
**Economic and Social Commission for Asia and the Pacific
The Twelfth Asia-Pacific Business Forum**

**Bangkok, 2-3 November 2015
Conference Room 3, UNCC**

Information for Participants

I. General

1. The Twelfth Asia-Pacific Business Forum (APBF) is scheduled to be held at the United Nations Conference Centre (UNCC), in Bangkok, from 2 to 3 November 2015. The registration and Gala dinner will take place on Monday 2, November.

2. The opening of the session will take place at 0900 hours on Tuesday 3 November in Conference Room 3 on the 1st floor of UNCC. All subsequent meetings will also be held from 0900 hours to 1245 hours and 1400 hours to 1730 hours.

II. Registration and identification badges

3. In order to enable more effective access control and speed up the screening by security personnel, ESCAP uses photo badges for meeting participants. These are requested to register and obtain meeting badges with photo at the registration counter, located on the ground floor, UNCC, from 0800 hours to 0900 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.

Online registration

4. Participants are requested to register online at <http://apbf.unescap.org/register> well in advance, but no later than 25 October 2015, to facilitate smooth coordination of the issuance of photo badges, compilation of the list of participants. Participants are encouraged to submit their photo in advance which will speed up the registration process. Furthermore, please kindly note that prior online registration is mandatory in line with the standard United Nations security procedures to facilitate security clearance.

5. 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. Visa requirements

A. Visa exemption for a maximum of 14, 30 or 90 days for ordinary passport holders

6. According to the Immigration Bureau of Thailand, nationals of the following countries holding ordinary passports may enter and stay in Thailand for a period not exceeding 14 days, 30 days and 90 days, as per the list below, without a visa.

- **Visa exemption for a maximum of 14 days**

1. Cambodia

- **Visa exemption for a maximum of 30 days**

1. Australia	26. Macao, China
2. Austria	27. Malaysia
3. Bahrain	28. Monaco
4. Belgium	29. Mongolia
5. Brunei Darussalam	30. Netherlands
6. Canada	31. New Zealand
7. Czech Republic	32. Norway
8. Denmark	33. Oman
9. Estonia	34. Philippines
10. Finland	35. Poland
11. France	36. Portugal
12. Germany	37. Qatar
13. Greece	38. Russian Federation
14. Hong Kong, China	39. Singapore
15. Hungary	40. Slovak Republic
16. Iceland	41. Slovenia
17. Indonesia	42. South Africa
18. Ireland	43. Spain
19. Israel	44. Sweden
20. Italy	45. Switzerland
21. Japan	46. Turkey
22. Kuwait	47. United Arab Emirates
23. Liechtenstein	48. United Kingdom of Great Britain and Northern Ireland
24. Lao People's Democratic Republic	49. United States of America
25. Luxembourg	50. Vietnam

- **Visa exemption for a maximum of 90 days**

1. Argentina	4. Republic of Korea
2. Brazil	5. Peru
3. Chile	

B. Visa exemption for a maximum of 30 days and 90 days for diplomatic/official passport holders

7. Nationals of the following countries holding a valid diplomatic or official passport may enter and stay in Thailand for a period of 30 days and 90 days, as per the list below, without a visa:

• **Visa exemption for a maximum of 30 days**

- | | |
|-------------------------------------|--|
| 1. Cambodia | 8. Mongolia |
| 2. China | 9. Myanmar |
| 3. Ecuador | 10. Oman |
| 4. Hong Kong, China | 11. Pakistan (Diplomatic Passports only) |
| 5. Indonesia | 12. Singapore |
| 6. Lao People's Democratic Republic | 13. Vietnam |
| 7. Macao, China | |

• **Visa exemption for a maximum of 90 days**

- | | |
|--|--------------------------------------|
| 1. Albania | 22. Luxembourg |
| 2. Argentina | 23. Malaysia |
| 3. Austria | 24. Mexico |
| 4. Belgium | 25. Nepal |
| 5. Bhutan | 26. Netherlands |
| 6. Brazil | 27. Panama |
| 7. Chile | 28. Peru |
| 8. Colombia | 29. Philippines |
| 9. Costa Rica | 30. Poland |
| 10. Croatia | 31. Romania |
| 11. Czech Republic | 32. Russian Federation |
| 12. Estonia (Diplomatic Passport only) | 33. Slovak Republic |
| 13. France (Diplomatic Passport only) | 34. South Africa |
| 14. Germany | 35. Spain (Diplomatic Passport only) |
| 15. Hungary | 36. Sri Lanka |
| 16. India | 37. Switzerland |
| 17. Israel | 38. Tajikistan |
| 18. Italy | 39. Tunisia |
| 19. Japan | 40. Turkey |
| 20. Republic of Korea | 41. Ukraine |
| 21. Liechtenstein | 42. Uruguay |

C. Visa on arrival for a maximum of 15-day stay

8. Nationals of the following countries/territories holding a valid ordinary passport may apply for visa, not exceeding 15 days on arrival, at Suvarnabhumi International Airport, conditional on meeting the requirements mentioned below:

- | | |
|---------------|------------------|
| 1. Andorra | 10. Lithuania |
| 2. Bulgaria | 11. Maldives |
| 3. Bhutan | 12. Malta |
| 4. China | 13. Mauritius |
| 5. Cyprus | 14. Romania |
| 6. Ethiopia | 15. San Marino |
| 7. India | 16. Saudi Arabia |
| 8. Kazakhstan | 17. Ukraine |
| 9. Latvia | 18. Uzbekistan |

9. The requirements for a visa on arrival are as follows:

(a) The applicant must possess a passport of at least six-month validity and must be in possession of a valid return ticket with date of departure within 15 days of the date of entry;

(b) The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at Suvarnabhumi International Airport, and supply one recent passport-sized photograph. A fee of Baht 1,000 applies.

10. Participants from countries other than those listed above are requested to obtain an appropriate entry visa from the Thai diplomatic or consular missions at the point of origin or en route prior to entering Thailand.

11. UN staff members travelling on official business with the UN Laissez-Passer are REQUIRED to obtain appropriate visa before travelling to Thailand.

12. Furthermore, in line with security procedure for United Nations staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel to a non-phase area. Upon notification of travel on TRIP, United Nations staff members will automatically receive an updated security advice for United Nations visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification. United Nations staff are required to complete the “BASIC SECURITY IN THE FIELD” training before travelling.

NOTE: The information provided above is accurate as of December 2014. All participants are advised to consult with the Royal Thai Embassy/Consulate in their respective countries regarding the latest applicable immigration requirements prior to their departure to Thailand.

IV. Weather

13. The weather in Bangkok is usually warm and humid. Light tropical clothing would be appropriate. The conference rooms where the meetings are to be held are air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

V. Health and vaccination

14. Upon arrival at the port of entry in Thailand, participants who are the nationals of or have traveled from/through countries listed below which have been declared Yellow Fever infected areas must provide an International Health Certificate proving that they have received a **valid Yellow Fever vaccination at the Health Control Office upon arrival before proceeding to immigration. A valid vaccination certificate means that the vaccine was administered at least 10 days prior to travel to the affected country.** The International Health Certificate must also be submitted together with the visa application form.

The countries/areas listed below have been declared yellow fever infected areas:

- | | |
|----------------------------------|-------------------------|
| 1. Angola | 24. Guyana |
| 2. Argentina | 25. Kenya |
| 3. Bolivia | 26. Liberia |
| 4. Brazil | 27. Mali |
| 5. Benin | 28. Mauritania |
| 6. Burkina Faso | 29. Niger |
| 7. Burundi | 30. Nigeria |
| 8. Cameroon | 31. Panama |
| 9. Central African Republic | 32. Paraguay |
| 10. Chad | 33. Peru |
| 11. Colombia | 34. Rwanda |
| 12. Republic of Congo | 35. Sao Tome & Principe |
| 13. Cote d'Ivoire | 36. Senegal |
| 14. Democratic Republic of Congo | 37. Sierra Leone |
| 15. Ecuador | 38. Somalia |
| 16. Equatorial Guinea | 39. Sudan |
| 17. Ethiopia | 40. Suriname |
| 18. French Guiana | 41. Tanzania |
| 19. Gabon | 42. Togo |
| 20. Gambia | 43. Trinidad & Tobago |
| 21. Ghana | 44. Uganda |
| 22. Guinea | 45. Venezuela |
| 23. Guinea-Bissau | |

In view of the current outbreak of Ebola in some west African countries, the Government of the Kingdom of Thailand also requires all individuals who have stayed in or visited Guinea, Liberia, Sierra Leone and Equator (city of the Democratic Republic of the Congo) within the past three weeks (21 days) to identify themselves at the Health Control Office at Suvarnabhumi International Airport *BEFORE* proceeding to immigration.

Travelers from Ebola and Yellow Fever affected countries are both required to complete a health declaration form before an immigration check. Those who fail to follow this protocol may be denied entry to Thailand (as per the Communicable Disease Act B.E.2523 and Immigration Act B.E. 2522).

In addition to the above, all UN staff traveling from any of the EVD-affected countries (Liberia, Guinea and Sierra Leone) for the past 21 days, are also required to complete the attached MSD EXIT Clinical Assessment form. Please ensure that the form is certified by a UN Medical Officer/Physician or approved UN Examining Physician in the EVD-affected country/duty station. The certified form should be forwarded to the Medical Service in Bangkok before travel (bkkmedservice@un.org).

First-aid and emergency medical service is available at the Medical Centre, which is located on the ground floor of the UNCC, during weekdays. The ESCAP Medical Officer and Nurse are available from 0730 to 1545 hours, with the exception of lunch time from 1200 to 1245 hours. Appointments may be made through extensions 1352 or 1761.

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

VI. Foreign currency declaration

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

16. Currency exchange facilities are available at hotels and all over Bangkok. Such services are also available at the Siam Commercial Bank, United Nations Branch, which is located on the first floor of the Service Building (telephone extension 2168). The Bank opens from 08:30 to 15:30 hours, with no lunch break, from Monday to Friday.

VII. Airline reservations

17. 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. Travel services are available through the American Express office located on the fourth floor of the Service Building.

VIII. Hotel accommodation

18. Participants are requested to book directly with the hotel of their choice, and settle directly with the respective hotels all expenses.

19. The following hotels, located relatively 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}
		Superior Plus	3,000 ^{a/b/c}	3,200 ^{a/b/c}
		Deluxe	3,300 ^{a/b/c}	3,500 ^{a/b/c}
Shangri-La Hotel ***** 89 Soi Wat Suan Plu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579	30-40	Deluxe Room	3,600 ^{a/c}	4,100 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
E-mail: thiptera.tanthasri@shangri-la.com Website: http://www.shangri-la.com Contact person: Ms. Thiptera Tanthasri				
The Sukosol ***** 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: http://www.sukosolhotels.com Contact person: Ms. Ratchaneeekrit Khankath	15-25	Deluxe	2,800 ^{a/c}	3,000 ^{a/c}
Amari Watergate Hotel & Spa ***** 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Ext. 5122 Fax: +66.2.6539045 E-mail: kanokwan.t@amari.com Website: http://www.amari.com/watergate Contact person: Ms. Kanokwan Tangkiattrakul	20-30	Deluxe	3,000 ^{a/c}	3,200 ^{a/c}
Pullman Bangkok Kingpower ***** 8 Rangnam Road, Kweag Thanon-Phayathai, Rachathewi Bangkok Tel: +66.2.6809999 Ext. 2529 Fax: +66.2.6809998 E-mail: sm@pullmanbangkokkingpower.com Website: http://www.pullmanbangkokkingpower.com Contact person: Ms. Orawan Jirathanasin	20-25	Superior Deluxe Executive Executive suite	3,055 ^{a/c} 3,376 ^{a/c} 4,018 ^{a/c} 5,088 ^{a/c}	3,269 ^{a/c} 3,590 ^{a/c} 4,232 ^{a/c} 5,302 ^{a/c}
Anantara Siam Bangkok Hotel ***** 155 Rajadamri Road Bangkok Tel: +66.2.1268866 Ext. 2529 Fax: +66.2.2539195 E-mail: naruedee_sa@anantara.com Website: http://siam-bangkok.anantara.com/ Contact person: Ms. Naruedee Sahawatcharin	30	Deluxe	3,900 ^{a/c}	4,600 ^{a/c}
Novotel Bangkok on Siam Square ***** 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824	30	Standard Superior Executive Premier	3,414 ^{a/c} 3,767 ^{a/c} 4,238 ^{a/c}	3,414 ^{a/c} 3,767 ^{a/c} 4,238 ^{a/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
E-mail: H1031-RE2@accor.com ; H1031-RE@accor.com Website: www.novotelbkk.com <i>Contact person:</i> Ms. Phichayasinee Phuripathiran, h1031-sl5@accor.com		Floor		
Grand China Hotel **** 215 Yaowarat Road Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: sale@grandchina.com Website: http://www.grandchina.com <i>Contact person:</i> Ms. Phet-Anong Naksuthi	15-20	Deluxe	2,500 ^{a/b/c}	2,700 ^{a/b/c}
Prince Palace Hotel **** 488/800 Bo Bea Tower Damrongrak Road, Klong Mahanak Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: reservation@princepalace.co.th Website: http://www.princepalace.co.th <i>Contact person:</i> Ms. Wannajit Chulamakorn	10-15	Superior Executive Suite 1 Bedroom Suite	1,700 ^{a/b} 3,500 ^{a/b} 4,000 ^{a/b}	1,900 ^{a/b} 3,500 ^{a/b} 4,000 ^{a/b}
Siam @ Siam Design Hotel **** 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: +66.2.2173000 Ext. 1102 Fax: +66.2.2173030 E-mail: assist.dos2@siamatsiam.com Website: http://www.siamatsiam.com <i>Contact person:</i> Ms. Natkhanit Chirawacharanant	15-20	Leisure Class Biz Class Grand Biz Class	3,300 ^{a/c} 4,400 ^{a/c} 6,400 ^{a/c}	3,600 ^{a/c} 4,900 ^{a/c} 6,900 ^{a/c}
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 <i>Contact person:</i> Mr. Adam Phadungsilp	5-10	Superior Deluxe Grand Deluxe	1,600 ^{a/b/c} 1,900 ^{a/b/c} 2,200 ^{a/b/c}	1,800 ^{a/b/c} 2,100 ^{a/b/c} 2,400 ^{a/b/c}

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
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}
Hotel Dé Moc (former Thai Hotel) *** 78 Prajatipatai Road Bangkok Tel: +66.2. 6292100-5 Fax: +66.2.2801299 E-mail: rsvn@buddygrouphailand.com Website: http://www.hoteldemoc.com Contact person: Mr. Sonthi Saiklai	5-10	Standard	1,300 ^{a/b*}	1,500 ^{a/b*}
		Superior	1,500 ^{a/b*}	1,700 ^{a/b*}
Riva Surya – Bangkok **** 23 Phra Arthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: info@rivasuryabangkok.com , stay@rivasuryabangkok.com Website: http://www.rivasuryabangkok.com Contact person: Ms. Thannaree Ketkaew	10-15	Urban	3,080 ^{a/c}	3,400 ^{a/c}
		Riva	3,600 ^{a/c}	3,920 ^{a/c}
		Deluxe	3,830 ^{a/c}	4,150 ^{a/c}
		Premium	4,270 ^{a/c}	4,590 ^{a/c}

- 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.*
**Hotel Dé Moc has one way transfer from hotel to UNCC.*
- c. *Free Internet Access.*

20. 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.

21. The rates provided in the table are as of 18 September 2015 and subject to change without notice. Please confirm the room rates with the hotel directly.

IX. Payment of hotel accounts

22. 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.

X. Transport from and to Airport

23. 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.suvarnabhumiairport.com>.

24. 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 exiting gates 3 or 9 of the arrival zone in 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.

XI. Transport to attend meetings

25. Some hotels indicated in paragraph 19 provide complimentary transport, according to fixed schedules, to and from UNCC. Otherwise, participants must make their own transport arrangements in order to attend meetings.

XII. Internet services

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

XIII. Catering services

27. Catering services are available at the cafeteria, which is located on level 1 of UNCC, from 1100 to 1400 hours for lunch. Rajapruek 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.

XIV. APBF Secretariat contact persons:

Mr. Masato Abe

Economic Affairs Officer
Business and Development Section
Trade and Investment Division
ESCAP, United Nations Building
Rajadamnern Nok Avenue
Bangkok 10200
Thailand
Tel: (66-2) 2881483
Fax: (66-2) 288 1026
E-mail: abem@un.org

Ms. Natthika Charoenphon
Staff Assistant
Business and Development Section
Trade and Investment Division
Tel: (66-2) 2881956
E-mail: charoenphon@un.org

XV. Accessibility support for persons with disabilities

28. In order to enhance accessibility to the United Nations Conference Centre (UNCC) for persons with diverse disabilities, whether visual, physical, brain lesions, hearing or speech impairments, a set of assistive devices will be available upon request in a designated area at the Registration Counter, ground floor, UNCC.

XVI. Library facilities

29. ESCAP Library facilities are available on the first floor, Service Building from 0730 to 1600 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 1329 and 1360. Further information about the ESCAP Library can be found at www.unescap.org/unis/library.

XVII. Banking facilities

30. Banking services are available at the Siam Commercial Bank, United Nations Branch, located on the first floor of the Service Building, from 0830 to 1530 hours during weekdays. (telephone extension 2168).

XVIII. Postal services

31. Postal services are available at the Post Office, United Nations Branch, located on the ground floor of UNCC. It is open from 0800 to 1600 hours, Monday through Friday. The Post Office can be contacted at extensions 1260 and 2911.

XIX. Souvenir shop

32. The souvenir shop is located on the first floor of UNCC.

XX. Travel agent

33. American Express Travel office is located on the 4th floor, Service Building, which is open from 0800 to 1700 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823.
