

# INFORMATION NOTE FOR PARTICIPANTS

**Note:** Organiser shall prepare and upload the information for participants below on the event website around **D-4 weeks** prior to the event and continue to review and update information as applicable. In case of any questions, please contact CGSS/CMU.

## SECTION A: General Information

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### General

This document provides links to external and third-party website, for convenience of meeting participants, and for use at their discretion. ESCAP cannot vouch for the accuracy or correctness of the information contained therein.

The technical workshop on Songbird trade and conservation management (*Passeriformes* spp.) is scheduled to be held at the United Nations Conference Centre, Bangkok (UNCC) and online on 11 to 14 December 2023.

The opening session will take place at 09:00 o'clock on 11 December 2023 in Conference Room 3, level 1, UNCC. All subsequent meetings will also be held from 09:00 hours to 12:00 hours and 14:00 hours to 17:00 hours.

### Registration and identification badges

#### Registration and identification badge

Please note that **Photo badges** are used at UNCC for meeting participants and **prior registration is mandatory** in line with standard security procedures to facilitate security clearance and entrance to the premises. Participants are encouraged to submit their photo in advance, which will speed up the registration process.

Participants are requested to register well in advance of the workshop and no later than **3 November 2023**, by writing an email to the CITES Secretariat (Mr. Remco van Merm, [remco.vanmerm@un.org](mailto:remco.vanmerm@un.org)), which should include the participant's full name and affiliation, a copy of the passport, and a passport-sized photograph. This will facilitate smooth coordination of the issuance of photo badges and compilation of the list of participants. Participants who have registered and sent their photos in advance can obtain photo badges at the registration counter, located on the Ground Level, UNCC, **from 08:00 to 11:00 and 13:00 to 15:00 hours** during the event.

Participants who are not able to submit their photo in advance as indicated above will have their photo taken upon their arrival at UNCC and before going to the conference/meeting room. Participants should in that case take into account the additional time required to issue an identification badge, and should make sure to arrive at the venue well in advance

of the start of the session. Only the names of duly registered participants will be included in the list of participants.

For identification and security reasons, all participants are **REQUIRED** to wear their meeting badges at all times while they are in the UN complex, which include meetings and social functions. Loss of a meeting badge should be immediately communicated to the registration counter or the UN security, so that the incident could be recorded, and a new badge can be issued.

## Meeting documents

All meeting documents, including the agenda, are available at the following link: <https://cites.org/eng/node/138343>.

Considering the carbon footprint involved in producing papers and printing documents, it is strongly recommended to utilize soft copies at the maximum extent. If hard copies are needed, participants are requested to bring with them their own copies of the meeting documents distributed by the event organizer prior to the session.

UNCC encourages sustainable meeting practices including the Paper-Smart Initiative. Meeting organizers are encouraged to use eco-friendly and innovative means to deliver information on their meetings including side events, instead of handing out hard copies of flyers, documents, newsletters, and/or other such materials.

## SECTION B: Health/Vaccination

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(Latest update: November 2022)

### Health and vaccination

Upon arrival at the port of entry in Thailand, participants who are 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 (Source: [Ministry of Foreign Affairs, Thailand](#) dated 30 November 2022):

- |                 |                |
|-----------------|----------------|
| 1. Angola       | 24. Guyana     |
| 2. Argentina    | 25. Kenya      |
| 3. Benin        | 26. Liberia    |
| 4. Bolivia      | 27. Mali       |
| 5. Brazil       | 28. Mauritania |
| 6. Burkina Faso | 29. Niger      |

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|-----------------------------|-------------------------|
| 7. Burundi                  | 30. Nigeria             |
| 8. Cameroon                 | 31. Panama              |
| 9. Central African Republic | 32. Paraguay            |
| 10. Chad                    | 33. Peru                |
| 11. Colombia                | 34. Rwanda              |
| 12. Congo                   | 35. Sao Tome & Principe |
| 13. Republic of the Congo   | 36. Senegal             |
| 14. Cote d'Ivoire           | 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           |                         |

### **Zika virus**

Zika is endemic in Thailand and cases have been reported amongst tourists. All travelers are advised to protect themselves from mosquito bites while in Thailand. Given possible transmission of the disease to unborn babies, pregnant women should consider postponing travel to Thailand or talk to their doctor about the implications of traveling to Thailand during this time.

In addition to the above, Medical Services Division at UNHQs advises that pregnant UN personnel should not undertake duty travel or be relocated to countries/areas where local transmission of Zika virus is known to occur. Women who are seeking pregnancy should obtain individual advice from their medical practitioner on risk management regarding their plans to travel into a Zika-affected area. [For further information, please refer to the Zika virus FAQ.](#)

Information on other non-vaccine preventable diseases to watch out for while in Thailand can be found here: [Thailand - Traveler view | Travelers' Health | CDC.](#)

### **Air pollution and Health**

Bangkok, like many metropolitan Asian cities in the world, is periodically affected by high levels of air pollution, with haze and high concentrations of PM2.5 particularly of concern for sensitive groups.

The Tourism Authority of Thailand advises tourists to monitor Bangkok's air pollution and take precautions when necessary. People who have existing asthma or are particularly vulnerable to the effects of air pollution should consult their treating physician as to whether a trip to Bangkok is advisable at this time. Information on the Air pollution can be found [Air4Thai website](#), maintained by the government of Thailand with daily information on air pollution.

### **Insurance and emergency medical service**

Delegates are strongly encouraged to subscribe to a travel or health insurance which is valid in the Kingdom of Thailand, in order to cover any medical bills or hospitalization fees. In case of medical emergency, please call 1669. The nearest hospital to the UNCC is Mission Hospital, which has English speaking medical support staff +662-282-1100.

When feeling unwell while in the UNCC: Anyone who feels unwell while already within the UNCC is advised to call any medical service staff at +66 2288 1352/1353/1761 during business hours, for further guidance. After business hours, they are advised to call the UN Medical Officer at +66 2288 1353 for further guidance. In case of a medical emergency within the UNCC, they are advised to call UN Security at +66 2288 1102/1120 for assistance in calling an ambulance.

## **SECTION C: Visa and Entry Requirements, Travel/Hotel Information and Foreign currency declaration**

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(Latest update: August 2023)

### **Visa and Entry Requirements**

#### **Visa Requirements**

Participants are **REQUIRED** to obtain an appropriate entry visa from the Royal Thai Embassy or the Royal Thai Consulate-General before entering Thailand, EXCEPT for those nationals listed at [List of Countries entitled for Visa Exemption and Visa on Arrival](#).

Please note that participants holding UN Laissez-Passer (UNLP) travelling on official business to Thailand are also **REQUIRED** to obtain an appropriate visa before entering.

To apply for an appropriate entry visa to Thailand, participants are required to contact their nearest Royal Thai Embassy or Consulate-General for the most updated information regarding visa application procedures and required documents. The list of Royal Thai Embassy/Consulate-General can be found at <https://www.thaiembassy.org>.

Participants who wish to apply for a visa outside their country of residence or reside in a country where there is no Royal Thai Embassy or Consulate, should check with the meeting organizer for the location where it is possible for them to apply for a Thai visa. Please note that certain nationalities, for security reasons, are not allowed to apply for a visa except at the Royal Thai Embassy or Consulate-General which has jurisdiction over the concerned territory.

Participants who may need further assistance from ESCAP on their visa application should contact the meeting organizer, well in advance, for necessary action.

Participants who wish to apply for a visa on arrival at Suvarnabhumi International Airport or Don Muang International Airport should follow the below requirements:

1. The applicant must possess a passport from the list of countries whose nationals are eligible to apply for visa on arrival ([List of countries entitled for Visa on Arrival](#)) with the validity of more than 30 days, at least one completely blank page, and be in possession of a valid return ticket with date of departure within 15 days of the date of entry.
2. The applicant must fill out an application form, which is available at the Visa-on-Arrival counter at the airport, supply one recent passport-sized photograph and a fee of Thai Baht (THB) 2,000.
3. QR code for online application is available at [Visa on Arrival](#). Upon presentation of printed Transaction Reference Number (TRN), the applicant could obtain the visa at the Visa-on-Arrival counter at the airport before proceeding for immigration procedures.
4. The applicant must provide proof of means of living expenses at the amount of THB 10,000 per person or THB 20,000 per family.

### **Entry Requirements (as of 1 March 2023)**

Thai Department of Disease Control (DDC), Ministry of Public Health (MoPH) issued "Public Health Measures for Foreign Travellers Entering Thailand", which is effective from 1 March 2023 until further notice, as per the following:

1. Proof of vaccination is **No longer required.**
2. Proof of health insurance is **No longer required.**
3. Any passenger having symptoms of COVID-19 on arrival shall be recommended to get COVID-19/RT-PCR test at arrival.

For more information, travelers can contact the [DDC Hotline 1422](#)

## **Travel Information**

### **Travel Advisory**

Visitors are advised to be respectful of Thai customs at all times. Please note that Thailand has laws against making negative comments about the institution of the monarchy. Such laws are strictly enforced and are applicable to spoken, written, gestures and electronic communication, including social media.

### **Transport from and to Airport**

Participants need to make their own transportation arrangements from Suvarnabhumi International Airport or Don Mueang International Airport to their respective hotels. For the Airport Rail Link, an express and commuter rail connecting to Makkasan Station (MRT subway Petchaburi Station) and Phayathai Station (BTS Skytrain), passengers should go to Level B. Detailed information can be found at <https://www.srtet.co.th/index.php/en/>

Electric taxis (EVSociety/VIP) are currently available at the Suvarnabhumi International Airport. The counter is located next to the main taxi area. The service is available 24 hours and can be pre-booked via:

Line ID: @evsociety

Phone: +66 2039 8888

Email: [taxivip@evsociety.co.th](mailto:taxivip@evsociety.co.th)

EV Society Facebook

Metered-taxi and bus services are readily available at the airport. More information is available at <https://www.bangkokairportonline.com>

To use the airport limousine service, participants should only contact the authorized officials at the counters located in the airport arrival zone. These officials will issue a ticket for the assignment of a limousine for transporting passengers to the desired destination, upon request. The Suvarnabhumi International Airport limousine service counters are located on Level 2 at Baggage Claim and Arrival Hall exits, channels A, B and C.

For public taxis, participants are advised to proceed to the Level 1 of the Passenger Terminal, between exit doors 4 and 7, outdoor area, where they will find automatic dispensing machines from which they can collect a queuing ticket for a public taxi. In addition to toll fees, there is a THB 50 surcharge to be added to the meter charge from the airport to the city. Please refer to the airport website noted above for details.

### **Transport to attend meetings**

Participants need to make their own transport arrangements to and from the UNCC. Metered taxis are readily available in the city and you may also book your transportation via applications such as Grab and Volt. Some hotels close to the UN building may provide complimentary transfer service on fixed schedule, to and from the UNCC, so please check with the hotel concierge.

### **Travel agent**

The American Express Global Business Travel (AMEX-GBT), whose office is located on Level 1, UNCC, can offer assistance in making reservations. Please feel free to send a request to [escap\\_amextravel@un.org](mailto:escap_amextravel@un.org)

### **Weather**

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

### **Electric plug and socket**

The electric power in Thailand is 230V running at 50Hz and the plug types used are either Type A, Type B, or Type C. A hybrid socket is almost universally found, which accepts a combination of the above plug types.

Delegates are strongly encouraged to carry their own adapters for use with laptops and other electrical appliances as the Secretariat will not be able to provide these. In case of need, adapters can be purchased from shops in the city dealing in electronic and electrical items.

## Hotel accommodation

**Hotels**, located relatively close to ESCAP or by mass-transit routes, may be used by participants, should they choose to. The selection of hotels at a walking distance from the UNCC is encouraged to reduce participants' local travel emissions and their exposure to traffic. [Click here for a list of hotels](#), with indicative prices.

**NOTE:** ESCAP cannot vouch for accuracy of the information or rates contained in the document. The list is meant purely for reference and for ease of participants. The special discount rates provided are subject to change without notice. Please confirm the room rates with the hotel directly.

Participants are responsible for booking their own rooms and are requested to contact the hotel well in advance. Any cancellations, postponements or other changes should be reported to the hotel. Rooms not occupied may be charged to the participants as per the hotel's policies.

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 usage, business center usage, 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.

## Foreign currency declaration

Any person who brings or takes an aggregate amount of foreign currency exceeding USD 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. For reference, participants may use – at their discretion – online currency conversion tool, such as <https://freecurrencyrates.com> for indicative currency conversion rates.

## SECTION D: Safety & Security

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### Safety and Security

For security and safety reasons, participants are reminded NOT to leave their belongings unattended. Belongings left unattended within the UNCC may be removed to the nearest Lost and Found counter or the Security Operations Centre.

All drone unmanned aircrafts are prohibited from flying over the UNCC as per the security requirements.

All occupants of the UNCC MUST comply at all times with all lawful directions given by the officers of the United Nations Security and Safety Section. Failure to do so may lead to the participant's removal from the UNCC.

**Contact numbers:**

**UN Security**

Security Control Centre (24/7): +66.2.2881102

UN Security Emergency Number: +66.2.2881100

Mobile +66.81.8078471

**Thailand Emergency Numbers:**

Police general emergency call: 191

Fire: 199

Ambulance and rescue: 1669/1554

Tourism Police: 1155

**Zero Tolerance towards harassment**

The United Nations has a zero-tolerance policy for any form of harassment, including sexual harassment, and will deal with such complaints promptly. Please refer to the United Nations Code of Conduct and report any incident to the Security and Safety Section either in person or by extension at 1102.

**Security protocols for UN personnel**

In line with security procedures for UN staff, travel notification through the Travel Request Information Process (TRIP) is required prior to any official travel. Upon notification of travel on TRIP, UN staff members will automatically receive an updated security advice for UN visitors to Thailand. Please visit <https://dss.un.org> to apply for this travel notification.

In addition, the UN Department of Safety and Security requires all UN personnel, including interns and consultants, to complete the mandatory BSAFE Security Awareness Training. These security certifications are required to be completed, prior to having commenced official travel.

## **SECTION E: UNCC facilities and services**

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### **UNCC Floor plans**

The UNCC floor plans are available at <https://www.unescap.org/uncc/our-rooms>. The UN buildings are smoke-free. Smoking is permitted only in the designated areas outside of the buildings and in the UNCC, the designated smoking area is outside of the Public Foyer.



## Accessibility Centre and Support for persons with disabilities

The UNCC is fully wheelchair-accessible and houses the Accessibility Centre on Level 1. For more information, please visit the [Accessibility Centre's webpages](#).

## Prayer/meditation rooms

Prayer/meditation rooms are located in front of ESCAP Hall on Level 2, UNCC.

## Catering services

### Operating hours

Catering services are available at the following locations:

- International Cafeteria (Level 1, UNCC), which serves breakfast from 07:30 to 10:00 hours, and Thai, Halal and International menus for lunch from 11:00 to 14:00 hours on Monday through Friday.
- Coffee Corner (Level 1, UNCC), which serves assortment of bakery pastries and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.
- Rajapruek Lounge (Ground Level, UNCC), which serves light meals and beverages, is open from 07:00 to 17:00 hours on Monday through Friday.

In line with the Sustainable United Nations (SUN) and Environmental Management System (EMS) principles, no single use plastic is available in the UNCC. Single-use food and drink containers have been banned within the UN compound in Bangkok. When purchasing coffee/tea at the Coffee Corner, customers are asked to pay a deposit of THB 100 for a cup, which will be returned upon return of the cup.

Dining venues at the UNCC also do not provide food storage boxes, plastic cutlery or straws for take-away orders. Customers wishing to take food away are advised to bring their own reusable food containers.

## Internet services

Free wireless internet access is available in all conference and meeting rooms and in the public areas of the UNCC. Please use UN-WiFi, no password is required. Use of internet at UNCC is governed by relevant Organizational policies and guidelines. Failure to adhere to policies may result in revoking of those services.

## Banking facilities

Banking services are available at the Siam Commercial Bank (SCB), United Nations Branch, located on Level 1 of the Service Building, from 08:30 to 15:30 hours during weekdays. Siam Commercial Bank ATMs can be found in front of the above-mentioned SCB Branch and next to the Registration desk on the Ground Level of UNCC.

## **Library facilities**

ESCAP Library facilities are available on Level 1, Service Building from 08:00 to 16:00 hours, Monday through Friday. For details on the use of the ESCAP Library facilities, please consult the staff on duty or call extensions 1329 and 1360. Further information about the ESCAP Library can be found on its website at <http://www.unescap.org/library>.

## **Lost and Found**

Please contact the Security officer or call extension 1102.

## **Postal services**

Postal services are available at the United Nations branch of Thailand Post, located on the Ground Level of UNCC. It is open from 08:00 to 16:00 hours, Monday through Friday.

## **Souvenir shop**

The souvenir shop is located on Level 1 of UNCC. It is open from 09:00 to 16:00 hours, Monday through Friday.

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