are available Monday through Friday from 0730 to 1200 hours and from 1245 to 1545 hours. Appointments may be made through the receptionist at extensions 1352 or 1353.

21. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside the buildings.

VIII. General information

22. The voltage of the electricity supply in Bangkok is 220V, 50Hz. Please note that plug adapters may be necessary. The plug in Thailand has not been standardized and the following types are available.

A standard grounded outlet supporting European 2-pin plugs and earthed and unearthed American plugs.

United States, Canada (NEMA 1-15; no ground pin; front tab is ground; 120 V; 10 and 15 A) Japan, Taiwan Province of China (100 V), China, Philippines (220 V)

United States, Canada (NEMA 5-15; 120 V; 10 and 15 A) Japan, Taiwan Province of China (100 V), China, Philippines (220 V)
23. Tap water in Bangkok is generally not suitable for drinking. It is better to drink bottled water or water provided by the hotel or the Conference Centre.

24. Other information:

- Metered taxis are available at all times. Please be sure that the driver starts the meter when you enter the taxi (the fare begins at 35 baht). Please refer to paragraphs below for information on taxis from the airports.
- Time zone: Bangkok, Thailand, is GMT+7.
- Emergency services telephone numbers:

<table>
<thead>
<tr>
<th>Number</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>191</td>
<td>Emergency call/Police</td>
</tr>
<tr>
<td>1155</td>
<td>Tourist Police</td>
</tr>
<tr>
<td>1691</td>
<td>Ambulance Service Centre</td>
</tr>
<tr>
<td>02 132-1888</td>
<td>Suvarnabhumi Airport Call Center</td>
</tr>
<tr>
<td>02 288-1100</td>
<td>United Nations Emergency</td>
</tr>
</tbody>
</table>

IX. Foreign currency declaration

25. Any person who brings into or takes out of Thailand an aggregate amount of foreign currency exceeding US$ 20,000 or its equivalent is required to declare the amount to a customs official. Failure to do so or making any false declaration to a customs officer is a criminal offence.

26. Currency exchange facilities are available at hotels and at other locations throughout Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the 1st floor of the Service Building (telephone extensions 2159 and 2160). The branch is open from 0830 to 1530 hours, Monday to Friday.

X. Airline reservations

27. 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 through the American Express Travel office located on the 1st floor of the Service Building, adjacent to Siam Commercial Bank.
XI. Hotel accommodation

28. The following hotels, located relatively close to the United Nations complex, have been designated as recommended hotels. The room rates indicated below are inclusive of service charge and value added tax.

<table>
<thead>
<tr>
<th>Name and address</th>
<th>Driving distance to UNCC (minutes)</th>
<th>Room type</th>
<th>Daily room rates (baht)</th>
</tr>
</thead>
</table>
| **Shangri-La Hotel****  
89 Soi Wat Suan Plu, New Road  
Bangkok  
Tel: (66-2) 236 7777  
Fax: (66-2) 236 8579  
E-mail: kussarin.amonthakonsuwet@shangri-la.com  
Website: www.shangri-la.com  
Contact person:  
Ms. Kussarin Amonthakonsuwet | 30-40 | Deluxe | 5 300<sup>a/c</sup> 5 900<sup>b/c</sup> |
| **The Sukosol****  
477 Si Ayuthaya Road, Phayathai  
Bangkok  
Tel: (66-2) 247 0123  
Fax: (66-2) 247 0165  
E-mail: ratchanikrit@sukosolhotels.com  
Website: www.sukosolhotels.com  
Contact person:  
Ms. Ratchaneekrit Khankath | 15-25 | Deluxe | 2 700<sup>a/c</sup> 2 900<sup>b/c</sup> |
| **Amari Watergate Hotel & Spa****  
847 Petchaburi Road  
Bangkok  
Tel: (66-2) 653 9000  
Fax: (66-2) 653 9045  
E-mail: kanokwan.t@amari.com  
Website: www.amari.com/watergate  
Contact person:  
Ms. Kanokwan Tangkiattrakul | 20-30 | Deluxe | 2 900<sup>a/b/c</sup> 3 100<sup>a/b/c</sup> |
| **Pullman Bangkok King Power****  
8/2 Rangnam Road, Thanon-Phathai, Rachathewi  
Bangkok  
Tel: (66-2) 680 9999 Ext. 2529  
Fax: (66-2) 680 9998  
E-mail: sales@pullmanbangkokkingpower.com  
Website: www.pullmanbangkokkingpower.com  
Contact person:  
Ms. Orawan Sermchaitsirikul | 20-25 | Superior | 2 996<sup>a/c</sup> 3 210<sup>a/c</sup>  
Deluxe | 3 317<sup>a/c</sup> 3 537<sup>a/c</sup>  
Executive | 3 959<sup>a/c</sup> 4 173<sup>a/c</sup>  
Executive suite | 5 029<sup>a/c</sup> 5 243<sup>a/c</sup> |
| **Four Seasons Hotel****  
155 Rajadamri Road  
Bangkok  
Tel: (66-2) 126 8866  
Fax: (66-2) 253 9195  
E-mail: suparat.lertbusayanukul@fourseasons.com  
Website: www.fourseasons.com  
Contact person:  
Ms. Suparat Lertbusayanukul | 30 | Deluxe | 3 900<sup>a/c</sup> 4 600<sup>a/c</sup> |
<table>
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<tr>
<th>Name and address</th>
<th>Driving distance to UNCC (minutes)</th>
<th>Room type</th>
<th>Daily room rates (baht)</th>
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<tr>
<td><strong>Crowne Plaza Bangkok Lumpini Park Hotel</strong>**&lt;br&gt;952 Rama 4 Road&lt;br&gt;Bangkok&lt;br&gt;Tel: (66-2) 632 9000&lt;br&gt;Fax: (66-2) 632 9001&lt;br&gt;E-mail: <a href="mailto:nantawan.rooncharoen@ihg.com">nantawan.rooncharoen@ihg.com</a>&lt;br&gt;Website: <a href="http://www.crowneplaza.com">www.crowneplaza.com</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Nantawan Rooncharoen</td>
<td>30</td>
<td>Superior</td>
<td>3 700&lt;sup&gt;a/c&lt;/sup&gt;</td>
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<td><strong>Hotel Novotel Bangkok on Siam Square</strong>**&lt;br&gt;392/44 Siam Square Soi 6&lt;br&gt;Rama 1 Road Pathumwan&lt;br&gt;Bangkok&lt;br&gt;Tel: (66-2) 209 8888&lt;br&gt;Fax: (66-2) 255 1824&lt;br&gt;E-mail: <a href="mailto:jarunun_sales@novotelbkk.com">jarunun_sales@novotelbkk.com</a>&lt;br&gt;Website: <a href="http://www.novotel.com">www.novotel.com</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Jarunun Sripromma</td>
<td>30</td>
<td>Standard</td>
<td>2 900&lt;sup&gt;a/c&lt;/sup&gt;</td>
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<tr>
<td><strong>Royal Princess Larn Luang Hotel</strong>**&lt;br&gt;269 Larn Luang Road&lt;br&gt;Bangkok&lt;br&gt;Tel: (66-2) 281 3088&lt;br&gt;Fax: (66-2) 280 1314&lt;br&gt;E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a>&lt;br&gt;Website: <a href="http://www.royalprincesslarnluang.com">www.royalprincesslarnluang.com</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Benjarat Rusakul</td>
<td>5-10</td>
<td>Superior</td>
<td>2 600&lt;sup&gt;a/b/c&lt;/sup&gt;</td>
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<tr>
<td><strong>Grand China Hotel</strong>**&lt;br&gt;215 Yaowarat Road&lt;br&gt;Bangkok&lt;br&gt;Tel: (66-2) 224 9977, (66-2) 224 7997&lt;br&gt;Fax: (66-2) 224 7999&lt;br&gt;E-mail: <a href="mailto:sale@grandchina.com">sale@grandchina.com</a>&lt;br&gt;Website: <a href="http://www.grandchina.com">www.grandchina.com</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Phet-Anong Naksuthi</td>
<td>15-20</td>
<td>Deluxe</td>
<td>2 500&lt;sup&gt;a/b/c&lt;/sup&gt;</td>
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<tr>
<td><strong>Prince Palace Hotel</strong>**&lt;br&gt;488/800 Bo Bae Tower&lt;br&gt;Damrongrak Road, Klong Mahanak&lt;br&gt;Bangkok&lt;br&gt;Tel: (66-2) 628 1111&lt;br&gt;Fax: (66-2) 628 1000&lt;br&gt;E-mail: <a href="mailto:wannajit@princepalace.co.th">wannajit@princepalace.co.th</a>&lt;br&gt;Website: <a href="http://www.princepalace.co.th">www.princepalace.co.th</a>&lt;br&gt;<strong>Contact person:</strong>&lt;br&gt;Ms. Wannajit Chulamakorn</td>
<td>10-15</td>
<td>Superior</td>
<td>1 700&lt;sup&gt;a/b&lt;/sup&gt;</td>
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<tr>
<td>Name and address</td>
<td>Driving distance to UNCC (minutes)</td>
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<td><strong>Siam@Siam Design Hotel and Spa</strong>****</td>
<td>15-20</td>
<td>Superior</td>
<td>3 200&lt;sup&gt;a/c&lt;/sup&gt; 3 500&lt;sup&gt;b/c&lt;/sup&gt;</td>
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<tr>
<td>865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: (66-2) 217 3000 Fax: (66-2) 217 3030 E-mail: <a href="mailto:dos@siamatsiam.com">dos@siamatsiam.com</a> Website: <a href="http://www.siamatsiam.com">www.siamatsiam.com</a> Contact person: Ms. Prapaphan Chanapokakul</td>
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<tr>
<td><strong>Nouvo City Hotel</strong>**</td>
<td>5-10</td>
<td>Grand Deluxe</td>
<td>2 200&lt;sup&gt;a/b/c&lt;/sup&gt; 2 400&lt;sup&gt;a/b/c&lt;/sup&gt;</td>
</tr>
<tr>
<td>2 Samsen 2, Samsen Road Banglumphu, Pranakorn Bangkok Tel: (66-2) 282 7500 Ext. 0110 Fax: (66-2) 282 1243 E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a> Website: <a href="http://www.nouvocityhotel.com">www.nouvocityhotel.com</a> Contact person: Mr. Adam Phadungsilp</td>
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<tr>
<td><strong>Riva Surya Bangkok</strong>**</td>
<td>10-15</td>
<td>Urban</td>
<td>3 060&lt;sup&gt;a/c&lt;/sup&gt; 3 360&lt;sup&gt;a/c&lt;/sup&gt;</td>
</tr>
<tr>
<td>23 Phra Arthit Road Bangkok Tel: (66-2) 633 5000 Fax: (66-2) 633 5050 E-mail: <a href="mailto:info@rivasuryabangkok.com">info@rivasuryabangkok.com</a> Website: <a href="http://www.rivasuryabangkok.com">www.rivasuryabangkok.com</a> Contact person: Ms. Thannaree Ketkaew</td>
<td></td>
<td>3 580&lt;sup&gt;a/c&lt;/sup&gt; 3 880&lt;sup&gt;a/c&lt;/sup&gt; 4 110&lt;sup&gt;a/c&lt;/sup&gt; 4 550&lt;sup&gt;a/c&lt;/sup&gt;</td>
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<td><strong>New World City Hotel</strong>**</td>
<td>5-10</td>
<td>Deluxe</td>
<td>1 150&lt;sup&gt;a/b/c&lt;/sup&gt; 1 350&lt;sup&gt;a/b/c&lt;/sup&gt;</td>
</tr>
<tr>
<td>2 Samsen 2, Samsen Road Banglumphu, Pranakorn Bangkok Tel: (66-2) 282 7500 Ext. 0110 Fax: (66-2) 282 1243 E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a> Website: <a href="http://www.newworldcityhotel.com">www.newworldcityhotel.com</a> Contact person: Mr. Adam Phadungsilp</td>
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<tr>
<td><strong>Golden Tulip Essential Vasu Hotel</strong>** (Trang Hotel)***</td>
<td>5-10</td>
<td>Superior</td>
<td>1 400&lt;sup&gt;a/b&lt;/sup&gt; 1 400&lt;sup&gt;a/b&lt;/sup&gt;</td>
</tr>
<tr>
<td>99/1 Wisutkasat Road Bangkok Tel: (66-2) 282 2141-4 Fax: (66-2) 280 3610 E-mail: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a> Website: <a href="http://www.tranghotelbangkok.com">www.tranghotelbangkok.com</a> Contact person: Ms. Thongtem Lerknawapairoj</td>
<td>Superior Premium Deluxe</td>
<td>1 600&lt;sup&gt;a/b&lt;/sup&gt; 1 600&lt;sup&gt;a/b&lt;/sup&gt; 1 800&lt;sup&gt;a/b&lt;/sup&gt;</td>
<td>1 600&lt;sup&gt;a/b&lt;/sup&gt; 1 800&lt;sup&gt;a/b&lt;/sup&gt;</td>
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<tr>
<td>Name and address</td>
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<td>Daily room rates (baht)</td>
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<tr>
<td><strong>Hotel Dé Moc (former Thai Hotel)</strong>*</td>
<td>5-10</td>
<td>Standard</td>
<td>1 300&lt;sup&gt;a/b&lt;/sup&gt;</td>
</tr>
<tr>
<td>78 Prajatipatai Road</td>
<td></td>
<td>Superior</td>
<td>1 500&lt;sup&gt;a/b&lt;/sup&gt;</td>
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<tr>
<td>Bangkok</td>
<td></td>
<td></td>
<td>1 500&lt;sup&gt;a/b&lt;/sup&gt;</td>
</tr>
<tr>
<td>Tel: (66-2) 282 2833</td>
<td></td>
<td></td>
<td>1 700&lt;sup&gt;b&lt;/sup&gt;</td>
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<tr>
<td>Fax: (66-2) 280 1299</td>
<td></td>
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<tr>
<td>E-mail: <a href="mailto:rsvn@buddygrouptailand.com">rsvn@buddygrouptailand.com</a></td>
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<tr>
<td>cc: <a href="mailto:chaloem@buddygrouptailand.com">chaloem@buddygrouptailand.com</a></td>
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<tr>
<td>Website: <a href="http://www.hoteldemoc.com">www.hoteldemoc.com</a></td>
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<tr>
<td><strong>Contact person:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Chaloem Phiranont</td>
<td></td>
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</tbody>
</table>

<sup>a</sup> Inclusive of daily American breakfast, service charge and government tax.

<sup>b</sup> Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening. Hotel Dé Moc and Golden Tulip Essential Vasu Hotel have a one-way transfer from hotel to UNCC.

<sup>c</sup> Free Internet access.

29. Participants are requested to contact the hotel directly at least 10 working days in advance of the meeting to confirm the booking and provide their full name, date and time of check-in and check-out, flight numbers and contact details. The secretariat may assist in making hotel room reservations with the above-mentioned hotels based on the information provided by the participants in the nomination forms.

30. All rooms block-booked will be available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be notified at least 48 hours in advance of arrival. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant’s expense and then released.

31. In the event that accommodation at any of the above-listed hotels is not available, participants will be informed by the respective hotel. The secretariat will make every effort to arrange for suitable alternative accommodation, if requested.

**XII. Payment of hotel accounts**

32. Before departure from Bangkok, participants should 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 centre 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 in respect of rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

**XIII. Transport from and to the airport**

33. Participants should make their own transportation arrangements from the 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 www.suvarnabhumiairport.com.
34. To avail themselves of the limousines and public metered-taxis as indicated above, it is strongly recommended that participants approach only the authorized staff at the official counters located in the airport arrival zone, who, upon request, 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 4 or 7 of the arrival zone at Suvarnabhumi Airport. In addition to toll fees, a 50 baht surcharge is added to the meter fare for trips from the airport to the city.

XIV. Transport to attend the Conference

35. Some hotels provide complimentary transportation, according to fixed schedules, to and from UNCC. Otherwise, participants will have to make their own transport arrangements.

XV. Internet services

36. Eight personal computers (PCs) with high-speed Internet connection are available in the Internet Café on the 1st floor of UNCC for the use of participants free of charge. In addition, free wireless Internet access is available in all conference and meeting rooms and public areas of UNCC.

XVI. Catering services

37. Catering services are available at the cafeteria, which is located on the 1st floor of UNCC, from 1100 to 1400 hours. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday to Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, the Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on the 1st floor of UNCC, and is open from 0700 to 1700 hours.

XVII. Correspondence

38. Mail intended for participants during the Conference should be addressed as follows:

(Name of delegate)
c/o Social Development Division
ESCAP secretariat
United Nations Building
Rajdamnoen Nok Avenue
Bangkok 10200, Thailand
Fax: +66 (0) 2 288 1030, +66 (0) 2 288 3031
E-mail: escap-sdd@un.org

XVIII. Library facilities

39. ESCAP Library facilities are available on the first floor of the 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 extension 1330 or 1360. Further information about the ESCAP Library is available at www.unescap.org/library.
XIX. Banking facilities

40. Banking services are available at 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).

XX. Postal services

41. The United Nations branch of Thailand Post is 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.

XXI. Souvenir shop

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

XXII. Travel agent

43. The American Express Travel office is located on the first floor of the Service Building, next to Siam Commercial Bank. It is open from 0800 to 1630 hours Monday through Friday. The office can be contacted at extensions 2820, 2821, 2822 and 2823.