
Economic and Social Commission for Asia and the Pacific
Asia-Pacific Forum on Sustainable Development

19-21 May 2014
Royal Cliff Grand Hotel, Pattaya
Thailand

Information for participants

I. General

1. The Asia-Pacific Forum on Sustainable Development is scheduled to be held at Royal Cliff Grand Hotel in Pattaya, Thailand, from 19 to 21 May 2014.

Royal Cliff Grand Hotel Pattaya (Conference venue)

Conference room “**Head of State Chamber**”

353 Moo 2 Phra Tamnuk Road, Pattaya

Chonburi 20150, Thailand

Tel: +66 (0)38 250-421

Fax: +66 (0)38 250-511, 250-513

E-mail: relax@royalcliff.com

<http://www.royalcliff.com/royal-cliff-grand-hotel-room-tyupe.php>

2. The meeting will commence at 0900 hours on Monday, 19 May 2014 in the Conference room “Head of State Chamber” on the 2nd floor, of the Hotel.

II. Participation and working language

3. Participation is by invitation only. Participants are expected to be at the Minister-level and will include senior officials of ESCAP Member and Associate Member States. Selected International/regional experts on sustainable development will also be invited to attend. Invitations will also be extended to representatives of accredited civil society organizations and the private sector, regional and subregional organizations, and United Nations organizations.

4. The meeting will be conducted in English. Interpretation (English/Chinese/French/Russian/Thai) will be provided during the meeting.

III. Registration and identification badges

5. Participants are requested to register and obtain meeting badges at the registration counter, 1st Floor at Royal Cliff Grand Hotel, from 0800 to 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 before entering the meeting room. *Only the names of duly registered participants will be included in the list of participants.*

6. For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings and social functions at the Royal Cliff Hotel.

IV. Visa, immigration and health requirements

7. Please refer to <http://www.immigration.go.th/nov2004/en/base.php?page=voa> for lists of Countries and Territories entitled for Visa Exemption and Visa on Arrival (see Annex I). For those countries which are not entitled to Visa Exemption or Visa on Arrival, please contact the Royal Thai Embassy/Consulate General responsible for consular affairs for your country. More information is available at <http://www.mfa.go.th/main/en/services/123>. Particulars for both immigration and health requirements may be obtained from the airlines with which participants will travel.

V. Weather

8. The climate in Pattaya is tropical and is pretty warm throughout the year. In May the weather in Pattaya is hot and humid. Average temperature is between 27–32 degrees Celsius. Light tropical clothing would be appropriate.

VI. Foreign currency declaration

9. 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.

10. The local currency is Thai Baht. Currency exchange facilities are available at hotel's reception counter. Please note that when buying small items, some vendors might not accept big notes such as 500 or 1,000 Baht. It is better for participants to carry some small notes with them. Some banks have foreign exchange counters at the airport where you can exchange money if necessary.

VII. Hotel accommodation

Fully sponsored participants

11. Accommodation for sponsored participants will be provided at the Royal Cliff Beach Hotel Pattaya which is situated on the same compound with the Royal Cliff Grand Hotel (Conference venue). Please refer to the

acceptance letter which will indicate the conditions of sponsorship and arrangements for accommodation if any.

12. ESCAP will directly settle accommodation expenses for those for whom accommodation is provided. This will include the standard room rate, including breakfast. Participants will need to settle all additional expenses (i.e. additional nights, additional meals, telephone bills, mini-bar, etc.) at their own responsibility.

Non-sponsored participants

13. Non-sponsored participants are requested to book directly with the hotel of their choice, and settle directly with the respective hotels all person accounts, such as for local and long-distance telephone calls, internet use, business centre use, laundry, room service and hotel transportation services, as well as mini-bar items and restaurant and bar services.

14. A block booking has been made at the Royal Cliff Beach Hotel. Participants that wish to avail themselves of the block booking are requested to make a reservation with the Hotel directly, using the on-line booking form at <http://www.royalcliff.com/hotels/booking/event-delegates>. The Log-in name and password is **apfsd2014**. A negotiated room rate is Baht 4,300.- net/room/night, which is inclusive of American/ International Breakfast Buffet, internet WIFI & LAN internet in the room, 10% service charge and VAT at 7%. For direct booking, please contact Reservation Manager or Assistant at pensiri2@royalcliff.com or melanie@royalcliff.com.

15. The following hotel options are provided for information:

Siam Bayshore Resort and Spa (Sattelite Hotel)
559 Beach Road, Pattaya City
Cholburi, 20150, Thailand
Tel: +66 (0) 38428-678
Fax: +66 (0) 38428-730
www.siamhotels.com/siambayshore/default-en.html

Pattaya Marriott Resort and Spa (Sattelite Hotel)
218 M. 10 Beach Road, Pattaya
Cholburi, 20260, Thailand
Tel: +66 (0)38412-120
www.marriott.com/hotels/travel/pyxmc-pattaya-marriott-resort-and-spa

The Bayview, Pattaya (Sattelite Hotel)
310/2 Beach Road, Pattaya City
Cholburi, 20150, Thailand
Tel: +66 (0) 38423-871
Fax: +66 (0) 38423-879
www.thebayviewpattaya.com

Hilton Pattaya Hotel (Sattelite Hotel)
333/101 Moo 9, Nong Prue, Banglamung
Pattaya, Thailand 20260
Tel: +66 (0) 38253-000
www3.hilton.com/en/hotels/Thailand/Hilton-pattaya-hotel-BKKHPHI/dining/index.html

Hard Rock Hotel Pattaya (Sattelite Hotel)
 429 Mo. 9, Pattaya Beach Road
 Choburi 20150, Thailand
 Tel: +66 (0) 384287-559
 Fax: +66 (0) 38421-673
<http://pattaya.hardrockhotels.net>

VIII. Travel arrangements

16. For participants whose travel are sponsored by ESCAP, the UNDP office in their home country will be authorized to issue the most direct economy round-trip air ticket (home country/Bangkok/home country) to arrive in Bangkok as far as possible on 18 May and depart on 22 May, unless otherwise specified (see “Associated events” below). Sponsored participants are kindly requested to contact UNDP office in their respective countries regarding their tickets, after receiving their official acceptance letters. Questions regarding travel arrangements may be directed to Ms. Rujira Khrueachotikul at khrueachotikul@un.org.

17. Where changes are made to the travel schedule provided by UNDP local offices, the meeting secretariat must be informed as soon as possible after arrival.

IX. Transportation from and to airport

18. Royal Cliff Beach Hotel is 135 km (approximately 1.5 hours by car) from the Suvarnabhumi Airport and 145 km from Bangkok. The meeting venue is on the south of Pattaya and about 1 km from Pattaya city centre.

19. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Several options are available for transportation from Suvarnabhumi Airport to Pattaya City:

***Hongthong Transport * recommended by Royal Cliff Hotel Pattaya
 Airport transfer to Royal Cliff Hotel Pattaya***

Hongthong Enterprise Co., Ltd. provides transportation with private and shared transfer from Suvarnabhumi Airport – Bangkok - to the Royal Cliff Beach Resort Hotel – Pattaya – for participants of Asia Pacific Forum on Sustainable Development.

The shared transfer will be available on 18 May from 07:00 – 22:00, departing from Suvarnabhumi Airport every hour; and on 22 May from 05:00 – 20:00, departing the Royal Cliff Beach Resort Hotel every hour. Meeting point for our service is on the arrival hall, between gate No. 4 & No. 3, before the exit. Company staff will hold the signage waiting for you there. Our airport hotline number is 6681-4916191. The transportation service booking form is available in the **Annex II**.

Public coach service

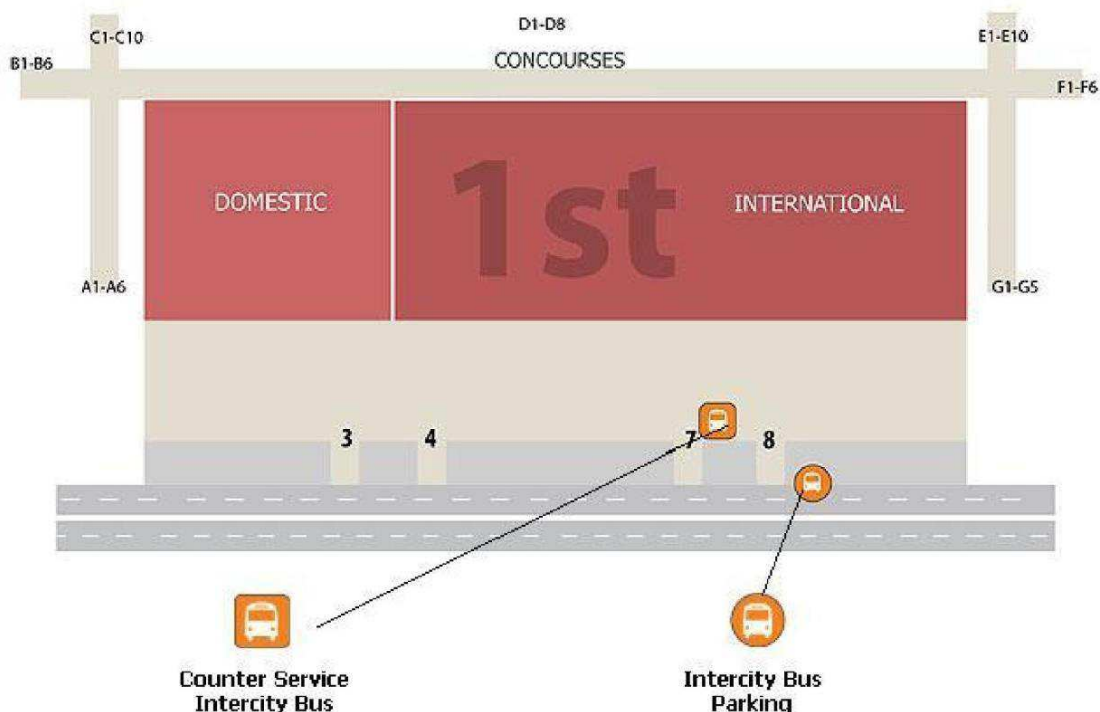
Bell Travel Service operates a private bus service between Suvarnabhumi and Pattaya's main bus terminal on North Pattaya Road (Pattaya Nua). They also provides a "Door to Door Service from Arrival Hall to Pattaya Hotels," meaning that upon arrival at the North Pattaya bus station, passengers will be transferred to vans that will take them to their respective hotels in Pattaya. Bell Travel Service have a "Pattaya" counter on Level 1 of the arrivals terminal (Gate 8) where you can also buy the ticket. Their coaches depart from outside Gate 8. Passengers will have to take an escalator or elevator from the arrival hall on Level 2 to the ground floor of the terminal building.

This coach leaves daily from Suvarnabhumi Airport every two hours starting from 0800 hours to 1800 hours. The return coach service leaves daily from Pattaya to Suvarnabhumi Airport every two hours starting from 0600 hours to 1900 hours. One-way fare 250 Baht (paid to service staff upon boarding the coach). This price includes drop-off service to your hotel in Pattaya. Participants are advised to inform the coach personnel of the address of their specified hotel, so that they can be transported directly to their hotel.

Participants can check the coach service website at <http://www.belltravelservice.com/pages/PageAboutSharedTransfer.aspx#RouteSVBPTY> and directly reserve a seat online on this website to ensure seats are available.

Map of the coach counter service to PATTAYA:

Level 1, Gate 8 before the fast food area



By Bus

There are bus services departing Bangkok throughout the day. Air-conditioned and non-aircon coaches regularly depart from the Eastern Bus Terminal (Ekkamai), Northern Bus Terminal (Mochit) on Kamphaengphet Road and Southern Bus Terminal on Borommarat Chonnani Road.

Fares and departure times can be obtained from:

The Eastern Bus Terminal, 02-391-2504, 02-391-8097

The Northern Bus Terminal, 02-936-2852 to 66, 02-936-3666

The Southern Bus Terminal, 02-894-6122

There is also direct bus service from Suvarnabhumi Airport to Pattaya. It runs daily from 06.30 am. to 07.00 pm. More information on the service can be obtained at the Public Transportation Centre at Suvarnabhumi International Airport, Tel: 02-134-4099, 02-132-9171. More information, please visit <http://www.pattaya.net/go/>.

By taxi

To use the public taxi service from the airport to Pattaya, it is strongly recommended that participants contact only the authorized officials at the counters located outside the terminal, adjacent to the airport arrival zone. There are many taxi and company tours which may offer their services at Suvarnabhumi Airport. Participants may access public taxi counters by exiting gates 3 or 9 of the arrival zone. – following signage for the public taxi counters. On arrival at the designated hotel in Pattaya, the passenger should pay the taxi meter rate, plus the toll charges on the tollway. The passenger must also pay a mandatory 50 Baht Airport Surcharge to the driver. The taxi meter fee to Pattaya is approximately 1,300 to 2,000 Baht one-way. It is recommended to agree the rate with the driver before travel.

Mr. T (private taxi service): provides taxi service from Suvarnabhumi Airport to Pattaya. In view of good reputation, this taxi service could be considered as another option for participants. The negotiated price is:

- One to two persons from Suvarnabhumi Airport to Royal Cliff costs THB. 1,000
- 9 persons in a van costs THB 1,600 per trip

Contact: Mr. T

Tel: 038 720318/Mobile: 66812587716, 66813513612

Email: mr_ttaxis@hotmail.com

Limousine service

Airports of Thailand Plc. (AOT) limousine service counter is located inside Suvarnabhumi International Airport. To avail themselves of the limousine services, 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 a limousine for transporting passengers to the desired destinations. Costs of the limousine to Pattaya will be approximately 2,600 -5,400 Baht per car. For more information, please visit <http://suvarnabhumiairport.com/en/115-limousine>.

X. Electricity supply

20. The standard electricity supply is 220V. Please note adapters may be necessary.

XI. Catering and Coffee Break

21. All lunches on 19, 20 and 21 May 2014 will be provided to all participants by the Ministry of Foreign Affairs of Thailand. Coffee breaks will also be served during the Forum. In addition, all participants are invited to the Reception to be hosted by the Royal Thai Government on 19 May 2014 from 1800 – 1900 hours. Venue will be announced during the day.

XII. Meeting documents

22. Document related to the meeting are posted on the ESCAP website at <http://www.unescap.org/events/apfsd/>

XIII. Associated events

23. The Forum will be preceded by two associated events in which separated registration and application will be required. Please consult the meeting website and separately issued information notes, for information regarding these events, **ensure that you are properly registered for those of interest**, and also that your travel itinerary and conditions for participation are clear.

- *The Asia-Pacific Civil Society Forum on Sustainable Development: Consolidating and reaching out for development justice (CSO SD Forum)*, 15-17 May 2014 at the **Trang Hotel**, Bangkok. For more details, please refer to <http://www.unescap.org/events/apfsd/civilsociety.html>.

- *The Regional Dialogue on Technology Facilitation for Sustainable Development, 18 May 2014 at “Sapphire A & B”, Ground floor, in Royal Cliff Beach Hotel.* For more information, please refer to <http://eneap.unescap.org/meeting/2014/regional-dialogue-on-technology-facilitation-for-sustainable-development.html>.

XIV. Daily subsistence allowance (only if applicable)

24. Where a daily subsistence allowance (DSA) is payable (please refer to your acceptance letter for details) participants are requested to submit copies of their passports (the page(s) with their picture and the entry stamp into Thailand), air tickets, boarding passes to the Secretariat staff in the meeting room on the first day of the meeting in order to facilitate payment of subsistence allowance. Payments will be made on the second day.

25. 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.

XV. Financial and administrative arrangements (only if applicable)

26. The Secretariat will not assume responsibility for participant expenditures, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa (except where specified), 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 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; and
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

XVI. For more information contact:

27. For information concerning the substantive preparations for the meeting, please visit <http://www.unescap.org/events/apfsd/>. For further information, please feel free to contact the secretariat at escap-aprfsd@un.org or the following members of the secretariat:

For substantive preparation:

Overall APFSD	<p><i>Mr. Rae Kwon Chung</i> <i>Director</i> <i>Environment and Development Division (EDD)</i> <i>Tel: +66 (0)2 288 1510</i> <i>Email: chung1@un.org</i></p> <p><i>Mr. Masakazu Ichimura</i> <i>Chief, Environment and Development Policy Section (EDPS), EDD</i> <i>Tel: +66 (0)2 288 1455</i> <i>Email: ichimura@un.org</i></p>
Government participation and travel arrangements (sponsored government participants)	<p><i>Ms. Rujira Khrueachotikul</i> <i>Administrative Assistant,</i> <i>EDPS/EDD</i> <i>Tel: +66 (0)2 288 1526</i> <i>Email: khrueachotikul@un.org</i></p>
Speakers, resource persons, panelists	<p><i>Ms. Aneta Nikolova</i> <i>Environmental Affairs Officer, EDPS/EDD</i> <i>Tel: +66 (0)2 288-2459</i> <i>Email: nikolova@un.org</i></p>
Interagency collaboration an side events/	<p><i>Mr. Jan Smit</i></p>

<i>pavillion</i>	<p>Senior Programme Officer Partnerships and Resource Mobilization Section Programme Planning and Partnerships Division Tel: +66 (0)2 288-1689 Email: smit1@un.org</p> <p>Ms. Aneta Nikolova Tel: +66 (0)2 288-2459 Email: nikolova@un.org</p> <p>Ms. Hala Razian Assoc. Environmental Affairs Officer EDPS/EDD Tel: +66 (0)2 2881701 Email: razianh@un.org</p>
<i>Civil society events & participation</i>	<p>Ms. Hitomi Rankine Environmental Affairs Officer, EDPS/EDD Tel: +66 (0)2 288 1429 Email: rankine.unescap@un.org</p> <p>Ms. Nobue Amanuma Associate Expert, EDPS/EDD Tel: +66 (0)2 2881585 Email: amanuma@un.org</p> <p>Ms. Napidchaya Pichedtanavanich Team Assistant, EDPS/EDD Tel: +66 (0)2 288-1573 Email: pichedtanavanich@un.org</p>
<i>Private sector participation</i>	<p>Ms. Diana Dai Business and Development Section Trade and Investment Division Tel: +66 (0)2 288-2090 Email: daid@un.org</p>

RESORT MAP

Royal Cliff Hotels Group located on the headlands between Jomtien and Pattaya. It is only 135 km from Suvarnabhumi Airport and 145 km from Bangkok. Royal Cliff is on the south of Pattaya and about 1 km from Pattaya city centre.

A Royal Cliff Beach Hotel (Rooms block booking for meeting participants have been made in this Hotel) - *Meeting venue for Regional Dialogue on Technology Facilitation for Sustainable Development on 18 May 2014, meeting room 'Orchid Ball Room A'*

C Royal Cliff Grand Hotel – *Conference venue for Asia-Pacific Forum on Sustainable Development, 19-21 May 2014, meeting room 'Head of State Chamber'*



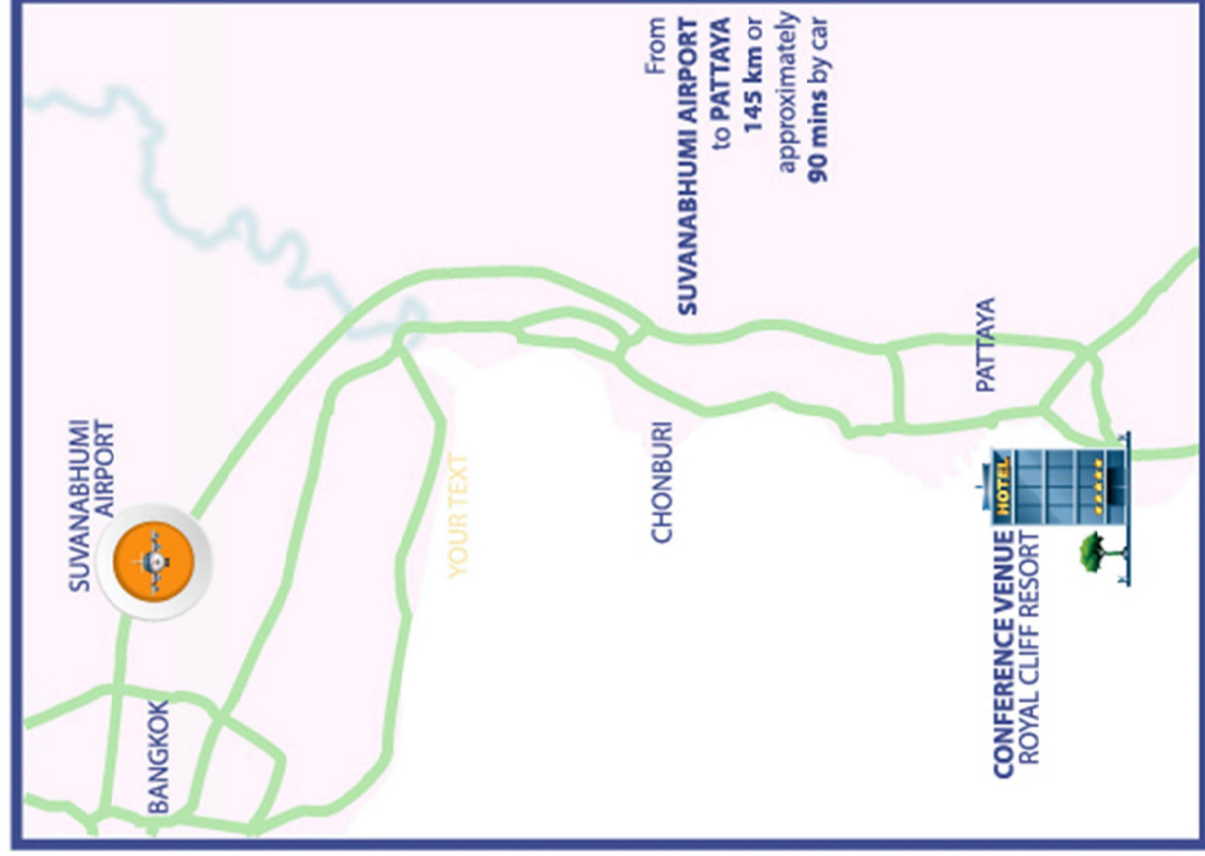
FROM BANGKOK TO CONFERENCE VENUE



The Conference Venue **Royal Cliff Grand Hotel** is located in Pattaya, the southeast of Bangkok along the East Coast of Thailand (145 kms or approximately 90 mins by car).

Stretching 500 kilometres along the Gulf of Thailand and only a few hours drive from Bangkok, the East Coast of Thailand has long been the favourite getaway destination for both resident and visitors to Thailand.

Attracting more than 3 million tourists from all over the world annually, Pattaya offers the highest standard of hotels, shopping facilities. In recent years, Pattaya has become home to an ever expanding number of businesses and business-related service institutions, underlining its evolution from a tiny fishing village to a pivotal player in Thailand's social, cultural, and economic scene. The city retains much of the charm and tranquility of the past, while offering all the vigour, multi-cultural diversity and conveniences of a modern city.



ANNEX I

Visa requirements

Participants are required to make their own arrangements for appropriate visas for entry to Thailand. Please see the lists of countries in the following categories: Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders; Visa exemption for a maximum of 30 days or 90 days for diplomatic/ official passport holders; and Visa on arrival for a maximum of 15-day stay.

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

6. 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 | |

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

7. 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 |

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

8. 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. Taiwan |
| 13. Liechtenstein | 27. Ukraine |
| 14. Lithuania | 28. Uzbekistan |

9. 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 Baht 1,000 applies.

10. 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.

11. UN staff members travelling on official business with the UN Laissez-Passer are REQUIRED to obtain appropriate visa before travelling to 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 staff are to complete the “BASIC SECURITY IN THE FIELD” training before travelling.

NOTE: The information provided above is accurate as of December 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.

TRANSPORTATION SERVICE BOOKING FORM

Asia Pacific Forum on Sustainable Development 19-21 May 2014, Pattaya

To facilitate transportation from Suvarnabhumi Airport – Bangkok - to the Royal Cliff Beach Resort Hotel – Pattaya – for participants of Asia Pacific Forum on Sustainable Development, our company, Hongthong Enterprise Co., Ltd., is pleased to provide you with **private** and **shared** transfers.

The shared transfer will be available on 18 May from 07:00 – 22:00, departing from Suvarnabhumi Airport every hour; and on 22 May from 05:00 – 20:00, departing the Royal Cliff Beach Resort Hotel every hour. Meeting point for our service is on the arrival hall, between gate No. 4 & No. 3, before the exit. Our staff will hold the signage waiting for you there. Our airport hotline number is 6681-4916191.

Please fill out below transportation booking form and send back to us by e-mail at wimonrat@hongthonggroup.com for service confirmation.

Transfer Service

☐ From Suvarnabhumi Airport to Royal Cliff Beach Hotel Resort

☐ From Royal Cliff Beach Hotel Resort to Suvarnabhumi Airport

Type of Service

☐ Shared transfer (per person/ per way) THB 800

☐ Private Sedan – Toyota Camry (for max 3 persons) THB 3,500

☐ Private Minivan – Toyota Commuter (for max 6 persons) THB 3,800

Flight Details

Arrival: Date Time

Flight No.

Departure: Date Time

Flight No.

Passenger Details:

Title Name Last Name

No. of passengers:

Payment Details/ Cancellation Policy

Payment could be made in cash upon arrival with the driver. Receipts are available upon request. Cancellation after 24 hrs. before arrival/ departure time or no show will be fully charged. Cancellation prior to 24 hrs. will be at no cost. To guarantee the reservation, we will require credit card information.

Please complete the details below:

Credit card type	
Card number	
Expiry Date	
Name as on card	

I acknowledge regarding the CANCELLATION POLICY below.

Credit card is just for the guarantee of the reservations, and payment will be settled by cash or by credit card upon arrival at the hotel.

CANCELLATION POLICY

Credit card will be automatically be charged when the booking for transportation has been cancelled after 24 hrs before guest arrival and in case of guest no show.

Signature same as on card	
Date	