

**ESCAP/UNNExT Regional Training Workshop on Business Process Analysis
for Paperless Trade and Single Window Implementation
20-22 April 2011, Bangkok, Thailand**

INFORMATION NOTE FOR PARTICIPANTS

1. GENERAL

The Workshop is scheduled to be held at the United Nations Conference Centre (UNCC), Meeting Room A, first floor, Bangkok, from 20-22 April 2011.

The event will be opened at 0900 hours on 20 April 2011 by Mr. Ravi Ratnayake, Director, Trade and Investment Division, ESCAP in Meeting Room A, first floor, UNCC. The event is expected to close no later than 16.00 hours on 22 April 2011.

2. REGISTRATION AND IDENTIFICATION BADGES

Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, between 0830 and 0900 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.

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 reported 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.

3. IMMIGRATION REQUIREMENTS

• **Visa Exemption for Maximum 30 Days**

According to the Immigration Bureau of Thailand, nationals of the following countries or areas may enter and stay in Thailand for a maximum period of 30 days without a visa. However, if the duration of stay is expected to exceed 30 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions.

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|----------------------|-----------------|
| 1. Austria | 23. Malaysia |
| 2. Australia | 24. Monaco |
| 3. Bahrain | 25. Mongolia |
| 4. Belgium | 26. Netherlands |
| 5. Brunei Darussalam | 27. New Zealand |
| 6. Canada | 28. Norway |
| 7. Denmark | 29. Oman |

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| 8. Finland | 30. Philippines |
| 9. France | 31. Portugal |
| 10. Germany | 32. Qatar |
| 11. Greece | 33. Russian Federation |
| 12. Hong Kong, China | 34. Singapore |
| 13. Iceland | 35. South Africa |
| 14. Indonesia | 36. Spain |
| 15. Ireland | 37. Sweden |
| 16. Israel | 38. Switzerland |
| 17. Italy | 39. Turkey |
| 18. Japan | 40. United Arab Emirates |
| 19. Kuwait | 41. United Kingdom of Great
Britain and Northern Ireland |
| 20. Luxembourg | 42. United States of America |
| 21. Lao People's Democratic
Republic | 43. Viet Nam |
| 22. Macao, China | |

- **Visa Exemption for Maximum 90 days**

Nationals of the following countries may enter and stay in Thailand for a maximum period of 90 days without a visa. However, if the duration of stay is expected to exceed 90 days, an appropriate entry visa must be obtained in advance from Thai diplomatic or consular missions.

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

- **Visa Exemption for Maximum 30 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 30 days as specified in the relevant visa waiver agreements between Thailand and the countries concerned:

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|--|-------------|
| 1. Cambodia | 4. Mongolia |
| 2. China, People's Republic of | 5. Myanmar |
| 3. Lao People's Democratic
Republic | 6. Viet Nam |

- **Visa Exemption for Maximum 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 90 days as specified in the relevant visa waiver agreements between Thailand and the countries concerned:

- | | |
|---------------|-----------------|
| 1. Argentina | 20. Nepal |
| 2. Austria | 21. Netherlands |
| 3. Belgium | 22. Oman |
| 4. Bhutan | 23. Panama |
| 5. Brazil | 24. Peru |
| 6. Chile | 25. Philippines |
| 7. Costa Rica | 26. Poland |

- | | |
|-------------------|------------------------|
| 8. Croatia | 27. Republic of Korea |
| 9. Czech Republic | 28. Romania |
| 10. Germany | 29. Russian Federation |
| 11. Hungary | 30. Singapore |
| 12. India | 31. South Africa |
| 13. Israel | 32. Switzerland |
| 14. Italy | 33. Slovakia |
| 15. Japan | 34. Tunisia |
| 16. Liechtenstein | 35. Turkey |
| 17. Luxemburg | 36. Ukraine |
| 18. Malaysia | 37. Uruguay |
| 19. Mexico | |

- **Visa on Arrival for Maximum 15 Days**

Nationals of the following countries holding a valid ordinary passport may be granted upon arrival, by the Thai immigration authority at Suvarnabhumi Airport, a visa for a stay not exceeding 15 days, conditional on meeting requirements noted below:

- | | |
|--------------------------------|-------------------|
| 1. Bhutan | 10. Liechtenstein |
| 2. China, People's Republic of | 11. Lithuania |
| 3. Cyprus | 12. Maldives |
| 4. Czech Republic | 13. Mauritius |
| 5. Estonia | 14. Poland |
| 6. Hungary | 15. Saudi Arabia |
| 7. India | 16. Slovenia |
| 8. Kazakhstan | 17. Slovakia |
| 9. Latvia | 18. Ukraine |

The requirements are as follows:

(a) The applicant must be in possession of a passport with a validity of at least six month or an appropriate travel document recognized by the Government of Thailand;

(b) The applicant must be in possession of a confirmed onward or return air ticket which is usable within 15 days since the date of entry;

(c) The applicant must provide two passport-size photographs and must fill in the application form (TM.88) which is available at the Visa-on-Arrival Counter at Suvarnabhumi International Airport. The form together with the application fee of Baht 1,000 must be handed in at the Visa-on-Arrival Counter. The fee is payable in Thai Baht only. Currency exchange service is available at the bank counter near the Visa-on-Arrival Counter.

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.

The information provided above is accurate as of the date of issuance of this Note. All participants are advised to consult with the diplomatic mission/embassy of Thailand in their countries regarding the latest applicable immigration requirement prior to their departure.

4. FOREIGN EXCHANGE

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 the amount of foreign currency to a Customs Officer. 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.

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 0830 to 1530 hours, with no lunch break, from Monday to Friday.

5. ADDRESS AND TELEPHONE NUMBER OF ESCAP SECRETARIAT

The address of the ESCAP secretariat is as follows:

United Nations Economic and Social Commission for Asia and the Pacific
The United Nations Building
Rajdamnern Nok Avenue
Bangkok 10200, Thailand
Telephone numbers: (662) 2881234
Facsimile number: (662) 2881000

For further information concerning organizational and logistical aspects of the Forum, please contact: Ms. Chujit Thongprapai, tel: +66 2 288-1400, Email: thongprapai.unescap@un.org

Mail intended for participants should be sent c/o the Chief, Trade Facilitation Section, Trade and Investment Division, at the address indicated above.

6. HOTEL ACCOMMODATION

Accommodation has been booked at the Royal Princess Larn Luang Hotel, 269 Larn Luang Road, Pomprab, Bangkok 10100, Thailand, Tel.: (66-2) 281 3088, Fax: (66-2) 280 1314.

Please use the attached form on the last page of this information note to make booking by email or fax indicated on the reservation form. The UN special rates are: Baht 2,500 for superior single room and Baht 2,700 for superior double room. The rates quoted 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.

Any subsequent changes in arrival plans should be communicated immediately to email (thongprapai.unescap@un.org) or fax. +66 2 288 1027. 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.

7. PAYMENT OF HOTEL ACCOUNTS

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

8. ARRIVAL AT THE AIRPORT

Participants should make their own transportation arrangements from Suvarnabhumi Airport to their hotel. 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.

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 THB50 surcharge to be added to the meter charge from airport to the city.

9. TRANSPORT TO ATTEND SESSIONS

The Royal Princess Larn Luang Hotel provides complimentary transport, according to fixed schedules, between the hotel and UNCC. Otherwise, participants would have to make their own transport arrangements for attending meeting.

10. HEALTH AND VACCINATION

The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the building. Yellow fever vaccination is required for participants from countries where the disease is endemic, and participants will have to present their yellow fever certificates at the Health Control Counter which is adjacent to the Visa-on -Arrival Counter, prior to proceeding to immigration at the airport. The Health Control Counter will administer the yellow fever vaccine to those participants arriving without a valid yellow fever certificate and will issue a new certificate at a cost of 550 Thai Baht. Participants are recommended to have had vaccinations against tetanus and food-borne diseases, such as hepatitis A and typhoid. 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 1200 to 1245 hours. Appointments may be made through the receptionist at extensions 1761 or 1352.

11. POSTAL SERVICES

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

12. CATERING SERVICES

Catering services are available at the Cafeteria on the fourth floor of the Service Building from 1100 to 1400 hours. Rajapruek Lounge on the ground floor of the UNCC is open from 0700 to 1700 hours on Monday to Thursday, and from 0700 to 20:00 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.

13. TRAVEL AGENT

American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank which is open from 0730 to 1630 hours during weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822, 2823 and 2824.

14. RECONFIRMATION OF RETURNING FLIGHT

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 13). Airport tax is now included into the ticket price.

15. WORKING LANGUAGE OF THE WORKSHOP AND DOCUMENTS

The workshop will be conducted in English and Russian. All documentation will be issued in English. Part of the documentation will also be provided in Russian. Simultaneous interpretation service will be available.

16. DAILY SUBSISTENCE ALLOWANCE (DSA) – for ESCAP sponsored participants only

Participants that are fully or partially sponsored by ESCAP (refer to text of the acceptance letter) will be provided with a daily subsistence allowance (DSA) at prevailing United Nations rates in local currency. **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the secretariat staff in the conference room.**

Any 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.

All participants are responsible for settling their hotel bill in full before leaving the hotel (see section 7 above).

17. FINANCIAL & ADMINISTRATIVE ARRANGEMENTS– for ESCAP sponsored participants only

In those cases where the participation costs are borne by the ESCAP secretariat, the secretariat will provide only travel and/or DSA as expressed in letters of acceptance 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.

ROYAL PRINCESS LARN LUANG HOTEL RESERVATION FORM

To Ms. Preechaya Aiemtha, Reservation Dept.
Royal Princess Hotel
Fax: (66 2) 280 1314
E-mail: rsvn@royalprincesslarnluang.com

Copy to: Ms. Chujit Thongprapai
Team Assistant, TID, ESCAP
Fax: (66 2) 288 1027
Email: thongprapai.unescap@un.org

Royal Princess Larn Luang Hotel – 269 Larn Luang Road, Pomprab, Bangkok 10100, Thailand
Tel.: (66-2) 281 3088, Fax: (66-2) 280 1314, web site: www.royalprincesslarnluang.com

Deadline for reservation: 7 April 2011

ESCAP/UNNE_xT REGIONAL TRAINING WORKSHOP ON BUSINESS PROCESS ANALYSIS FOR PAPERLESS TRADE AND SINGLE WINDOW IMPLEMENTATION 20-22 April 2011, Bangkok, Thailand

The room rates [inclusive of service charge and VAT, buffet breakfast, internet* and transportation to/from UN Conference Centre (UNCC)]

- Superior Single*: 2,500 Baht net/room/night
- Superior Double*: 2,700 Baht net/room/night

* Complementary Internet Access

Please check desired accommodation: () Superior single () Superior double

Mr/Mrs/Ms -- First name: _____ Last name: _____

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

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

Address: _____

City: _____ State: _____ Country: _____

Telephone: _____ Fax: _____ E-mail: _____

