



Subr-Regional Workshop on accelerated achievement of Millennium Development Goals and the Post-2015 Development Agenda in South-East Asia

Organized by

The United Nations Economic and Social Commission for Asia and the Pacific (ESCAP)
Asian Development Bank (ADB)
United Nations Development Programme (UNDP)

21-23 November 2012
Bangkok, Thailand

Information Note for Participants

PLEASE READ CAREFULLY

GENERAL

1. The ESCAP/ADB/UNDP Sub-Regional Workshop on accelerated achievement of Millennium Development Goals and the Post-2015 Development Agenda in South-East Asia is scheduled to be held at United Nations Conference Centre (UNCC)- Meeting Room F, Rajadamnern Nok Avenue, Bangkok 10200, Thailand on 21-23 November 2012
2. The meeting will be inaugurated at 09:00 hours on Wednesday 21 November 2012 at Meeting Room F.

REGISTRATION AND IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges at the Reception Counter, ground floor, UNCC between 08:15-09:00 hours on 21 November 2012. Related documents for the meeting will be available at the <http://www.unescap.org/pdd/calendar/CSN-MDG-BKK-Nov2012/index.asp> While limited number of the documents will be distributed at the meeting, delegates are urged to print the copies from the website and bring them to the meeting.
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. The loss of a meeting badge should be reported personally to the Conference Management Unit, which is located on ground floor of UNCC, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENT

5. All participants must hold passports that are valid for at least six months beyond the time of their arrival in Bangkok. It is advisable that all participants obtain appropriate entry visas to Thailand from a Thailand diplomatic or consular mission at their point of origin or en route to Thailand.

CUSTOMS REGULATIONS

6. Narcotic drugs as well as arms and ammunition may not be brought into Thailand; they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

WEATHER

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

HEALTH

8. Immunization certificates are not normally required for entry into Thailand.

9. First-aid and emergency medical service is available at the Medical Centre, which is located on the fourth floor of the Service Building. The ESCAP medical Officer and Nurse are available Monday through Friday from 07:30 to 15:45 hours, except during lunch from 12:00 to 12:45 hours. Appointments should be made through the nurse at extensions 1352, 1353 or 1761. Hospitalization expenses are to be borne by each patient.

10. In the event of a medical emergency during the meeting, please contact ESCAP staff serving at the meeting who will facilitate transport to the nearest hospital. Participants are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by participants.

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

BANKING FACILITIES

12. 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).

13. The Thai currency unit is the Baht. Bank notes are available in denominations of 1,000, 500, 100, 50 and 20. International credit cards and travelers cheques are accepted in major establishments.

DECLARATION OF FOREIGN CURRENCY

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

AIRLINE RESERVATION

15. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure from Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Participants can liaise directly with the travel agent office located on the first floor of the Service Building (telephone extensions 2820, 2821 and 2828). The travel office is open from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

16. For participants financed by ESCAP, the cost of the air ticket is covered by ESCAP and will be arranged by UNDP in respective countries. The exception is for ESCAP financed participants from Pacific Island countries whose air ticket will be arranged by ESCAP Pacific Office in Fiji.

LIBRARY FACILITIES

17. ESCAP Library facilities are available on the first floor, Service Building from 07:30 to 16:00 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.

POSTAL SERVICES

18. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 08:00 to 16:00 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

CATERING SERVICES

19. Catering services are available at the Cafeteria, which is located on level 1 of the UNCC, from 1100 to 1400 hours. Rajapruek Lounge, located on the ground floor of the 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 serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 0700 to 1700 hours.

HOTEL ACCOMMODATION

20. Accommodation for participants funded by ESCAP

For ESCAP funded participants, single room for each funded participant for four nights stay (in 20 November 2012, out 24 November 2012) has been booked at the **Royal Princess Hotel** located at Larn Luang Road, telephone 662-281-3088.. The room rate is 2,500 baht per night inclusive of service charges and taxes, in room high speed internet and breakfast for one person. Participants who wish to make alternative accommodation arrangement are kindly requested to inform Ms. Patchara Arunsuwannakorn at arunsuwannakorn@un.org. telephone 662-288-1245).

Participants from abroad whose local costs are covered by ESCAP will receive a daily subsistence allowance (DSA) according to established UN rates to cover hotel accommodation.

visa fee, transportation cost from/to airport, airport departure tax, meals and other miscellaneous and incidental expenses.

Please note that participants are responsible for settling their own board and accommodation bills and other personal expenses from daily subsistence allowance provided by the organization. The DSA for those who will be staying less than four nights will be adjusted accordingly and those participants are required to return the balance to ESCAP.

21. **Accommodation for self-financed participants**

Single rooms can be booked at the Royal Princess Hotel (Bangkok, Tel. +662 281-3088) where all participants are required to stay for four nights (in 20 November 2012, out 24 November 2012). If participants wish to stay at this hotel, please inform Ms. Nobuko Kajiura, ([email: kajiura.unescap@un.org](mailto:kajiura.unescap@un.org)), telephone. 662-288-1641 (Please also cc Ms. Patchara Arunsuwannakorn at arunsuwannakorn@un.org, telephone 662-288-1245) with your detailed travel itinerary at the earliest.

LOCAL TRANSPORT

22. It will not be possible for ESCAP to provide transportation for participants between hotels and ESCAP. Metered-taxis are generally available. The Royal Princess Hotel generally offer free shuttle service between the hotel and UNCC, leaving the hotel at 07:45 hours and leaving UNCC at 17:00 hours.

INTERNATIONAL DIRECT DIALING

23. Bangkok is linked via satellite to all major countries of the world. International call can be made (via operator or IDD) from any private business or hotel phone.

Country code-Thailand: +66, City Code: Bangkok: 02

ELECTRICITY

24. Most hotels use 220 volts 50 cycles and a two pronged plug. It is better to check before using an appliance.

WORKING LANGUAGE OF THE MEETING

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_5693

