

United Nations Statistics Division  
United Nations Economic and Social Commission for Asia and the Pacific

2010 World Programme on Population and Housing Censuses: Workshop on Census Cartography  
and Management

Bangkok, Thailand

15 – 19 October 2007

**INFORMATION NOTE FOR PARTICIPANTS**

**DRAFT**

Venue and Opening Session

1. The Workshop on Census Cartography and Management is scheduled to be held on 15 and 19 October 2007 at the United Nations Conference Centre (UNCC), Bangkok.
2. The inaugural session will be convened at **0900** hours on Monday, 15 October 2007 in Conference Room H, UNCC, where all subsequent sessions will also be held.

Registration and identification badges

3. Participants are requested to register and obtain meeting badges at the Registration Desk, located on the ground floor, UNCC, between 0800 and 0845 hours on 15 October 2007. Participants who arrive late are requested to register as soon as possible.
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.

Visa requirements (as of 21 August 2007)

5. Nationals of the following 41 countries/areas 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	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

While nationals of the following 4 countries may enter without a visa for a period of 90 Days

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. The periods specified in the agreements range from 30 to 90 days.

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 19 countries may be granted by the Thai immigration authority at the International Airport in Bangkok, a visa for a stay not exceeding 15 days upon arrival, 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) 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 is required.
8. To facilitate clearance of immigration procedures, participants are requested to provide their flight and passport details by returning the completed attendance information form to the Statistics Division of UNESCAP and UNSD as soon as possible.
9. 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.
10. Holders of a United Nations laissez-passer are required to bring their national passports with them. If they are not nationals of countries listed above, they are required to obtain appropriate entry visa prior to entering Thailand

#### Weather

11. The weather in Bangkok in mid October is warm and humid with a good chance of rain. Light tropical clothing will be sufficient. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 21 – 25.5 degrees Celsius (70 – 80 degrees Fahrenheit), often necessitating the use of a jacket.

#### Foreign exchange

12. Participants may bring with them into Thailand unrestricted sums of foreign currencies in the form of traveller's cheques, drafts, letters of credit or other banking instruments which may be exchanged for Thai currency at the prevailing bank rates. The exchange rate in August was around 34.1 Thai Baht to 1 US Dollar.
13. Participants may be required to declare the amount of traveller's cheques or currency in their possession on arrival at Bangkok International Airport.
14. Exchange facilities are normally 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 1313, 1314). It is open from 0830 to 1530 hours, without lunch break, from Monday to Friday.

#### Addresses and telephone numbers of the secretariats of UNSD and UNESCAP

15. The addresses of the secretariats of UNESCAP is as follows [the appropriate information for focal points in the United Nations Statistics Division is included in a separate attachment with additional administrative instructions]:

Mr Joel Jere  
Statistician

/...

Statistics Division  
 Economic and Social Commission for Asia and the Pacific (UNESCAP)  
 The United Nations Building  
 Rajadamnern Avenue  
 Bangkok 10200, Thailand  
 Telephone number: +66-22881659  
 Facsimile numbers: +66-22881000 / 22881082  
 Email Address: stat.unescap@un.org (Statistics Division)

When dialing from within Thailand add "0" in front of the numbers. Thailand does not have area codes.

16. Mail intended for participants should be sent c/o Ms. Varaphorn Prapatsakdi, Statistics Division, UNESCAP at the above address, or by e-mail c/o prapatsakdi.unescap@un.org

#### Travel and hotel arrangements

17. The Secretariat of the meeting 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; and
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

18. Block bookings have been made for participants at the Hotel Dé Moc (formerly known as Thai Hotel). However, accommodation may be reserved at the request of participants at the hotels listed below which are close to UNESCAP. In addition there are many five-star hotels further away; UNESCAP can assist making reservations to those hotels as well.

<u>Special room rates, per day (in Thai Baht)</u>		
	<u>Single</u> (Net)	<u>Double</u> (Net)
<b>Royal Princess Hotel</b> 269 Larn Luang Road, Bangkok Phone: (662) 281-3088 Fax: (662) 280-1314	2,200	2,400
<b>Prince Palace Hotel</b> 488/800 Bo Bae Tower Damrongrak Road, Bangkok Phone: (662) 628-1111 Fax: (662) 628-1000	1,500	1,700
<b>Hotel Dé Moc</b> 78 Prachatipatai Road, Bangkok	950	1,250

Phone: (662) 282-2831 Fax: (662) 280-1299		
<b>Trang Hotel</b> 99/1 Wisutkasat Road Bangkok  Tel: (662) 282-2141-4 Fax: (662) 280-3610	1,000	1,200

19. 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. To facilitate their hotel reservation, participants are requested to send the hotel reservation form at least 5 days in advance to Ms Varaphorn Prapatsakdi, Statistics Division, UNESCAP (e-mail: prapatsakdi.unescap@un.org ; Fax: +662-288-1082).

#### Arrival at Bangkok airport

20. 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/> and <http://www.airportsuvarnabhumi.com/airport-features/suvarnabhumi-public-transportation/airport-shuttle-bus/> and <http://www.airportsuvarnabhumi.com/airport-features/suvarnabhumi-public-transportation/private-buses/>. Please note that the Don Mueang Airport, the old Bangkok International Airport, currently handles Thai domestic flights only.

21. 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 respective counters.** 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. The counter of the "Public Taxi" is located a level below the arrival area. Taxi fares to the hotels near UNESCAP should be around 300 Baht. From the arrival area, larger limousine taxis are available at a much higher cost.

#### Working language of the meeting

22. The meeting will be conducted in English and all documentation will be in English. No interpretation/translation services will be provided.

#### Meeting documents

23. Since the number of copies of meeting documents is limited, participants are requested to bring with them to Bangkok all documents that have been distributed to them in advance.

#### Papers/literature for distribution

24. Participants wishing to circulate any papers or literature at the meeting are requested to bring sufficient copies for distribution at the meeting.

#### ESCAP working hours

25. The normal working hours of ESCAP 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.

#### ESCAP library facilities

26. The ESCAP library facilities are available at the Library, first floor, Service Building, 0700 to 1515 hours. Publications can be consulted within the Library but may not be taken out.

#### Medical services

27. 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). Appointment should be made through the Nurse at extension 1352.

#### Postal services

28. 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, except for official holidays. Overseas telephone calls and fax transmissions can also be made from the Post and Telegraphic Office at government regulated charge rates.

#### Catering services

29. Hot meals and beverages are served at reasonable prices at Bistro Sabai (1100-1400 hours) and Staff Canteen (0700-1400 hours), located on the fourth and ground floors of the Service Building, respectively. Sandwiches, salads and snacks are available at the Café Toscana on the Ground floor of the UNCC. There is also a Coffee Corner/Internet cafe at lobby level 1, UNCC.

#### Return bookings

30. 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, Secretariat Building, extensions 2173, 2174 and 2197. The secretariat will help to confirm the return bookings on request. Participants should note that there is an airport departure fee of Baht 500.

#### Electrical Systems in Thailand

31. The standard voltage in Thailand is 220 VAC at 50 Hz. Plugs are Type A (flat blade attachment plug) and Type C (round pin attachment plug).

**2010 World Programme on Population and Housing Censuses: Workshop on Census Cartography  
and Management  
15 – 19 October 2007  
Bangkok, Thailand**

---

**ATTENDANCE INFORMATION**

*(Please type or print)*

1. NAME (Last, First): \_\_\_\_\_ Mr  / Ms
2. TITLE: \_\_\_\_\_
3. MAILING ADDRESS (OFFICE):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_
4. ARRIVAL IN BANGKOK:  
Date: \_\_\_\_\_ Flight number: \_\_\_\_\_ Time of arrival: \_\_\_\_\_
5. PLEASE RESERVE ACCOMMODATION IN BANGKOK AS INDICATED BELOW:  
Name of hotel: \_\_\_\_\_ Single: \_\_\_\_\_ Double: \_\_\_\_\_  
Check-in date: \_\_\_\_\_ Check-out date: \_\_\_\_\_
6. IF MAKING OWN LIVING ARRANGEMENTS IN BANGKOK, PLEASE INDICATE:  
Address in Bangkok:  
\_\_\_\_\_  
\_\_\_\_\_

Please send this attendance information to both addresses listed below:

Ms Varaphorn Prapatsakdi  
Statistics Division  
Economic and Social Commission for  
Asia and the Pacific  
United Nations Building  
Rajadamnern Avenue  
Bangkok 10200, Thailand  
Fax no.: (662) 288-1082  
E-mail: [prapatsakdi.unescap@un.org](mailto:prapatsakdi.unescap@un.org)

Ms Jennifer Tungol  
Statistics Division,  
Department of Economic and social Affairs  
United Nations  
2 UN Plaza, 1664B  
New York, NY, 10017  
Telephone numbers: +212 963 9120  
Facsimile numbers: +212 963 9851  
E-mail address: [tungol@un.org](mailto:tungol@un.org)