



**2012 SPECA Economic Forum "Strengthening Regional Economic Cooperation and Integration in Central Asia by Sharing the Asian Experience"
and the 7th session of the SPECA Governing Council**

27-28 November 2012
Bangkok, Thailand

INFORMATION NOTE FOR PARTICIPANTS

PLEASE READ CAREFULLY

GENERAL

1. The 2012 SPECA Economic Forum "Strengthening Regional Economic Cooperation and Integration in Central Asia by Sharing the Asian Experience" scheduled to be held on 27 November (full day) and on 28 November 2012 (half day). The 7th session of the SPECA Governing Council will be held in the afternoon of 28 November 2012. Both meetings will take place in the Conference Room 4 of the United Nations Conference Centre (UNCC), Rajadamnern Nok Avenue, Bangkok 10200, Thailand.

2. The Economic Forum will be inaugurated at 09:00 hours on Tuesday, 27 November 2012 at the Conference Room 4.

REGISTRATION AND IDENTIFICATION BADGES

3. Participants are requested to register and obtain meeting badges at the Reception Counter, Ground Floor, UNCC between 08:30-09:00 hours on 27 November 2012. Documents for the meetings will be available at <http://northcentral-sro.unescap.org/>

4. For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meetings, at social functions and in the United Nations complex. The loss of a meeting badge should be reported personally to the Conference Management Unit, which is located on the ground floor of UNCC, so that a new one can be issued immediately.

IMMIGRATION REQUIREMENT

5. All participants must hold passports that are valid for at least six months beyond the time of their arrival in Bangkok. It is advisable that all participants obtain appropriate entry visas to Thailand from a Thailand diplomatic or consular mission at their point of origin or en route to Thailand.

CUSTOMS REGULATIONS

6. Narcotic drugs as well as arms and ammunition may not be brought into Thailand, they are strictly prohibited. Offenders are subject to strict and severe punishment in line with local laws and regulations.

WEATHER

7. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The Conference Room 4 where the meeting is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degree Celsius (73-75 degrees Fahrenheit).

HEALTH

8. Immunization certificates are not normally required for entry into Thailand.

9. First-aid and emergency medical service is available at the Medical Centre, which is located on the fourth floor of the Service Building. The ESCAP Medical Officer and Nurse are available Monday through Friday from 07:30 to 15:45 hours, except during lunch from 12:00 to 12:45 hours. Appointments should be made through the nurse at extensions 1352, 1353 or 1761. Hospitalization expenses are to be borne by each patient.

10. In the event of a medical emergency during the meeting, please contact ESCAP staff serving at the meeting who will facilitate transport to the nearest hospital. Participants are requested to have sufficient medical insurance as any emergency medical care will have to be paid directly by participants.

11. The United Nations buildings are smoke-free areas. Smoking is permitted only in the designated areas outside of the buildings.

BANKING FACILITIES

12. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, from 08:30 to 15:30 hours during weekdays. (telephone extensions 2168 and 2169).

13. The Thai currency unit is the Baht. Bank notes are available in denominations of 1,000, 500, 100, 50 and 20. International credit cards and travelers cheques are accepted in major establishments.

DECLARATION OF FOREIGN CURRENCY

14. Any person who brings or takes an aggregate amount of foreign currency exceeding US\$ 20,000 or its equivalent into or out of Thailand shall declare the amount to a Customs Official. Failure to make such a declaration or making any false declaration to a Customs Officer is a criminal offence.

AIRLINE RESERVATION

15. Many international airlines operate regular services to and from Bangkok. Participants are advised to secure their return bookings prior to their departure from Bangkok. If this is not possible, they should make firm return bookings immediately upon arrival in Bangkok. Participants can liaise directly with the travel agent office located on the first floor of the Service Building (telephone extensions 2820, 2821 and 2828). The Travel Office is open from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

16. For participants financed by ESCAP, the cost of the air ticket is covered by ESCAP and will be arranged by UNDP in respective countries.

LIBRARY FACILITIES

17. The 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 1330 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/unis/library.

POSTAL SERVICES

18. Postal services are available at the Post Office, UN Branch, ground floor, UNCC. It is open from 08:00 to 16:00 hours, without lunch break, Monday to Friday, except for official holidays. The Post Office can be contacted at extensions 1260 and 2114.

CATERING SERVICES

19. Catering services are available at the Cafeteria, which is located on level 1 of the UNCC, from 11:00 to 14:00 hours. Rajapruek Lounge, located on the ground floor of the UNCC, is open from 07:00 to 17:00 hours on Monday through Thursday, and from 07:00 to 19:00 hours on Friday. 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.

HOTEL ACCOMMODATION

20. Accommodation for participants funded by ESCAP

All ESCAP funded participants are recommended to stay at the **Royal Princess Hotel** located at Larn Luang Road, telephone +662 2813088. The room rate is approximately 2,500 baht per night inclusive of service charges and taxes, in-room high-speed Internet and breakfast for one person. If you wish to stay at this hotel, please send your request to Ms. Woranooch Thiusathien at <thiusathien.unescap@un.org>, tel: +662 288 2480 with a copy to Ms. Irina Kolykhalova at <kolykhalova@un.org>, tel: +7 727 2501662 with your detailed travel itinerary at the earliest.

Participants from abroad whose local costs are covered by ESCAP will receive a daily subsistence allowance (DSA) according to established UN rates to cover hotel accommodation, visa fee, transportation cost from/to airport, airport departure tax, meals and other miscellaneous and incidental expenses.

Please note that participants are responsible for settling their own board and accommodation bills and other personal expenses from daily subsistence allowance provided by the organization.

21. **Accommodation for self-financed participants**

Single rooms can be booked at the Royal Princess Hotel (Bangkok, tel. +662 2813088) on request. If you wish to stay at this hotel, please send your request to Ms. Woranooch Thiusathien at <thiusathien.unescap@un.org>, tel: +662 2882480 with a copy to Ms. Irina Kolykhalova at <kolykhalova@un.org>, tel: +7 727 2501662 with your detailed travel itinerary at the earliest.

LOCAL TRANSPORT

22. It will not be possible for ESCAP to provide transportation for participants between hotels and ESCAP. Metered-taxis are generally available. The Royal Princess Hotel offers free shuttle service between the hotel and UNCC.

INTERNATIONAL DIRECT DIALING

23. Bangkok is linked via satellite to all major countries of the world. International call can be made (via operator or IDD) from any private business or hotel phone.

Country Code-Thailand: +66, City Code: Bangkok: 02

ELECTRICITY

24. Most hotels use 220 volts 50 cycles and a two pronged plug. It is better to check before using an appliance.

WORKING LANGUAGE OF THE MEETINGS

25. Meetings will be held in English and Russian. Simultaneous English-Russian translation will be provided.

DAILY SUBSISTENCE ALLOWANCE (only if applicable)

26. Participants whose travel is sponsored by ESCAP 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 copies of the passport, boarding passes, the arrival/departure form together with their air tickets to the secretariat staff in the Conference Room on 27 November 2012.**

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

FINANCIAL & ADMINISTRATIVE ARRANGEMENT

28. 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 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 meetings;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meetings;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meetings;
- (v) Any loss of or damage to personal property of participants while attending the meetings or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meetings.

CONTACT

29. If you have any questions regarding your participation, or in case of emergencies, please feel free to contact:

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