

---

**Economic and Social Commission for Asia and the Pacific**

Committee on Transport

**Fourth session**

Bangkok, 15-17 October 2014

**Information for participants****I. General**

1. The fourth session of the Committee on Transport is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok from 15 to 17 October 2014.
2. The opening of the session will take place at 0900 hours on Wednesday, 15 October 2014, in Conference Room 3, first floor, UNCC. Subsequent meetings will be held as follows: from 0900 hours to 1200 hours and 1330 hours to 1630 hours on 15 October 2014; and from 0900 hours to 1200 hours and 1400 hours to 1700 hours on 16 and 17 October 2014.

**II. Registration and identification badges**

3. In order to enable more effective access control and to accelerate screening by security personnel, ESCAP has adopted the use of photo identification (ID) badges for meeting participants. Participants are therefore requested to register and obtain their photo-ID meeting badges at the registration counter located on the ground floor, UNCC, 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 at UNCC before proceeding to the conference room. Only the names of duly registered participants will be included in the list of participants.
4. To facilitate smooth coordination of the issuance of the photo badges and compilation of the list of participants, participants are encouraged to submit a photo of themselves in advance, which will speed up the registration process. (See section XIV below for e-mail address to send copy of scanned electronic photo.)
5. 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 communicated 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. Visa requirements

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

6. According to the Immigration Bureau of Thailand, nationals of the following countries or areas holding ordinary passports may enter and stay in Thailand without a visa for a period not exceeding 14, 30 or 90 days, according to the list below:

##### Visa exemption for a maximum of 14 days

Cambodia

##### Visa exemption for a maximum of 30 days

- |                                      |  |
|--------------------------------------|--|
| 1. Australia                         | 27. Malaysia   |
| 2. Austria                           | 28. Monaco   |
| 3. Bahrain                           | 29. Mongolia   |
| 4. Belgium                           | 30. Netherlands  |
| 5. Brunei Darussalam                 | 31. New Zealand  |
| 6. Canada                            | 32. Norway   |
| 7. Czech Republic                    | 33. Oman   |
| 8. Denmark                           | 34. Philippines  |
| 9. Estonia                           | 35. Poland   |
| 10. Finland                          | 36. Portugal   |
| 11. France                           | 37. Qatar  |
| 12. Germany                          | 38. Russian Federation                                   |
| 13. Greece                           | 39. Singapore  |
| 14. Hong Kong, China                 | 40. Slovakia   |
| 15. Hungary                          | 41. Slovenia   |
| 16. Iceland                          | 42. South Africa   |
| 17. Indonesia                        | 43. Spain  |
| 18. Ireland                          | 44. Sweden   |
| 19. Israel                           | 45. Switzerland  |
| 20. Italy                            | 46. Turkey   |
| 21. Japan                            | 47. United Arab Emirates                                 |
| 22. Kuwait                           | 48. United Kingdom of Great Britain and Northern Ireland |
| 23. Lao People's Democratic Republic | 49. United States of America                             |
| 24. Liechtenstein                    | 50. Viet Nam   |
| 25. Luxembourg                       |  |
| 26. 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 or 90 days for holders of diplomatic/official passports

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

**Visa exemption for a maximum of 30 days**

- |                                     |  |
|-------------------------------------|--|
| 1. Cambodia                         | 7. Mongolia                              |
| 2. China                            | 8. Myanmar                               |
| 3. Hong Kong, China                 | 9. Oman                                  |
| 4. Indonesia                        | 10. Pakistan (diplomatic passports only) |
| 5. Lao People's Democratic Republic | 11. Viet Nam                             |
| 6. Macao, China                     |  |

**Visa exemption for a maximum of 90 days**

- |  |                                      |
|--|--------------------------------------|
| 1. Albania                             | 23. Mexico                           |
| 2. Argentina                           | 24. Nepal                            |
| 3. Austria                             | 25. Netherlands                      |
| 4. Belgium                             | 26. Panama                           |
| 5. Bhutan                              | 27. Peru                             |
| 6. Brazil                              | 28. Philippines                      |
| 7. Chile                               | 29. Poland                           |
| 8. Colombia                            | 30. Republic of Korea                |
| 9. Costa Rica                          | 31. Romania                          |
| 10. Croatia                            | 32. Russian Federation               |
| 11. Czech Republic                     | 33. Singapore                        |
| 12. Estonia (diplomatic passport only) | 34. Slovakia                         |
| 13. France (diplomatic passport only)  | 35. South Africa                     |
| 14. Germany                            | 36. Spain (diplomatic passport only) |
| 15. Hungary                            | 37. Sri Lanka                        |
| 16. India                              | 38. Switzerland                      |
| 17. Israel                             | 39. Tajikistan                       |
| 18. Italy                              | 40. Tunisia                          |
| 19. Japan                              | 41. Turkey                           |
| 20. Liechtenstein                      | 42. Ukraine                          |
| 21. Luxembourg                         | 43. Uruguay                          |
| 22. Malaysia                           |                                      |

**C. Visa on arrival for a maximum stay of 15 days**

8. Nationals of the following countries holding a valid ordinary passport may apply for visa on arrival, at Suvarnabhumi International Airport, for a period not exceeding 15 days, conditional on meeting the requirements mentioned below:

- |               |                  |
|---------------|------------------|
| 1. Andorra    | 10. Lithuania    |
| 2. Bhutan     | 11. Maldives     |
| 3. Bulgaria   | 12. Malta        |
| 4. China      | 13. Mauritius    |
| 5. Cyprus     | 14. Romania      |
| 6. Ethiopia   | 15. San Marino   |
| 7. India      | 16. Saudi Arabia |
| 8. Kazakhstan | 17. Ukraine      |
| 9. Latvia     | 18. Uzbekistan   |

9. The requirements for a visa on arrival are as follows:

(a) The applicant must possess a passport, valid for at least six months, and a valid onward or 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 or at Don Mueang International Airport, and supply one recent passport-sized photograph. A fee of 1,000 baht applies.

10. 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.

11. United Nations staff members travelling on official business with a United Nations Laissez-Passer are **REQUIRED** to obtain appropriate visa before travelling to Thailand.

12. Furthermore, in line with security procedures for United Nations staff, travel notification through the Travel Request Information Process (TRIP) 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 updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification. United Nations staff are required to complete the "BASIC SECURITY IN THE FIELD" training before travelling.

*NOTE: The information provided above is accurate as of August 2014. All participants are advised to consult with the diplomatic mission/consulate of Thailand in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.*

#### **IV. 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).

#### **V. Health and vaccination**

14. Upon arrival at the port of entry in Thailand, participants who have traveled 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. For nationals of the countries listed below who have not traveled 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                           | 25. Kenya      |
| 2. Argentina                        | 26. Liberia    |
| 3. Benin                            | 27. Mali       |
| 4. Bolivia (Plurinational State of) | 28. Mauritania |
| 5. Brazil                           | 29. Niger      |
| 6. Burkina Faso                     | 30. Nigeria    |
| 7. Burundi                          | 31. Panama     |
| 8. Cameroon                         | 32. Paraguay   |

- |                                      |   |
|--------------------------------------|---|
| 9. Central African Republic          | 33. Peru                                  |
| 10. Chad                             | 34. Rwanda                                |
| 11. Colombia                         | 35. Sao Tome and Principe                 |
| 12. Congo                            | 36. Senegal                               |
| 13. Cote d'Ivoire                    | 37. Sierra Leone                          |
| 14. Democratic Republic of the Congo | 38. Somalia                               |
| 15. Ecuador                          | 39. Sudan                                 |
| 16. Equatorial Guinea                | 40. Suriname                              |
| 17. Ethiopia                         | 41. Togo                                  |
| 18. French Guiana                    | 42. Trinidad and Tobago                   |
| 19. Gabon                            | 43. Uganda                                |
| 20. Gambia                           | 44. United Republic of Tanzania           |
| 21. Ghana                            | 45. Venezuela (Bolivarian<br>Republic of) |
| 22. Guinea                           | 46. Zaire                                 |
| 23. Guinea-Bissau                    |   |
| 24. Guyana                           |   |

17. First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of UNCC. The ESCAP Medical Officer and Nurse are available during weekdays, from 0730 to 1545 hours, with the exception of lunchtime from 1200 to 1245 hours. Appointments may be made by contacting relevant staff at extensions 1352 or 1761.

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

## **VI. Foreign currency declaration**

19. Any person who brings into or takes out of Thailand an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent shall declare the amount to a customs official. Failure to make such a declaration or making any false declaration to a customs officer 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 is open from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

## **VII. 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 Travel office located on the first floor of the Service Building, adjacent to Siam Commercial Bank.

## **VIII. 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 (minutes)	Room type	Daily room rates (baht)	
			Single	Double
<b>Shangri-La Hotel*****</b> 89 Soi Wat Suan Plu, New Road Bangkok Tel: (66-2) 236 7777 Fax: (66-2) 236 8579 E-mail: thiptera.tanthasri@shangri-la.com Website: www.shangri-la.com <i>Contact person:</i> Ms. Thiptera Tanthasri	30-40	Deluxe	3 800 <sup>a/c</sup>	4 300 <sup>a/c</sup>
<b>The Sukosol*****</b> 477 Si Ayuthaya Road, Phayathai Bangkok Tel: (66-2) 247 0123 Fax: (66-2) 247 0165 E-mail: ratchanikrit@sukosolhotels.com Website: www.sukosolhotels.com <i>Contact person:</i> Ms. Ratchaneekrit Khankath	15-25	Deluxe	2 700 <sup>a/c</sup>	2 900 <sup>a/c</sup>
<b>Amari Watergate Hotel &amp; Spa*****</b> 847 Petchaburi Road Bangkok Tel: (66-2) 653 9000 Fax: (66-2) 653 9045 E-mail: kanokwan.t@amari.com Website: www.amari.com/watergate <i>Contact person:</i> Ms. Kanokwan Tangkiattrakul	20-30	Deluxe	2 900 <sup>a/b/c</sup>	3 100 <sup>a/b/c</sup>
<b>Pullman Bangkok King Power*****</b> 8/2 Rangnam Road Thanon Phayathai, Ratchathewi Bangkok Tel: (66-2) 680 9999 Ext. 2529 Fax: (66-2) 680 9998 E-mail: sales@pullmanbangkokkingpower.com Website: www.pullmanbangkokkingpower.com <i>Contact person:</i> Ms. Orawan Sermchaisrikul	20-25	Superior Deluxe Executive Executive suite	2 996 <sup>a/c</sup> 3 317 <sup>a/c</sup> 3 959 <sup>a/c</sup> 5 029 <sup>a/c</sup>	3 210 <sup>a/c</sup> 3 531 <sup>a/c</sup> 4 173 <sup>a/c</sup> 5 243 <sup>a/c</sup>
<b>Hotel Novotel Bangkok on Siam Square****</b> 392/44 Siam Square Soi 6 Rama 1 Road, Pathumwan Bangkok Tel: (66-2) 209 8888 Fax: (66-2) 255 1824 E-mail: h1031-sl1@accor.com Website: www.novotel.com <i>Contact person:</i> Ms. Jarunun Sripromma	30	Standard Superior Executive Premier Floor	2 700 <sup>a/c</sup> 3 000 <sup>a/c</sup> 3 700 <sup>a/c</sup>	2 700 <sup>a/c</sup> 3 000 <sup>a/c</sup> 3 700 <sup>a/c</sup>

Name and address	Driving distance to UNCC (minutes)	Room type	Daily room rates (baht)	
			Single	Double
<b>Royal Princess Larn Luang Hotel****</b> 269 Larnluang Road Bangkok Tel: (66-2) 281 3088 Fax: (66-2) 280 1314 E-mail: benjarat@royalprincesslarnluang.com Website: www.royalprincesslarnluang.com <i>Contact person:</i> Ms. Benjarat Rusakul	5-10	Superior  Deluxe  Suite 1 bedroom	2 600 <sup>a/b/c</sup>  3 200 <sup>a/b/c</sup>  8 000 <sup>a/b/c</sup>	2 800 <sup>a/b/c</sup>  3 400 <sup>a/b/c</sup>  8 000 <sup>a/b/c</sup>
<b>Prince Palace Hotel****</b> 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (66-2) 628 1111 Fax: (66-2) 628 1000 E-mail: wannajit@princepalace.co.th Website: www.princepalace.co.th <i>Contact person:</i> Ms. Wannajit Chulamakorn	10-15	Superior	1 700 <sup>a/b</sup>	1 900 <sup>a/b</sup>
<b>Riva Surya Bangkok****</b> 23 Phra Arthit Road Bangkok Tel: (66-2) 633 5000 Fax: (66-2) 633 5050 E-mail: info@rivasuryabangkok.com Website: www.rivasuryabangkok.com <i>Contact person:</i> Ms. Thannaree Ketkaew	10-15	Urban  Riva  Deluxe  Premium	3 060 <sup>a/c</sup>  3 580 <sup>a/c</sup>  3 810 <sup>a/c</sup>  4 250 <sup>a/c</sup>	3 360 <sup>a/c</sup>  3 880 <sup>a/c</sup>  4 110 <sup>a/c</sup>  4 550 <sup>a/c</sup>
<b>Nouvo City Hotel****</b> 2 Samsen 2, Samsen Road Banglumphu, Pranakorn Bangkok Tel: (66-2) 282 7500 Ext. 0110 Fax: (66-2) 282 1243 E-mail: adam@nouvocityhotel.com Website: www.nouvocityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	Grand Deluxe	2 200 <sup>a/b/c</sup>	2 400 <sup>a/b/c</sup>
<b>New World City Hotel***</b> 2 Samsen 2, Samsen Road Banglumphu, Pranakorn Bangkok Tel: (66-2) 282 7500 Ext. 0110 Fax: (66-2) 282 1243 E-mail: adam@nouvocityhotel.com Website: www.newworldcityhotel.com <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	Deluxe	1 150 <sup>a/b/c</sup>	1 350 <sup>a/b/c</sup>

Name and address	Driving distance to UNCC (minutes)	Room type	Daily room rates (baht)	
			Single	Double
<b>Golden Tulip Essential Vasu Hotel***</b> <i>(Trang Hotel)</i> 99/1 Wisutkasat Road Bangkok Tel: (66-2) 282 2141-4 Fax: (66-2) 280 3610 E-mail: reservations@tranghotelbangkok.com Website: www.tranghotelbangkok.com <i>Contact person:</i> Ms. Thongtem Lerknawapairoj	5-10	Superior	1 400 <sup>a/b</sup>	1 400 <sup>a/b</sup>
		Superior Premium	1 600 <sup>a/b</sup>	1 600 <sup>a/b</sup>
		Deluxe	1 800 <sup>a/b</sup>	1 800 <sup>a/b</sup>
<b>Hotel Dé Moc (former Thai Hotel)***</b> 78 Prajatipatai Road Bangkok Tel: (66-2) 282 2833 Fax: (66-2) 280 1299 E-mail: sales@buddygrouphailand.com Website: www.hoteldemoc.com <i>Contact person:</i> Ms. Chalita Sombutboon	5-10	Standard	1 300 <sup>a/b</sup>	1 500 <sup>a/b</sup>
		Superior	1 500 <sup>a/b</sup>	1 700 <sup>a/b</sup>

<sup>a</sup> Inclusive of daily American breakfast, service charge and government tax.

<sup>b</sup> Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening. Hotel Dé Moc and Golden Tulip Essential Vasu Hotel have a one-way transfer from hotel to UNCC.

<sup>c</sup> Free Internet access.

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

24. All rooms block-booked will be available to participants on a first-come, first-served basis and in accordance with the information provided in the online attendance-hotel reservation form. 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. The rates provided in the table are as of 1 January 2014 and subject to change without notice. Please confirm the room rates with the hotel directly.

## IX. 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 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.



## X. Transport from and to the airport

27. Participants should make their own transportation arrangements from the 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 [www.airportsuvarnabhumi.com](http://www.airportsuvarnabhumi.com).

28. To avail themselves of the limousine and public-metered-taxi services as 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 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, a 50 baht surcharge is added to the meter charge from the airport to the city.

## XI. 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.

## XII. Internet services

30. Eight personal computers (PCs) with a high-speed internet connection are available in the Internet Café on the first level 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 the UNCC.

## XIII. Catering services

31. Catering services are available at the cafeteria, which is located on the first level of UNCC, from 1100 to 1400 hours for lunch. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday through Thursday, and from 0700 to 1900 hours on Friday. The canteen, on the ground floor of the Service Building, is open from 0700 to 1300 hours. In addition, the Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on the first level of UNCC and is open from 0700 to 1700 hours.

## XIV. Communications

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

*(Name of delegate)*  
 c/o Mr. Yuwei Li  
 Director  
 Transport Division  
 ESCAP, United Nations Building  
 Rajadamnern Nok Avenue  
 Bangkok 10200, Thailand  
 Fax: (66-2) 288 1067, 288 3050  
 Tel: (66-2) 288 1375  
 E-mail address: [escap-ttd@un.org](mailto:escap-ttd@un.org)

## **XV. Meeting documents**

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

34. Documents for circulation or distribution at the session should be handed to Mr. Yuwei Li, Room 0921 of the Secretariat Building, extension 1375. 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 a statement submitted by individual delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

## **XVI. Accessibility support for persons with disabilities**

35. In order to enhance accessibility to the UNCC for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices will be available upon request in a designated area at the Registration Counter, ground floor, UNCC.

## **XVII. Library facilities**

36. 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 1329 and 1360. Further information about the ESCAP Library can be found at [www.unescap.org/unis/library](http://www.unescap.org/unis/library).

## **XVIII. Banking facilities**

37. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, from 0830 to 1530 hours during weekdays (telephone extension 2168).

## **XIX. Postal services**

38. The United Nations Branch of Thailand Post is located on the ground floor of UNCC. It is open from 0800 to 1600 hours, Monday through Friday. The Post Office can be contacted at extensions 1260 and 2911.

## **XX. Souvenir shop**

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

## **XXI. Travel agent**

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