

Economic and Social Commission for Asia and the Pacific

Advanced Regional Government Procurement Workshop for Asian Economies

13-15 January 2015, Bangkok

Information for Participants

I. General

The Advanced Regional Government Procurement Workshop for Asian Economies is scheduled to be held at the Meeting room A, United Nations Conference Centre (UNCC), in Bangkok, from 13 to 15 January 2015. The event will be opened at 09:00 hours on Tuesday, 13 January by representatives from ESCAP and WTO. Please refer to the programme of the event for more details.

II. Registration and identification badges

Participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor, UNCC, from 08:30 hours to 09:00 hours on the opening day of the event. Participants who are not able to register during the time indicated above are requested to do so upon their arrival at UNCC before going to the conference room. Only the names of duly registered participants will be included in the list of participants.

For identification and security reasons, all participants are requested to wear their meeting badges at all times during meetings, social functions and in the United Nations complex. 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.

III. Hotel accommodation

The following hotels, located 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 |
| Royal Princess Larn Luang Hotel **** 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314 E-mail: benjarat@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul | 5-10 | Superior | 2,700 ^{a/b/c} | 2,900 ^{a/b/c} |
| | | Deluxe | 3,300 ^{a/b/c} | 3,500 ^{a/b/c} |

| Name and address | Driving distance to UNCC (min.) | Room type | Daily room rates (Baht) | |
|--|---------------------------------|------------------|-------------------------|------------------------|
| | | | Single | Double |
| Prince Palace Hotel **** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: wannajit@princepalace.co.th Website: http://www.princepalace.co.th Contact person: Ms. Wannajit Chulamakorn | 10-15 | Superior | 1,700 ^{a/b} | 1,900 ^{a/b} |
| Nouvo City Hotel **** 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: adam@nouvocityhotel.com Website: http://www.nouvocityhotel.com Contact person: Mr. Adam Phadungsilp | 5-10 | Grand Deluxe | 2,200 ^{a/b/c} | 2,400 ^{a/b/c} |
| Trang Hotel *** 99/1 Wisutkasat Road Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: reservations@tranghotelbangkok.com Website: http://www.tranghotelbangkok.com Contact person: Ms. Thongtem Lerknawapairoj | 5-10 | Superior | 1,400 ^{a/b} | 1,400 ^{a/b} |
| | | Superior Premium | 1,600 ^{a/b} | 1,600 ^{a/b} |
| | | Deluxe | 1,800 ^{a/b} | 1,800 ^{a/b} |

- a. *Inclusive of daily American breakfast, service charge and government tax.*
- b. *Complimentary transport services provided according to fixed schedules, from the hotel to UNCC in the morning and back to the hotel in the evening.*
** Trang Hotel provides only one way transfer from hotel to UNCC.*
- c. *Free Internet Access.*

Participants are requested to submit the completed hotel reservation form as soon as possible but no later than 5 January 2015.

Rooms will be available to participants on a first-come, first-served basis. 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.

The rates provided in the table are subject to change without notice.

IV. Payment of hotel accounts

Before departure 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 center 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.

V. Transport from and to Airport

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.airportsuvarnabhumi.com>.

To avail themselves of the limousines and public metered-taxis services as indicated above, **it is strongly recommended that participants contact only the authorized officials at the counters located in the airport arrival zone.** The officials, upon contact, 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 access public taxi counters by following the signage at the Suvarnabhumi Airport. In addition to toll fees, there is a 50 Baht surcharge to be added to the meter charge from airport to the city.

VI. Transport to attend meetings

Most hotels indicated in section III provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meeting.

VII. Catering services

The catering services are available at **the participants' own expenses** at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours for lunch. Rajapruet Lounge, on the ground floor of UNCC, is open from 0700 to 1700 hours on Monday through 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, a 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.

VIII. Daily subsistence allowance (only if applicable)

Participants were contacted and eligible for a daily subsistence allowance will be provided with a daily subsistence allowance at prevailing United Nations rates in local currency. **In order to facilitate the payment of subsistence allowance, eligible participants are requested to submit their passport, boarding pass(es), and copies of their air tickets to the secretariat staff in the meeting room on 13 January 2015.**

Any financed participants who are unable to stay for the duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the subsistence allowance can be adjusted accordingly.

IX. Financial & administrative arrangements (only if applicable)

In those cases where the participation costs are borne by the WTO and/or ESCAP Secretariats, the Secretariats will provide only travel and DSA as expressed and will not assume responsibility for any other expenditure, 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) Costs 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.
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HOTEL RESERVATION FORM

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13-15 January 2015, Bangkok

| | | |
|--|--|--|
| Mr [] Ms [] Name: _____ First Middle Last | | |
| Passport details: Passport number: _____ Expiry date: _____ | | |
| Functional title and full street address: _____ _____ | | |
| Tel: _____ Fax: _____ e-mail: _____ | | |
| Arrival date at Bangkok _____ Flight: _____ at: _____ hours Departure date from Bangkok: _____ Flight: _____ at: _____ hours | | |
| Hotel and room type (please check room rate on page 2): <input type="checkbox"/> Royal Princess Larn Luang Hotel <input type="checkbox"/> Prince Palace Hotel <input type="checkbox"/> Nouvo City Hotel <input type="checkbox"/> Trang Hotel <input type="checkbox"/> Superior <input type="checkbox"/> Deluxe Check-in date: _____ Check-out date: _____ | | |
| Payment method: <input type="checkbox"/> Credit card <input type="checkbox"/> Cash Card number: _____ Name on card: _____ Expiry date: _____ | | |

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_4625

