

**Third Joint Session**  
**Panel on Tropical Cyclones | Typhoon Committee**  
(42<sup>nd</sup> Session of PTC and 47<sup>th</sup> Session of TC)  
9- 13 February 2015  
ESCAP - UN Conference Center  
Bangkok, Thailand

FOR PARTICIPANTS ONLY  
TCS/PTC-TC\_3JS/INF  
05 January 2015

ENGLISH ONLY

## **Information Note for Participants**

Note by the Secretariat

### **I. General**

1. The 3rd Joint Session of the ESCAP/WMO Typhoon Committee and WMO/ESCAP Panel on Tropical Cyclones is scheduled to be held at the United Nations Conference Centre (UNCC), United Nations Building, Rajdamnernok Avenue, Bangkok, from 09-13 February 2015.
2. The opening of the session will take place at 9:30 am on 09 February 2015 in Conference Room 4, UNCC. All subsequent meetings will also be held from 0830 hours to 1730 hours.
3. Participants are required to make their own accommodation arrangements (i.e. hotel reservation) and transportation arrangements (airport-hotel, hotel-venue-hotel) since Local Organizing Committee (LOC) will not be available for this event.

### **II. Registration and identification badges**

4. 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 (8:00 hours to 8:30 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.
5. Participants are requested to submit their Attendance Form to TCS for registration in advance, but no later than 05 January, 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 registration is mandatory in line with the standard United Nations security procedures to facilitate security clearance.
6. 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**

7. 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**

8. 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                         | 7. Mongolia                              |
| 2. China                            | 8. Myanmar                               |
| 3. Hong Kong, China                 | 9. Oman                                  |
| 4. Indonesia                        | 10. Pakistan (Diplomatic Passports only) |
| 5. Lao People's Democratic Republic | 11. Vietnam                              |

6. Macao, China

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

- |  |                                      |
|--|--------------------------------------|
| 1. Albania                             | 23. Malaysia                         |
| 2. Argentina                           | 24. Mexico                           |
| 3. Austria                             | 25. Nepal                            |
| 4. Belgium                             | 26. Netherlands                      |
| 5. Bhutan                              | 27. Panama                           |
| 6. Brazil                              | 28. Peru                             |
| 7. Chile                               | 29. Philippines                      |
| 8. Colombia                            | 30. Poland                           |
| 9. Costa Rica                          | 31. Romania                          |
| 10. Croatia                            | 32. Russian Federation               |
| 11. Czech Republic                     | 33. Singapore                        |
| 12. Estonia (Diplomatic Passport only) | 34. Slovak Republic                  |
| 13. France (Diplomatic Passport only)  | 35. South Africa                     |
| 14. Germany                            | 36. Spain (Diplomatic Passport only) |
| 15. Hungary                            | 37. Sri Lanka                        |
| 16. India                              | 38. Switzerland                      |
| 17. Israel                             | 39. Tajikistan                       |
| 18. Italy                              | 40. Tunisia                          |
| 19. Japan                              | 41. Turkey                           |
| 20. Republic of Korea                  | 42. Ukraine                          |
| 21. Liechtenstein                      | 43. Uruguay                          |
| 22. Luxembourg                         |                                      |

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

9. Nationals of the following countries 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   |

10. 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.

11. 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.

12. UN staff members travelling on official business with the UN Laissez-Passer are **REQUIRED** to obtain appropriate visa before travelling to Thailand.
  
13. 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 staffs are required to complete the “BASIC SECURITY IN THE FIELD” training before travelling.

*NOTE: The information provided above is accurate as of August 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**

14. 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**

15. 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 yellow fever vaccination. 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                | 46. Zaire               |

First-aid and emergency medical service is available at the Medical Centre, which is located on the fourth floor of the Service Building, 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

16. 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.

17. 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

18. 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 first floor of the Service Building, adjacent to the Siam Commercial Bank.

## VIII. Hotel accommodation

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
<b>Shangri-La Hotel *****</b> 89 Soi WatSuanPlu, New Road Bangkok Tel: +66.2.2367777 Fax: +66.2.2368579 E-mail: thiptera.tanthasri@shangri-la.com Website: <a href="http://www.shangri-la.com">http://www.shangri-la.com</a> <i>Contact person:</i> Ms. ThipteraTanthasri	30-40	Deluxe Room	3,800 <sup>a/c</sup>	4,300 <sup>a/c</sup>
<b>The Sukosol*****</b> 477 Si Ayuthaya Road, Phayathai Bangkok Tel: +66.2.2470123 Fax: +66.2.2470165 E-mail: ratchanikrit@sukosolhotels.com Website: <a href="http://www.sukosolhotels.com">http://www.sukosolhotels.com</a> <i>Contact person:</i> Ms. RatchaneekritKhankath	15-25	Deluxe	2,700 <sup>a/c</sup>	2,900 <sup>a/c</sup>



Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
<b>Amari Watergate Hotel &amp; Spa *****</b> 847 Petchaburi Road Bangkok Tel: +66.2.6539000 Fax: +66.2.6539045 E-mail: kanokwan.t@amari.com Website: <a href="http://www.amari.com/watergate">http://www.amari.com/watergate</a> Contact person: Ms. KanokwanTangkiattrakul	20-30	Deluxe	2,900 <sup>a/b/c</sup>	3,100 <sup>a/b/c</sup>
<b>Pullman Hotel and Resort *****</b> 8 Rangnam Road, KweagThanon-Phayathai, Rachathewi Bangkok Tel: +66.2.6809999 Ext. 2529 Fax: +66.2.6809998 E-mail: sales@pullmanbangkokkingpower.com Website: <a href="http://www.pullmanbangkokkingpower.com">http://www.pullmanbangkokkingpower.com</a> Contact person: Ms. OrawanSermchaisrikul	20-25	Superior	2,996 <sup>a/c</sup>	3,210 <sup>a/c</sup>
		Deluxe	3,317 <sup>a/c</sup>	3,531 <sup>a/c</sup>
		Executive	3,959 <sup>a/c</sup>	4,173 <sup>a/c</sup>
		Executive suite	5,029 <sup>a/c</sup>	5,243 <sup>a/c</sup>
<b>Four Seasons Hotel *****</b> 155 Rajadamri Road Bangkok Tel: +66.2.1268866 Fax: +66.2.2539195 E-mail: suparat.lertbusayanukul@fourseasons.com Website: <a href="http://www.fourseasons.com">http://www.fourseasons.com</a> Contact person: Ms. SuparatLertbusayanukul	30	Deluxe	3,900 <sup>a/c</sup>	4,600 <sup>a/c</sup>
<b>Crowne Plaza Bangkok *****</b> <b>Lumpini Park Hotel</b> 952 Rama 4 Road Bangkok Tel: +66.2.6329000 Fax: +66.2.6329001 E-mail: chalita.chokvanit@ihg.com Website: <a href="http://www.crowneplaza.com">http://www.crowneplaza.com</a> Contact person: Ms. ChalitaChokvanit	30	Superior	3,700 <sup>a/c</sup>	3,700 <sup>a/c</sup>
		Standard	2,700 <sup>a/c</sup>	2,700 <sup>a/c</sup>
<b>Novotel Siam Hotel ****</b> 392/44 Siam Square Soi 6 Rama 1 Road Pathumwan Bangkok Tel: +66.2.2098888 Fax: +66.2.2551824 E-mail: h1031-sl1@accor.com Website: <a href="http://www.novotel.com">http://www.novotel.com</a> Contact person: Ms. JarununSripromma	30	Superior	3,000 <sup>a/c</sup>	3,000 <sup>a/c</sup>
		Executive Premier Floor	3,700 <sup>a/c</sup>	3,700 <sup>a/c</sup>
		Standard	2,700 <sup>a/c</sup>	2,700 <sup>a/c</sup>
<b>Royal Princess LarnLuang Hotel ★★★</b> 269 Larnluang Road Bangkok Tel: +66.2.2813088 Fax: +66.2.2801314	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	8,000 <sup>a/b/c</sup>	8,000 <sup>a/b/c</sup>

Name and address	Driving distance to UNCC (min.)	Room type	Daily room rates (Baht)	
			Single	Double
E-mail: benjarat@royalprincesslarnluang.com Website: <a href="http://www.royalprincesslarnluang.com">http://www.royalprincesslarnluang.com</a> Contact person: Ms. BenjaratRusakul		Room		
<b>Grand China Hotel ****</b> 215 Yaowarat Road Bangkok Tel: +66.2.2249977, +66.2.2247997 Fax: +66.2.2247999 E-mail: <a href="mailto:sale@grandchina.com">sale@grandchina.com</a> Website: <a href="http://www.grandchina.com">http://www.grandchina.com</a> Contact person: Ms. Phet-AnongNaksuthi	15-20	Deluxe	2,500 <sup>a/b/c</sup>	2,700 <sup>a/b/c</sup>
<b>Prince Palace Hotel ****</b> 488/800 Bo Bea Tower Damrongrak Road, KlongMahanak Bangkok Tel: +66.2.6281111 Fax: +66.2.6281000 E-mail: <a href="mailto:wannajit@princepalace.co.th">wannajit@princepalace.co.th</a> Website: <a href="http://www.princepalace.co.th">http://www.princepalace.co.th</a> Contact person: Ms. WannajitChulamakorn	10-15	Superior	1,700 <sup>a/b</sup>	1,900 <sup>a/b</sup>
<b>Siam @ Siam Design Hotel &amp; Spa ****</b> 865 Rama 1 Road, Wangmai, Patumwan Bangkok Tel: +66.2.2173000 Fax: +66.2.2173030 E-mail: <a href="mailto:dos@siamatsiam.com">dos@siamatsiam.com</a> Website: <a href="http://www.siamatsiam.com">http://www.siamatsiam.com</a> Contact person: Ms. PrapaphanChanapokakul	15-20	Superior	3,200 <sup>a/c</sup>	3,500 <sup>a/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> Contact person: 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 Fax: +66.2.2821243 E-mail: <a href="mailto:adam@nouvocityhotel.com">adam@nouvocityhotel.com</a> Website: <a href="http://www.newworldcityhotel.com">http://www.newworldcityhotel.com</a> Contact person: Mr. Adam Phadungsilp	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
<b>Trang Hotel ***</b> 99/1 Wisutkasat Road Bangkok Tel: +66.2.2822141-4 Fax: +66.2.2803610 E-mail: <a href="mailto:reservations@tranghotelbangkok.com">reservations@tranghotelbangkok.com</a> Website: <a href="http://www.tranghotelbangkok.com">http://www.tranghotelbangkok.com</a> Contact person: Ms. ThongtemLerknawapairoj	5-10	Superior	1,400 <sup>a/b</sup>	1,400 <sup>a/b</sup>
		Superior Premium	1,600 <sup>a/b</sup>	1,600 <sup>a/b</sup>
		Deluxe	1,800 <sup>a/b</sup>	1,800 <sup>a/b</sup>
<b>Hotel DéMoc (former Thai Hotel) ***</b> 78 Prajatipatai Road Bangkok Tel: +66.2.2822833 Fax: +66.2.2801299 E-mail: <a href="mailto:sales@buddygrouphailand.com">sales@buddygrouphailand.com</a> Website: <a href="http://www.hoteldemoc.com">http://www.hoteldemoc.com</a> Contact person: Ms. ChalitaSombutboon	5-10	Standard	1,300 <sup>a/b</sup>	1,500 <sup>a/b</sup>
		Superior	1,500 <sup>a/b</sup>	1,700 <sup>a/b</sup>
<b>Riva Surya – Bangkok ****</b> 23 PhraArthit Road Bangkok Tel: +66.2.6335000 Fax: +66.2.6335050 E-mail: <a href="mailto:info@rivasuryabangkok.com">info@rivasuryabangkok.com</a> Website: <a href="http://www.rivasuryabangkok.com">http://www.rivasuryabangkok.com</a> Contact person: Ms. ThannareeKetkaew	10-15	Urban	3,060 <sup>a/c</sup>	3,360 <sup>a/c</sup>
		Riva	3,580 <sup>a/c</sup>	3,880 <sup>a/c</sup>
		Deluxe	3,810 <sup>a/c</sup>	4,110 <sup>a/c</sup>
		Premium	4,250 <sup>a/c</sup>	4,550 <sup>a/c</sup>

- 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 and Golden Tulip Essential VAsuHotel have one way transfer from hotel to UNCC.
- c. Free Internet Access.

20. Participants are requested to contact the hotel directly at least 10 working days in advance and provide the participant's full name, date and time of check-in and check-out, flight numbers and contact details.

21. All rooms block-booked will be available to participants on a first-come, first-served basis and in accordance with the information provided in the online attendance-hotel reservation form. 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.

22. The rates provided in the table are as of 1 January 2014 and subject to change without notice. Please confirm the room rates with the hotel directly.

#### IX. Payment of hotel accounts

23. 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**

24. 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>.

25. 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 Survarnabhumi 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**

26. Most 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**

27. 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**

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

29. Mail intended for participants during the session should be addressed as follows:

*(Name of delegate)*

c/o ESCAP Secretariat  
United Nations Building  
RajdamnernNok Avenue  
Bangkok 10200  
Thailand  
Fax: +66.2.2883022, +66.2.2881000  
E-mail address: [escap-conference-management@un.org](mailto:escap-conference-management@un.org)

**XV. Meeting documents**

30. Participants are requested to bring with them copies of the meeting documents distributed by the ESCAP secretariat to their Governments/Agencies/ Organizations prior to the session. Only a limited number of copies of such documents will be available during the session.
31. Documents for circulation or distribution at the session should be handed to (name of official, office location and extension number). In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat cannot undertake to process and/or reproduce documents or a statement submitted by individual delegations, unless the Commission specifically takes a decision to that effect and approves the financial implications thereof.

**XVI. Accessibility support for persons with disabilities (this service will be available from May 2014 onwards)**

32. 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.

**XVII. Library facilities**

33. 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 <http://www.unescap.org/library..>

**XVIII. Banking facilities**

34. 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).

**XIX. Postal services**

35. 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.

**XX. Souvenir shop**

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

**XXI. Travel agent**

37. American Express Travel office is located on the first floor, Service Building, next to the Siam Commercial Bank which is open from 0800 to 1700 hours weekdays. AMEX office can be contacted at extensions 2820, 2821, 2822 and 2823.