

**Expert Group Meeting on Documentation and Procedures for Rail-Based Intermodal Transport Services in Northeast and Central Asia**

**Bangkok, 30-31 August 2016**

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INFORMATION NOTE FOR PARTICIPANTS

**A. General**

1. The Expert Group Meeting on Documentation and Procedures for Rail-Based Intermodal Transport Services in Northeast and Central Asia is scheduled to be held at the United Nations Conference Centre (UNCC) in Bangkok on 30-31 August 2016.
2. The address of the UNCC is:  
  
Economic and Social Commission for Asia and the Pacific  
The United Nations Building  
Rajdamnern Nok Avenue  
Bangkok 10200  
Thailand  
Telephone numbers: (+ 662) 288 1723  
Facsimile numbers: (+ 662) 288 3050

**ESCAP opening hours**

3. ESCAP UNCC is opened every day Monday to Friday from 07.30 hours to 17.00 hours, except for official ESCAP holidays.

**Registration and identification badges**

4. Participants are requested to register and obtain a visitor's badge on the first day of the meeting, i.e. Tuesday, 30 August 2016. This is done at the Registration Counter located on the ground floor, UNCC, between 08.00 hours and 09.00 hours. This procedure is important for security reason and will also ensure that the names of all participants appear on the list of participants.
5. For identification and security reasons, *all participants are requested to wear their badges at all times when on the United Nations compound, and also during the meeting.*

## B. Travel to and stay in Bangkok

### Immigration requirements

6. Meeting **participants are responsible for checking visa requirements and making all related arrangements themselves** from an official mission of the Royal Thai Government in their home country or in a third country prior to their arrival at Suvarnabhumi International Airport in Bangkok. Information relating to current visa requirements can be obtained at all embassies or diplomatic missions of the Royal Thai Government or via: <http://www.mfa.go.th/main/en/services/123>.

All participants are advised to consult with the nearest diplomatic mission/embassy of Thailand regarding the latest applicable immigration requirement **prior to their journey**.

### Arrival at the airport

7. Participants should make their own transportation arrangements from Suvarnabhumi Airport to their respective hotels. Limousine services, public taxis (with a sign marked Taxi-Meter on the roof) and bus services are readily available at the airport. Further detailed information about the airport can be found at <http://www.airportsuvarnabhumi.com/>.
8. Limousine services and public taxis are booked at specific counters. Counters for officially-licensed limousine services are located in the luggage pickup area of the arrival hall. A fixed-charge payment is made at the counter where a staff will assign a vehicle.

Counters for public taxis are located on the airport ground floor and are in the form of automated taxi kiosks with “touch-screen” activation. Vehicles are parked across from the kiosks below LCD panel indicating row numbers. Upon touch-screen activation, the kiosk will issue a paper slip indicating a row number where the assigned vehicle and its driver are waiting (see annex 1). The paper slip also indicates the car registration number and the driver’s name. It is recommended that passengers keep the paper slip until arrival at their destination. Fares for meter-taxis are charged according to the distance travelled and as shown on the meter with an additional 50 Baht surcharge for airport pickup. Additional toll fees will be charged if Expressway is used. **It is strongly recommended that participants decline offers from private individuals.** For ease of communication with taxi drivers, the name and address of the hotel where participants have been booked to stay is indicated below in both English and Thai languages. A map is given in annex 2.

### Accommodation

9. Participants have been booked to stay at the Royal Princess Hotel (<http://www.royalprincesslarnluang.com/index.html>). The address of the hotel is:

#### **In English language**

Royal Princess Hotel  
269 Larn Luang Road  
Bangkok  
Tel. (662) 281 3088

#### **In Thai language**

โรงแรม รอยัล ปรีnceส  
269 ถนนหลานหลวง กรุงเทพฯ  
โทร (662) 281 3088

### Local transportation

10. The Royal Princess Hotel provides free transportation for the participants once in the morning to come to ESCAP and once in the afternoon to return to the hotel. The pick-up times will be

according to the schedule of the meeting day. Participants are invited to contact the reception to inquire about the exact time of departure. In the afternoon, pick-up will be at the end of afternoon session outside the UNCC at ground floor level.

11. Participants can also choose to come to ESCAP using local transportation. Public taxis are numerous and can be picked up outside the hotels. Please note that the Royal Princess hotel is within walking distance of ESCAP (10 to 15 minutes).

#### Daily Subsistence Allowance

12. On the first day of the meeting, participants whose travel is sponsored by ESCAP will receive a Daily Subsistence Allowance (DSA) to cover all costs associated with their participation in the meeting, including accommodation, meals and local transport while in Bangkok. A voucher to be cashed at the bank located on the ESCAP premises will be given to participants. In order to facilitate issuance of the voucher, **eligible participants** are requested to submit to the ESCAP staff servicing the meeting **a copy of their passport, copy of the air-ticket and their original boarding pass(es) for the flight(s) to Bangkok**. To date, the DSA for Bangkok is Thai Baht 7,710 (about US\$ 221). Please note that this amount is subject to change without prior notice.

#### Reconfirmation of flights / airport tax

13. Most airlines no longer require that return flights be re-confirmed. However, ESCAP staff servicing the meeting are ready to assist participants who may have to re-confirm their return flights.

### **C. Conduct of the meeting**

14. The meeting will be inaugurated at 09.00 hours on 30 August 2016 in Conference Room-4 of the UNCC where all subsequent sessions will also be held.

#### Officers concerned with servicing the meeting

15. The substantive division concerned with the meeting is the Transport Division (TD). The officials of the Division specifically in charge of the meeting is Mr. Fedor Komilitsyn, Transport Infrastructure Section, TD, Tel. + 66-2-288 2496, e-mail: kormilitsyn@un.org.

Information on the arrangements made for the meeting can also be obtained from:

Ms. May Thin Lwin, Tel. + 66-2-288 1723, e-mail. lwinm@un.org.

In addition, support staff will be in the conference room at all times to help participants during the conduct of the meeting and assist them with all administrative procedures.

#### Working language

16. The working languages of the meeting will be Chinese, English and Russian.

#### Interventions by participants

17. Individual microphones are provided at each seat in the conference room. All the microphones are automatically operated. Before speaking, participants are requested to press the button on

their microphones until the red light is on. At the end of each intervention, participants are requested to press the button again until the red light is off.

#### Paper/literature for distribution

18. Participants wishing to circulate any papers or literature at the meeting are requested to consult staff from the secretariat servicing the meeting for the necessary arrangements.

### **D. Miscellaneous**

#### Library facilities

19. Library facilities are available at the ESCAP Library located on the first floor of the Service Building. The opening hours are 07.30 hours to 16.00 hours.

#### Internet service

20. Free wireless internet access is available throughout the UNCC, including in all conference and meeting rooms. Password is not required.

#### Medical services

21. First-aid and emergency medical services are available during weekdays at the Medical Centre located behind the post office on the ground floor of the UNCC. The ESCAP doctor is available from 07.30 hours to 12.00 hours and from 12.45 hours to 15.45 hours. Appointment should be made through the nurse at extension 1352.

#### Postal services

22. Postal services are available at the Post Office located on the ground floor of the UNCC. It is open without interruption from 08.00 hours to 16.00 hours, Monday to Friday. Services for overseas telephone calls and fax transmission are also available at the Post Office at government regulated rates.

#### Catering services

23. There are two venues offering hot meals in the United Nations compound:

- Cafeteria, 1<sup>st</sup> Floor, UNCC (11.00 hours - 14.00 hours),
- Staff Canteen (Thai food), Ground floor, Service building (07.00 hours - 14.00 hours)

A refreshment lounge offering hot and cold drinks as well as sandwiches is located on the ground floor of the UNCC. Opening hours are from 07.00 hours to 16.00 hours.

#### Foreign exchange

24. Participants may bring with them into Thailand foreign currency for a total amount of up to US\$ 20,000 in the form of traveller's cheques, drafts, letter of credit or other banking instruments which may be exchanged for Thai currency at the prevailing exchange rates.
25. Exchange facilities are available at hotels as well as at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (telephone extensions are 1313, 1314) Monday to Friday from 08.30 hours to 15.30 hours.

### Financial and administrative arrangements

26. In those cases where the participation costs are borne by the ESCAP secretariat, the secretariat will provide only travel and DSA as expressed and will not assume responsibility for any other expenditures, 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) cost 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.

### Weather

27. The weather in Bangkok is warm and humid. Light tropical clothing is recommended. Some rain can be expected during the period. The conference room where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 21-25.5 degrees celsius (70-78 degrees fahrenheit).

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预览已结束，完整报告链接和二维码如下：

[https://www.yunbaogao.cn/report/index/report?reportId=5\\_2627](https://www.yunbaogao.cn/report/index/report?reportId=5_2627)

