
Economic and Social Commission for Asia and the Pacific

Global Trade Facilitation Conference 2013, 18-19 November 2013

And

Regional Training Workshop on Global Supply Chain and Trade Facilitation Implementation Guide, 19-22 November 2013

Bangkok, Thailand

Information for participants

Note by the secretariat

I. General

1. The Global Trade Facilitation Conference 2013 and Regional Training Workshop on Global Supply Chain and Trade Facilitation Implementation Guide (TFIG) are scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 18 to 19 November and 19 to 22 November 2013 respectively during the Third Asia-Pacific Trade and Investment Week from 18 to 22 November 2013.

2. The opening session for The Global Trade Facilitation Conference 2013 will take place at 0900 hours on Monday, 18 November 2013 in Conference Room 4, level 1, UNCC. The Regional Training Workshop on Global Supply Chain and Trade Facilitation Implementation Guide (TFIG) will begin with a common Information Session on TFIG at 1500 hours on Tuesday on 19 November in Conference Room 4 level 1, UNCC..

II. Registration and identification badges

3. Participants are requested to register and obtain meeting badges at the registration counter, which is located on the ground floor of UNCC, from 0815 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.

4. For identification and security reasons, all participants are requested to wear their meeting badges at all times while in the United Nations complex and during meetings and social functions. The loss of a badge should be communicated to the Conference Management Unit, which is located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

III. Meeting documents

5. The relevant documentation of the Global Trade Facilitation Conference 2013 will be available from <<http://www.unescap.org/tid/projects/gtfc13.asp>> and for the Regional Training Workshop on Global Supply Chain and Trade Facilitation Implementation Guide, documentation will be available from <http://www.unescap.org/tid/projects/gscftfig.asp>.

6. Documents for circulation or distribution at the session should be handed to Mr. Khan Salehin, room no. 0422, fourth floor, block A, Secretariat Building, extension 2118. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process or reproduce documents or statements submitted by the individual delegations.

IV. Visa requirements

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

7. According to the Ministry of Foreign Affairs of Thailand, nationals of the following countries/areas holding ordinary passports may enter and stay in Thailand for a period not exceeding 14 days, 30 days or 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. Lao People's Democratic Republic | 47. United Kingdom of Great Britain and Northern Ireland |
| 23. Liechtenstein | 48. United States of America |
| 24. Luxembourg | 49. Viet Nam |
| 25. Macao, China | |

Visa exemption for a maximum of 90 days

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

B. Visa exemption for a maximum of 30 or 90 days for diplomatic/official passport holders

8. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for a period of 30 days or 90 days, as per the list below, without a visa:

Visa exemption for a maximum of 30 days

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

Visa exemption for a maximum of 90 days

- | | |
|---|---|
| 1. Argentina | 21. Mexico |
| 2. Austria | 22. Nepal |
| 3. Belgium | 23. Netherlands |
| 4. Bhutan | 24. Panama |
| 5. Brazil | 25. Peru |
| 6. Chile | 26. Philippines |
| 7. Costa Rica | 27. Poland |
| 8. Croatia | 28. Republic of Korea |
| 9. Czech Republic | 29. Romania |
| 10. Estonia (<i>Diplomatic Passport only</i>) | 30. Russian Federation |
| 11. France (<i>Diplomatic Passport only</i>) | 31. Singapore |
| 12. Germany | 32. Slovak Republic |
| 13. Hungary | 33. South Africa |
| 14. India | 34. Spain (<i>Diplomatic Passport only</i>) |
| 15. Israel | 35. Switzerland |

- | | |
|-------------------|-------------|
| 16. Italy | 36. Tunisia |
| 17. Japan | 37. Turkey |
| 18. Liechtenstein | 38. Ukraine |
| 19. Luxembourg | 39. Uruguay |
| 20. Malaysia | |

C. Visa on arrival for a maximum 15-day stay

9. Nationals of the following countries holding a valid ordinary passport may apply for visa, not exceeding 15 days, on arrival at Suvarnabhumi Airport or at Don Muang Airport, conditional on meeting the requirements listed 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 Federation |
| 8. Ethiopia | 22. San Marino |
| 9. Hungary | 23. Saudi Arabia |
| 10. India | 24. Slovakia |
| 11. Kazakhstan | 25. Slovenia |
| 12. Latvia | 26. Taiwan |
| 13. Liechtenstein | 27. Ukraine |
| 14. Lithuania | 28. Uzbekistan |

10. 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 Airport or at Don Muang Airport, and supply one recent passport-sized photograph. The application fee is 1,000 Baht.

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

12. Furthermore, in line with security procedure for United Nations staff, travel notification through the Travel Request Information Process (TRIP) (replacing the Integrated Security Emergency Tracking System (ISECT) as of 1 January 2011) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please log on to <<https://dss.un.org>> to apply for this travel notification. United

Nations staffs are to complete the “BASIC SECURITY IN THE FIELD” training before travelling.

The information provided above is accurate as at 13 August 2013. All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.

V. Weather

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

VI. Health and vaccination

14. Upon arrival at the port of entry in Thailand, participants who have travelled from or through countries listed below, which have been declared yellow fever infected areas must provide an International Health Certificate proving that they have received a yellow fever vaccination.

15. As nationals of the countries listed below who have not travelled from/through those countries, such a certificate is not required. However, they should possess concrete evidence showing that their domicile is not in an infected area so as to prevent unnecessary inconvenience.

16. The countries/areas listed below have been declared yellow fever infected areas:

- | | |
|--------------------------------------|---------------------------|
| 1. Angola | 24. Guyana |
| 2. Argentina | 25. Kenya |
| 3. Bolivia | 26. Liberia |
| 4. Brazil | 27. Mali |
| 5. Benin | 28. Mauritania |
| 6. Burundi | 29. Niger |
| 7. Burkina Faso | 30. Nigeria |
| 8. Cameroon | 31. Panama |
| 9. Central African Republic | 32. Paraguay |
| 10. Chad | 33. Peru |
| 11. Colombia | 34. Rwanda |
| 12. Congo | 35. Sao Tome and Principe |
| 13. Côte d'Ivoire | 36. Senegal |
| 14. Democratic Republic of the Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Equatorial Guinea | 39. Sudan |
| 17. Ethiopia | 40. Suriname |
| 18. French Guiana | 41. Togo |
| 19. Gabon | 42. Trinidad and Tobago |
| 20. Gambia | 43. Uganda |

- | | |
|-------------------|---------------------------------|
| 21. Ghana | 44. United Republic of Tanzania |
| 22. Guinea | 45. Venezuela |
| 23. Guinea Bissau | |

17. First aid and emergency medical service are available at the Medical Centre, which is located on the fourth floor of the Service Building, during weekdays. The ESCAP Medical Officer and Nurse are available from 07:30 to 15:45 hours, with the exception of lunch time from 12:00 to 12:45 hours. Appointments may be made by calling extensions 1352 or 1761.

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

VII. Foreign currency declaration

19. 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 official. Failure to make such a declaration or making any false declaration to a Customs official is a criminal offence.

20. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extension 2168). The Bank opens from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

VIII. Airline reservations

21. 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. Travel services are available through the American Express office located on the first floor of the Service Building, adjacent to the Siam Commercial Bank.

IX. Hotel accommodation

22. 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:

Name and address	Driving distance to UNCC (min.)	Room Type and rate
Pullman Hotel and Resort ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi Bangkok Tel: +66.2.6809999 Fax: +66.2.6809998 E-mail: ados-corp@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com Contact person: Ms. Orawan Sermchaisrikul	20-25	฿ 2,996 (Superior Single) ฿ 3,210 (Superior Double) ฿ 3,317 (Deluxe Single) ฿ 3,531 (Deluxe Double)
Novotel Siam Hotel **** 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: jarunun_sales@novotelbkk.com Website: http://www.novotel.com Contact person: Ms. Jarunun Sripromma	30	฿3,296 (Single/Twin/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	10-15	฿ 2,500 (Single) ฿ 2,700 (Twin/Double) *Extra Bed ฿1,000/night

23. Participants are requested to submit the reservation form in annex 1 to Ms. Chujit Thongprapai (thongprapai.unescap@un.org) with a copy to (sinlapharojanapanich@un.org) no later than **31 October 2013**.

24. All rooms block-booked will be available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should 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.

25. In the event that accommodation at any of the above-listed hotels is not available, participants will be advised by the respective hotel. The secretariat will make every effort to arrange for suitable alternative accommodation, if requested.

X. Payment of hotel accounts

26. Before departure from Bangkok, participants should settle directly with the respective hotels all accounts, including room charges and other expenses, such as for local and long-distance telephone calls, Internet use, business centre 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.

XI. Transport from and to the airport

27. 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.suvarnabhumiairport.com>> and Don Muang Airport at <<http://www.donmuangairportonline.com/>>.

28. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants approach only the authorized staff at the official counters located in the airport arrival zone**, who, upon request, 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 reach public taxi counters by exiting gates 4 or 7 of the arrival zone at Suvarnabhumi Airport. At Don Muang Airport, the taxi stand is located in front of the Arrival Halls International & Domestic Passenger Terminals. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge for trips from the airport to the city.

XII. Transport to attend meetings

29. Most hotels indicated in paragraph 22 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

INFORMATION ON THE UNITED NATIONS COMPLEX

XIII. Internet services

30. Eight personal computers (PCs) with a high-speed Internet connection are available in the Internet Café on level 1 of UNCC for the use of participants free of charge. In addition, free wireless Internet access is available in all conference and meeting rooms and in the public areas of UNCC.

XIV. Catering services

31. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 07:00 to 09:00 hours for breakfast and 11:00 to 14:00 hours for lunch. Rajapruet Lounge, on the ground floor of UNCC, is open from 07:00 to 17:00 hours on Monday to Thursday, and from 07:00 to 19:00 hours on Friday. The Canteen, on the ground floor of the Service Building, is open from 07:00 to

13:00 hours. In addition, the Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1, UNCC and is open from 07:00 to 17:00 hour.

XV. Communications

32. Mail intended for participants during the session should be addressed as follows:

(Name of delegate)
c/o Mr. Khan Salehin
Trade Facilitation Unit
United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200
Thailand
Fax: (662) 288-1027, (662) 288-1902
E-mail: salehin@un.org

XVI. Library facilities

33. ESCAP Library facilities are available on the first floor of the 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 in the Library or call extensions 1329 and 1360. Further information about the ESCAP Library can be found at <<http://www.unescap.org/unis/library>>.

XVII. Banking facilities

34. Banking services are 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).

XVIII. Postal services

35. Postal services are available at the Post Office, United Nations Branch, which is located on the ground floor of UNCC. It is open from 08:00 to 16:00 hours, Monday through Friday. The Post Office can be contacted at extensions 1260 and 2911.

XIX. Souvenir shop

36. The souvenir shop is located on the first floor of UNCC.

XX. Travel agent

37. American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank which is open from 08:00 to 17:00 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823.

XXI. Daily subsistence allowance (*only if applicable*)

38. Participants whose travel is sponsored by ESCAP 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 copies of the passport, boarding pass, the arrival/departure form together with their air tickets to the Secretariat staff in the conference room.

39. 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. For enquiries related to DSA, please contact Ms. Juraporn Sinlapharajanapanich (sinlapharajanapanich@un.org)

XXII. Financial & administrative arrangements (*only if applicable*)

40. In those cases where the participation costs are borne by the ESCAP Secretariat, the Secretariat will provide only travel and DSA as expressed and will **not** assume responsibility for any other expenditure, including the following:

- a) 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;
 - b) Salary and related allowances for the participants during the period of the meeting;
 - c) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
 - d) Compensation in the event of death or disability of participants in connection with attending the meeting;
 - e) 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;
 - f) Any other expenses of a personal nature, not directly related to the purpose of the meeting.
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HOTEL RESERVATION REQUEST FORM

Global Trade Facilitation Conference 2013, 18-19 November and

Regional Training Workshop on Global Supply Chain and Trade Facilitation Implementation
Guide (TFIG), 19-22 November 2013

**Select one hotel and KINDLY EMAIL THIS FORM to
Ms. Chujit Thongprapai (thongprapai.unescap@un.org)**

Economic and Social Commission for Asia and the Pacific

WITH A COPY TO sinlapharojanapanich@un.org

before 31 October 2013

(Note: the rate per night below is inclusive of Taxes and Breakfast)

Hotel (Please put X)	Royal Princess Hotel (a/b/c) <input type="checkbox"/> ฿ 2,500 (Single) <input type="checkbox"/> ฿ 2,700 (Twin/Double) *Extra Bed ฿1,000/night	Pullman Hotel (a/c) <input type="checkbox"/> ฿ 2,996 (Superior Single) <input type="checkbox"/> ฿ 3,210 (Superior Double) <input type="checkbox"/> ฿ 3,317 (Deluxe Single) <input type="checkbox"/> ฿ 3,531 (Deluxe Double)	Novotel Hotel on Siam Square (a/c) <input type="checkbox"/> ฿3,296 (Single/Twin/Double)
Contact details	Country/Organization: Tel: _____ Fax: _____ Email: _____		
Name of Guest(s) :	(1) _____ (2) _____		Title: _____ Title: _____
Arrival Date :	_____		Flight Number _____
Departure Date :	_____		Flight Number _____
Guaranteed By	[] Master Card [] VISA [] Amex [] Diners [] Others – _____ Credit Card No : _____ Expiry Date : _____ : _____		
Special Request (subject to availability)	[] Smoking [] non-Smoking		
Meal preferences	[] Vegetarian [] Non-Vegetarian [] Other(specify)		

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.

c Free Internet Access.