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Economic and Social Commission for Asia and the Pacific

Paperless Trade Week 2024
3-7 June 2023
United Nations Conference Centre (UNCC), Bangkok, Thailand

Information for participants

I. General

1. Sessions are scheduled to be held at the United Nations Conference Centre, Bangkok (Room: CR-3, MR-F & MR-G, 1st floor, UNCC) from 3-7 June 2024.

2. Sessions will be organized according to the **Schedule of the Week** on the event page here.

II. Registration and identification badges

3. In order to facilitate the registration process participants are **REQUIRED** to register online at https://indico.un.org/e/PTW well in advance, but **no later than 31 May 2024** to facilitate smooth coordination of the issuance of photo badges as well as the compilation of the list of participants. Participants who have registered online can obtain photo badges at the registration counter, located on the Ground Level, UNCC, **from 08:30** on the day of the event.

   Participants who are not able to register online during the times indicated above are requested to do so upon their arrival at UNCC and before going to the conference room. Only the names of duly registered participants will be included in the list of participants.

   For identification and security reasons, all participants are **REQUIRED** to wear their meeting badges at all times while they are in the UN complex, which include meetings and social functions. The loss of a meeting badge should be immediately communicated to the registration counter or the UN security, so that the incident could be recorded, and a new badge can be issued.

III. Visa, immigration and health requirements

4. Please refer to MFA list of Visa Exemption and 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.

5. To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at https://www.thaiembassy.org/

6. Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

7. Participants who may need further assistance from ESCAP on their visa application should contact the meeting organizer, well in advance, for necessary action.

8. Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:
   I. The applicant must possess a passport from the list of countries whose nationals are eligible to apply for visa on arrival (List of countries entitled for Visa on Arrival) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
   II. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
   III. An online application is available at Visa On Arrival (immigration.go.th). Upon presentation of printed Transaction Reference Number (TRN) the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.
   IV. The applicant must provide proof of means of living expenses at the amount of THB 10,000 per person or THB 20,000 per family.

NOTE: The information provided above is accurate as of April 2024.

IV. Weather

9. The climate in Bangkok is tropical and is pretty warm throughout the year. In September, the weather in Bangkok is hot, humid and rainy. Average temperature is between 27-35 degrees Celsius. Light tropical clothing would be appropriate.

V. Foreign currency declaration

10. 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.

11. The local currency is Thai Baht. Currency exchange facilities are available at hotel's reception counter. Please note that when buying small items, some venders 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.

VI. Hotel accommodation

12. **Hotels,** located relatively close to ESCAP or by mass-transit routes, may be used by participants, should they choose to. The selection of hotels at a walking distance from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic. Click here for a list of hotels, with indicative prices.

13. Nearby hotels are Royal Princess Larn Luang, Trang Hotel, Centra by Centara Hotel Bangkok Phra Nakhon, The Raweekanlaya, Nanda Heritage Hotel and Prince Palace Hotel which are in proximity to UNCC.

14. Rooms will be available to participants on a first-come, first-served basis. Participants are also free to arrange their own choices for accommodation.

15. Participants are requested to settle all expenses directly with the hotel upon check-out.

16. 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.

NOTE: ESCAP cannot vouch for accuracy of the information or rates contained in the document. The list is meant purely for reference and for ease of participants. The special discount rates provided are effective until end of June 2023 and subject to change without notice. Please confirm the room rates with the hotel directly.

VII. Transportation from and to airport

17. 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. For the Airport Rail Link, an express and commuter rail connecting to Makkasan Station (MRT subway Petchaburi Station) and Phayathai Station (BTS Skytrain), passengers should go to Level B. Detailed information can be found at https://www.srtet.co.th/index.php/en/.

18. Electric taxis (EVsociety/VIP) are currently available at the Suvarnabhumi International Airport. The counter is located next to the main taxi area. The service is available 24 hours and can be pre-booked via:
    Line ID: @evsociety
    Phone: +66 2039 8888
    Email: taxivip@evsociety.co.th
    EV Society Facebook

19. Metered-taxi and bus services are readily available at the airport. More information is available at https://www.bangkokairportonline.com

20. To use the airport limousine service, it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone. These officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination, upon request. The Suvarnabhumi International Airport limousine service counters are located on Level 2 at Baggage Claim and Arrival Hall exits, channels A, B and C. For public taxis, participants are advised to proceed to the Level 1 of the Passenger Terminal, between exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge from the airport to the city. Please refer to the airport website noted above for details.

21. For participant who will stay at Royal Princess Larn Luang Hotel, the hotel provides free shuttle van from hotel to the ESCAP premises daily. Participants can check directly with hotel reception upon their stay for information on schedule of the shuttle service. Participants staying elsewhere must make their own transport arrangements in order to attend the meeting.

VIII. Catering services

22. Lunch will not be provided. Catering services are available on self-financed basis at the cafeteria, Catering services are available at the following locations:
    - International Cafeteria (Level 1, UNCC), which serves breakfast from 7.30 to 10.00 hours, and Thai, Halal and International menus for lunch from 11:00 to 14:00 hours on Monday through Friday.
    - Coffee Corner (Level 1, UNCC), which serves assortment of bakery pastries and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.
    - Rajapruek Lounge (Ground Level, UNCC), which serves light meals and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.

23. In line with the Sustainable United Nations (SUN) and Environmental Management System (EMS} principles, no single use plastic is available in the UNCC. Single-use food and drink containers have been banned within the UN compound in Bangkok. When purchasing coffee/tea at the Coffee Corner, meeting participants will be asked to pay a deposit of THB 100 for a cup, which will be returned upon return of the cup. Dining venues at the UNCC also do not provide food storage boxes, plastic cutlery or straws

for take-away orders. Diners wishing to take food away are advised to bring their own reusable food containers.

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

24. Participants *whose travel is sponsored by ESCAP* will be provided with a daily subsistence allowance (approximately USD 248/day) to cover the accommodation and daily expenses and one-time lumpsum miscellaneous travel expense allowance to cover airport taxes, taxi and other related expenses at prevailing United Nations rates in local currency (THB). **During your participation, you are required to sign the attendance sheet each day and the daily subsistence will be provided on the last day of your participation in the event(s).**

25. **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit original boarding pass(es) and ticket invoice (for self-ticket option) to the secretariat staff.** A scanned copy of your outbound boarding pass should be emailed by 14 June 2024 to escap-cpta@un.org, with copy to nichapat.saropala@un.org .

26. Any sponsored 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.

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

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

    I. All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;

    II. Salary and related allowances for the participants during the period of the meeting;

    III. Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;

    IV. Compensation in the event of death or disability of participants in connection with attending the meeting;

    V. Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;

    VI. Any other expenses of a personal nature, not directly related to the purpose of the meeting

XI. UNCC facilities and services

28. **UNCC Floor plans**: The UNCC floor plans are available at https://www.unescap.org/uncc/our-rooms. The UN buildings are smoke-free. Smoking is permitted only in the designated areas outside of the buildings and in the UNCC, the designated smoking area is outside of the Public Foyer.

29. **Accessibility support for persons with disabilities**: The UNCC is fully wheelchair-accessible and houses the Accessibility Centre on Level 1. For more information, please visit the Accessibility Centre's webpages

30. **Prayer and meditation rooms:** Located in front of ESCAP Hall on Level 2, UNCC.

31. **Travel agency:** The American Express Global Business Travel (AMEX-GBT) office is located on Level 1, UNCC, and is open weekdays from 08:00 to 17:00 hours, Tuesday through Thursday. Remote support is available on other days (escap_amextravel@un.org)

32. **Electronic plug and socket:** The electric power in Thailand is 220V running at 50Hz and the plug types used are either Type A, Type B, or Type C. A hybrid socket is almost universally found, which accepts a combination of the above plug types.Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.

33. **Internet services**: Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Please use UN-WiFi, no password is required. Use of internet at UNCC is governed by relevant Organizational policies and guidelines. Failure to adhere to policies may result in revoking of those services.

34. **First-aid and emergency medical service**: During the event first-aid and emergency medical service will be available at the First-aid room, which is located on the Ground Level of the UNCC, next to the Post Office. When feeling unwell while in the UNCC: Anyone who develops a fever and/or respiratory symptoms while already within the UNCC is advised to call any medical service staff at +66 2288 1352/1353/1761 during business hours, for further guidance.

35. **Banking facilities**: Banking services are available at the Siam Commercial Bank, United Nations Branch, located on Level 1 of the Service Building, from 08:30 to 15:30 hours during weekdays. (telephone extension 2168). Siam Commercial Bank ATMs can be found near the registration desk.

36. **Library facilities:** ESCAP Library facilities are available on Level 1, Service Building from 08:00 to 16:00 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty or call extensions 1329 and 1360. Further information about the ESCAP Library can be found on its website at http://www.unescap.org/library

37. **Postal services**: Available at the United Nations branch of Thailand Post, located on the Ground Level of UNCC. It is open from 08:00 to 16:00 hours, Monday through Friday. The office can be contacted at extension 2911.

38. **Souvenir shop**: The souvenir shop is located on Level 1 of UNCC. It is open from 09:00 to 16:00 hours, Monday through Friday. The shop can be contacted at +66 2288 1295.

39. **Lost and Found**: Please contact the Security Operations Centre, either in person or by phone at +66.2.2881102.

XII. ESCAP secretariat contact persons:

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แผนที่แสดงที่ตั้ง ศูนย์ประชุมสหประชาชาติ

UNITED NATIONS CONFERENCE CENTRE



องค์การสหประชาชาติ

ถ.ราชดำเนินนอก แขวงบางขุนพรหม

เขตพระนคร กรุงเทพฯ 10200

ANNEX I

Summary of Countries and Territories entitled for Visa Exemption and Visa on Arrival to Thailand

Ordinary Passport							Diplomatic/Official Passport		
Passport holders of the following countries/ territories may apply for Visa on Arrival	Passport holders of the following countries/ territories may enter Thailand without a visa						Passport holders of the following countries/ territories may enter Thailand without a visa		
	Tourist Visa Exemption Scheme			Bilateral Agreement			Bilateral Agreement		
Period of stay	Period of stay			Period of stay			Period of stay		
15 days	30 days			14 days	30 days	90 days	30 days	90 days	
Bulgaria	Andorra	Norway	Brazil*	Cambodia	Hong Kong**	Argentina	Bangladesh (Diplomatic pp. only)	Albania	Nepal
Bhutan	Australia	Oman	Korea (ROK)*	Myanmar (International Airports only)	Laos	Brazil*	Brunei	Argentina	Panama
China	Austria	The Philippines	Peru*		Macau	Chile	Cambodia	Austria	Peru
Cyprus	Belgium	Poland	Hong Kong**		Mongolia	Korea (ROK)*	China	Belarus	The Philippines
Ethiopia	Bahrain	Portugal	Vietnam**		Russia (&VoA)	Peru*	Ecuador	Belgium	Poland
Fiji	Brunei	Qatar			Vietnam**		Hong Kong	Bhutan	Romania
Georgia	Canada	San Marino					Indonesia	Brazil	Russia
India	Czech Republic	Saudi Arabia (&VoA)					Kazakhstan	Bulgaria	Serbia
Kazakhstan	Denmark	Singapore					Laos	Chile	Seychelles
Malta	Estonia	Slovak					Macau	Colombia	Slovakia
Mexico	Finland	Slovenia					Malaysia	Costa Rica	South Africa
Nauru	France	Spain					Mongolia	Croatia	Spain (Diplomatic pp. only)
Papua New Guinea	Germany	South Africa					Mozambique	Czech Republic	Sri Lanka
Romania	Greece	Sweden					Myanmar	El Salvador	Switzerland
Taiwan	Hungary	Switzerland					Oman	Estonia	Tajikistan
Uzbekistan	Iceland	Turkey					Pakistan (Diplomatic pp. only)	Finland	Tunisia
Vanuatu	Indonesia	Ukraine					Singapore	France (Diplomatic pp. only)	Turkey
	Ireland	UAE					Timor-Leste	Germany	Ukraine
	Israel	UK					Vietnam	Georgia	UAE
	Italy	USA						Greece (Diplomatic pp. only)	Uruguay
	Japan							Hungary	
	Kuwait							India	
	Latvia							Israel	
	Liechtenstein							Italy	
	Lithuania							Japan	
	Luxembourg							Korea (ROK)	
	Malaysia							Kosovo	
	Maldives							Kuwait	
	Mauritius							Latvia	
	Monaco							Liechtenstein	
	The Netherlands							Luxembourg	
	New Zealand							Mexico	
								Montenegro	
								Morocco	
								The Netherlands	

The above information is as of 1 April 2023.
https://image.mfa.go.th/mfa/0/zE6021nSnu/%E0%B9%80%E0%B8%AD%E0%B8%81%E0%B8%AA%E0%B8%B2%E0%B8%A3/VOA.pdf

Remarks

* Passport holders of Brazil, Korea (ROK) and Peru are entitled for tourist visa exemption scheme. Meanwhile, Thailand also holds bilateral agreements on visa exemption for holders of diplomatic, official and ordinary passports for a visit of not exceeding 90 days with Brazil, Korea (ROK) and Peru.

** Passport holders of Vietnam and Hong Kong are entitled for tourist visa exemption scheme. Meanwhile, Thailand also holds bilateral agreements on visa exemption for holders of diplomatic, official and ordinary passports for a visit of not exceeding 30 days with Vietnam and Hong Kong

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.