

FOR PARTICIPANTS ONLY

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ENGLISH ONLY

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

United Nations Regional Cartographic Conference for Asia and the Pacific

19th Session
29 October – 1 November 2012
Conference Room 2

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The 19th United Nations Regional Cartographic Conference for Asia and the Pacific is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 29 October – 1 November 2012.
2. The event will be opened at 10:00 hours on Monday 29 October 2012, in Conference Room 2, UNCC, where all subsequent meetings will also be held from 09:00 hours to 12:00 hours and 14:00 hours to 17:00 hours. We will inform you if there is a change on this in due course.

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 8:30 and 11:00 hours on the opening day of the event. 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. Only the names of duly registered participants will be included in the list of participants.
4. 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 contacted at the Conference Management Unit located on the ground floor of UNCC behind the registration counter so that a new one can be issued immediately.

IMMIGRATION REQUIREMENTS ¹

(a) **Visa exemption for maximum 14 days, 30 days and 90 days**

5. According to the Immigration Bureau of Thailand, nationals of the following countries holding ordinary passports may enter and stay in

1. Immigration requirements contained in our template only cover those related to ESCAP membership

Thailand for a period not exceeding 14 days, 30 days and 90 days, as per the list below, without a visa.

• **Visa exemption for maximum 14 days**

1. Cambodia

• **Visa exemption for maximum 30 days**

- | | |
|--------------------------------------|--|
| 1. Australia | 26. Malaysia |
| 2. Austria | 27. Monaco |
| 3. Bahrain | 28. Mongolia |
| 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 |
| 12. Greece | 37. Russian Federation |
| 13. Hong Kong, China | 38. Singapore |
| 14. Hungary | 39. Slovak Republic |
| 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. Liechtenstein | 47. United Kingdom of Great Britain and Northern Ireland |
| 23. Lao People's Democratic Republic | 48. United States of America |
| 24. Luxembourg | 49. Viet Nam |
| 25. Macao, China | |

• **Visa exemption for maximum 90 days**

- | | |
|--------------|----------------------|
| 1. Argentina | 4. Peru |
| 2. Brazil | 5. Republic of Korea |
| 3. Chile | |

(b) **Visa exemption for maximum 30 days and 90 days for diplomatic/ official passport holders**

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

- **Visa exemption for maximum 30 days**

1. Cambodia
2. China
3. Hong Kong, China
4. Lao People's Democratic Republic
5. Macao, China
6. Mexico
7. Mongolia
8. Myanmar
9. Oman
10. Viet Nam

- **Visa exemption for maximum 90 days**

1. Argentina
2. Austria
3. Belgium
4. Bhutan
5. Brazil
6. Chile
7. Costa Rica
8. Croatia
9. Czech Republic
10. Germany
11. Hungary
12. India
13. Israel
14. Italy
15. Japan
16. Liechtenstein
17. Luxembourg
18. Malaysia
19. Mexico
20. Nepal
21. Netherlands
22. Oman
23. Panama
24. Peru
25. Philippines
26. Poland
27. Republic of Korea
28. Romania
29. Russian Federation
30. Singapore
31. South Africa
32. Switzerland
33. Slovak Republic
34. Tunisia
35. Turkey
36. Ukraine
37. Uruguay

(c) **Visa on arrival for maximum 15 days stay**

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

1. Andorra
2. Bulgaria
3. Bhutan
4. China
5. Cyprus
6. Estonia
7. Ethiopia
8. India
9. Kazakhstan
10. Latvia
11. Lithuania
12. Maldives
13. Malta
14. Mauritius
15. Romania
16. San Marino
17. Saudi Arabia
18. Ukraine
19. Uzbekistan

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

(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 together with one recent passport-size photograph. An application 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. Furthermore, in line with security procedure for United Nations staff, travel notification through the Travel Request Information Process (TRIP) (replacing the Integrated Security Emergency Tracking System (ISECT) as of 1 January 2011) 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 log on to <https://dss.un.org> to apply for this travel notification. United Nations staff and those receiving a daily subsistence allowance (DSA) from the United Nations are to complete the "BASIC SECURITY IN THE FIELD" training before travelling.

The information provided above is accurate as at 16 January 2012. 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.

WEATHER

11. 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).

HEALTH AND VACCINATION

12. Upon arrival at the port of entry in the Kingdom of Thailand, the participants who have traveled from or through the countries which have been declared Yellow Fever Infected Areas must provide an International Health Certificate proving that they have received a Yellow Fever vaccination.

As for those nationals of the countries listed below who have not traveled from/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.

Following are the countries which are 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. Burundi | 29. Niger |
| 7. Burkina Faso | 30. Nigeria |

- | | |
|----------------------------------|-------------------------|
| 8. Cameroon | 31. Panama |
| 9. Central Africa | 32. Paraguay |
| 10. Chad | 33. Peru |
| 11. Columbia | 34. Rwanda |
| 12. Congo Republic | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire | 36. Senegal |
| 14. Democratic Republic of Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Ethiopia | 39. Sudan |
| 17. Equatorial Guinea | 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 | |

First-aid and emergency medical service is available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch hour from 1200 to 1245 hours. Appointments may be made through extensions 1352 or 1353.

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

FOREIGN CURRENCY DECLARATION

13. 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 declare upon bringing foreign currency that exceeds the amount restricted by law or its equivalent into or out of the Kingdom of Thailand or making any false declaration to a Customs Officer is a criminal offence.

14. Currency exchange facilities are available at hotels and at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2159 and 2160). It is open from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

AIRLINE RESERVATIONS

15. 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 first floor of the Service Building, adjacent to the Siam Commercial Bank.

HOTEL ACCOMMODATION

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

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<p>Shangri-La Hotel ***** 89 Soi Wat Suan Plu, New Road Bangkok Tel: (622) 236-7777 Fax: (622) 236-8579 E-mail: rossukone.pavalee@shangri-la.com, Website: http://www.shangri-la.com Contact person: Ms. Rossukone Pavalee</p>	30-40	Deluxe Room	4,500 ^{a/c}	5,000 ^{a/c}
<p>The Sukosol Bangkok ***** 477 Si Ayuthaya Road, Phayathai Bangkok Tel: (622) 247-0123 Fax: (622) 247-0165 E-mail: reservations@siamhotels.com Website: http://www.siamhotels.com/siamcity Contact person: Ms. Ratchaneekrit Khankath</p>	15-25	Deluxe	2,700 ^{a/c}	2,900 ^{a/c}
<p>Amari Watgate Hotel & Spa ***** 847 Petchaburi Road Bangkok Tel: (622) 653-9000 Fax: (622) 653-9045 E-mail: kanokwan.t@amari.com Website: http://www.amari.com/watgate Contact person: Ms. Kanokwan Ngiempaisal</p>	20-30	Deluxe	2,900 ^{a/b/c}	3,100 ^{a/b/c}
<p>Pullman Hotel and Resort ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi Bangkok Tel: (622) 680-9999 Fax: (622) 680-9998 E-mail: convention@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com Contact person: Ms. Ranithsorn Nitinopparatt</p>	20-25	Superior Deluxe Executive Executive suite	2,996 ^{a/c} 4,066 ^{a/c} 5,136 ^{a/c} 6,206 ^{a/c}	3,210 ^{a/c} 4,280 ^{a/c} 5,350 ^{a/c} 6,420 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Four Seasons Hotel ***** 155 Rajadamri Road Bangkok Tel: (622) 126-8866 Fax: (622) 253-9195 E-mail: ak-on.ratsathanuwat@fourseasons.com Website: http://www.fourseasons.com Contact person: Ms. Ak-On Ratsathanuwat	30	Deluxe	3,900 ^{a/c}	4,600 ^{a/c}
Crowne Plaza Bangkok ***** Lumpini Park Hotel 952 Rama 4 Road Bangkok Tel: (622) 632-9000 Fax: (622) 632-9001 E-mail: nantawan.rooncharoen@ihg.com Website: http://www.crowneplaza.com Contact person: Ms. Nantawan Rooncharoen	30	Superior	4,238 ^{a/c}	4,238 ^{a/c}
Novotel Siam Hotel **** 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: (622) 209-8888 Fax: (622) 255-1824 E-mail: jarunun_sales@novotelbkk.com Website: http://www.novotel.com Contact person: Ms. Jarunun Sripromma	30	Standard Superior Superior Corner Junior Suite	3,237 ^{a/c} 3,473 ^{a/c} 4,296 ^{a/c} 5,291 ^{a/c}	3,237 ^{a/c} 3,473 ^{a/c} 4,296 ^{a/c} 5,291 ^{a/c}
Royal Princess Larn Luang Hotel **** 269 Larnluang Road Bangkok Tel: (622) 281-3088 Fax: (622) 280-1314 E-mail: rsvn@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5-10	Superior Deluxe Suite 1 bed Room	2,500 ^{a/b/c} 2,800 ^{a/b/c} 7,000 ^{a/b/c}	2,700 ^{a/b/c} 3,000 ^{a/b/c} 7,500 ^{a/b/c}
Grand China Princess **** 215 Yaowarat Road Bangkok Tel: (622) 224-9977, 224-7997 Fax: (622) 224-7999 E-mail: sale@grandchina.com	15-20	Deluxe	2,500 ^{a/b/c}	2,700 ^{a/b/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Website: http://www.grandchina.com Contact person: Ms. Phet-Anong Naksuthi				
Prince Palace Hotel **** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (622) 628-1111 Fax: (622) 628-1000 E-mail: wannajit@princepalace.co.th Website: http://www.princepalace.co.th Contact person: Ms. Wannajit Chulamakorn	10-15	Superior	1,700 ^{a/b}	1,900 ^{a/b}
Siam @ Siam Design Hotel & Spa **** 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: (622) 217-3000 Fax: (622) 217-3030 E-mail: dos@siamatsiam.com Website: http://www.siamatsiam.com Contact person: Ms. Prapaphan Chanapokakul	15-20	Superior	2,800 ^{a/c}	3,000 ^{a/c}
Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: (622) 282-7500 Ext: 130 Fax: (622) 282-2134 E-mail: adam@nouvocityhotel.com Website: http://www.nouvocityhotel.com Contact person: Mr. Adam Phadungsilp	5-10	Deluxe Grand Deluxe Diplomat Room	2,000 ^{a/b/c} 2,000 ^{a/b/c} 3,500 ^{a/b/c}	2,200 ^{a/b/c} 2,200 ^{a/b/c} 3,500 ^{a/b/c}
Trang Hotel *** 99/1 Wisutkasat Road Bangkok Tel: (622) 282-2141-4 Fax: (622) 280-3610 E-mail: dosm@tuliphotelvasu.com reservations@tranghotelbangkok.com Website: http://www.tranghotelbangkok.com Contact person: Ms. Papatsara Sintanaporn Ms. Savitree Sotawong	5-10	Superior Superior Premium Deluxe	1,650 ^{a/b} 2,200 ^{a/b} 3,300 ^{a/b}	1650 ^{a/b} 2,200 ^{a/b} 3,300 ^{a/b}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Hotel Dé Moc (former Thai Hotel) *** 78 Prajatipatai Road Bangkok Tel: (622) 282-2833 Fax: (622) 280-1299 E-mail: booking@hoteldemoc.com Website: http://www.hoteldemoc.com Contact person: Ms. Napapat Choknithithanakul Ms. Jariyaporn Chonverayut	5-10	Standard	1,300 ^{a/b}	1,500 ^{a/b}
		Superior	1,500 ^{a/b}	1,700 ^{a/b}

- 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 and Trang Hotel have one way transfer from hotel to UNCC.
- c. *Free Internet Access.*

17. 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.

18. 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.

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

PAYMENT OF HOTEL ACCOUNTS

20. Before departure from Bangkok, participants are expected to 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.

TRANSPORT FROM AND TO AIRPORT

21. 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.airportsuvarnabhumi.com>. Please note that the Don Muang Airport, the former Bangkok International Airport, currently handles domestic flights only.

22. 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 Suvarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

TRANSPORT TO ATTEND SESSIONS

23. Most hotels indicated in paragraph 16 provide complimentary transport, according to fixed schedules, between the hotels and UNCC. Otherwise, participants would have to make their own transport arrangements for attending meetings.

INTERNET SERVICES

24. Eight PCs with high-speed Internet connection are available in the UNCC Internet Café on level 1, UNCC, for the use of participants free of charge. In addition, free wireless internet access is also available in all conference and meeting rooms and public areas of the UNCC.

CATERING SERVICES

25. Catering services are available at the Cafeteria, which is located on level 1 of the UNCC, from 11:00 to 14:00 hours. Rajapruek Lounge, located on the ground floor of the UNCC, is open from 07:00 to 17:00 hours on Monday through Thursday, and from 07:00 to 19:00 hours on Friday. The Canteen on the ground floor of the Service Building is open from 07:00 to 1300 hours. In addition, a Coffee Corner serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 07:00 to 17:00 hours.

COMMUNICATIONS

26. Mail intended for participants during the session should be addressed as follows:

(Name of delegate)
c/o ESCAP secretariat
United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200
Thailand
Fax: (662)288-3022, (662)288-1000
E-mail address: escap-conference-services@un.org

MEETING DOCUMENTS

27. 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.

28. Documents for circulation or distribution at the session should be handed to (name of official, office location and extension number). 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 Commission specifically takes a decision to that effect and approves the financial implications thereof.

LIBRARY FACILITIES

29. 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 1330 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/unis/library.

BANKING FACILITIES

30. 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 extensions 2168 and 2169).

POSTAL SERVICES

31. 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 2114.

SOUVENIR SHOP

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

TRAVEL AGENT

33. American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank which is open from 0800 to 1630 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822, 2823 and 2824.

RECONFIRMATION OF RETURNING FLIGHT

34. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Bangkok. For this purpose, they should contact American Express travel agent (paragraph 33).
