



FOR PARTICIPANTS ONLY

8 January 2008

**UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC**

Aid for Trade and development: global and regional perspectives

24-25 January 2008
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The UNCTAD XII Pre-event on "Aid for Trade and development: global and regional perspectives" will be held at meeting room 'H', the United Nations Conference Centre (UNCC), Bangkok, on 24 and 25 January 2008.
2. The opening of the meeting will be at 1000 hours on 24 January 2008.

REGISTRATION & IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges at the Registration Counter, located on the ground floor, UNCC, between 0900-1000 hours on the opening day of the meeting. Participants who are not able to register during the specified time are requested to do so on subsequent days, to ensure that they meet the security requirement and that their names will appear on the list of participants. Without registration, names of participants will not be included in the list.
4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting, social functions and in the United Nations complex. Loss of meeting badges should be reported personally to the Chief, Conference Management Unit so that new ones can be issued without delay.

IMMIGRATION REQUIREMENTS

5. Reference the information from Immigration Bureau of Thailand as of July 2006, nationals of the following countries and the special administrative regions, holding ordinary passports, may enter without a visa and stay in Thailand for a maximum period of either 30 days or 90 days. However, if the duration of their stay is expected to exceed the respective maximum periods, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions:

30 Days (38 Countries with 2 Special Administrative Region)

- | | | | |
|---|-------------------|----|---------------|
| 1 | Austria | 22 | Macao, China* |
| 2 | Australia | 23 | Malaysia |
| 3 | Bahrain | 24 | Netherlands |
| 4 | Belgium | 25 | New Zealand |
| 5 | Brunei Darussalam | 26 | Norway |
| 6 | Canada | 27 | Oman |
| 7 | Denmark | 28 | Philippines |
| 8 | Finland | 29 | Portugal |
| 9 | France | 30 | Qatar |

10	Germany	31	Russian Federation
11	Greece	32	Singapore
12	Hong Kong, China*	33	South Africa
13	Iceland	34	Spain
14	Indonesia	35	Sweden
15	Ireland	36	Switzerland
16	Israel	37	Turkey
17	Italy	38	United Arab Emirates
18	Japan		United Kingdom of Great Britain
19	Kuwait	39	and Northern Ireland
20	Luxembourg	40	United States of America
21	Lao People's Democratic Republic	41	Viet Nam

* Special Administrative Region

90 Days (4 Countries)

1	Brazil	3	Republic of Korea
2	Chile	4	Peru

6. In addition to the above, nationals holding valid diplomatic or official passport of the following countries may enter and stay in Thailand for the period specified in each visa waiver agreement between Thailand and the country concerned.

30 Days (diplomatic or official passport)

1	Cambodia	5	Lao People's Democratic Republic
2	China	6	Oman
3	Mongolia	7	Viet Nam
4	Myanmar		

90 days (diplomatic or official passport)

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

7. Nationals of the following countries may apply upon arrival and be granted by the Thai

immigration authority at the Suvarnabhumi Airport (the new Bangkok International Airport), a visa for a stay not exceeding 15 days, conditional on meeting certain requirements.

1	Bhutan	11	Kazakhstan
2	China	12	Maldives
3	Cyprus	13	Mauritius
4	Czech Republic	14	Poland
5	Estonia	15	Russian Federation
6	Hungary	16	Saudi Arabia
7	India	17	Slovenia
8	Liechtenstein	18	Slovak Republic
9	Latvia	19	Ukraine
10	Lithuania		

The requirements are:

- (a) The applicants must be in possession of a valid passport or an appropriate travel document recognized by the Royal Thai Government.
- (b) The applicants must be in possession of an air ticket valid for return journey within 15 days.
- (c) The applicants must provide two passport-size photographs and pay a visa fee of approximately Baht 1,000.00

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

WEATHER

9. The weather in Bangkok is warm and humid. Light tropical clothing will 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 degrees Celsius (72-73 degrees Fahrenheit).

FOREIGN EXCHANGE

10. Participants may bring with them into Thailand unrestricted sums of foreign currency in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates. The exchange rate as of 1 January 2008 was US\$1 = Baht 33.69.

11. Participants may be required to declare the amount of traveller's cheques or currency in their possession on arrival at the Suvarnabhumi Airport.

12. Exchange facilities are available at hotels as well as at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions 2168 and 2169). It is open from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

ADDRESS & TELEPHONE NUMBER OF ESCAP SECRETARIAT

13. The address of the ESCAP secretariat is as follows:

Mr. Marc Proksch	Tel: (66-2) 288-1680
Economic Affairs Officer, Trade Policy Section	Fax: (66-2) 288-1027, 288-3066
Trade and Investment Division	e-mail: proksch.unescap@un.org
UNESCAP	
The United Nations Building	
Rajadamnern Nok Avenue	
Bangkok 10200, Thailand	

OFFICERS CONCERNED WITH SERVICING THE MEETING

14. The substantive division concerned with the meeting is the Trade and Investment Division. Mr. Xuan Zengpei is the Director of the Division. Ms. Tiziana Bonapace is the Chief of the Trade Policy Section of the Division.

15. The office of language services is located on the first floor, block A, Secretariat Building, Mr. Christian De Sutters is the Chief of the Conference Services Section, extension 1110. The Section is responsible for the translation of meeting documents and the provision of simultaneous interpretation at the meeting.

16. The office of the United Nations Information Services (UNIS) is located on the ground floor, block A, Secretariat Building. Mr. Hak-Fan Lau is the Chief of UNIS, extension 1866.

HOTEL ACCOMMODATION

17. Accommodation may be reserved at the request of participants at the following hotels which are close to ESCAP and offer special rates.

Name and address	Driving distance to UNCC (minutes)	Daily room rates (Baht)	
		Single	Double
Prince Palace Hotel 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (662) 628-1111 Fax: (662) 628-1000	10-15	1,500	1,700
Royal Princess Hotel 269 Larn Luang Road Bangkok Tel: (662) 281-3088 Fax: (662) 2801314 www.royalprincess.com	5-10	2,400	2,600

18. The rates quoted above represent group room rates, inclusive of daily American breakfast, service charge and government tax. Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 percent VAT. The hotel room rates are subject to alteration without prior notice.

19. For hotel reservation, participants are kindly requested to complete the attached reservation form for the desired hotel and send it as soon as possible (with flight details, if available, or to be provided when available) to the hotel and the ESCAP secretariat as indicated in the form. Hotels will send their confirmation directly to participants upon receipt of the completed reservation form.

20. Any subsequent changes in arrival plans should be communicated immediately to ESCAP. Cancellation, postponement or any other changes must 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. All rooms will be assigned according to information furnished on the enclosed forms and on a first-come, first-served basis.

ARRIVAL AT THE 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. Further detailed information about the new airport can be found at <http://www.airportsuvarnabhumi.com/>. Please note that the Don Mueang Airport, the old Bangkok International Airport, currently handles Thai domestic flights only.

22. For participants who avail themselves of the services of limousine and public metered-taxi, **it is strongly recommended that they contact only the officials who are authorized to man the counters located at the airport's arrival lounge.** The officials, upon contact, will issue a ticket for the assignment, as preferred, of either a limousine or an air-conditioned metered-taxi for transporting participants to the desired destination. Participants are advised that the charge of a limousine is fixed and that of a metered-taxi is as per shown on the meter with additional 50 Baht fee. If a toll-highway is used, the fee is additional to the charge (Baht 65 towards ESCAP and Sukhumvit Road). Metered taxis are the most affordable and can be found outside the arrival terminal building.

LOCAL TRANSPORTATION

23. It will not be possible for ESCAP to provide transportation for participants between hotels and ESCAP. Metered-taxis are generally available. The hotels listed in paragraph 20 generally offer free shuttle service between the hotel and UNCC. Participants can check directly with the hotel management on the provision of the shuttle service.

SOUND SYSTEM AND INTERPRETATION AT THE MEETING

24. The meeting will be conducted in English only. All the microphones on the tables in the meeting room are automatically operated. Before speaking, participants are requested to press the button on their microphones until the red light is on. At the end of each intervention, participants are requested to turn off their microphones by press the same button. The red light will be off.

STATEMENTS AND PRESENTATIONS BY PARTICIPANTS

25. In order to assist in the distribution of statements and presentations, the secretariat would appreciate receiving the pre-written text of all statements and presentations before or after delivery.

MEETING DOCUMENTS

26. All meeting documents and presentations will be distributed to participants during the meeting.

ESCAP WORKING HOURS

27. The normal working hours of the ESCAP secretariat are from 0730 to 1545 hours, with a lunch break of 45 minutes, from Monday to Friday. However, staff members concerned with the

meeting will be on duty during meeting hours.

LIBRARY FACILITIES

28. 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 ESCAP Library can be found at <http://www.unescap.org/unis/library/>.

MEDICAL SERVICES

29. First-aid and medical services are available at the Medical Centre, fourth floor, Service Building, during weekdays. The ESCAP doctor is available from 0730 to 1545 hours with lunch break from 1200 to 1245 hours. Appointment should be made through the nurse at extensions 1352 and 1761. The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas outside buildings. Yellow fever vaccination is required for participants from endemic countries. Participants are recommended to have had vaccinations against food-borne diseases such as, hepatitis A, tetanus and typhoid.

POSTAL SERVICES

30. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 0800 to 1600 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

CATERING SERVICES

31. Catering services are available at the Cafeteria on the fourth floor of the Service Building from 0800 to 1600 hours. Rajapruek Lounge on the ground floor of UNCC is open from 0700 to 1700 hours on Monday to Thursday, and from 0700 to 2000 hours on Friday, and the Canteen on the ground floor of the Service Building, from 0700 to 1400 hours. In addition, a snack bar serving sandwiches, pastries, coffee/tea and soft drinks is located at the Coffee Corner, level 1, UNCC. It is open from 0700 to 1600 hours.

HOTEL RESERVATION FORM I - ROYAL PRINCESS HOTEL

**Aid for Trade and development: global and regional perspectives
24-25 January 2008, Bangkok, Thailand**

Please indicate your desired accommodation. The room rates at Royal Princess Hotel, Larn Luang (inclusive of buffet breakfast, service charge and VAT) are:

		Room requirement
Superior single:	Baht 2,400 net/room/night	
Superior twin:	Baht 2,600 net/room/night	

(As of 1 January 2008, US\$ 1.00 approximately equals Baht 33.69).

Arrival date in Bangkok: _____ Flight No.: _____ at _____ hours

Departure date from Bangkok: _____ Flight No.: _____ at _____ hours

() Mr. () Mrs. () Ms.

First name: _____ Last name: _____

Address: _____

City: _____ State: _____ Country: _____

Telephone: _____ Fax: _____ e-mail: _____

Please send to: Royal Princess Hotel
269 Larn Luang Road, Pomprab
Bangkok 10100, Thailand
(Attn: Ms. Pranee Ruangnavarat, Front Manager)
Fax: (66-2) 280-1314
Tel: (66-2) 281-3088
e-mail: larnluang@dusit.com
www.royalprincess.com

HOTEL RESERVATION FORM II - PRINCE PALACE HOTEL

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Please indicate your desired accommodation. The room rates at Prince Palace Hotel (inclusive of buffet breakfast, service charge and VAT) are:

		Room requirement
Standard single:	Baht 1,500.- net/room/night	
Standard twin:	Baht 1,700.- net/room/night	

(As of 1 January 2008, US\$ 1.00 approximately equals Baht 33.69).

Arrival date in Bangkok: _____ Flight No.: _____ at _____ hours

Departure date from Bangkok: _____ Flight No.: _____ at _____ hours

() Mr. () Mrs. () Ms.

First name: _____ Last name: _____

Address: _____

City: _____ State: _____ Country: _____

Telephone: _____ Fax: _____ e-mail: _____

Please send to: Prince Palace Hotel
488/800 Bo Bae Tower
Damrongrak Road
Klong Mahanak, Pomprab
Bangkok 10100
Fax: (66-2) 628-1000
Tel: (66-2) 628-1111
e-mail: reservation@princepalace.co.th
www.princepalace.co.th