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English only

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## Economic and Social Commission for Asia and the Pacific

### Sixty-eighth session

Bangkok, 17-23 May 2012

## Information for participants

### Note by the secretariat

#### I. General

1. The sixty-eighth session of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is scheduled to be held at the United Nations Conference Centre (UNCC), Bangkok, from 17 to 23 May 2012. The session comprises two segments: a senior officials segment from 17 to 19 May 2012, consisting of meetings of Committees of the Whole I and II, and the Working Group on Draft Resolutions; and a ministerial segment from 21 to 23 May 2012.

2. To facilitate the discussion on the theme topic, “Enhancing regional economic integration in Asia and the Pacific: Towards a comprehensive framework”, a ministerial round table will be held on Monday, 21 May 2012, from 1030 to 1200 hours. A high-level panel entitled “Steering inclusive development through global turbulence and volatility”, will be held on Tuesday, 22 May 2012, from 0900 to 1030 hours.

#### II. Meeting schedule

3. The tentative schedule for the sixty-eighth session is as follows:

(a) *Senior officials segment:*

- (i) The opening of the senior officials segment will be held on Thursday, 17 May 2012, in ESCAP Hall, level 2, UNCC;
- (ii) Meetings of Committees of the Whole I and II will be held from 17 to 19 May 2012 in the following venues in UNCC:

*Committee of the Whole I:* Conference Room 1, level 2  
*Committee of the Whole II:* Conference Room 2, level 2

(iii) Meetings of the Working Group on Draft Resolutions will be held in Conference Room 3, level 1, UNCC on 18 and 19 May 2012. If necessary, the Working Group may meet on Sunday, 20 May 2012, to complete its work;

(b) *Ministerial segment:*

(i) The opening session of the ministerial segment will be held on Monday, 21 May 2012, in ESCAP Hall, level 2, UNCC, where all subsequent meetings will also be held;

(ii) The venue of the ministerial round table on the theme topic will be announced during the session.

4. The daily meeting hours shall be from 0900 to 1200 hours and from 1400 to 1700 hours. The specific times of each meeting will be indicated in the order of the day.

### **III. Credentials**

5. Members of delegations are kindly requested to bring their official credentials with them, duly signed by the appropriate authorities of their respective Governments/agencies/organizations, and provide them to the secretariat staff at the Registration Counter, which is located on the ground floor of UNCC.

### **IV. Registration of participants**

6. Participants attending the sessions are required to register and obtain meeting badges in advance. For reasons of security, meeting badges should be worn visibly at all times during meetings and at social functions.

#### **A. Online registration**

7. In order to facilitate smooth coordination of the issuance of name badges, compilation of the list of participants and hotel accommodation reservations, all participants are kindly requested to register online at <http://www.unescap.org/commission/68> well in advance, but no later than **1 May 2012**. Furthermore, kindly note that prior online registration is mandatory in line with the standard United Nations procedures related to security clearance.

#### **B. Badge distribution**

8. Participants are requested to register and obtain meeting badges in advance of the opening of the session at the registration counter, on the ground floor of UNCC, during the following hours:

Between 0800 and 1600 hours, every day from 17 to 19 May 2012;  
Between 0800 and 0845 hours on 21 May 2012.

9. The badges of participants who have registered online may be collected at the registration counter upon presentation of a copy of the credentials and identification without the need to fill in a registration form. *Only the names of duly registered participants will be included in the list of participants for the sixty-eighth session.*

10. To facilitate the process of registration, one member of a delegation can, by showing a copy of the credentials and a valid identification document, register on behalf of all the members of the delegation. Participants arriving late are requested to contact the Conference Management Unit, which is located on the ground floor of UNCC, behind the registration counter.

## V. Visa requirements

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

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

- **Visa exemption for a maximum of 14 days**

1. Cambodia

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

- |                                      |                                                          |
|--------------------------------------|----------------------------------------------------------|
| 1. Australia                         | 26. Malaysia                                             |
| 2. Austria                           | 27. Monaco                                               |
| 3. Bahrain                           | 28. Mongolia                                             |
| 4. Belgium                           | 29. Netherlands                                          |
| 5. Brunei Darussalam                 | 30. New Zealand                                          |
| 6. Canada                            | 31. Norway                                               |
| 7. Czech Republic                    | 32. Oman                                                 |
| 8. Denmark                           | 33. Philippines                                          |
| 9. Finland                           | 34. Poland                                               |
| 10. France                           | 35. Portugal                                             |
| 11. Germany                          | 36. Qatar                                                |
| 12. Greece                           | 37. Russian Federation                                   |
| 13. Hong Kong, China                 | 38. Singapore                                            |
| 14. Hungary                          | 39. Slovakia                                             |
| 15. Iceland                          | 40. Slovenia                                             |
| 16. Indonesia                        | 41. South Africa                                         |
| 17. Ireland                          | 42. Spain                                                |
| 18. Israel                           | 43. Sweden                                               |
| 19. Italy                            | 44. Switzerland                                          |
| 20. Japan                            | 45. Turkey                                               |
| 21. Kuwait                           | 46. United Arab Emirates                                 |
| 22. Lao People's Democratic Republic | 47. United Kingdom of Great Britain and Northern Ireland |
| 23. Liechtenstein                    | 48. United States of America                             |
| 24. Luxembourg                       | 49. Viet Nam                                             |
| 25. 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 or 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 a period of 30 days and 90 days, as per the list below, without a visa:

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

- |                                     |              |
|-------------------------------------|--------------|
| 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 |

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

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

## **C. Visa on arrival for a maximum 15-day stay**

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

- |               |                  |
|---------------|------------------|
| 1. Andorra    | 11. Lithuania    |
| 2. Bulgaria   | 12. Maldives     |
| 3. Bhutan     | 13. Malta        |
| 4. China      | 14. Mauritius    |
| 5. Cyprus     | 15. Romania      |
| 6. Estonia    | 16. San Marino   |
| 7. Ethiopia   | 17. Saudi Arabia |
| 8. India      | 18. Ukraine      |
| 9. Kazakhstan | 19. Uzbekistan   |
| 10. Latvia    |                  |

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

(a) The applicant must possess a passport of at least six-month validity and must be in possession of a valid 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, and supply one recent passport-sized photograph. There is an application fee of 1,000 baht.

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

16. Furthermore, in line with security procedure 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 non-phase area. Upon giving notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please log on to <https://dss.un.org> to apply for this travel notification. United Nations staff and those receiving a daily subsistence allowance (DSA) from the United Nations are to complete the "Basic security in the field" training before travelling.

*The information provided above is accurate as at 16 January 2012. 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.*

## **VI. Weather**

17. The weather in Bangkok in May is usually warm and humid. Light tropical clothing would be appropriate. The meeting rooms in UNCC are air-conditioned, and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

## **VII. Health and vaccination**

18. Upon arrival at the port of entry in Thailand, participants who have travelled from or through any of the 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.

19. For nationals of the countries listed below who have not travelled from or through any of 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.

20. The countries/areas listed below have been declared yellow fever infected areas:

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

21. First aid and limited emergency medical services are available at the Medical Centre, which is located on the fourth floor of the Service Building, during weekdays. The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch time from 1200 to 1245 hours. Appointments may be made by calling extensions 1352 or 1353.

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

### **VIII. Declaration of foreign currency**

23. Any person who brings or takes an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent into or out 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.

24. Currency exchange facilities are available at hotels and at other locations throughout 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 extensions 2159 and 2160). The Bank is open from 0830 to 1530 hours, with no lunch break, from Monday to Friday.

### **IX. Airline reservations**

25. 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.

## X. Hotel accommodation

26. 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 (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Shangri-La Hotel *****</b> 89 Soi Wat Suan Plu, New Road Bangkok Tel: (622) 236-7777 Fax: (622) 236-8579 E-mail: slbk@shangri-la.com, rattanawadee@shangri-la.com Website: <a href="http://www.shangri-la.com">http://www.shangri-la.com</a> <i>Contact person:</i> Mr. Khomsan Iamkhogsee	30-40	Deluxe Room	5,202 <sup>a/c</sup>	5,202 <sup>a/c</sup>
		Executive River View Room	6,474 <sup>a/c</sup>	6,474 <sup>a/c</sup>
<b>Siam City Hotel *****</b> 477 Si Ayuthaya Road, Phayathai Bangkok Tel: (622) 247-0123 Fax: (622) 247-0165 E-mail: reservations@siamhotels.com Website: <a href="http://www.siamhotels.com/siamcity">http://www.siamhotels.com/siamcity</a> <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: (622) 653-9000 Fax: (622) 653-9045 E-mail: kanokwan.t@watergate.amari.com Website: <a href="http://www.amari.com/watergate">http://www.amari.com/watergate</a> <i>Contact person:</i> Ms. Kanokwan Ngiempaisal	20-30	Deluxe	2,900 <sup>a/b/c</sup>	3,100 <sup>a/b/c</sup>
<b>Pullman Hotel and Resort *****</b> 8 Rangnam Road, Kweang Thanon-Phayathai Rachathewi Bangkok Tel: (622) 680-9999 Fax: (622) 680-9998 E-mail: ssm@pullmanbangkokkingpower.com Website: <a href="http://www.pullmanbangkokkingpower.com">http://www.pullmanbangkokkingpower.com</a> <i>Contact person:</i> Mr. Wang Rattaatrakulchai	20-25	Superior	2,996 <sup>a/c</sup>	3,210 <sup>a/c</sup>
		Deluxe	4,066 <sup>a/c</sup>	4,280 <sup>a/c</sup>
		Executive	5,136 <sup>a/c</sup>	5,350 <sup>a/c</sup>
		Executive suite	6,206 <sup>a/c</sup>	6,420 <sup>a/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road Bangkok Tel: (622) 281-3088 Fax: (622) 280-1314 E-mail: rsvn@royalprincesslarnluang.com Website: <a href="http://www.royalprincesslarnluang.com">http://www.royalprincesslarnluang.com</a> Contact person: Ms. Benjarat Rusakul	5-10	Superior	2,500 <sup>a/b/c</sup>	2,700 <sup>a/b/c</sup>
		Deluxe	2,800 <sup>a/b/c</sup>	3,000 <sup>a/b/c</sup>
		Suite 1 bed Room	7,000 <sup>a/b/c</sup>	7,500 <sup>a/b/c</sup>
<b>Grand China Princess ****</b> 215 Yaowarat Road Bangkok Tel: (622) 224-9977, 224-7997 Fax: (622) 224-7999 E-mail: sale@grandchina.com Website: <a href="http://www.grandchina.com">http://www.grandchina.com</a> Contact person: Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 <sup>a/b/c</sup>	2,700 <sup>a/b/c</sup>
<b>Prince Palace Hotel ****</b> 488/800 Bo Bae Tower Damrongrak Road, Klong Mahanak Bangkok Tel: (622) 628-1111 Fax: (622) 628-1000 E-mail: wannajit@princepalace.co.th Website: <a href="http://www.princepalace.co.th">http://www.princepalace.co.th</a> Contact person: Ms. Wannajit Chulamakorn	10-15	Superior	1,700 <sup>a/b</sup>	1,900 <sup>a/b</sup>
<b>Siam@Siam Design Hotel &amp; Spa ****</b> 865 Rama 1 Road Wangmai, Patumwan Bangkok Tel: (622) 217-3000 Fax: (622) 217-3030 E-mail: dos@siamatsiam.com Website: <a href="http://www.siamatsiam.com">http://www.siamatsiam.com</a> Contact person: Ms. Prapaphan Chanapokakul	15-20	Superior	2,800 <sup>a/c</sup>	3,000 <sup>a/c</sup>
<b>Nouvo City Hotel ****</b> 2 Samsen 2, Samsen Road Banglumphu, Pranakorn Bangkok Tel: (622) 282-7500 Ext: 130 Fax: (622) 282-2134 E-mail: sccm@nouvocityhotel.com Website: <a href="http://www.nouvocityhotel.com">http://www.nouvocityhotel.com</a> Contact person: Ms. Aisha Liu	5-10	Deluxe	2,000 <sup>a/b/c</sup>	2,200 <sup>a/b/c</sup>
		Grand Deluxe	2,000 <sup>a/b/c</sup>	2,200 <sup>a/b/c</sup>
		Diplomat Room	3,500 <sup>a/b/c</sup>	3,500 <sup>a/b/c</sup>



Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Trang Hotel ***</b> 99/1 Wisutkasat Road Bangkok Tel: (622) 282-2141-4 Fax: (622) 280-3610 E-mail: revservations@tranghotelbangkok.com Website: <a href="http://www.tranghotelbangkok.com">http://www.tranghotelbangkok.com</a> Contact person: Ms. Savitree Sotawong	5-10	Superior	1,300 <sup>a/b</sup>	1,300 <sup>a/b</sup>
		Superior	1,500 <sup>a/b</sup>	1,500 <sup>a/b</sup>
		Premium		
<b>Hotel Dé Moc (former Thai Hotel) ***</b> 78 Prajatipatai Road Bangkok Tel: (622) 282-2833 Fax: (622) 280-1299 E-mail: booking@hoteldemoc.com Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a> Contact person: Ms. Napapat Choknithithanakul Ms. Jariyaporn Chonverayuut	5-10	Standard	1,300 <sup>a/b</sup>	1,300 <sup>a/b</sup>
		Superior	1,500 <sup>a/b</sup>	1,500 <sup>a/b</sup>

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

*b/* Complimentary transport services are provided, according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening. The Hotel Dé Moc and Trang Hotel offer one-way transfer from hotel to UNCC.

*c/* Free Internet access.

*Note:* Other charges for additional services in the hotels are subject to a 10 per cent service charge and 7 per cent value added tax (VAT). The hotel room rates are subject to change without prior notice.

27. Participants are requested to complete the attendance-hotel reservation form online at <http://www.unescap.org/commission/68/>, from which it will be delivered automatically to both the secretariat and the hotel of their choice. Participants should make their reservations as early as possible, but no later than **2 May 2012**, as rooms at the above-listed hotels either will not be available or will be priced at the market rate after the deadline due to high seasonal demand.

28. 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.

29. In the event that accommodation at any of the above-listed hotels is not available, participants will be advised by the respective hotel. The secretariat will, if requested, make every effort to arrange for suitable alternative accommodation.

## **XI. Payment of hotel accounts**

30. Before departing 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 centre 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.

## **XII. Reception on arrival**

31. In order for the secretariat to provide proper protocol arrangements for participating heads of delegation at the ministerial level and above, **it is strongly recommended that they stay at one of the hotels listed above.** ESCAP would appreciate receiving information on the arrival and departure flight details of ministers **at least two weeks in advance** of their arrival in Bangkok.

32. The flight details and the expected dates and times of arrival in Bangkok of participants at the ministerial level and above should be communicated to:

Mr. Syed-Rizwan Raza Rizvi  
Officer-in-Charge, a.i., Conference Management Unit  
Division of Administration  
ESCAP  
United Nations Building  
Rajadamnern Nok Avenue  
Bangkok 10200, Thailand  
Telephone numbers: (662) 288-1976  
Facsimile number: (662) 288-3022, (662) 288-1000  
E-mail: [escap-conference-services@un.org](mailto:escap-conference-services@un.org)

with a copy to the Protocol Office:

Facsimile number: (662) 288-3029  
E-mail: [escap-asd@un.org](mailto:escap-asd@un.org)

33. Any subsequent changes should be communicated to the secretariat as soon as possible.

34. Arrival information should be provided in addition to any official notification sent by Governments and organizations to the Executive Secretary of ESCAP concerning the composition of delegations.

## **XIII. Transport to and from the airport**

35. 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>.

36. To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants approach 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 reach public taxi counters by exiting gates 4 or 7 of the arrival zone at Suvarnabhumi Airport. In addition to toll fees, there is a baht 50 surcharge to be added to the meter charge for trips from the airport to the city.

#### **XIV. Transport to attend meetings**

37. Most hotels indicated in paragraph 26 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

38. A point-to-point shuttle bus service currently operates between the area in front of the UNCC main entrance and the Phaya Thai BTS Station which conveniently connects most prominent hotels in Sukhumvit and Silom areas of Bangkok. Morning services are available from 07.00 to 08.45 hrs (every 15 minutes) while afternoon services run from 16.00 to 18:00 hrs every 20 minutes, with the last trip at 18.30 hrs. The attached map provides the detail of the route, bus stops and time schedules. A single journey paper ticket is available for 65 baht and a 10 trip card can be purchased for 600 baht (card expires 30 days after purchase). Tickets can be purchased in the UNCC on the ground floor near the Post Office between 08.00 and 17.00 hrs (Monday through Friday). Kindly note that there will be NO sale of tickets/SMART Cards on board the shuttle bus.

#### **XV. Internet services**

39. Eight personal computers (PCs) with a high-speed Internet connection are available at the Internet Café on level 1 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 UNCC.

#### **XVI. Catering services**

40. Catering services are available at the cafeteria on level 1 of UNCC from 1100 to 1400 hours. Rajapruek Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday to 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 level 1, UNCC, and is open from 0700 to 1700 hours.

#### **XVII. Correspondence/communications**

41. Mail intended for participants during the sixty-eighth session should be addressed as follows:

*(Name of delegate)*  
 c/o ESCAP secretariat  
 United Nations Building  
 Rajadamnern Nok Avenue  
 Bangkok 10200  
 Thailand  
 Fax: (662) 288-3022, (662) 288-1000

E-mail address: [escap-conference-services@un.org](mailto:escap-conference-services@un.org)

## **XVIII. Meeting documents**

42. 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 Commission session. Only a limited number of hard copies of such documents will be available during the session.

43. All pre-session documents will be made available in the four official languages at <http://www.unescap.org/commission/68> as they are finalized.

44. Documents for circulation or distribution at the Commission session should be handed to Ms. Shamika N. Sirimanne, Secretary of the Commission (email: [sirimanne@un.org](mailto:sirimanne@un.org)), Office of the Executive Secretary, 15<sup>th</sup> Floor, Block A, United Nations Building. Prior notification of such a request would be greatly appreciated. In accordance with 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 delegations unless the Commission specifically takes a decision to that effect and accepts the financial implications thereof.

## **XIX. Social events**

45. Delegations wishing to host cocktail receptions, luncheons, dinners or refreshment breaks are invited to give prior notice to the Secretary of the Commission in order to facilitate the coordination and notification of events by the secretariat.

## **XX. About the host country—Thailand**

46. Touristic information on Thailand can be found on the website of the Tourism Authority of Thailand at <http://www.tourismthailand.org>.

# UN Shuttle Service: between UN & BTS Phaya Thai Pilot

23 April – 31 July 2012

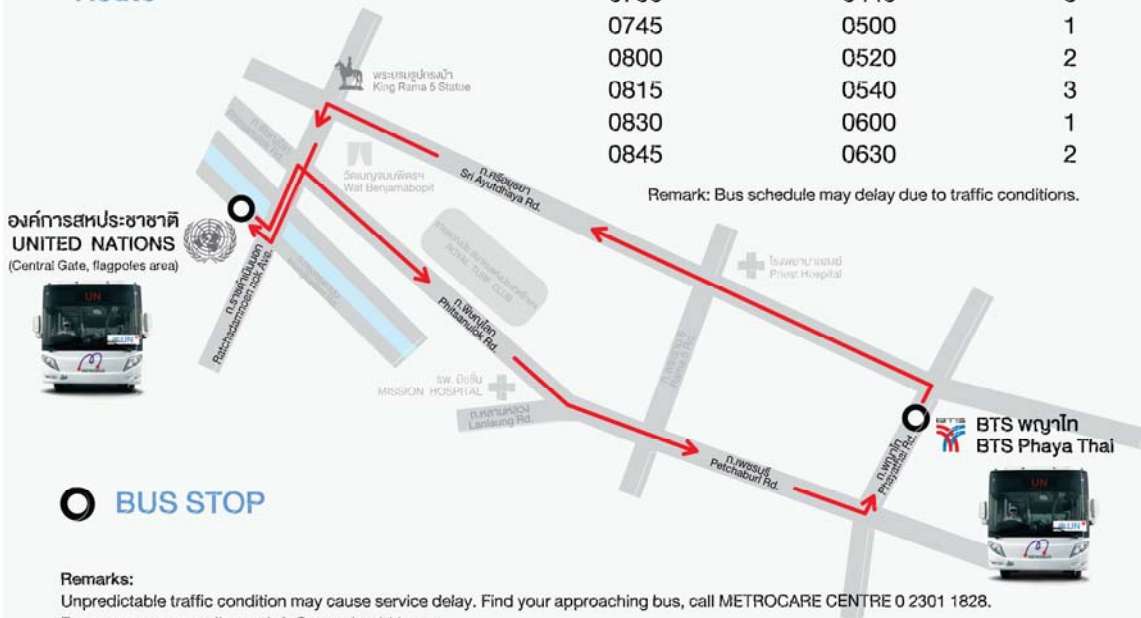


## Bus schedule

AM (BTS Phaya Thai)	PM (UN)	Bus No.
0700	0400	1
0715	0420	2
0730	0440	3
0745	0500	1
0800	0520	2
0815	0540	3
0830	0600	1
0845	0630	2

Remark: Bus schedule may delay due to traffic conditions.

## Route



## Ticket Type

**1 Trip Ticket** (Non-electronic payment)

**Price: 65 baht**

Expires after use

You **MUST** present this ticket and drop in the box before each trip.

**Weekly Ticket**

**Price: 600 baht** with complimentary electronic card

Expires 30 days after card activated



Ticket available from 19 April 2012 at UNCC, Information Counter next to Post Office

Remark: Cash only