United Nations Conference Centre, Bangkok (UNCC)

One-Stop Conference Support Services
One-Stop Conference Support Services

1. Participant Management and Registration
   - Online event portal for registration (Indico.un.org)
   - Dry Run with speakers and Test Run with participants
   - Check-in, Badge issuance
   - Integrated Digital Conferencing Online registration platform

2. Travel and Host Country related Services
   - Air tickets
   - Visa with Thai Ministry of Foreign Affairs (MFA)
   - Freight Service & Shipment Deliveries

3. Meet and Greet at the Airport
   - Airport Pick-up

4. Accomodation and Transportation
   - Limousine, Vehicle, Driver service
   - Booking accommodations with preferential rates
One-Stop Conference Support Services

5. Design & Printing Promotional Materials and Exhibition
   - Design & Install Billboard, backdrop, banner
   - Posters, brochures, signages, etc.

6. Hybrid, Virtual and Onsite Meeting Services
   - Simultaneous interpretation (CMSI system)
   - Audio/Video Recording
   - AI real-time Captioning and International Sign Language interpretation
   - COVID-19 preventive measures

7. Live streaming and Webcasting
   - Facebook, YouTube, and streaming platforms
One-Stop Conference Support Services

8. Photography, Videography and additional Lighting

- Hiring photographers and videographers
- Additional lighting equipment for spotlights and booth lighting.

9. Banqueting services and Social Functioning

- Breakfast, lunch, dinner, high tea, VIPs private function, etc.
- Coffee break, table-served or buffet style, cocktail reception
- Venue decorations and Cultural performance
## UNCC Quick Facts

<table>
<thead>
<tr>
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<th>Officially opened in April 1993</th>
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<tr>
<td>2</td>
<td>Occupied 18,600 square metres</td>
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<tr>
<td>3</td>
<td>Five conference rooms (150 to 900 pax)</td>
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<tr>
<td>4</td>
<td>Thirteen multi-functional meeting rooms (small to medium size)</td>
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<td>5</td>
<td>Secretariat Offices, Theatre, Delegate’s Lounges, Reception Hall</td>
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<td>6</td>
<td>Post Office, Prayer Rooms, Bank</td>
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<td>7</td>
<td>Banqueting Services offered by in-house caterer (CP Food World)</td>
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### Type of Meetings and Events* at the UNCC

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<table>
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<tbody>
<tr>
<td>1</td>
<td>Meetings and conferences</td>
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<tr>
<td>2</td>
<td>Trainings and workshops</td>
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<tr>
<td>3</td>
<td>Media, press conferences, publication launches</td>
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<tr>
<td>4</td>
<td>Exhibitions, observation of international days, cultural events</td>
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<tr>
<td>5</td>
<td>Receptions, award ceremonies, cocktail parties</td>
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* Non-political/religious/commercial in nature
5 Conference Rooms, equipped with simultaneous interpretation booths, can accommodate from 149 to 902 seated participants.
All Multi-Functional Meeting Rooms are equipped with audio-visual systems including projector, screen and microphones.

Some of the large-sized meeting rooms can accommodate mobile interpretation booths at an additional cost.

*Capacity depends on room setup.*
The Public Foyer is a multi-functional space available for various types of meetings, workshops and social functions.

The Theatre is perfect for press conferences and presentations to smaller groups.

Equipped with chroma and green backdrop, teleprompter, microphone system and high definition camera for enhanced audio and video quality.
Accessible and Inclusive Meeting Venue

- Accessibility Centre
- Accessible Meetings
- Accessible Environment
New Accessibility Centre

- New Accessibility Centre opened in May 2022, with more focus on awareness raising and information sharing on accessibility, universal design, various initiatives by UN and ESCAP as well as by member states in the Asia-Pacific region.
In enhancing accessibility, several Visual, Physical and Hearing assistive equipment are available for rental for meeting participants.

Complete list of available assistive devices can be found on UNCC website.
Accessible Meetings

*International Sign Language Interpretation*

*AI Based Real Time Captioning*

*International Sign Language Interpretations are* provided for conferences and meetings held at the UNCC in all meeting modalities, on a cost-recovery basis. Professional camera has been set up to capture on-site sign language interpreter separately.

ESCAP piloted artificial intelligence (AI)-based Captioning services by utilizing the Microsoft Azure Speech Service, with comparable accuracy rates of over 95% and cost effective compared to human-based captioning services.
Accessible Environment

Motorized Doors

Ramp Access

Accessible Bathroom

Building designs and structures such as the ramp access and motorized door provide barrier-free access for all conference and meeting participants travelling throughout the UNCC premises, reflecting the concept of inclusivity.
Sustainable Meeting Venue

- No Single Use Plastics at the UNCC
- Sustainable Food menus for banqueting
- Paper Smart Initiative to reduce paper waste
- Assistance to Carbon Offsetting
- Full Utilization of Video-Teleconferencing
Event Planning Tools

- UNCC Booking
- Registration
- E-Conferencing
- Banqueting

• More Information on UNCC and CMU Operation available at
  • http://www.unescap.org/uncc
Event Planning Guide

Planning
- Expression of Interest
- Understanding on Requirements
- Issuance of Tentative Cost Plan (TCP)

Pre-conference Planning
- Preparatory Meeting to plan for your event
- Dedicated Event Coordinator to ensure smooth planning and running of your event
- Detailed breakdown of Tentative Cost Estimate
- Confirmed Requirement Checklist and Timeline

Preparation
- Signing of TCP and confirmation on key dates
- Sending out invitations, opening of registrations
- Arrangements, including Dry Run and Test Run

Meeting Invitation & Facilitation services
- Invitation with Meeting Link and Technical Guide
- Dry Run/Test Run session conducted as needed, to ensure seamless meeting sequences follow-through, good quality of audio/video and online connections.

Virtual platforms and features
- Available Features that meet your needs
- High-quality PowerPoint, Video, and Screen Sharing
- Engagement Tools (Chat, Poll, Q&A, Breakout, etc.)
- Live Streaming and/or Audio/Video Recording

Coordination and real-time technical support
- Onsite registration and meeting badges
- Professional Conference/Meeting Room with built-in Projection/LED screen & CMSI System
- Seating Arrangement at the rostrum with key nameplates
- Registered Participants Check-in in lobby/waiting room
- In-sessions coordination and real-time troubleshooting

Implementation & Follow-up
- Technical support for Successful Event
- Statement of Expenditure and Invoicing
- Final Payment

Post-event report and follow-up
- Meeting Report
- Payment and billing process
Contact Us

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