



## **INFORMATION NOTE**

### **UNITED NATIONS STATISTICS DIVISION**

### **29<sup>TH</sup> SESSION OF THE UNITED NATIONS GROUP OF EXPERTS ON GEOGRAPHICAL NAMES**

AS OF 7 APRIL 2016

## Information for Participants

### I. General

1. The 29<sup>th</sup> session of the United Nations Group of Experts on Geographical Names is scheduled to be held from 25-29 April 2016 at the United Nations Conference Centre (UNCC) in Bangkok located on Rajadamnern Nok Avenue and Klong Phadung Krungkasem Road, Bangkok, Thailand.

### II. Meeting schedule

2. The meeting will take place in Conference Room 1 (CR-1) located on the second floor of the UNCC, Rajadamnern Nok Avenue Bangkok. The standard meeting hours is from **9:00 to 12:00** and **14:00 to 17:00**.

### III. Credentials

3. We would like to remind you that you will need to comply with the formality of requesting your Permanent Mission to the United Nations in New York to advise the Secretary-General in writing of your intention to participate in the meetings and provide the name(s) of all the members of your delegation. You can find the contact information for your Permanent Mission on the following website: <http://www.un.org/en/members>

### IV. Registration and identification badges

4. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges for meeting participants. Participants are encouraged to submit their photo to UNGEGN Secretariat in advance with their registration. Registered and confirmed participants who are not able to supply a photo in advance must obtain a meeting badge before the meeting and upon their arrival at UNCC before going to the conference room. Only the names of duly registered participants will be included in the list of participants.

5. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex. The loss of a meeting badge should be communicated to the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

### III. Visa requirements

6. Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering to Thailand, **EXCEPT** for those nationals listed below.

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

7. According to the Immigration Bureau of Thailand, nationals of the following countries holding ordinary passports may enter and stay in Thailand for a period not exceeding 14 days, 30 days and 90 days, as per the list below, without a visa.

<b>List of countries and territories entitled for visa exemption and visa on arrival</b>		
<b>Ordinary passport</b>		
<b>A. Visa exemption for a maximum of 14 days</b>		
1. Cambodia	2. Myanmar (International Airports only)	
<b>B. Visa exemption for a maximum of 30 days</b>		
1. Australia	18. Ireland	35. Poland
2. Austria	19. Israel	36. Portugal
3. Bahrain	20. Italy	37. Qatar
4. Belgium	21. Japan	38. Russian Federation
5. Brunei Darussalam	22. Kuwait	39. Singapore
6. Canada	23. Liechtenstein	40. Slovak Republic
7. Czech Republic	24. Lao People's Democratic Republic	41. Slovenia
8. Denmark	25. Luxembourg	42. South Africa
9. Estonia	26. Macao, China	43. Spain
10. Finland	27. Malaysia	44. Sweden
11. France	28. Monaco	45. Switzerland
12. Germany	29. Mongolia	46. Turkey
13. Greece	30. Netherlands	47. United Arab Emirates
14. Hong Kong, China	31. New Zealand	48. United Kingdom of Great Britain and Northern Ireland
15. Hungary	32. Norway	49. United States of America
16. Iceland	33. Oman	50. Vietnam
17. Indonesia	34. Philippines	
<b>C. Visa exemption for a maximum of 90 days</b>		
1. Argentina	3. Chile	5. Peru
2. Brazil	4. Republic of Korea	
<b>Diplomatic / Official Passport</b>		
<b>A. Visa exemption for a maximum of 30 days</b>		
1. Cambodia	8. Macao, China	
2. Brunei Darussalam	9. Mongolia	
3. China	10. Myanmar	
4. Ecuador	11. Oman	
5. Hong Kong, China	12. Pakistan (Diplomatic Passport only)	
6. Indonesia	13. Singapore	
7. Lao People's Democratic Republic	14. Vietnam	
<b>B. Visa exemption for a maximum of 90 days</b>		
1. Albania	16. India	31. Poland
2. Argentina	17. Israel	32. Romania
3. Austria	18. Italy	33. Russian Federation
4. Belgium	19. Japan	34. Slovak Republic
5. Bhutan	20. Republic of Korea	35. South Africa
6. Brazil	21. Liechtenstein	36. Spain (Diplomatic Passport only)
7. Chile	22. Luxembourg	37. Sri Lanka

8. Colombia	23. Malaysia	38. Switzerland
9. Costa Rica	24. Mexico	39. Tajikistan
10. Croatia	25. Montenegro (as of 31 Oct 2015)	40. Tunisia
11. Czech Republic	26. Nepal	41. Turkey
12. Estonia (Diplomatic Passport only)	27. Netherlands	42. Ukraine
13. France (Diplomatic Passport only)	28. Panama	43. Uruguay
14. Germany	29. Peru	
15. Hungary	30. Philippines	
<b>Visa on arrival (for a maximum of 15 days)</b>		
1. Andorra	11. Maldives	
2. Bulgaria	12. Malta	
3. Bhutan	13. Mauritius	
4. China	14. Romania	
5. Cyprus	15. San Marino	
6. Ethiopia	16. Saudi Arabia	
7. India	17. Taiwan	
8. Kazakhstan	18. Ukraine	
9. Latvia	19. Uzbekistan	
10. Lithuania		

Updated as of 26 October 2015 by the  
Department of Consular Affairs, Ministry of  
Foreign Affairs of Thailand

8. Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport should follow the requirements below:

(a) The applicant must possess a passport of at least six-month validity and must be in possession of a valid 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, and supply one recent passport-sized photograph. A fee of Baht 1,000 applies.

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

10. Participants who may wish to apply for visa application outside of their country of residence or reside in a country where there is no Royal Thai Embassy/Royal Thai Consulate should check the location where it is possible for them to apply for Thai visa. Please note that certain nationality, for security reasons, is not allowed to apply for visa where else except at the Royal Thai Embassy/Consulate-General which is holding the jurisdiction over the territory.

11. UN staff members travelling on official business with the UN Laissez-Passer are REQUIRED to obtain appropriate visa before travelling to Thailand.

12. Furthermore, in line with security procedure for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification. United Nations staff are required to complete the "BASIC SECURITY IN THE FIELD" training before travelling.

*NOTE: The information provided above is accurate as of **December 2015**. All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.*

#### IV. Weather

13. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

#### V. Health and vaccination

14. Upon arrival at the port of entry in Thailand, participants who are the nationals of or have traveled from/through countries listed below which have been declared Yellow Fever infected areas must provide an International Health Certificate proving that they have received a **valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country.** The International Health Certificate must also be submitted together with the visa application form.

The countries/areas listed below have been declared yellow fever infected areas:

- |                                  |                         |
|----------------------------------|-------------------------|
| 1. Angola                        | 24. Guyana              |
| 2. Argentina                     | 25. Kenya               |
| 3. Bolivia                       | 26. Liberia             |
| 4. Brazil                        | 27. Mali                |
| 5. Benin                         | 28. Mauritania          |
| 6. Burkina Faso                  | 29. Niger               |
| 7. Burundi                       | 30. Nigeria             |
| 8. Cameroon                      | 31. Panama              |
| 9. Central African Republic      | 32. Paraguay            |
| 10. Chad                         | 33. Peru                |
| 11. Colombia                     | 34. Rwanda              |
| 12. Republic of Congo            | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire                | 36. Senegal             |
| 14. Democratic Republic of Congo | 37. Sierra Leone        |
| 15. Ecuador                      | 38. Somalia             |
| 16. Equatorial Guinea            | 39. Sudan               |
| 17. Ethiopia                     | 40. Suriname            |
| 18. French Guiana                | 41. Tanzania            |
| 19. Gabon                        | 42. Togo                |
| 20. Gambia                       | 43. Trinidad & Tobago   |
| 21. Ghana                        | 44. Uganda              |
| 22. Guinea                       | 45. Venezuela           |
| 23. Guinea-Bissau                |                         |

15. In view of the current outbreak of Ebola in some west African countries, the Government of the Kingdom of Thailand also requires all individuals who have stayed in or visited Guinea, Liberia and Sierra Leone within the past three weeks (21 days) to

identify themselves at the Health Control Office at Suvarnabhumi International Airport *BEFORE* proceeding to immigration.

16. Travelers from Ebola and Yellow Fever affected countries are both required to complete a health declaration form before an immigration check. Those who fail to follow this protocol may be denied entry to Thailand (as per the Communicable Disease Act B.E.2523 and Immigration Act B.E. 2522).

17. Thailand is currently experiencing ongoing transmission of the mosquito-borne Zika virus. All travellers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

18. In addition to the above, Medical Services Division at HQ advises that pregnant UN Personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. For further information, please read the attached Zika virus FAQ.

19. First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of the UNCC, during weekdays. The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch time from 1200 to 1245 hours. Appointments may be made through extensions 1352 or 1761.

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



Zika FAQ for UN  
Personnel\_2016-02-2

## VI. Foreign currency declaration

21. Any person who brings or takes an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare such amount of foreign currency to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence.

22. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extension 2168). The Bank opens from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

## VII. Airline reservations

23. 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 office located on the ground floor of the Secretariat Building.

## VIII. Hotel accommodation

24. The following hotels, located relatively close to ESCAP, have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Shangri-La Hotel *****</b> 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: <a href="mailto:thiptera.tanthasri@shangri-la.com">thiptera.tanthasri@shangri-la.com</a> Website: <a href="http://www.shangri-la.com">http://www.shangri-la.com</a> <i>Contact person:</i> Ms. Thiptera Tanthasri	30-40	Deluxe Room	3,600 <sup>a/c</sup>	4,100 <sup>a/c</sup>
<b>The Sukosol *****</b> 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: <a href="mailto:ratchanikrit@sukosolhotels.com">ratchanikrit@sukosolhotels.com</a> Website: <a href="http://www.sukosolhotels.com">http://www.sukosolhotels.com</a> <i>Contact person:</i> Ms. Ratchaneekrit Khankath	15-25	Deluxe	2,700 <sup>a/c</sup>	2,900 <sup>a/c</sup>
<b>Amari Watergate Hotel &amp; Spa *****</b> 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Ext. 5122 Fax: +66.2.6539045 E-mail: <a href="mailto:sutrapat.k@amari.com">sutrapat.k@amari.com</a> Website: <a href="http://www.amari.com/watergate">http://www.amari.com/watergate</a> <i>Contact person:</i> Ms. Sutrapat Kumwan	20-30	Deluxe	3,000 <sup>a/c</sup>	3,200 <sup>a/c</sup>
<b>Pullman Bangkok Kingpower *****</b> 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi Bangkok Tel: +66.2.6809999 Ext. 2529 Fax: +66.2.6809998 E-mail: <a href="mailto:sm@pullmanbangkokkingpower.com">sm@pullmanbangkokkingpower.com</a> Website: <a href="http://www.pullmanbangkokkingpower.com">http://www.pullmanbangkokkingpower.com</a> <i>Contact person:</i> Ms. Orawan Jirathanasin	20-25	Superior Deluxe Executive Executive suite	3,055 <sup>a/c</sup> 3,376 <sup>a/c</sup> 4,018 <sup>a/c</sup> 5,088 <sup>a/c</sup>	3,269 <sup>a/c</sup> 3,590 <sup>a/c</sup> 4,232 <sup>a/c</sup> 5,302 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Anantara Siam Bangkok Hotel *****</b> 155 Rajadamri Road Bangkok Tel: +66.2.1268866 Fax: +66.2.2539195 E-mail: <a href="mailto:sarochinee_na@anantara.com">sarochinee_na@anantara.com</a> Website: <a href="http://siam-bangkok.anantara.com/">http://siam-bangkok.anantara.com/</a> <i>Contact person:</i> Ms. Sarochinee Napapong	30	Deluxe	3,900 <sup>a/c</sup>	4,600 <sup>a/c</sup>
<b>Crowne Plaza Bangkok *****</b> <b>Lumpini Park Hotel</b> 952 Rama 4 Road Bangkok Tel: +66.2.6329000 Fax: +66.2.6329001 E-mail: <a href="mailto:chalita.chokvanit@ihg.com">chalita.chokvanit@ihg.com</a> Website: <a href="http://www.crowneplaza.com">http://www.crowneplaza.com</a> <i>Contact person:</i> Ms. Chalita Chokvanit	30	Superior	3,700 <sup>a/c</sup>	3,700 <sup>a/c</sup>
<b>Novotel Bangkok on Siam Square ****</b> 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: <a href="mailto:h1031-sl1@accor.com">h1031-sl1@accor.com</a> Website: <a href="http://www.novotelbkk.com/unitednations/">http://www.novotelbkk.com/unitednations/</a> <i>Contact person:</i> Ms. Jarunun Sripromma	30	Standard Superior Executive Premier Floor	3,414 <sup>a/c</sup> 4,002 <sup>a/c</sup> 5,179 <sup>a/c</sup>	3,767 <sup>a/c</sup> 4,355 <sup>a/c</sup> 5,179 <sup>a/c</sup>
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a> Website: <a href="http://www.royalprincesslarnluang.com">http://www.royalprincesslarnluang.com</a> <i>Contact person:</i> Ms. Benjarat Rusakul	5-10	Superior Deluxe	2,800 <sup>a/b/c</sup> 3,400 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup> 3,600 <sup>a/b/c</sup>
<b>Grand China Hotel ****</b> 215 Yaowarat Road Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: <a href="mailto:sale@grandchina.com">sale@grandchina.com</a> Website: <a href="http://www.grandchina.com">http://www.grandchina.com</a> <i>Contact person:</i> Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 <sup>a/b/c</sup>	2,700 <sup>a/b/c</sup>
<b>Prince Palace Hotel ****</b>	10-15	Superior	1,700 <sup>a/b</sup>	1,900 <sup>a/b</sup>



Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<p>488/800 Bo Bea Tower                      Damrongrak Road, Klong Mahanak                      Bangkok                      Tel: +66.2.6281111                      Fax: +66.2.6281000                      E-mail: <a href="mailto:wannajit@princepalace.co.th">wannajit@princepalace.co.th</a>                      Website: <a href="http://www.princepalace.co.th">http://www.princepalace.co.th</a>                      Contact person:                      Ms. Wannajit Chulamakorn</p>				
<p><b>Siam @ Siam Design Hotel ****</b>                      865 Rama 1 Road,                      Wangmai, Patumwan                      Bangkok                      Tel: +66.2.2173000 Ext. 1103                      Fax: +66.2.2173030                      E-mail: <a href="mailto:assist.dos@siamatsiam.com">assist.dos@siamatsiam.com</a>                      Website: <a href="http://www.siamatsiam.com">http://www.siamatsiam.com</a>                      Contact person:                      Ms. Natkhanit Chirawacharanant</p>	15-20	Superior	3,200 <sup>a/c</sup>	3,500 <sup>a/c</sup>
<p><b>Nouvo City Hotel ****</b>                      2 Samsen 2, Samsen Road,                      Banglumphu, Pranakorn                      Bangkok                      Tel: +66.2.2827500 Ext. 0110                      Fax: +66.2.2821243                      E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a>                      Website: <a href="http://www.nouvocityhotel.com">http://www.nouvocityhotel.com</a>                      Contact person:                      Mr. Adam Phadungsilp</p>	5-10	Superior Deluxe Grand Deluxe	1,600 <sup>a/b/c</sup> 1,900 <sup>a/b/c</sup> 2,200 <sup>a/b/c</sup>	1,800 <sup>a/b/c</sup> 2,100 <sup>a/b/c</sup> 2,400 <sup>a/b/c</sup>
<p><b>Riva Surya – Bangkok ****</b>                      23 Phra Arthit Road                      Bangkok                      Tel: +66.2.6335000                      Fax: +66.2.6335050                      E-mail: <a href="mailto:info@rivasuryabangkok.com">info@rivasuryabangkok.com</a>                      Website: <a href="http://www.rivasuryabangkok.com">http://www.rivasuryabangkok.com</a>                      Contact person:                      Ms. Thannaree Ketkaew</p>	10-15	Urban Riva Deluxe Premium	3,340 <sup>a/c</sup> 3,902 <sup>a/c</sup> 4,347 <sup>a/c</sup> 4,647 <sup>a/c</sup>	3,630 <sup>a/c</sup> 4,222 <sup>a/c</sup> 4,667 <sup>a/c</sup> 5,027 <sup>a/c</sup>
<p><b>Trang Hotel ***</b>                      99/1 Wisutkasat Road                      Bangkok                      Tel: +66.2.2822141-4                      Fax: +66.2.2803610                      E-mail: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a>                      Website: <a href="http://www.tranghotelbangkok.com">http://www.tranghotelbangkok.com</a>                      Contact person:                      Ms. Thongtem Lerknawapairoj</p>	5-10	Superior Superior Premium Deluxe	1,400 <sup>a/b</sup> 1,600 <sup>a/b</sup> 1,800 <sup>a/b</sup>	1,400 <sup>a/b</sup> 1,600 <sup>a/b</sup> 1,800 <sup>a/b</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Hotel Dé Moc (former Thai Hotel) ***</b> 78 Prajatipatai Road Bangkok Tel: +66.2. 6292100-5 Fax: +66.2.2801299 E-mail: <a href="mailto:sales@buddygrouphailand.com">sales@buddygrouphailand.com</a> Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a> Contact person: Ms. Chalita Sombutboon	5-10	Standard	1,300 <sup>a/b*</sup>	1,500 <sup>a/b*</sup>
		Superior	1,500 <sup>a/b*</sup>	1,700 <sup>a/b*</sup>

- a. *Inclusive of daily American breakfast, service charge and government tax.*
- b. *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 has one way transfer from hotel to UNCC.*
- c. *Free Internet Access.*

25. Participants are requested to contact the hotel directly at least 10 working days in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

26. All rooms block-booked will be available to participants on a first-come, first-served basis and in accordance with the information provided in the online attendance-hotel reservation form. Any cancellations, postponements or other changes should 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.

27. The rates provided in the table are as of December 2015 and subject to change without notice. Please confirm the room rates with the hotel directly.

## IX. Payment of hotel accounts

28. 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 center 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 with respect to rooms remaining vacant owing to late arrival or rescheduled departure for which inadequate prior notice is given.

## X. Transport from and to Airport

29. 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. Detailed information about Suvarnabhumi Airport can be found at <http://www.suvarnabhumiairport.com>.

30. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** 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 may access public taxi counters by exiting gates 3 or 9 of the arrival zone in Survarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

## **XI. Transport to attend meetings**

31. Most hotels indicated in paragraph 17 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

## **XII. Internet services**

32. Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC.

## **XIII. Catering services**

33. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1500 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday through 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, a Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC and is open from 0700 to 1700 hours.

## **XIV. Meeting documents**

34. Participants are encouraged to bring with them copies of the meeting documents to the meeting. Only a limited number of copies of such documents will be available during the meeting.

35. 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 a statement submitted by individual delegations, unless the Secretariat specifically takes a decision to that effect and approves the financial implications thereof.

## **XVI. Accessibility support for persons with disabilities (this service will be available from May 2014 onwards)**

36. In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices are available upon request in a designated area at the Accessibility Centre, first floor, UNCC. For more information please email [escap-conference-management@un.org](mailto:escap-conference-management@un.org) or call +66.2.2881601.

## **XVII. Library facilities**

37. 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 1329 and 1360. Further information about the ESCAP Library can be found at [www.unescap.org/unis/library](http://www.unescap.org/unis/library).

## **XVIII. Banking facilities**

38. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, from 0830 to 1530 hours during weekdays. (telephone extension 2168).

**XIX. Postal services**

39. Postal services are available at the Post Office, United Nations Branch, located 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 2911.

**XX. Souvenir shop**

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

**XXI. Travel agent**

41. American Express Travel office is located on the ground floor, Secretariat Building, which is open from 0800 to 1700 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823.

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