

Economic and Social Commission for Asia and the Pacific

Regional workshop on Harnessing Science, Technology and Innovation for Sustainable Development

6 August 2015, Bangkok

Information for Participants

I. General

The Regional workshop on Harnessing Science, Technology and Innovation for Sustainable Development is scheduled to be held at the Meeting room A, United Nations Conference Centre (UNCC), in Bangkok, on 6 August 2015.

The event will be opened at 09:00 hours by Dr. Shamshad Akhtar, Under-Secretary-General of the United Nations and Executive Secretary of ESCAP.

II. Registration and identification badges

Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, from 08:30 hours to 09:00 hours on the event day. 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.

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. Hotel accommodation

A superior single room at the Royal Princess Larn Luang is booked for each participant. All hotel expenses will be on participants' own account.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Royal Princess Larn Luang Hotel **** 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: benjarat@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	5-10	Superior	2,700 ^{a/b/c}	2,900
		Deluxe	3,300	3,500

Room Rate Inclusive of:

- Buffet Breakfast at Princess Café
- Internet access in room
- Welcome Drink and Fruit upon arrival
- Coffee and Tea Maker in Room
- Complimentary shuttle van service to United Nations Building

Condition of room reservation:

- Check in time is 12.00 noon
- Check out time is 12.00 noon/Midday
- Late check-out depends on hotel room 's availability
- Late check out until 6:00 p.m. to be charged at half rate
- Late check out after 6:00 p.m. to be charged at one night rate.
- When your guest arrival to the hotel, we are require for deposit 50% of total room expenses, the total balance would be settle by cash or credit card upon departure.

Participants, who DO NOT wish to stay at the Royal Princess, please inform the ESCAP staff by Thursday 30 July 2015 to cancel the booking at the hotel.

IV. Payment of hotel accounts

Before departure from Bangkok, **participants should settle directly with the hotel 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.

V. Transport from and to Airport

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>.

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 following the signage at the 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.

VI. Transport to attend meetings

The Royal Princess Larn Laung Hotel provides provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meeting.

For local participants who wish to bring their vehicles to ESCAP compound, please send the following details of the vehicles to the ESCAP staff to acquire the parking permission. Parking lot is granted on first-come-first-serve basis. The parking permission does not guarantee the parking lot. If no parking lot is available, the vehicle will not be allowed to

enter ESCAP compound. Alternative parking area is at Wat Makutkasattriyaram Kasatayaram adjacent to the United Nations compound (subject to a parking fee).

VII. Catering services

The catering services are available at the participants' own expenses at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 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.

VIII. Daily subsistence allowance (only if applicable)

Participants were contacted and eligible for a daily subsistence allowance will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit their passport, boarding pass(es) to the secretariat staff on 6 August 2015.**

Any financed participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

IX. Financial & administrative arrangements (only if applicable)

In those cases where the participation costs are borne by the WTO and/or ESCAP Secretariats, the Secretariats will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, 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;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

แผนที่แสดงที่ตั้ง ศูนย์ประชุมสหประชาชาติ
UNITED NATIONS CONFERENCE CENTRE



องค์การสหประชาชาติ
ก.ราชดำเนินนอก แขวงบางขุนพรหม

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/report?reportId=5_4193

