

FOR PARTICIPANTS ONLY

18 March 2014

ENGLISH ONLY

UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC  
UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

**Inter-regional Workshop on Energy Efficiency Investment Projects Pipeline**

United Nations Conference Center

23 – 24 April 2014, Bangkok, Thailand

**INFORMATION NOTE FOR PARTICIPANTS**

**GENERAL**

1. The “Inter-regional Workshop on Energy Efficiency Investment Projects Pipeline” is organized by the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) and the United Nations Economic Commission for Europe (UNECE) and will be held on **23 to 24 April 2014 at the United Nations Conference Center (UNCC) in Bangkok, Thailand.**

Address of the venue:

United Nations Conference Center, Rajadamnern Nok Avenue, Bangkok 10200 Thailand.

**REGISTRATION & IDENTIFICATION BADGES**

2. **Participants are requested to register and obtain meeting badges at the Registration Counter, located on ground floor, UNCC, between 08:30 and 09:00 hours on Wednesday, 23 April 2014.** Participants who are not able to register during the specified time are requested to do so upon their arrival at the UNCC, to ensure that they meet the security requirement and that their names will appear on the list of participants. For registration purposes, participants are required to have their passports with them.

3. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting and social functions. Loss of meeting badges should be reported to the staff servicing the meeting, so the new badge can be issued immediately.

**IMMIGRATION REQUIREMENTS**

4. It is the responsibility of the participant to obtain the visa to enter Thailand (if necessary).

- For list of countries entitled for visa exemption and visa on arrival to Thailand, please see the file in Annex 1.
- Holders of United Nations laissez-passer (UNLP) must acquire visa to Thailand. Therefore, participants holding both UNLP and a national passport that is exempted from visa are recommended to use their national passport to enter the country. Please show only national passport and letter of invitation to the workshop at the Thai immigration counter.
- Participants from countries other than those listed in Annex 1 are requested to check for updated information on visa requirements and / or obtain an appropriate entry visa from the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.
- For additional and latest updated information on visa requirements please refer to <http://www.mfa.go.th/main/en/services/123>.

## GENERAL INFORMATION

### 5. Weather

The weather in Bangkok is usually warm and humid. Therefore, light tropical clothing would be appropriate. The UN conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 24-25 degrees Celsius (75-75 degrees Fahrenheit).

### 6. Electricity

The electricity voltage in Bangkok is 220V, 50Hz. Please note that plug adapters may be necessary. The plug in Thailand has not been standardized and the following types are available.



A standard grounded outlet supporting European 2-pin plugs and earthed and unearthed American plugs.



USA, Canada (NEMA 1-15;  
No Ground pin; Front tab is Ground;  
120 Volts; 10 & 15 Amp)

Taiwan, Thailand, Japan (100 V), China, Philippines (220 V)



USA, Canada (NEMA 5-15;  
120 Volts; 10 & 15 Amp)

Taiwan, Thailand, Japan (100 V), China, Philippines (220 V)

### 7. Water

Tap water in Bangkok is generally not suitable for drinking. It is better to drink bottled water or water provided from the hotel or at the conference centre.

### 8. Others

- Metered-taxis are available at all time. Please be sure that the driver starts the meter when you are on board (start at THB 35). Please refer to paragraphs below for taxis from the airport.
- Time Zone: Bangkok, Thailand is GMT+7
- Emergency Services Telephone Numbers:

191

Emergency Call / Police

1155

Tourist Police

169 1

Ambulance Service Center

02-132-1888

Suvarnabhumi Airport Call Center

02-288-1100

United Nations' Emergency

## FOREIGN EXCHANGE & BANKING SERVICE

9. Currency exchange facilities are available at the hotels and the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building (extensions 2159 and 2160). It is open from 09:00 to 15:30 hours, with no lunch break, from Monday to Friday.

The exchange rate is THB 32.43 per USD 1 (Siam Commercial Bank, 18 March 2014)

## AIRLINE RESERVATIONS

10. ESCAP and UNECE will arrange flight tickets for sponsored participants in accordance with the UN rules. Those who are coming on self-financed basis need to make travel arrangements on their own and inform the organizers about their itinerary.

Please note that, if necessary, travel services are available through the American Express office located on the first floor of the Service Building, adjacent to the Siam Commercial Bank. AMEX office can be contacted at extensions 2820, 2821, 2822, 2823 and 2824, from 09:00 to 16:00 hours during weekdays.

## DAILY SUBSISTENCE ALLOWANCE (only if applicable)

11. Where a daily subsistence allowance (DSA) is payable to ESCAP and UNECE sponsored participants, it will be paid at prevailing United Nations standard rates. DSA will cover the cost of the hotel, meals and miscellaneous expenses for the duration of the meeting in accordance with the UN rules.

**Participants are requested to submit original passport, air tickets and boarding pass(es) to the secretariat staff in the meeting room in order to facilitate payment of subsistence allowance during the meeting period.**

All documents must be submitted to designated staff during the meeting period, otherwise the subsistence allowance will be provided to the participant through the financial claim after meeting ends. In this case, DSA reimbursement will be processed in approximately 14 days.

12. If changes are made to the travel schedule, the meeting secretariat must be informed as soon as possible.

## HOTEL ACCOMMODATION and MEALS

13. Listed below are hotels recommended by the organizers. These hotels are located in the vicinity of the UNCC and offer special rates.

All of the participants are requested to make reservation with the preferred hotels directly and provide reservation information to the organizers.

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: +66.2.2813088 Fax: +66.2.2801314 E-mail: <a href="mailto:benjarat@royalprincesslarnluang.com">benjarat@royalprincesslarnluang.com</a> Website: <a href="http://www.royalprincesslarnluang.com">http://www.royalprincesslarnluang.com</a> <i>Contact person:</i> Ms. Benjarat Rusakul	5-10	Superior	2,600 <sup>a/b/c</sup>	2,800 <sup>a/b/c</sup>
		Deluxe	3,200 <sup>a/b/c</sup>	3,400 <sup>a/b/c</sup>
		Suite 1 bed Room	8,000 <sup>a/b/c</sup>	8,000 <sup>a/b/c</sup>
<b>Nouvo City Hotel ****</b> 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110 Fax: +66.2.2821243 E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a> Website: <a href="http://www.nouvocityhotel.com">http://www.nouvocityhotel.com</a> <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	Grand Deluxe	2,200 <sup>a/b/c</sup>	2,400 <sup>a/b/c</sup>
<b>New World City Hotel ***</b> 2 Samsen 2, Samsen Road, Banglumphu, Pranakorn Bangkok Tel: +66.2.2827500 Ext. 0110	5-10	Deluxe	1,150 <sup>a/b/c</sup>	1,350 <sup>a/b/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
Fax: +66.2.2821243 E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a> Website: <a href="http://www.nouvocityhotel.com">http://www.nouvocityhotel.com</a> Contact person: Mr. Adam Phadungsilp				

- a Inclusive of daily American breakfast, service charge and government tax.*
- b Complimentary transport services provided according to fixed schedules, from the hotels to UNCC in the morning and back to the hotels in the evening.*
- 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 VAT. The hotel room rates are subject to alteration without prior notice*

14. Please note that information about any changes to reservation (cancellation, postponement, etc) must be provided to the hotels 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. Information about such changes should also be provided to the organizers.

**Please note that participants can also make reservations through web-sites such as Agoda.com and Booking.com (also available in Russian) to check to better rates.**

## **PAYMENT OF HOTEL ACCOUNTS**

15. Before departure from Bangkok, participants are expected to settle directly with the hotel on all charges, including local and long-distance telephone calls, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services.

## **TRANSPORT FROM AND TO AIRPORT**

16. Participants should make their own transportation arrangements from Suvarnabhumi International Airport to the respective hotels. Airport-limousine (AOT), metered-taxi, Airport Link and Airport Express bus services are readily available at the airport. Detailed information about Suvarnabhumi International Airport can be found at

**[http://www.suvarnabhumiairport.com/index\\_en.php](http://www.suvarnabhumiairport.com/index_en.php)**  
**<http://www.bangkokairportonline.com/>**

17. Participants may access **public metered-taxi** at platform of passenger Terminal on 1st Floor. (For enquiry contact tel.: 66 2 132 9199) In addition to toll fees and/or expressway fees, there is a THB 50 surcharge to be added to the meter charge from airport to the city. It will cost approximately THB 400 - 500 to the hotel by public taxi.

**Airport-limousine** services are available from the airport, which can be arranged in the arrival zone, 2<sup>nd</sup> floor. (AOT tel.: 66 2 134 2323 to 5). Limousine service rates are according to the distance traveled. The cost is approximately THB 1,300 per trip by Toyota Camry / Nissan Tiana. Toll fees are not included in the fee.

**Airport Link** services are available from Suvarnabhumi Airport to inner Bangkok with 2 Transit options:

**Direct Express Train** that will take 15 minutes from the City Air Terminal (Makkasan) train station. This service will connect to the city's mass transit subway system. Passengers will have the

opportunity of checking in their luggage at the City Air Terminal, before boarding the express train to Suvarnabhumi airport.

**The Commuter Train** will make eight stops throughout the city, taking 30 minutes to travel the 28 kilometers (17 miles) to the airport and linking with both the \*Subway and \*\*Skytrain systems in Bangkok. For more details about Airport Link, visit

<http://www.bangkokairporttrain.com/>

## TRANSPORT TO ATTEND SESSIONS

18. Hotels recommended in item 13 will provide complimentary transport according to fixed schedules, between the hotel and the United Nations Conference Centre (UNCC). Otherwise, participants would have to make their own transport arrangements to attend meetings.

## ESCAP WORKING HOURS

19. The normal working hours of the ESCAP secretariat are from 08:00 to 16:00 hours, with a lunch break of 45 minutes, from Monday to Friday. However, staff members concerned with the meeting will be on duty during meeting hours.

## INTERNET SERVICES

20. Eight PCs with high-speed Internet connection are available in the UNCC Internet Café on the level 1, UNCC, for the use of participants free of charge. In addition, free wireless Internet access is also available in all conference and meeting rooms and public areas of the UNCC.

## CATERING SERVICES

21. Catering services are available in the Cafeteria, on level 1, UNCC 11:00 to 14:00 hours. Rajapruek Lounge, on the ground floor of UNCC, is open from 07:00 to 17:00 hours from Monday to Thursday, and from 07:00 to 18:00 hours on Fridays. The Canteen, on the ground floor of the Service Building, is open from 07:00 to 13:00 hours. In addition, a Coffee Corner serving sandwiches, pastries, coffee/tea and soft drinks, located on level 1, UNCC, is open from 07:00 to 17:00 hours.

## LIBRARY FACILITIES

22. ESCAP Library facilities are available on the first floor, Service Building from 07:30 to 16:00 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty at the Library or call extensions 13:30 and 13:60. Further information on the ESCAP Library can be found at [www.unescap.org/unis/library](http://www.unescap.org/unis/library).

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\\_5496](https://www.yunbaogao.cn/report/index/report?reportId=5_5496)

