Information Note

2nd GREENHOUSE GAS INVENTORY SYSTEM TRAINING WORKSHOP
January 13-16, 2020
Bangkok, The Kingdom of Thailand

MEETING VENUE

The meeting will take place at:
United Nations Conference Centre (UNCC)
United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP)
Meeting room: Meeting room A, Level1
United Nations Building
Rajdamnern Nok Avenue, Bangkok 10200, Thailand
Telephone: (66-2) 288 1181, (66-2) 288 1206, Fax: (66-2) 288 3022
E-mail: escap-conference-management@un.org
URL: http://www.unescap.org/uncc
Participants are reminded to please carry their passports with them in order to gain entry to the United Nations premises. Participants can gain access to the premises strictly through the visitors’ entrance on Rajdamnern Nok Avenue as indicated on the map below. After completing security formalities and obtaining entry badges, participants are requested to follow indications on events screens to the forum within the UN Conference Centre.

REGISTRATION AND IDENTIFICATION BADGES

Meeting participants are requested to register and obtain meeting badges at the registration counter, located on the ground floor of the UNCC from 8:00 to 11:00 then 13:00 to 15:00 on the opening day of the event. Participants who are not able to register on that day are requested to do so upon their arrival at UNCC before proceeding to the meeting room. Only the names of duly registered participants will be included in the list of participants. 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.
Please see the location of the Registration Counter (marked in red) on the below UNCC Ground Floor Plan:

**UNCC GROUND FLOOR**

<table>
<thead>
<tr>
<th>ACCOMMODATION</th>
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<tbody>
<tr>
<td>Participants are requested to arrange their own accommodation for the forum. For participants’ convenience, a list of hotels around the UN Building is provided below:</td>
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<tr>
<td>1. Nanda Heritage Hotel - <a href="http://www.nandaheritage.com">www.nandaheritage.com</a></td>
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<td>2. Trang Hotel Bangkok - <a href="http://www.tranghotelbangkok.com">www.tranghotelbangkok.com</a></td>
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<tr>
<td>3. Lamphu Tree House Boutique Hotel - <a href="http://www.lamphutreehotel.com">www.lamphutreehotel.com</a></td>
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<td>4. Tara Place Hotel - <a href="http://www.taraplacebangkok.com">www.taraplacebangkok.com</a></td>
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<tr>
<td>5. Royal Rattanakosin Hotel - rattanakosinhotel.com</td>
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<td>It will be necessary, in some cases, to take a taxi from the hotel to the forum venue. Bangkok traffic can be very congested during rush hour and it can easily take 15-20 minutes to get to the venue. It is recommended that participants plan ahead to arrive at the venue by 8:30 am. If taking taxis, tuk-tuks or motorcycle taxis, participants are requested to ask the driver to take them to ‘SAHA PRACHACHAT’ or ‘UN’.</td>
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<tr>
<td>Both sponsored and self-sponsored participants are expected to settle their bills directly with the hotels 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.</td>
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TRAVEL ARRANGEMENT FOR UNOSD SPONSORED PARTICIPANTS

1. Air ticket

Air ticket for sponsored participants will be arranged by UNOSD through AMEX. A most economical route round-trip ticket from a country of origin to/from Bangkok, in accordance with the UN rules and regulations, will be provided. Participants will receive the electronic ticket by email. Please note that it will not be possible to change the travel details after the ticket has been issued.

2. Daily Subsistence Allowance (DSA)

Participants whose travel is sponsored by UNOSD will be provided with daily subsistence allowance (DSA) at prevailing United Nations rates (US $252/day for Bangkok as of September 2019). The DSA covers accommodation cost, meals and miscellaneous including visa fee, airport tax, local transportation, etc. In order to facilitate the payment of DSA, eligible participants are requested to submit copies of their passport, air tickets together with original boarding pass(es) of all incoming flights (further details on DSA disbursement through ESCAP focal point will be shared hereafter).

3. Terminal Expenses (TE)

Terminal expenses (TE) include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges. For Bangkok, the amounts to be reimbursed for a single trip are $188.
TRANSPORT FROM AND TO AIRPORT

Participants are requested to make their own transportation arrangements from Suvarnabhumi Airport or Donmueang International Airport to their respective hotels. Limousine, metered-taxi, bus services, and airport train are readily available at the airport. Detailed information can be found at <https://airportthai.co.th/en/>.

Public meter taxi and bus services are readily available at the airport at the following rates:

[Don Mueang International Airport]

A. Taxi:
   a) Terminal 1, Gate 8: 24-hour service
   b) Terminal 2, 1F of the 2 car park building
      : 7:00 – 24:00

B. Bus:
   Terminal 2, 1F, Gate 12 / Terminal 1, 1F, Gate 6
   - A1: To BTS Mo Chit station          Price: 30 baht
      Time: From 06.15 hrs. - 24.00 hrs.  (Every 5 minutes)
   - A2: To Victory Monument             Price: 30 baht
      Time: From 06.30 - 24.00 hrs.      (Every 15 minutes)
   - A3: To Lumpini Park                 Price: 50 baht
      Time: From 07.00 hrs - 23.00 hrs.  (Every 30 minutes)
   - A4: To Khao San Road                Price: 50 baht
      Time: From 07.00 hrs - 23.00 hrs.  (Every 30 minutes)

C. LIMO Bus:
   Fare: 150 baht, every 20 - 30 mins, takes 45 – 60 min
   Terminal 1, 1F, Gate 7 / Terminal 2, 1F, Gate 15
   a) DonMueang – Khaosan - Phayathai (BTS)
      / 9 AM – 24 PM
   b) DonMueang – Silom (MTR, BTS) – optional places
      /10:30 AM – 24 PM

[Suvarnabhumi International Airport]

A. Public Metered-Taxi:
   Outside the Arrival Hall (Gates 4 or 7)
   Fare: Approximately 250 Baht. This is in addition to the highway toll of 75 Baht. Fare depends on distance, plus 50 Baht surcharge for the driver. Participants are requested to provide the name of the hotel at the taxi counter.
B. Thai Limousine Service:
(convenient but expensive)
Fare: Participants are invited to contact the Limousine Counter, inside the Arrival Hall. Limousines normally charge around 1,200 Baht.

C. Bangkok Airport Train:
(Airport Link)
There are two types of train, Airport Express and multi-stops City Line. The Airport Link is fast and convenient, and the City Line train can be crowded during peak hours. For either train, tickets need to be purchased before boarding the train. Train platform is located on the Basement B (B1 floor).

The Airport Express costs 150 Baht and takes less than 20 minutes to reach the final destination of Phayathai Station. Participants can then take a taxi to their respective hotels.

The slower “City Line” train costs 15~45 Baht and leaves every 15 minutes. Participants can disembark at Phayathai Station then take a taxi to their hotels.

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**IMMIGRATION REQUIREMENTS**

Participants are responsible for their visa arrangement. For information regarding visa and/or travel documents to Thailand, participants are asked to consult the Royal Thai Embassy or Consular mission in their country and present the forum invitation letter. For some ASEAN member countries and many other nationalities, no entry visa is required. Nationals of eligible countries only can also apply for a visa on arrival at the airport. For more information please check the Ministry of Foreign Affairs, Kingdom of Thailand website at http://www.mfa.go.th/.

Thailand requires a YELLOW FEVER CERTIFICATE from persons who have been to or have recently come from a list of about 46 countries. Participants are invited to please consult their nearest Thai diplomatic or consular mission prior to departure for the most accurate information in this regard.

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**OTHER FINANCIAL AND ADMINISTRATIVE ARRANGEMENT**

All participants are advised to arrange (at their own expense or that of their organization) insurance against sickness, accident, permanent or temporary disability, death and third-party risk for the period of the seminar including the journey to and from Bangkok. The organizers will not assume responsibility for any other expenditure, including the following:

a) All expenses in the home country incidental to travel abroad, including expenditure for a 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;

b) Salary and related allowances for the participants during the period of the seminar;

c) The cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the seminar;

d) Compensation in the event of the death or disability of participants in connecting with attending the seminar;

e) Any loss or damage to personal property of participants while attending the seminar or losses or damages claimed by third parties as a result of any negligence on the part of the participants.
Local Information

➔ **Time in Thailand**: GMT + 07:00

➔ **Currency**: 1 USD is about 30.2 Thai Baht (THB), with normal market fluctuations.

➔ **Weather**: January temperatures in Bangkok range between a low of 21°C and a high of 32°C.

➔ **Debit and Credit Cards**: Credit cards are one of the most common and popular ways for consumers to make purchases online. Multinational financial corporations like Visa, MasterCard, Maestro, American Express and Discover process payments between merchants and card issuing banks, enabling millions of users around the world to make purchases using branded credit cards.

➔ **Electricity**: 220V, 50 Hz, on following outlets.

CONTACT PERSONS

Should there be any queries, participants are requested to contact:

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Safety and Security

**UN Security**
Security Control Centre (24/7): +66.2.2881102; +66.2.2881113
UN Security Emergency Number: +66.2.2881100
Mobile +66.81.8078471

**Thailand Emergency Numbers**:
Police general emergency call: 191
Fire: 199, Ambulance and rescue: 1554, Tourism Police: 1155