

UNITED NATIONS
ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

Policy Dialogue on Energy for Sustainable Development
17-19 December 2013, Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

GENERAL

1. The “Policy Dialogue on Energy for Sustainable Development” organized by the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) will be held at **Meeting Room Infinity1, The Pullman Bangkok Kingpower Hotel, Bangkok, Thailand on 17 to 19 December 2013.**

REGISTRATION & IDENTIFICATION BADGES

2. **Participants are requested to register at the Registration Counter, in front of meeting room between 08:30 and 09:00 hours on Tuesday 17 December 2013,** to ensure that they meet the security requirement and that their names will appear on the list of participants.

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 contacted to the staff servicing the meeting, so the new one can be issued immediately.

IMMIGRATION REQUIREMENTS

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

5. Visa requirement

- Nationals of the following countries participating in this meeting holding a valid Official / Diplomatic passports are exempted from visa for **30** days:

1. China, People’s Republic of

2. Lao People’s Democratic Republic

- Nationals of the following countries participating in this meeting holding a valid Official / Diplomatic passports are exempted from visa for **90** days:

1. India

2. Nepal

- Nationals of the following countries participating in this meeting holding a valid ordinary national passport are exempted from visa for **30** days:

1. Australia

11. Japan

2. Austria

12. Malaysia

3. Belgium

13. New Zealand

4. Canada

14. The Philippines

5. Denmark

15. Russian Federation

6. France

16. Singapore

- | | |
|---------------------|--------------------|
| 7. Germany | 17. Switzerland |
| 8. Hong Kong, China | 18. United Kingdom |
| 9. Indonesia | 19. United States |
| 10. Italy | 20. Vietnam |

- Holders of United Nations laissez-passer (UNLP) must acquire entering visa to Thailand. Therefore, participants holding both UNLP and a national passport that are 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 above are requested to check for updated information on visa requirement 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.

GENERAL INFORMATION

6. 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).

7. 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)

8. 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.

9. 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
1155
169 1
02-132-1888
02-288-1100

Emergency Call / Police
Tourist Police
Ambulance Service Center
Suvarnabhumi Airport Call Center
United Nations' Emergency

FOREIGN EXCHANGE & BANKING SERVICE

10. Currency exchange facilities are available at the hotel and banks. Most banks operating hour is from 09:00 to 15:30 hours, with no lunch break, from Monday to Friday.

The UN operational exchange rate is THB 31.27 per USD 1 (October 2013)

AIRLINE RESERVATIONS

11. **ESCAP will facilitate ticket booking for sponsored participants.** For those who are coming on self-financed basis, 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

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

12. Where a daily subsistence allowance (DSA) is payable to all ESCAP sponsored participants, it will be paid at prevailing United Nations standard rates.

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 the ESCAP staff during the meeting period, otherwise the subsistence allowance will be provided to the participant through the financial claim after meeting ended. The payment process will take approximately 14 days.

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

TRAVEL AND ADMINISTRATIVE ARRANGEMENTS (only if applicable)

14. Participants whose travel are sponsored by ESCAP, the UNDP office in home country will be authorized to issue the economy class, roundtrip air ticket (home country / Bangkok / home country) to arrive at Bangkok as far as possible on Monday, 16 December 2013 and depart on Friday, 20 December 2013. ESCAP staff or UNDP office in the respective countries will contact the sponsored participants for travel arrangement.

HOTEL ACCOMMODATION and MEALS

15. **For ESCAP sponsored participants**, rooms are block-booked at The Pullman Bangkok Kingpower Hotel (<http://www.pullmanbangkokkingpower.com>). Self-financed participants who wish to have ESCAP arrange their accommodation at The Pullman Bangkok Kingpower Hotel, are requested to indicate in the attendance form.

16. Rooms block-booked at The Pullman Bangkok Kingpower Hotel will be available to participants on a first-come, first-served basis. Any cancellations, postponements or other changes should be communicated 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.

17. Self-financed participants who wish to arrange accommodation by themselves, the hotels listed below have been designated as recommended hotels for which the room rates indicated below are inclusive of service charge and value added tax. Participants are requested to contact the hotel directly at least 10 working days in advance. Participants should provide the hotel with their full name, date and time of check-in and check-out, flight numbers, contact details.

Name and address	Room type	Daily room rates (Baht)	
		Single	Double
Pullman Bangkok Kingpower Hotel ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi Bangkok Tel: (622) 680-9999 Fax: (622) 680-9998 E-mail: convention@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com Contact person: Ms. Orawan/ Ms. Lalin	Superior	2,996 ^a	3,210 ^a
	Deluxe	4,066 ^a	4,280 ^a
	Executive	5,136 ^a	5,350 ^a
	Executive suite	6,206 ^a	6,420 ^a
The Sukosol Bangkok ***** 477 Sri Ayuthaya Road, Phayathai Bangkok Tel: (622) 247-0123 Fax: (622) 247-0165 E-mail: reservations@siamhotels.com Website: http://www.siamhotels.com/siamcity Contact person: Ms. Ratchaneekrit Khankath	Deluxe	2,700 ^a	2,900 ^a
Royal Princess Larn Luang Hotel **** 269 Larnluang Road Bangkok Tel: (622) 281-3088 Fax: (622) 280-1314 E-mail: rsyn@royalprincesslarnluang.com Website: http://www.royalprincesslarnluang.com Contact person: Ms. Benjarat Rusakul	Superior	2,500 ^a	2,700 ^a
	Deluxe	2,800 ^a	3,000 ^a
	Suite 1 bed Room	7,000 ^a	7,500 ^a

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

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

18. Any subsequent changes in arrival plans should be communicated immediately to ESCAP. Cancellation, postponement or any other changes must 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. All rooms will be assigned according to information furnished on the submitted forms and on a first-come, first-served basis.

PAYMENT OF HOTEL ACCOUNTS

19. **For sponsored participants**, ESCAP will take care of the accommodation cost at The Pullman Bangkok Kingpower Hotel. Participants are expected to settle directly with the hotel on other expenses, such as for local and long-distance telephone calls, Internet use, business centre use, laundry, room service, mini-bar items and hotel transportation services, as well as restaurant and bar services.

20. **Self-financed participants** are expected to 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 service, mini-bar items and hotel transportation services, 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.

TRANSPORT FROM AND TO AIRPORT

21. The Pullman Bangkok Kingpower Hotel is located at

8/2 Rangnam Road,
Thanon-Phayathai,
Ratchathewi,
Bangkok 10400 THAILAND
Tel. +66 (0)2 680 9999

More information of hotel location and map can be found at
<http://www.pullmanbangkokkingpower.com/wp-content/uploads/map/>

22. 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.bangkokairportonline.com/>

23. 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, 2nd 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

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_5868

