
Economic and Social Commission for Asia and the Pacific
Ministerial Conference on Transport

Second session
Bangkok, 14-18 November 2011

Information for participants

I. General

1. The Ministerial Conference on Transport is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 14 to 18 November 2011. It will comprise two segments: a senior officials segment (14-16 November 2011) and a ministerial segment (17-18 November 2011).
2. Both segments of the Conference will be opened by dignitaries of the Government of Thailand, in Conference Room 3, level 1, UNCC. The opening of the senior officials segment and ministerial segment will take place at 0930 hours on Monday, 14 November 2011, and Thursday, 17 November 2011, respectively. All other meetings will be held from 0900 hours to 1200 hours and 1400 hours to 1700 hours.

II. Registration and identification badges

3. Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, from 0800 hours to 0915 hours on the opening day of the respective event. Participants who are not able to register during the period 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. All participants are kindly requested to register online at <http://www.unescap.org/ttdw/MCT2011/MCT2011.asp>, well in advance of the Conference, but no later than 1 November 2011, to facilitate the smooth coordination of the issuance of name badges and the compilation of the list of participants. Furthermore, please note that prior online registration is mandatory to facilitate security clearance in line with standard United Nations security procedures.
5. For identification and security reasons, all participants are requested to wear their meeting badges at all times in the United Nations complex, and during meetings and social functions. The loss of a meeting badge should be indicated to the Conference Management Unit located on the ground floor of UNCC behind the registration counter, so that a new one can be issued immediately.

III. Meeting documents

6. Participants are requested to bring with them copies of the meeting documents distributed to them by the ESCAP secretariat prior to the session. Only a limited number of copies of such documents will be available during the session.

7. Documents for circulation or distribution at the session should be handed to Mr. Dong-Woo Ha, Room 0931, ninth floor, Secretariat Building, ext. 1515 or 1371. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or statements submitted by individual participants, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

IV. Visa requirements

8. It is strongly recommended that participants check with a diplomatic or consular mission of Thailand regarding visa requirements, and to obtain an entry visa, as appropriate.

A. Visa exemption for a maximum of 30 days

9. 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 a Thai diplomatic or consular mission.

- | | |
|--------------------------------------|--|
| 1. Australia | 23. Malaysia |
| 2. Austria | 24. Mongolia |
| 3. Bahrain | 25. Monaco |
| 4. Belgium | 26. Netherlands |
| 5. Brunei Darussalam | 27. New Zealand |
| 6. Canada | 28. Norway |
| 7. Denmark | 29. Oman |
| 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. Lao People's Democratic Republic | 42. United States of America |
| 21. Luxembourg | 43. Viet Nam |
| 22. Macao, China | |

B. Visa exemption for a maximum of 90 days

10. 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 a Thai diplomatic or consular mission.

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

C. Visa exemption for a maximum of 30 days for diplomatic/official passport holders

11. Nationals of the following countries and areas 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:

- | | |
|-------------------------------------|--------------|
| 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. Viet Nam |

D. Visa exemption for a maximum of 90 days for diplomatic/official passport holders

12. 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. Brazil | 23. Panama |
| 5. Bhutan | 24. Peru |
| 6. Chile | 25. Philippines |
| 7. Costa Rica | 26. Poland |
| 8. Croatia | 27. Romania |
| 9. Czech Republic | 28. Russia |
| 10. Germany | 29. Singapore |
| 11. Hungary | 30. Slovakia |
| 12. India | 31. South Africa |
| 13. Israel | 32. Republic of Korea |
| 14. Italy | 33. Switzerland |
| 15. Japan | 34. Tunisia |
| 16. Liechtenstein | 35. Turkey |
| 17. Luxembourg | 36. Ukraine |
| 18. Malaysia | 37. Uruguay |
| 19. Mexico | |

E. Visa on arrival for a maximum of 15 days

13. 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. Andorra | 14. Lithuania |
| 2. Bulgaria | 15. Maldives |
| 3. Bhutan | 16. Malta |
| 4. China | 17. Mauritius |
| 5. Cyprus | 18. Poland |
| 6. Czech Republic | 19. Romania |
| 7. Estonia | 20. San Marino |
| 8. Ethiopia | 21. Saudi Arabia |
| 9. Hungary | 22. Slovakia |
| 10. India | 23. Slovenia |
| 11. Kazakhstan | 24. Ukraine |
| 12. Latvia | 25. Uzbekistan |
| 13. Liechtenstein | |

The requirements are as follows:

(a) The applicant must be in possession of a passport with a validity of at least six months 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 of the date of entry;

(c) The applicant must submit the duly filled out application form (TM.88) which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport together with one recent passport-size photograph. There is an application fee of 1,000 baht.

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

F. Holders of United Nations laissez-passer (UNLP)

15. Holders of United Nations laissez-passer (UNLP) travelling from countries where there is no Thai embassy or consulate must submit to the ESCAP Protocol Office (escap-protocol@un.org), at least two weeks prior to their departure date, the following information: full name, occupation and itinerary, as well as copies of their UNLP and national passports with expiry dates of at least six months beyond the date of arrival in Thailand. The above information is required in order to process a request for a visa waiver to enter Thailand for a period of stay not exceeding 15 days. UNLP holders from such countries are also required to be in possession of their national passports during their journey to Thailand.

16. Furthermore, in line with security procedures 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 no-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive the updated security advice for United Nations visitors to Thailand. Please log on to <https://dss.un.org> to apply for this travel notification.

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 respective country regarding the latest applicable immigration requirement prior to their departure.

V. Health and vaccination

17. 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. It is recommended that participants be vaccinated against tetanus and food-borne diseases, such as hepatitis A and typhoid.

18. First aid and emergency medical services are available at the Medical Centre, fourth floor, Service Building, during working hours on weekdays. The ESCAP Medical Officer and Nurse are available from 0730 hours to 1200 hours and from 1245 hours to 1545 hours. Appointments may be made through the receptionist at telephone extensions 1761 or 1352.

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

VI. Foreign currency declaration

20. Any person who brings or takes an aggregate amount of foreign currency exceeding 20,000 United States dollars or its equivalent into or out of Thailand shall declare the amount of foreign currency to a Customs Officer. Failure to declare foreign currency that exceeds the amount restricted by law or its equivalent upon bringing it into or taking it out of Thailand or making any false declaration to a Customs Officer is a criminal offence.

21. Currency exchange facilities are available at hotels and at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extensions 2159 and 2160) and is open from 0830 hours to 1530 hours, with no lunch break, Monday through Friday.

VII. Travel

A. Airline reservations

22. 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.

B. Airport transfers

23. 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>. Please note that the Don Muang Airport, the former Bangkok International Airport, currently handles domestic flights only.

24. To avail themselves of the limousine and public metered taxi services indicated above, **it is strongly recommended that participants contact 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 to transport passengers to their desired destination. Participants may access public taxi counters on the first floor of the passenger terminal, gates 4 or 7, at Suvarnabhumi Airport. Further information can be found at http://www.suvarnabhumiairport.com/to_from_public_taxi_en.php. In addition to toll fees, there is a 50 baht surcharge to be added to the meter charge from the airport to the city.

C. Transport to attend sessions

25. Most hotels indicated in paragraph 26 provide complimentary transport, according to fixed schedules, between the hotels and UNCC. Otherwise, participants would have to make their own transport arrangements to attend meetings.

VIII. Hotel accommodation

26. The following hotels have been designated as recommended hotels. The room rates indicated below are inclusive of service charge and value added tax, and the hotels are relatively close to ESCAP.

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Shangri-La Hotel 89 Soi Wat Suan Plu, New Road Bangkok Tel: (662) 236-7777 Fax: (662) 236-8579 E-mail: slbk@shangri-la.com <i>Contact person:</i> Ms. Jirapa Cho (jirapa.cho@shangri-la.com)	30-40	Deluxe Room	5,202 ^{a/c}	5,202 ^{a/c}
		Executive River View Room	6,474 ^{a/c}	6,474 ^{a/c}
Siam City Hotel 477 Si Ayuthaya Road, Phayathai Bangkok Tel: (662) 247-0123 Fax: (662) 247-0165 E-mail: reservations@siamhotels.com <i>Contact person:</i> Ms. Ratchanikrit Khankath	15-25	Deluxe	2,700 ^a	2,900 ^a

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Amari Watergate Hotel & Spa 847 Petchburi Road Bangkok Tel: (662) 653-9000 Fax: (662) 653-9045 E-mail: cc2@watergate.amari.com <i>Contact person:</i> Mr. Khajohnsak Ngiempaisal	20-30	Deluxe	2,800 ^a	3,000 ^a
Royal Princess Hotel 269 Larnluang Road Bangkok Tel: (662) 281-3088 Fax: (662) 280-1314 E-mail: rsvnplb@dusit.com <i>Contact persons:</i> Ms. Pranee Rungnauvarat Ms. Duangjai Kamonchaiwanich	5-10	Superior	2,500 ^{a/b/c}	2,700 ^{a/b/c}
		Deluxe	2,800 ^{a/b/c}	3,000 ^{a/b/c}
		Suite 1 bed room	7,000 ^{a/b/c}	7,500 ^{a/b/c}
Grand China Princess 215 Yaowarat Road, Bangkok Tel: (662) 224-9977, 224-7997 Fax: (662) 224-7999 E-mail: sale@grandchina.com <i>Contact person:</i> Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 ^{a/b}	2,700 ^{a/b}
Prince Palace Hotel 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (662) 628-1111 Fax: (662) 628-1000 E-mail: reservation@princepalace.co.th <i>Contact person:</i> Ms. Siriporn Pinitsub	10-15	Superior	1,700 ^{a/b}	1,900 ^{a/b}
Pullman Hotel and Resort 8 Rangnam Road, Kweang Thanon-Phayathai Rachathewi, Bangkok Tel: (662) 680-9999 Fax: (662) 680-9998 E-mail: sales@pullmanbangkokkingpower.com <i>Contact person:</i> Ms. Ranithsorn Nitinopparat	20-25	Superior	2,996 ^{a/c}	3,210 ^{a/c}
		Deluxe	4,066 ^{a/c}	4,280 ^{a/c}
		Executive	5,136 ^{a/c}	5,350 ^{a/c}
		Executive suite	6,206 ^{a/c}	6,420 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Trang Hotel 99/1 Wisutkasat Road Bangkok Tel: (662) 282-2141-4 Fax: (662) 280-3610 E-mail: reservations@tranghotelbangkok.com <i>Contact person:</i> Ms. Savitree Sotawong	5-10	Superior	1,300 ^{a/b}	1,300 ^{a/b}
		Superior Premium	1,500 ^{a/b}	1,500 ^{a/b}
		Deluxe	1,700 ^{a/b}	1,700 ^{a/b}
Hotel Dé Moc (former Thai Hotel) 78 Prajatipatai Road Bangkok Tel: (662) 282-2833 Fax: (662) 280-1299 E-mail: booking@hoteldemoc.com <i>Contact person:</i> Ms. Napapat Choknithithanakul Ms. Jariyaporn Chonverayuut	5-10	Standard	1,200 ^{a/b}	1,200 ^{a/b}
		Superior	1,400 ^{a/b}	1,400 ^{a/b}
Sourire @ Ratanakosin Island 235 Rajdamnern Avenue Bavornniwet Pra Nakhon, Bangkok Tel: (662) 280-2180 Ext. 100 Fax: (662) 280-2181 E-mail: sourirebangkok@hotmail.com <i>Contact person:</i> Ms. Suree Chaisanguantham	10-15	Superior	1,200 ^a	1,200 ^a
		Deluxe	1,600 ^a	1,600 ^a
		Executive	2,500 ^a	2,500 ^a
Best Western Swana Bangkok Hotel 332 Visuttkasat Road Phranakorn Bangkok Tel: (662) 282-8899 Fax: (662) 281-7816 E-mail: Info@swanabangkok.com <i>Contact person:</i> Ms. Ruenrudee Promlikitchai	10-15	Standard	-	990 ^a
		Superior	-	990 ^a
		Deluxe	-	1,190 ^a

^a Inclusive of daily American breakfast, service charge and government tax.

^b Complimentary transport services provided according to fixed schedules, from the hotels to UNCC in the morning and back to the hotels in the evening.
Hotel Dé Moc: Minimum 5 persons.

^c Free Internet access.

Note: The room rates listed above include a 10 per cent service charge and 7 per cent value added tax. The hotel room rates are subject to change without prior notice.

27. Participants are requested to contact the hotel directly at least 10 working days in advance and to provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

28. All rooms that are booked as a block by the ESCAP Transport Division will be available to participants on a first-come, first-served basis and in accordance with the information provided in the attendance form, which is attached to this note and is also available online at <http://www.unescap.org/ttdw/MCT2011/MCT2011.asp>. Hotels should be notified of any cancellations, postponements or other changes 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.

IX. Payment of hotel accounts

29. Prior to their departure from Bangkok, participants are expected to 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, 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.

X. United Nations complex information

A. Internet services

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

B. Catering services

31. Catering services are available at the Cafeteria located on level 1, UNCC, from 1100 hours to 1400 hours. Rajapruek Lounge on the ground floor of the UNCC is open from 0700 hours to 1700 hours Monday through Thursday, and from 0700 hours to 1900 hours on Friday. The Canteen on the ground floor of the Service Building is open from 0700 hours 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 hours to 1700 hours.

C. Library facilities

32. ESCAP Library facilities are available on the first floor, Service Building from 0730 hours 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 the ESCAP Library can be found at <http://www.unescap.org/unis/library>.

D. Banking facilities

33. Banking services are available at the Siam Commercial Bank, United Nations Branch, first floor, Service Building, from 0830 hours to 1530 hours on weekdays (telephone extensions 2168 and 2169 when dialling from United Nations telephones on the premises).

E. Travel agent

34. The American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank, and is open from 0800 hours to 1700 hours on weekdays. The office can be contacted at extensions 2820, 2821, 2822, 2823 and 2824.

F. Postal services

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

G. Souvenir shop

36. A souvenir shop is located on level 1, UNCC, opposite the elevator.

XI. Tourist information

A. Weather

37. The weather in Bangkok is usually warm and humid. 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).

B. Foreign exchange

38. The local currency is the Thai baht. Currency exchange facilities are available at the airport and hotels, and at the above-mentioned Siam Commercial Bank, United Nations Branch.
