

UNEP Regional Foresight Workshop – Asia / Pacific
7-8 December 2023; Bangkok, Thailand

PARTICIPANT INFORMATION NOTE

1. Opening and Registration

The UNEP Regional Foresight Workshop – Asia / Pacific will be held at the United Nations Conference Center in Bangkok, Thailand, from Thursday 7 December, to Friday, 8 December 2023.

All participants are required to pre-register for the workshop and submit their profile photo and an electronic copy of their passport at <https://indico.un.org/e/APSF> by Friday 3 November 2023.

On site participant registration is open at 8:30 a.m. and the meeting will start at 9:00 a.m. on Thursday 7 December 2023.

2. Venue

The meeting will be held at:

United Nations Conference Center,
United Nations Building,
Rajadamnern Nok Avenue,
Bangkok 10200 Thailand
<https://www.unescap.org/uncc>

Access to the UNCC: The UNESCAP Registration desk will open on Wednesday, 7 December 2023 at 7:30 am. Please bring your national passport to facilitate your registration and obtaining the premises badge. Access the UNCC premises from the UN ESCAP main entrance and approach to UNCC Registration Counter on the ground floor of the UNCC. You will be requested to present **formal identification (ID card or National Passport/UNLP)** to issue the meeting photo-badge. To complete this process in advance, please complete your online registration and submit your profile photo and an electronic copy of your passport at <https://indico.un.org/e/APSF> by **Friday 3 November 2023**

Furthermore, please note all participants are **REQUIRED** to wear their meeting badges at all times while they are inside the venue. 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.

3. Working language

The meeting will be held in English.

4. Meeting Documents

Documents will be circulated to meeting participants via email within 1 week of the meeting. In order to minimize the environmental footprint of the meeting and in line with the UN policy towards greener meetings, participants are kindly reminded to bring their own copies of the meeting documents, or to use paperless versions, as there will be no hard copies of meeting documents made available on site during the meeting. WIFI access will also be provided.

5. General information on access to Bangkok

Bangkok is serviced by the Suvarnabhumi Airport - New Bangkok International Airport (BKK) (the airport is about 25 km outside of the city centre of Bangkok).

Participants should make their own transportation arrangements from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels. 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/>

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

For **public taxis**, participants are advised to proceed to 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. may find a list of hotels with indicative prices here: [https://www.unescap.org/sites/default/d8files/event-documents/Hotel Offers.pdf](https://www.unescap.org/sites/default/d8files/event-documents/Hotel%20Offers.pdf)

Please note: The UN cannot vouch for the accuracy of the information or rates contained in the document. The list is meant purely for reference and ease of participants. Please confirm the room rates with the hotel directly.

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

6. Visa information

Participants are REQUIRED to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, EXCEPT for those nationals listed on List of Countries entitled for Visa Exemption and Visa on Arrival.

Please note that participants holding UN Laissez-Passer (UNLP) traveling on official business to Thailand are also REQUIRED to obtain an appropriate visa before entering.

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>.

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 the attached file - List of Jurisdiction Territory 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.

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

1. 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.
2. 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.
3. 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
4. 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.

7. Health Information

COVID-19

The Thai Department of Disease Control (DDC), Ministry of Public Health (MoPH) has issued “Public Health Measures for Foreign Travellers Entering Thailand”, which is effective from 1 March 2023 until further notice, as per the following:

- Proof of COVID vaccination is no longer required.
- Proof of health insurance for COVID is no longer required.

Any passenger having symptoms of COVID-19 on arrival shall be recommended to get COVID-19/ RT=PCR test at arrival. For more information, travelers can contact the DDC Hotline 1422 or visit <https://ddc.moph.go.th/en/index.php>.

Important: Yellow Fever Vaccination Certificate

Upon arrival at the port of entry in Thailand, participants who are nationals of or have traveled from/ through countries listed below, which have been declared Yellow Fever infected areas, will have to provide an International Health Certificate proving that they have received a valid Yellow Fever vaccination to the Immigration Officer.

The countries/areas listed below have been declared yellow fever infected areas (Source: Ministry of Foreign Affairs, Thailand dated 30 November 2022): breaks at the Forum venue from 20-22 September 2023.

- | | | |
|-----------------------------|-----------------------|-------------------------|
| 1. Angola | 16. Equatorial Guinea | 30. Panama |
| 2. Argentina | 17. Ethiopia | 31. Paraguay |
| 3. Benin | 18. French Guiana | 32. Peru |
| 4. Bolivia | 19. Gabon | 33. Rwanda |
| 5. Brazil | 20. Gambia | 34. Sao Tome & Principe |
| 6. Burkina Faso | 21. Ghana | 35. Senegal |
| 7. Burundi | 22. Guinea | 36. Sierra Leone |
| 8. Cameroon | 23. Guinea-Bissau | 37. Somalia |
| 9. Central African Republic | 24. Guyana | 38. Sudan |
| 10. Chad | 24. Kenya | 39. Suriname |
| 11. Colombia | 25. Liberia | 40. Tanzania |
| 12. Congo | 26. Mali | 41. Togo |
| 13. Republic of the Congo | 27. Mauritania | 42. Trinidad & Tobago |
| 14. Cote d'Ivoire | 28. Niger | 43. Uganda |
| 15. Ecuador | 29. Nigeria | 44. Venezuela |

You may find more information on the Yellow Fever vaccination requirement at the following official website: <https://www.mfa.go.th/en/page/list-of-countries-which?menu=5e1ff729c4281a00c95bd753>

8. Hotel Information

Participants are responsible for arranging and making their own accommodation booking. The Forum organizers WILL NOT PROVIDE accommodation or reservation services for participants.

Hotels located relatively close to UNCC or by mass-transit routes may be used by participants, should they choose to. The selection of hotels within walking distance from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic. The accommodation rate should not be over 50% of your Daily Subsistence

Allowance (DSA). You may find a list of hotels with indicative prices here: https://www.unescap.org/sites/default/d8files/event-documents/Hotel_Offers.pdf

Please note: The UN cannot vouch for the accuracy of the information or rates contained in the document. The list is meant purely for reference and ease of participants. Please confirm the room rates with the hotel directly.

9. Payment of the Daily Subsistence Allowance (DSA)

Daily Subsistence Allowance (DSA) at the prevailing United Nations DSA rate for Bangkok will be paid in **US Dollar (USD)** based on the actual official itinerary and meal arrangements. As an indication, please note that the DSA rate for Bangkok as of October 2023 is USD208.

Participants are required to send the following travel documents upon their arrival to Thailand on 6 December 2023 to vittayapraphakul@un.org in order to receive the DSA.

1. Electronic copy of all boarding passes of all in-coming flights.
2. a copy of Thai immigration stamp obtained at the airport immigration.

A fixed amount of USD252 terminal expenses will be provided to cover all terminal expenses such as ground transportation and all other expenses associated with travel to the meeting including visa fee and meals consumed during travel. Please be advised that UNEP will not be responsible for any additional terminal costs or personal expenses (e.g. rooms, other meals, telephone, mini bars, laundry, etc.) incurred at the hotel or elsewhere during your trip.

10. Official language in Thailand

The official language in the Thailand is Thai. English is spoken in hotels and restaurants.

11. Weather and time zone information

The weather in Bangkok is usually warm and humid. The average temperature in December is between 25°C and 33°C. There are likely to be many days of rain. Current weather conditions can be found at: <http://www.worldweather.org/089/c00233.htm>.

The conference and meeting rooms at the UNCC are air-conditioned and the temperature is maintained in the range of 23–24 degrees Celsius (73–75 degrees Fahrenheit).

The standard time zone will be UTC/GMT + 7 hours.

12. Electricity

The electrical currents in use are 220 volts, 50 Hertz. There are two types of plugs in use and are shown below.



Participants are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Forum Organizer 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.

13. Currency

The currency in Thailand is the Baht. There are coins of 1, 2, 5 and 10 Bahts, and banknotes of 20, 50, 100, 500 and 1,000 Thai Bahts. Every baht is divided into 100 Satangs and there are coins of 50 and 25 Satangs.

The current exchange rate as of 10 January 2018 is US\$1 = THB 32.13 and €1 = THB 38.39 (source: www.xe.com, rates are subject to change). Currency exchange facilities are readily available in banks and hotels.

Please note: Any person who brings or takes an aggregate amount of foreign currency exceeding USD 20,000 or its equivalent into or out of the Kingdom of Thailand shall declare such 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. For reference, participants may use – at their discretion – online currency conversion tool, such as <https://freecurrencyrates.com> for indicative currency conversion rates.

14. Other Useful Information: Travel Advisory

Visitors are advised to be respectful of Thai customs at all times. Please note the Lèse-majesté law in Thailand, which forbids the insult of the monarchy. Whoever defames, insults, or threatens the King, the Queen, the Heir-apparent or the Regent shall be punished with imprisonment. It is not aimed at restricting the legitimate right to freedom of expression but respecting the cultural aspect of Thailand with a respect of Thai royal family. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.

15. Insurance and Emergency Services

Participants are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees. In case of medical emergency, please call 1669. The nearest hospital to the UNCC is Mission Hospital, which has English speaking medical support staff +662-282-1100. Below are some useful Thai emergency numbers:

- Police/general emergency call: Tel: 191 Fire brigade: Tel: 199
- Emergency doctor/ ambulance: Tel: 1669/1554 Tourism police: Tel: 1155

16. Disclaimer

Travel for eligible funded participants will be based on the lowest cost and most direct economy fare. The Forum organizers will not be responsible for costs associated with any changes that the funded participants may wish to make to their tickets, for example upgrading, re-routing or stopovers.

The meeting organizers shall not be responsible for the provision of or expenses relating to any medical or travel insurance for the Forum, including but not limited to any coverage relating to the COVID-19 pandemic. In addition, the organizers shall not be liable for any loss or damage whatsoever that may be incurred during or in the context of your travel to or from the Forum or your participation therein, including but not limited to any compensation in the event of injury, illness, death or disability or for any loss or damage to your personal property. In this context, it is strongly recommended that international medical and/or travel insurance that covers COVID-19 related costs, including but not limited to any expenses that may be incurred arising from medical treatment, quarantine costs, adjustments to travel arrangements or similar, be obtained for the period of your participation.

ANNEX 1: Map of venue

VENUE

United Nations Conference Center,
United Nations Building,
Rajadamnern Nok Avenue,
Bangkok 10200 Thailand
<https://www.unescap.org/uncc>



MEETING LOCATION

Meeting Room H
UNCC Level 1

