



# General Assembly

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## Asia and Pacific Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice

Bangkok, 22–24 January 2019

### Information note for participants

#### 1. Date and venue

1. The Asia and Pacific Regional Preparatory Meeting for the Fourteenth United Nations Congress on Crime Prevention and Criminal Justice will be held at the United Nations Conference Centre (UNCC) in Bangkok from 22 to 24 January 2019.
2. The address of UNCC is:  
Economic and Social Commission for Asia and the Pacific  
The United Nations Building  
Rajadamnern Nok Avenue  
Bangkok 10200  
Thailand
3. The 1st meeting will be opened on Tuesday, 22 January 2019, at 9 a.m. The daily schedule for all subsequent meetings will be 9 a.m.–12 noon and 1–5 p.m.

#### 2. Registration

4. In order to enable more effective access control and to speed up screening by security personnel, photo badges are issued to meeting participants. Participants are requested to register and obtain the badges at the registration counter, located on the ground floor of UNCC, between 8 and 8.45 a.m. on the first day of the Meeting. Participants who are not able to register during that time are requested to do so upon their arrival at UNCC, before going to the conference room. Only the names of registered participants will be included in the list of participants.
5. Participants are requested to register online at <https://meetings.unescap.org/> well in advance, and no later than 15 January 2019, to facilitate the smooth coordination of the issuance of photo badges and the compilation of the list of participants. Participants are encouraged to submit their photos in advance to speed up the registration process. Furthermore, participants are reminded that prior online registration is mandatory, in line with standard United Nations security procedures, to facilitate security clearance.
6. For identification and security purposes, all participants are requested to wear their meeting badges at all times while on United Nations premises, including during meetings and social functions. 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.

### **3. Documentation**

7. Documents may be downloaded from the website of the United Nations Office on Drugs and Crime (UNODC) ([www.unodc.org/congress/en/regional-preparation.html](http://www.unodc.org/congress/en/regional-preparation.html)). Participants are urged to bring copies of the documents with them to Bangkok. Only a limited number of copies of the documents will be available during the Meeting.

### **4. Immigration and visa requirements**

8. Participants, except for those entitled to visa exemption or visa on arrival (see annex), are required to obtain an appropriate entry visa from a Royal Thai Embassy or Royal Thai Consulate-General before entering Thailand.

9. To apply for an appropriate entry visa for Thailand, participants should contact the relevant Royal Thai Embassy or Consulate-General for accurate information regarding visa application procedures and required documents, as well as current immigration requirements. A list of Royal Thai Embassies and Consulates-General can be found at [www.thaiembassy.org](http://www.thaiembassy.org).

10. Participants wishing to apply for an entry visa outside their country of residence and participants residing in a country where there is no Royal Thai Embassy or Consulate-General should consult the meeting organizer to identify where they could apply for a visa. Participants should note that, for security reasons, nationals of certain countries and territories may only apply for a visa at the Royal Thai Embassy or Consulate-General that has jurisdiction over their country or territory.

11. The application requirements for obtaining a visa on arrival at Suvarnabhumi International Airport, which apply to nationals of the 21 countries listed in the annex, are as follows:

(a) The applicant must be in possession of a passport with a validity of at least six months and a valid return ticket with a date of departure that is 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, supply one recent passport-sized photograph and pay a fee of 2,000 baht.

### **5. Foreign exchange**

12. Any person bringing into or taking out of Thailand foreign currency exceeding \$20,000 or its equivalent must declare it to a customs official. Failure to do so (or making a false declaration) is a criminal offence.

13. Currency exchange services are available in hotels and elsewhere throughout Bangkok. Such services are also available at Siam Commercial Bank, United Nations Branch, which is located on level 1 of the Service Building (extension 2168). The Bank is open from 8.30 a.m. to 3.30 p.m., Monday to Friday.

### **6. Airline reservations**

14. 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 that is not possible, they should make firm return bookings immediately upon their arrival in Bangkok. Travel services are available through the American Express Travel office located on level 1 of UNCC.

## 7. Hotel accommodation

15. The following hotels offer special rates for guests attending United Nations events and have been recommended by the United Nations Security and Safety Service.<sup>1</sup> All of the room rates shown in the table include service charges and value-added tax, as well as breakfast and Internet access. The proximity of the hotels to the nearest BTS (Bangkok Mass Transit System) and MRT (Metropolitan Rapid Transit) stations is given in the table below.

### Hotels

Hotel name, address and contact details	Driving time to UNCC (minutes)	Nearest BTS or MRT station	Shuttle service to and from UNCC available	Shuttle service to and from airport available	Room type	Daily rate <sup>a</sup> (baht)	
						Single room	Double room
<b>Royal Princess Larn Luang Hotel ****</b> 269 Larnluang Road, Bangkok Tel.: +66 2 281 3088 Fax: +66 2 280 1314 Email: benjarat@royalprincesslarnluang.com Website: <a href="http://www.royalprincesslarnluang.com">www.royalprincesslarnluang.com</a> Contact person: Ms. Benjarat Rusakul	5–15	No	Yes	Yes	Superior	2 800	3 000
			(complimentary; according to a fixed schedule set by the hotel)	(1 400 baht (one way); advance booking required)	Superior Plus Deluxe	3 100 3 400	3 300 3 600
<b>Novotel Bangkok on Siam Square ****</b> 392/44 Siam Square Soi 6, Rama I Road, Pathumwan, Bangkok 10330 Tel.: +66 2 209 8888 Fax: +66 2 255 1824 Email: Jarunun.SRIPROMMA@accor.com, h1031-sl1@accor.com Website: <a href="http://www.novotelbkk.com">www.novotelbkk.com</a> Contact person: Ms. Jarunun Sripromma	20–40	2-min. walk to Siam BTS station	No	Yes  (2 100 baht (one way); advance booking required)	Standard Superior	3 531 4 120	3 885 4 473
<b>The Sukosol Hotel *****</b> 477 Si Ayuthaya Road, Phayathai, Bangkok 10400 Tel.: +66 2 247 0123 Fax: +66 2 247 0165 Email: ratchanikrit.kh@sukosolhotels.com Website: <a href="http://www.thesukosol.com">www.thesukosol.com</a> Contact person: M.L. Ratchanikrit Khankath	20–30	5-min. walk to Phaya Thai BTS station and Airport Rail Link	No	No	Deluxe	2 900	3 100
<b>VIE Hotel Bangkok *****</b> 117/39-40 Phaya Thai Road, Ratchathewi, Bangkok 10400 Tel.: +66 2 309 3939, ext. 3733 Fax: +66 2 309 3838 Email: waranya.t@viehotelbangkok.com Website: <a href="http://www.viehotelbangkok.com">www.viehotelbangkok.com</a> Contact person: Ms. Waranya Thamprapasadon	20–35	1-min. walk to Ratchathewi BTS station	Yes	Yes  (1 712 baht (one way); advance booking required)	Standard	3 250	3 600
<b>Anantara Siam Bangkok Hotel *****</b> 155 Rajadamri Road, Lumpini, Patumwan, Bangkok 10330 Tel.: +66 2 126 8866, ext. 1509 Fax: +66 2 651 8044 Email: pannapa_su@anantara.com Website: <a href="http://www.anantara.com/en/siam-bangkok">www.anantara.com/en/siam-bangkok</a> Contact person: Ms. Pannapa Sukprem	25–40	2-min. walk to Ratchadamri BTS station	No	Yes  (2 500 baht (one way); advance booking required)	Deluxe	3 700	4 300
<b>Centara Grand at Central World *****</b> 999/99 Rama 1 Road, Pathumwan, Bangkok 10330 Tel.: +66 2 100 1234, ext. 6361 Fax: +66 2 100 6248 Email: nichasi@chr.co.th, cgcwsales@chr.co.th	25–40	5-min. walk to Siam and Chit Lom BTS stations	No	Yes  (1 500 baht (one way); advance booking required)	Superior Deluxe	3 000 3 500	3 400 3 900

<sup>1</sup> The information is based on a United Nations Security and Safety Service advisory dated 28 August 2018.

Hotel name, address and contact details	Driving time to UNCC (minutes)	Nearest BTS or MRT station	Shuttle service to and from UNCC available	Shuttle service to and from airport available	Room type	Daily rate <sup>a</sup> (baht)		
						Single room	Double room	
Website: <a href="http://www.centarahotelsresorts.com/centaragrand/cgcw/">www.centarahotelsresorts.com/centaragrand/cgcw/</a> Contact person: Ms. Nicha Singsatit								
<b>Courtyard by Marriott ****</b> 155/1 Soi Mahadlekluang 1, Lumpini, Bangkok 10330 Tel.: +66 2 690 1888 Fax: +66 2 690 1899 Email: <a href="mailto:sukhum.t@courtyard.com">sukhum.t@courtyard.com</a> Website: <a href="http://www.marriott.com/hotels/travel/bkkcy-courtyard-bangkok/">www.marriott.com/hotels/travel/bkkcy-courtyard-bangkok/</a> Contact person: Mr. Sukhum Trongcharoen	25-40	7-min. walk to Ratchadamri BTS station	Yes  (1 500 baht (one way); advance booking required)	Yes  (1 800 baht (one way); advance booking required)	Deluxe  Grand Deluxe	2 900  3 200	3 300  3 600	
<b>Grand Centre Point Ratchadamri *****</b> 153/2 Soi Mahatlek Luang 1, Rachadamri Road, Pathumwan, Bangkok 10330 Tel.: +66 2 091 9000 Fax: +66 2 091 9001-2 Email: <a href="mailto:tarin.l@gcphotels.com">tarin.l@gcphotels.com</a> Website: <a href="http://www.grandcentrepointratchadamri.com">www.grandcentrepointratchadamri.com</a> Contact person: Ms. Tarin Luechaikam	25-40	7-min. walk to Ratchadamri BTS station	Yes  (850 baht (one way); advance booking required)	Yes  (1 300 baht (one way); advance booking required)	Deluxe	2 996	3 424	
<b>Holiday Inn Bangkok ****</b> 971 Phloen Chit Road, Bangkok 10330 Tel.: +66 2 656 0444, ext. 6911 Fax: +66 2 656 0994 Email: <a href="mailto:rossatorn@ihgbangkok.com">rossatorn@ihgbangkok.com</a> Website: <a href="http://www.holidayinn.com/hibangkok">www.holidayinn.com/hibangkok</a> Contact person: Ms. Rossatorn Aiemsomboonsuk	25-40	2-min. walk to Chit Lom BTS station	No	Yes  1 500 baht (one way); advance booking required)	Deluxe  Premier	2 950  3 450	3 250  3 750	
<b>Royal Orchid Sheraton Hotel *****</b> 2 Charoen Krung Road Soi 30 (Captain Bush Lane), Siphya, Bang Rak, Bangkok 10500 Tel.: +66 2 665 3395 Fax: +66 2 639 5480 Email: <a href="mailto:hathaitip.devera@sheraton.com">hathaitip.devera@sheraton.com</a> Website: <a href="http://www.royalorchidsheraton.com">www.royalorchidsheraton.com</a> Contact person: Ms. Hathaitip De Vera	25-40	10 min. by shuttle boat to Saphan Taksin BTS station	No	Yes  (2 500 baht (one way); advance booking required)	Deluxe	3 200	3 600	
<b>Shangri-La Hotel *****</b> 89 Soi Wat Suan Plu, New Road, Bangrak, Bangkok 10500 Tel.: +66 2 236 8777 Fax: +66 2 236 8579 Email: <a href="mailto:atcharaphon.ngaokla@shangri-la.com">atcharaphon.ngaokla@shangri-la.com</a> , <a href="mailto:slbk@shangri-la.com">slbk@shangri-la.com</a> Website: <a href="http://www.shangri-la.com/bangkok/shangrila/">www.shangri-la.com/bangkok/shangrila/</a> Contact person: Ms. Atcharaphon Ngao-kla	25-40	10-min. walk to Saphan Taksin BTS station	Yes  (1 800 baht (one way); advance booking required)	Yes  From 3 000 baht (one way); advance booking required)	Standard	3 600		
<b>Amari Watgate *****</b> 847 Petchburi Road, Ratchathewi, Bangkok 10400 Tel.: +66 2 653 9000, ext. 5102 Fax: +66 2 653 9045 Email: <a href="mailto:nannaphat.j@amari.com">nannaphat.j@amari.com</a> Website: <a href="http://www.amari.com/watgate/">www.amari.com/watgate/</a> Contact person: Ms. Nannaphat Jiemrugeekul	30-40	15-min. walk to Siam and Chit Lom BTS stations	Yes  (1 000 baht (one way); advance booking required)	Yes  (1 605 baht (one way); advance booking required)	Deluxe	3 100	3 400	
<b>Chatrium Hotel Riverside Bangkok *****</b> 28 Charoenkrung Soi 70, Bang Kho Laem, Bangkok 10120 Tel.: +66 2 307 8888, ext. 2937 Fax: +66 2 307 8899 Email: <a href="mailto:jaturaporn.vir@chatrium.com">jaturaporn.vir@chatrium.com</a> , <a href="mailto:salesco.chrb@chatrium.com">salesco.chrb@chatrium.com</a>	30-45	20-min. walk to Saphan Taksin BTS station	Yes  (1 500 baht (one way); advance booking required)	Yes  (2 100 baht (one way); advance booking required)	Standard  Superior	3 317  3 638	3 478  3 799	

Hotel name, address and contact details	Driving time to UNCC (minutes)	Nearest BTS or MRT station	Shuttle service to and from UNCC available	Shuttle service to and from airport available	Room type	Daily rate <sup>a</sup> (baht)	
						Single room	Double room
Website: <a href="http://www.chatrium.com">www.chatrium.com</a>							
Contact person: Mr. Jaturaporn Virochsakseri							
<b>Grande Centre Point Ploenchit *****</b>	30–45	5-min. walk to Ploenchit BTS station	Yes	Yes	Standard	2 996	3 317
100 Wireless Road, Lumpini, Patumwan, Bangkok 10330			(2 889 baht (one way); advance booking required)	(1 166 baht (one way); advance booking required)	Suite	3 745	4 066
Tel.: +66 2 055 9000							
Fax: +66 2 055 9090							
Email: <a href="mailto:chanyika.t@gcphotels.com">chanyika.t@gcphotels.com</a>							
Website: <a href="http://www.grandecentrepointploenchit.com">www.grandecentrepointploenchit.com</a>							
Contact person: Ms. Chanyika Thitaratanaporn							
<b>Landmark Bangkok *****</b>	30–45	2-min. walk to Nana BTS station	Yes	Yes	Superior	3 157	3 478
138 Sukhumvit Road, Bangkok 10110			(1 605 baht (one way); advance booking required)	(2 675 baht (one way); advance booking required)	Deluxe	4 227	4 548
Tel.: +66 2 254 0404, ext. 4066							
Fax: +66 2 252 6646							
Email: <a href="mailto:wuthiporn.n@landmarkbangkok.com">wuthiporn.n@landmarkbangkok.com</a> , <a href="mailto:sales@landmarkbangkok.com">sales@landmarkbangkok.com</a>							
Website: <a href="http://www.landmarkbangkok.com">www.landmarkbangkok.com</a>							
Contact person: Mr. Wuthiporn Naruemityarn							
<b>Novotel Bangkok Platinum Pratunam *****</b>	30–40	15-min. walk to Siam and Chit Lom BTS stations	No	Yes	Standard	2 900	3 200
220 Petchaburi Road, Ratchathewi, Bangkok 10400				(1 600 baht (one way); advance booking required)	Superior	3 200	3 500
Tel.: +66 2 209 1700, ext. 8305							
Fax: +66 2 209 7244							
Email: <a href="mailto:H7272-sl2@accor.com">H7272-sl2@accor.com</a>							
Website: <a href="https://novotelbangkokplatinum.com">https://novotelbangkokplatinum.com</a>							
Contact person: Ms. Nudee Wongrattanaphaisan							
<b>Novotel Bangkok Ploenchit Sukhumvit *****</b>	30–45	2-min. walk to Phloenchit BTS station	Yes	Yes	Superior	2 900	2 900
566 Ploenchit Road, Lumpini, Pathum Wan, Bangkok 10330			(1 720 baht (one way); advance booking required)	(1 720 baht (one way); advance booking required)	Deluxe	3 500	3 500
Tel.: +66 2 305 6029							
Fax: +66 2 305 6020							
Email: <a href="mailto:H7176-sl7@accor.com">H7176-sl7@accor.com</a>							
Website: <a href="http://www.novotelbangkokploenchit.com">www.novotelbangkokploenchit.com</a>							
Contact person: Ms. Cattaleeya Gogapahn							
<b>Novotel Bangkok Sukhumvit *****</b>	30–45	10-min. walk to Asok BTS and Sukhumvit MRT stations	Yes	Yes	Superior	3 002	3 414
19/9 Soi Sukhumvit 20, Sukhumvit Road, Klongtoey, Bangkok 10110			(1 000 baht (one way); advance booking required)	(1 750 baht (one way); advance booking required)	Deluxe	3 355	3 767
Tel.: +66 2 009 4907							
Fax: +66 2 009 4900							
Email: <a href="mailto:sommart.wanawutthichot@accor.com">sommart.wanawutthichot@accor.com</a>							
Website: <a href="http://www.novotelbangkoksukhumvit20.com">www.novotelbangkoksukhumvit20.com</a>							
Contact person: Mr. Sommart Wanawutthichot							
<b>Pullman Bangkok King Power *****</b>	30–40	6-min. walk to Victory Monument BTS station	Yes	Yes	Superior	3 231	3 445
8/2 Rangnam Road, Thanon Phayathai Ratchathewi, Bangkok 10400			(1 440 baht (one way); advance booking required)	(1 850 baht (one way); advance booking required)	Deluxe	3 552	3 766
Tel.: +66 2 680 9999							
Fax: +66 2 642 7326							
Email: <a href="mailto:sales3@pullmanbangkokkingpower.com">sales3@pullmanbangkokkingpower.com</a> , <a href="mailto:corporate@pullmanbangkokkingpower.com">corporate@pullmanbangkokkingpower.com</a>							
Website: <a href="http://www.pullmanbangkokkingpower.com">www.pullmanbangkokkingpower.com</a>							
Contact person: Ms. Premrassamee Poophitayastaporn							
<b>Pullman Bangkok Hotel G *****</b>	30–45	20-min. walk to Sala Daeng BTS station; 25 min. walk to	Yes	Yes	Standard	3 000	3 300
188 Silom Road, Bangrak, Bangkok 10500			(4 000 baht (one way); advance	(1 750 baht (one way); advance	Deluxe	3 400	3 700
Tel.: +66 2 352 4000, ext. 1424							
Fax: +66 2 352 4195							
Email: <a href="mailto:nalintip@pullmanbangkokhotelg.com">nalintip@pullmanbangkokhotelg.com</a>							

Hotel name, address and contact details	Driving time to UNCC (minutes)	Nearest BTS or MRT station	Shuttle service to and from UNCC available	Shuttle service to and from airport available	Room type	Daily rate <sup>a</sup> (baht)	
						Single room	Double room
Website: <a href="http://www.pullmanbangkokhotelg.com">www.pullmanbangkokhotelg.com</a> Contact person: Ms. Nalintip O'Shea		Chong Nonsi BTS station	booking required)	booking required)			
<b>The Athenee Hotel *****</b> 61 Wireless Road (Witthayu), Lumpini, Pathumwan, Bangkok 10330 Tel.: +66 2 650 8800, ext. 6229 Fax: +66 2 210 8155 Email: <a href="mailto:marine.deroo@luxurycollection.com">marine.deroo@luxurycollection.com</a> , <a href="mailto:reservations.bangkok@lemeridien.com">reservations.bangkok@lemeridien.com</a> Website: <a href="http://www.theatheneehotel.com">www.theatheneehotel.com</a> Contact person: Ms. Marine Deroo	30–45	6-min. walk to Phloenchit BTS station	Yes  (2 500 baht (one way); advance booking required)	Yes  (3 400 baht (one way); advance booking required)	Deluxe	3 400	3 900
<b>Grand Centre Point Terminal 21 *****</b> 2 Sukhumvit Soi 19 (Wattana), Sukhumvit Road, Klongtoey Nua, Wattana, Bangkok 10110 Tel.: +66 2 056 9000, ext. 4420 Fax: +66 2 056 9062 Email: <a href="mailto:sunisa.t@gcphotels.com">sunisa.t@gcphotels.com</a> Website: <a href="http://www.grandecentrepointterminal21.com">www.grandecentrepointterminal21.com</a> Contact person: Ms. Sunisa Tanghom	35–50	2-min. walk to Asok BTS station	Yes  (800 baht (one way); advance booking required)	Yes  (1 090 baht (one way); advance booking required)	Deluxe Premium	3 600	4 000
<b>Millennium Hilton Bangkok *****</b> 123 Charoen Nakhon Rd, Khlong San, Bangkok 10600 Tel.: +66 2 442 2462 Fax: +66 2 442 2020 Email: <a href="mailto:papinrada.kanjanapisarn@hilton.com">papinrada.kanjanapisarn@hilton.com</a> Website: <a href="http://www.hilton.com/Bangkok">www.hilton.com/Bangkok</a> Contact person: Ms. Papinrada Kanjanapisarn	35–40	20-min. walk to Krung Thon Buri BTS station	Yes  (2 000 baht (one way); advance booking required)	Yes  (1 900 baht (one way); advance booking required)	Deluxe	3 200	3 600
<b>Pullman Bangkok Grande Sukhumvit *****</b> 30 Soi Sukhumvit 21, Asoke Road, Watthana, Klongton, Bangkok 10110 Tel.: +66 2 204 4049 Fax: +66 2 204 4188 Email: <a href="mailto:ados2@pullmanbangkokgrandesukhumvit.com">ados2@pullmanbangkokgrandesukhumvit.com</a> Website: <a href="http://www.pullmanbangkokgrandesukhumvit.com">www.pullmanbangkokgrandesukhumvit.com</a> Contact person: Ms. Khemporn Khajornyuthakrai	35–50	5-min. walk to Asok BTS station	Yes  (1 605 baht (one way); advance booking required)	Yes  (1 700 baht (one way); advance booking required)	Deluxe	3 748	4 173
<b>Compass Skyview Hotel *****</b> 12 Sukhumvit 24, Klongton, Klongtoey Bangkok, 10110 Tel: +66 2 011 1185 Fax: +66 2 011 1198 E-mail: <a href="mailto:amita.w@compassskyviewhotel.com">amita.w@compassskyviewhotel.com</a> Website: <a href="http://www.compasshospitality.com">www.compasshospitality.com</a> Contact person: Ms. Amita Wongwai	40–50	5-min. walk to Prom Phong BTS station	No	Yes  (1 600 baht (one way); advance booking required)	Standard  Superior	3 000  3 300	3 300  3 600
<b>Eastin Grand Sathorn *****</b> 33/1 South Sathorn Road, Yannawa, Sathorn, Bangkok 10120 Tel.: +66 2 210 8100, ext. 7303 Fax: +66 2 210 8155 Email: <a href="mailto:dos1@eastingrandsathorn.com">dos1@eastingrandsathorn.com</a> , <a href="mailto:Gmadmin@eatingrandsathorn.com">Gmadmin@eatingrandsathorn.com</a> Website: <a href="http://www.eastinhotelsresidences.com/eastingrandsathornbangkok">www.eastinhotelsresidences.com/eastingrandsathornbangkok</a> Contact person: Ms. Nanthaya Thongnim	40–55	2-min. walk to Surasak BTS station	No	Yes  (1 850 baht (one way); advance booking required)	Standard  Superior	3 000  3 400	3 300  3 700

<sup>a</sup> The rates quoted are valid as of January 2018 and are subject to change without notice. Participants are advised to confirm the room rates with the hotel directly.

16. Participants are requested to contact their hotel directly at least 10 working days in advance, providing their full name, date and time of check-in and check-out, flight numbers and contact details. This will allow the hotel to ensure that a sufficient number of rooms can be made available at the special rate.

17. Rooms are available to participants on a first-come, first-served basis. The hotel should be notified of any cancellation, postponement or other changes at least 48 hours in advance. In the absence of such a notification, the rooms will be held for 24 hours at the participant's expense and then released.

18. Before departure from Bangkok, participants should settle directly with their hotel all accounts, including room charges and other expenses such as any charges incurred for local and long-distance telephone calls, Internet and business centre use, laundry, room and hotel transportation services and minibar items, as well as restaurant and bar services. Participants are also responsible for any charges incurred with respect to rooms that remained vacant owing to late arrival or rescheduled departure for which prior notice was not given to the hotel.

## **8. Transportation**

19. Participants should make their own arrangements for transportation from Suvarnabhumi International Airport or Donmuang International Airport to their hotel. Limousine, metered-taxi and bus services are readily available at the airports. Detailed information about the airports can be found on the Airports of Thailand website (<https://airportthai.co.th/en/>).

20. Participants wishing to avail themselves of the airport limousine service are strongly advised to contact only the authorized officials at the counters located in the airport arrival zone. The officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination, upon request. At Suvarnabhumi International Airport, the limousine service counters are located on the second floor at the Baggage Claim and Arrival Hall exits, channels A, B and C. Participants wishing to hire a public taxi are advised to proceed to level 1 of the passenger terminal, exiting through doors 4 to 7 to the outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to expressway toll fees, a 50 baht surcharge will be added to the meter charge for trips from the airport to the city. Please refer to the airport website noted above for details.

21. Participants should make their own transport arrangements to and from UNCC. Metered taxis are readily available in the city.

## **9. Internet services**

22. Wireless Internet access is available free of charge in all conference and meeting rooms and in the public areas of UNCC. No password is required.

## **10. Catering services**

23. Catering services are available in UNCC at the following locations and times:

(a) The cafeteria, which serves Thai and international lunch, is located on level 1 of UNCC and is open from 11 a.m. to 2 p.m.;

(b) The canteen, which serves Thai lunch, is located on the ground floor of the Service Building and is open from 7 a.m. to 1 p.m.;

(c) The Coffee Corner, which serves sandwiches, pastries, coffee, tea and soft drinks, is located on level 1 of UNCC and is open from 7 a.m. to 5 p.m.;

(d) Rajapruek Lounge, which serves light meals and beverages, is located on the ground floor of UNCC and is open from 7 a.m. to 5 p.m.

24. As of 1 October 2018, single-use beverage cups are no longer available within the United Nations Building in Bangkok. When purchasing a beverage, in addition to

the cost of the beverage, a deposit of 100 baht will be charged, which will be refunded once the cup is returned. Participants may also bring their own reusable cups to use for purchased beverages. Each time a reusable cup is used, the buyer gets a stamp. After collecting nine stamps, the buyer is eligible for a beverage free of charge.

#### **11. Servicing of the Meeting**

25. UNODC is responsible for the substantive servicing of the Meeting (contact numbers in Vienna: fax: +43 1 26060 5885; email: [unodc-congress.prep.mtg@un.org](mailto:unodc-congress.prep.mtg@un.org)).

26. The Division of Administration of the Economic and Social Commission for Asia and the Pacific (ESCAP) is responsible for the administrative and logistic arrangements for the Meeting. Daily conference services are the responsibility of the Conference Management Unit (ground floor, United Nations Conference Centre, tel.: +66 2 288 1181).

27. Simultaneous interpretation services in Chinese, English, French and Russian will be provided at the Meeting.

#### **12. Other facilities available**

28. ESCAP Library facilities are available on level 1 of the Service Building from 7.30 a.m. to 4 p.m., Monday to Friday. For details on the use of the facilities, please consult the staff on duty at the Library or call extension 1329 or 1360. Further information about the ESCAP Library can be found at [www.unescap.org/library](http://www.unescap.org/library).

29. Banking services are available at Siam Commercial Bank, United Nations Branch, located on level 1 of the Service Building, from 8.30 a.m. to 3.30 p.m., Monday to Friday. The Bank can be contacted on extension 2168.

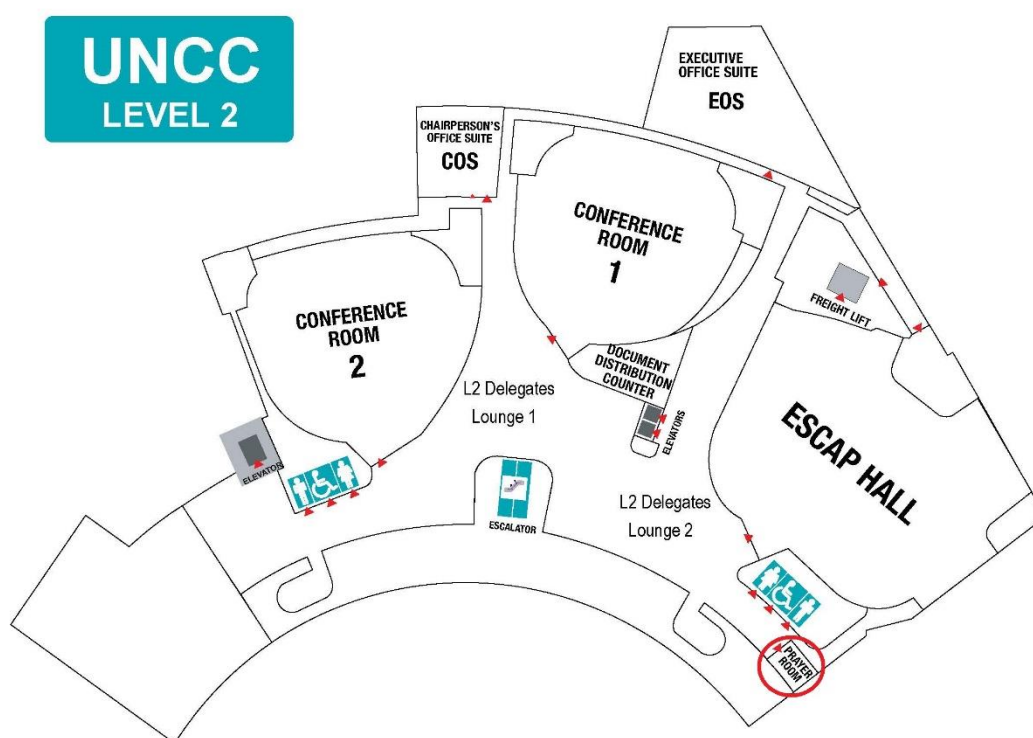
30. Postal services are available at the Post Office, United Nations Branch, which is located on the ground floor of UNCC and is open from 8 a.m. to 4 p.m., Monday to Friday. The Post Office can be contacted on extension 1260 or 2911.

31. A souvenir shop is located on level 1 of UNCC. It is open from 8 a.m. to 5 p.m., Monday to Friday. The shop can be contacted on extension 1295.

32. The American Express Travel office is located on level 1 of UNCC and is open from 8 a.m. to 5 p.m., Monday to Friday. The office can be contacted on extension 2820, 2821, 2822 or 2823.

33. A prayer and meditation room is located on level 2 of UNCC, near ESCAP Hall, as shown on the floorplan below.





### 13. Vaccinations and other health-related matters

34. Upon arrival in Thailand and before proceeding to the immigration and passport control area, participants who are nationals of, or who have travelled from or through, countries that have been declared as areas infected with yellow fever<sup>2</sup> must present to the Health Control Office an International Health Certificate showing that they have received a valid yellow fever vaccination. For a vaccination certificate to be considered valid, the vaccine must have been administered at least 10 days prior to travelling to or through the affected country. The International Health Certificate must also be submitted together with the visa application form.

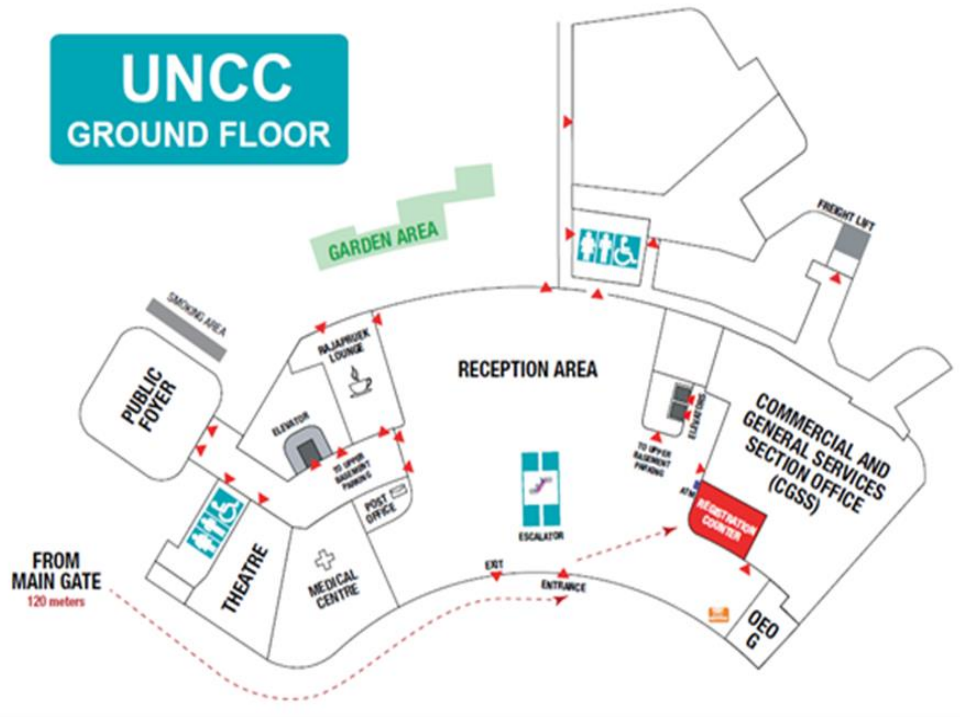
35. Thailand is currently experiencing ongoing sporadic transmission of the mosquito-borne Zika virus. All travellers are advised to protect themselves from mosquito bites while in Thailand. Pregnant women should consider postponing travel to Thailand or should talk to their doctor about the implications of travelling to Thailand, given the potential risk of contracting the Zika virus there and transmitting it to their unborn babies.

36. First aid and emergency medical services are available from Monday to Friday at the Medical Centre, which is located on the ground floor of UNCC. The ESCAP Medical Officer and nurses are available from 7.30 a.m. to 12 noon and from 12.45 to 3.45 p.m. Appointments may be made by calling extension 1352 or 1761.

<sup>2</sup> The following countries have been declared to be areas infected with yellow fever: Angola, Argentina, Bolivia (Plurinational State of), Brazil, Benin, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Colombia, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Ethiopia, French Guiana, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Kenya, Liberia, Mali, Mauritania, Niger, Nigeria, Panama, Paraguay, Peru, Rwanda, Sao Tome and Principe, Senegal, Sierra Leone, Somalia, South Sudan, Sudan, Suriname, Togo, Trinidad and Tobago, Uganda, United Republic of Tanzania and Venezuela (Bolivarian Republic of).

37. Delegates are strongly encouraged to take out a travel or health insurance plan that is valid in Thailand, in order to ensure coverage for any medical bills or hospitalization fees incurred while in the country.

38. United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside the buildings. The designated smoking area nearest to UNCC is located outside of the public foyer, as shown in the floorplan below.



#### 14. Travel advisory

39. Visitors are advised to be respectful of Thai customs at all times. Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to speech, writing, gestures and electronic communications, including by means of social media.

## Annex

### List of countries and territories whose nationals are entitled to visa exemption or visa on arrival

#### For holders of ordinary passports

**(a) Visa exemption for a maximum of 14 days**

Cambodia Myanmar (international airports only)

**(b) Visa exemption for a maximum of 30 days**

Australia	Macao, China
Austria	Malaysia
Bahrain	Monaco
Belgium	Mongolia
Brunei Darussalam	Netherlands
Canada	New Zealand
Czechia	Norway
Denmark	Oman
Estonia	Philippines
Finland	Poland
France	Portugal
Germany	Qatar
Greece	Russian Federation
Hong Kong, China	Singapore
Hungary	Slovakia
Iceland	Slovenia
Indonesia	South Africa
Ireland	Spain
Israel	Sweden
Italy	Switzerland
Japan	Turkey
Kuwait	United Arab Emirates
Lao People's Democratic Republic	United Kingdom of Great Britain and Northern Ireland
Liechtenstein	United States of America
Luxembourg	Viet Nam

**(c) Visa exemption for a maximum of 90 days**

Argentina	Peru
Brazil	Republic of Korea
Chile	

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**For holders of diplomatic and/or official passports**
**(a) Visa exemption for a maximum of 30 days**

Brunei Darussalam	Macao, China
Cambodia	Mongolia
China	Myanmar
Ecuador	Oman
Hong Kong, China	Pakistan (diplomatic passport only)
Indonesia	Singapore
Kazakhstan	Viet Nam
Lao People's Democratic Republic	

**(b) Visa exemption for a maximum of 90 days**

Albania	Malaysia
Argentina	Mexico
Austria	Montenegro
Belarus	Morocco
Belgium	Netherlands
Bhutan	Nepal
Brazil	Panama
Chile	Peru
Colombia	Philippines
Costa Rica	Poland
Croatia	Romania
Czechia	Russian Federation
Estonia (diplomatic passport only)	Serbia
France (diplomatic passport only)	Slovakia
Germany	South Africa
Hungary	Spain (diplomatic passport only)
India	Sri Lanka
Israel	Switzerland
Italy	Tajikistan
Japan	Tunisia
Republic of Korea	Turkey
Liechtenstein	Ukraine
Luxembourg	Uruguay

**Visa on arrival (for a maximum of 15 days)**

Andorra	Maldives
Bulgaria	Malta
Bhutan	Mauritius
China	Papua New Guinea
Cyprus	Romania
Ethiopia	San Marino
Fiji	Saudi Arabia
India	Taiwan Province of China
Kazakhstan	Ukraine
Latvia	Uzbekistan
Lithuania	