

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**Expert Group Meeting on
Developing the APEF Energy Data and Policy Information Portal**
26 and 27 August 2014
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The Expert Group Meeting on “Developing the APEF Energy Data and Policy Information Portal” organized by the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) will be held on **26 and 27 August 2014 at the Meeting Room A, the United Nations Conference Center (UNCC), Bangkok, Thailand.**

REGISTRATION & IDENTIFICATION BADGES

2. Participants are requested to register and obtain meeting badges at the registration counter, which is located on the ground floor of UNCC, from 08:30 to 09:00 hours on Tuesday, 26 August 2014. 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 the registration purposes, participants are required to have their passports with them.

3. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings and social functions. The loss of a badge should be reported to the staff servicing the meeting, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENTS

3. It is the responsibility of the participant to obtain the necessary visa to enter Thailand.

4. Visa requirement

- Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders

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.

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

1. Cambodia

- **Visa exemption for a maximum of 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. | Vietnam |
| 25. | Macao, China | | |

• **Visa exemption for a maximum of 90 days**

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

- Visa exemption for a maximum of 30 days and 90 days for diplomatic/official passport holders
 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 a maximum of 30 days**

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

• **Visa exemption for a maximum of 90 days**

- | | | | |
|-----|------------------------------------|-----|----------------------------------|
| 1. | Argentina | 21. | Malaysia |
| 2. | Austria | 22. | Mexico |
| 3. | Belgium | 23. | Nepal |
| 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. | Slovak Republic |
| 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 |

- Visa on arrival for a maximum of 15-day stay

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 | 15. Maldives |
| 2. Bulgaria | 16. Malta |
| 3. Bhutan | 17. Mauritius |
| 4. China | 18. Oman |
| 5. Cyprus | 19. Poland |
| 6. Czech Republic | 20. Romania |
| 7. Estonia | 21. Russia |
| 8. Ethiopia | 22. San Marino |
| 9. Hungary | 23. Saudi Arabia |
| 10. India | 24. Slovak Republic |
| 11. Kazakhstan | 25. Slovenia |
| 12. Latvia | 26. Ukraine |
| 13. Liechtenstein | 27. Uzbekistan |
| 14. Lithuania | |

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, and supply one recent passport-sized photograph. A fee of THB 1,000 applies.

- Holders of United Nations laissez-passer (UNLP) must acquire entering visa to Thailand. Therefore, participants holding both UNLP and a national passport that are exempted from visa are recommended to use their national passport to enter the country. Please show only national passport and letter of invitation to the workshop at the Thai immigration counter.
- Participants from countries other than those listed above are requested to check for updated information on visa requirement and / or obtain an appropriate entry visa from the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.
- For additional and latest updated information on visa requirements please refer to <http://www.mfa.go.th/main/en/services/123>.

GENERAL INFORMATION

5. Weather

The weather in Bangkok is usually warm and humid. Therefore, light tropical clothing would be appropriate. It is the rainy season now. Please bring an umbrella and appropriate shoes.

6. Electricity

The electricity voltage 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.



USA, Canada (NEMA 1-15;
No Ground pin; Front tab is Ground;
120 Volts; 10 & 15 Amp)

Taiwan, Thailand, Japan (100 V), China, Philippines (220 V)



USA, Canada (NEMA 5-15;
120 Volts; 10 & 15 Amp)

Taiwan, Thailand, Japan (100 V), China, Philippines (220 V)

7. Water

Tap water in Bangkok is not recommended for drinking. It is better to drink bottled water or water provided from the hotel or at the conference centre.

8. Others

- Metered-taxis are available at all time. Please be sure that the driver starts the meter when you are on board (start at THB 35). Please refer to paragraphs below for taxis from the airport.
- Time Zone: Bangkok, Thailand is GMT+7
- Emergency Services Telephone Numbers:

191	Emergency Call / Police
1155	Tourist Police
1691	Ambulance Service Center
02-132-1888	Suvarnabhumi Airport Call Center
02-288-1100	United Nations' Emergency

FOREIGN EXCHANGE & BANKING SERVICE

9. Currency exchange facilities are available at the hotel and banks. Most banks' operating hours are from 09:00 to 15:30 hours, with no lunch break, from Monday to Friday.

Banking services are also available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, from 08:30 to 15:30 hours during weekdays (telephone extensions 2168 and 2169).

AIRLINE RESERVATIONS

10. ESCAP will facilitate ticket booking for sponsored participants. For those who are coming on self-financed basis, 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

Please note that, if necessary, Travel services are available through the American Express office located on the first floor of the Service Building, adjacent to the Siam Commercial Bank.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

11. Where a daily subsistence allowance (DSA) is payable to ESCAP sponsored participants, it will be paid at prevailing United Nations standard rates.

Participants are requested to submit their original passport, air tickets and boarding pass(es) to the secretariat staff in the meeting room in order to facilitate payment of subsistence allowance during the meeting period.

**** All documents must be submitted to ESCAP staff during the meeting period, otherwise the subsistence allowance will be provided to the participant through a financial claim (reimbursement) after the meeting ended, which takes approximately 14 days to process.**

12. Where changes are made to the travel schedule, the meeting secretariat must be informed as soon as possible.

TRAVEL AND ADMINISTRATIVE ARRANGEMENTS (only if applicable)

13. Participants whose travel are sponsored by ESCAP, the UNDP office in home country will be authorized to issue the economy class, roundtrip air ticket (home country / Bangkok / home country) to arrive at Bangkok as far as possible on Monday, 25 August and depart on Thursday, 28 August 2014. ESCAP staff or UNDP office in the respective countries will contact the sponsored participants for travel arrangements.

HOTEL ACCOMMODATION and MEALS

14. 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.

All of the participants are requested to make reservation with the preferred hotels directly and provide reservation information to the organizers.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (THB)	
			Single	Double
The Sukosol ***** 477 Si Ayuthaya Road, Phayathai, Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: http://www.sukosolhotels.com Contact person: Ms. Ratchaneekrit Khankath	15-25	Deluxe	2,700 ^{a/c}	2,900 ^{a/c}
Pullman Hotel and Resort ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi, Bangkok Tel: +66.2.6809999 Ext. 2529 Fax: +66.2.6809998 E-mail: sales@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com Contact person: Ms. Orawan Sermchaisrikul	20-25	Superior	2,996 ^{a/c}	3,210 ^{a/c}
		Deluxe	3,317 ^{a/c}	3,531 ^{a/c}
		Executive	3,959 ^{a/c}	4,173 ^{a/c}
		Executive suite	5,029 ^{a/c}	5,243 ^{a/c}
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	2,600 ^{a/b/c}	2,800 ^{a/b/c}
		Deluxe	3,200 ^{a/b/c}	3,400 ^{a/b/c}
		Suite 1 bed Room	8,000 ^{a/b/c}	8,000 ^{a/b/c}
Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn, Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: http://www.nouvocityhotel.com Contact person: Mr. Adam Phadungsilp	5-10	Grand Deluxe	2,200 ^{a/b/c}	2,400 ^{a/b/c}
New World City Hotel *** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: http://www.newworldcityhotel.com Contact person: Mr. Adam Phadungsilp	5-10	Deluxe	1,150 ^{a/b/c}	1,350 ^{a/b/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (THB)	
			Single	Double
Hotel Dé Moc (former Thai Hotel) *** 78 Prajatipatai Road Bangkok Tel: +66.2.2822833 Fax: +66.2.2801299 E-mail: sales@buddygrouphailand.com Website: http://www.hoteldemoc.com Contact person: Ms. Chalita Sombutboon	5-10	Standard	1,300 ^{a/b}	1,500 ^{a/b}
		Superior	1,500 ^{a/b}	1,700 ^{a/b}
Riva Surya – Bangkok **** 23 Phra Arthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: info@rivasuryabangkok.com Website: http://www.rivasuryabangkok.com Contact person: Ms. Thannaree Ketkaew	10-15	Urban	3,060 ^{a/c}	3,360 ^{a/c}
		Riva	3,580 ^{a/c}	3,880 ^{a/c}
		Deluxe	3,810 ^{a/c}	4,110 ^{a/c}
		Premium	4,250 ^{a/c}	4,550 ^{a/c}

- 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.

15. Please note that information about any changes to reservation (cancellation, postponement, etc) must be provided to the hotels 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. Information about such changes should be provided to the organizers.

PAYMENT OF HOTEL ACCOUNTS

16. Before departure from Bangkok, participants are expected to settle directly with the hotel on all charges, including local and long-distance telephone calls, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services.

TRANSPORT FROM AND TO AIRPORT

17. Participants should make their own transportation arrangements from Suvarnabhumi

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_5235

